News

Celebration of life for CBA staffer Thomas Matlock is Thursday
The College of Business Administration is saddened to announce the passing of CBA staff member Mr. Thomas Matlock, who died Saturday, Dec. 13, after a battle with lung cancer. Thomas joined the college on Jan. 14, 1999. The college and Thomas’ family invite the campus community to join us for a celebration of his life from 3 to 5 p.m. Thursday, Jan. 8, at the Alumni Center.

Throughout his career at Sacramento State, Thomas participated in, served on or was involved with numerous committees, associations, and the Sacramento and international business communities. In 2013, Thomas was recognized as the Society of Government Meeting Professionals’ Planner of the Year and this year as the lead planner of the Academic Resource Conference in Sacramento. Thomas will be greatly missed by all who knew him.

Submitted by the College of Business Administration

Changes to travel mileage, moving and relocation mileage, and lodging rates
Effective Jan. 1, the mileage rate for travel reimbursement has increased from 56 cents to 57.5 cents per mile. The mileage rate for moving and relocation has decreased from 23.5 cents to 23 cents per mile. The lodging rate has increased from $175 to $195. The Accounts Payable Department website, www.csus.edu/aba/accounts-payable/index.html, has been updated to reflect the new rates. All travel forms (Travel Expense Claim Form, Sample Travel Expense Claims, and both Travel Justification Forms – international and domestic) have been updated to reflect the changes. For questions or concerns regarding these rate changes, please contact Susan Johnson, director of Accounts Payable and Travel, at sjohns@csus.edu or 278-6476.

Submitted by Accounts Payable and Travel

IRT’s winter break systems maintenance and downtime
IRT is planning a shutdown of the Sacramento State Data Center to perform essential yearly maintenance on key IT systems. The outage will affect most campus technology services. The planned period for this maintenance is 6 a.m. Saturday, Jan. 10, through 7 p.m. Sunday, Jan. 11. There is no good time to shut down systems for maintenance, but we have worked in advance with all divisions to pick the lowest-usage times twice a year, once in summer and once during winter break, to do this work. We ask that you keep this downtime in mind when planning assignments or activities for Jan. 10 and 11.

Affected systems include but are not limited to:

- Email
- The Sac State website
- My Sac State
- Student, Faculty and Employee Centers
- SacCT
- SacVault (data warehouse)
• Internet and wireless access
• NetApp file services (N:, P: & U: drives)
• VMware infrastructure and virtual servers

If you have questions or concerns, please call the IRT Service Desk at 278-7337. For other comments or concerns, please email itfeedback@csus.edu.

Submitted by Information Resources and Technology

Faculty professional activities
The latest faculty professional activities are available at www.csus.edu/sacstatenews/Articles/2014/12/ProfessionalActivities12-01-14.html.

Submitted by the Office of Public Affairs and Advocacy

Faculty Senate schedule
The Faculty Senate calendar is available at www.csus.edu/acse.

Submitted by the Faculty Senate

Security tip: Protect those passwords
All CSU users must exercise care by choosing passwords that are difficult to compromise or access. Failure to do so can jeopardize CSU systems and information. For example, words commonly found in the dictionary, birthdays or anything related to the user’s personal life should not be used. This does not rule out passwords that are easy to remember; for example, combining numbers or punctuation with one or more words could produce an easy-to-remember, hard-to-guess password.

Submitted by the Information Security Office

Human Resources

Catastrophic leave donation
Sacramento State employees may voluntarily donate to other employees up to a maximum of 40 hours of sick or vacation leave credits in one-hour increments each fiscal year. Bargaining Units 1, 10 and 11 may donate only up to 16 hours per fiscal year. If employees are interested in donating time, a form can be obtained at www.csus.edu/hr/forms.html#disability by visiting the Human Resources Disability Leaves office in Del Norte Hall, Suite 3004, or by calling 278-3522.

The Benefits Office currently has the following employees on an approved CAT Leave:

• Lisalee Egbert, Teacher Education (Child Development Department)
• Laura Stuebe, University Advancement (Development Department)