January 7, 2013

News

SafeConnect for wireless Mac and PC laptops coming today
Beginning Monday, Jan. 7, Sacramento State will require the use of the SafeConnect tool for all University and auxiliary staff who connect to the campus wireless network with a laptop computer, whether University-owned or personal. When you connect a laptop computer to the campus wireless network, you will be asked first to accept the University Computer and Network User Code of Ethics, then install the SafeConnect tool.

This process is very quick and painless and will not compromise your computer or your data in any way. Once you install SafeConnect, you will receive advisory information if you lack malware protection, if your protection is not up to date or if your operating system is not set to check for security updates. If needed, you’ll also receive instructions on how to protect your computer by downloading free software. If your computer is protected and up to date, you will simply connect to the wireless network as usual.

For more details about this process:
www.csus.edu/irt/itupdates/2012/121212SafeConnect.html.

Submitted by Information Resources and Technology

Employee Assistance Program transition
The University's Employee Assistance Program (EAP) will be transitioning from an on-site program coordinated by Student Affairs to a more traditional off-site program coordinated by the Office of Human Resources, effective this month. Additional details about the program, the contact information for the provider and the nature of the services will be sent soon to all University employees via a SacSend message. Until the new program is put in place, employees in need of consultation and/or EAP services should continue to contact Doug Adams at 278-5018 or adamsd@csus.edu.

Submitted by the Employee Assistance Program

Open forums for associate athletics director for external affairs candidates
The campus community is invited to open forums to meet the candidates for associate athletics director for external affairs:

- 2:45-3:30 p.m. Tuesday, Jan. 8, Athletics Center, Room 2260 – Tod Bannister, senior associate athletics director for external relations, San Jose State.
- 3:30-4:15 p.m. Wednesday, Jan. 9, Athletics Center, Room 2260 – Philip MacDougall, vice president of sales memberships and services, Sacramento Metropolitan Chamber of Commerce.

Submitted by Intercollegiate Athletics

Professional activities
The latest professional activities are available at www.csus.edu/sacstatenews/Articles/2013/01/ProfessionalActivities_01-07-13.html.

Submitted by the Office of Public Affairs and Advocacy
Faculty Senate schedules
The Faculty Senate schedules for January and February are available at
http://www.csus.edu/sacstatenews/Articles/2013/01/FacultySenateJanFeb2013.html.
Submitted by the Faculty Senate

Spirit of Giving Drive
Through Thursday, Jan. 31, the Community Engagement Center is accepting food and
clothing donations through the Spirit of Giving Drive, benefiting the Sacramento Food Bank
and Family Services. Or you can volunteer your time and help Sac State win the second
annual SOG Volunteer Challenge. For more information, including donation drop-off
locations and how to participate in the Volunteer Challenge, visit www.csus.edu/cec/sog.stm
or contact Kay Oghoghorie at kso28@saclink.csus.edu.
Submitted by the Community Engagement Center

Danish national team will perform before gymnastics meet
The Danish National Performance Team will put on an exhibition before Sacramento State’s
gymnastics meet against Seattle Pacific on Friday, Jan. 11. The performance will begin at 7
p.m. All faculty and staff with a OneCard, as well as children under 12, are admitted free.
Submitted by Intercollegiate Athletics

The WELL seeks feedback on programs, services
The WELL would like feedback from faculty and staff to help enhance its programs and
services. The input will be used to help develop faculty/staff-specific offerings.
Visit the link below to take the survey, available through Friday, Jan. 11, at
studentvoice.com/csus/sacstatefacultystaffsurvey.
Submitted by The WELL

New method for ordering photocopy paper
To reduce photocopy costs and the use of paper for photocopiers, IRT is changing the way
paper is provisioned for University-owned photocopiers. Beginning Monday, Jan. 14, all 8½-by-11 white paper will be purchased directly in bulk by the program center that uses
photocopiers. Photocopy paper no longer will be supplied by the Photocopy Department, and
the cost of that paper no longer will be included in your photocopy charges.

Because the paper will be ordered in bulk by the University, we have obtained a preferred
price of $36 per case of paper, including tax and shipping. The paper will be delivered
directly to your program center each Wednesday at the location you specify. For more
information, go to www.csus.edu/irt/itupdates/2012/122012photocopy.html.
Submitted by Information Resources and Technology

Security quick tip
You receive an email from "CSUHelpDesk@csus.ed“ stating that there is an issue with the
email system and that your password must be reset or you will be unable to check your
email over the weekend. The email instructs you to click on the “reset password”
link. Should you do this? No!

Being asked to follow a link and reset a password is suspicious, and the University won’t do
it. Spoofers can relatively easily fake a return email address, so the mere fact that the
sender looks trustworthy is not sufficient reason to follow a request. You should contact the
Information Security Office or the Service Desk separately. Never trust the email address,
link or even phone number provided in a suspicious email. Always be cautious of links sent
within emails or pop-ups that ask for protected information; users will never receive a genuine email from IT Security requesting their user name and 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.htm#Disability, by visiting the Human Resources Disability Leaves office in Del Norte Hall, Suite 3002, or by calling 278-3522.

The following employees have been approved for the Catastrophic Leave Donation Program:

Richard Filson, Mail Services
Sandra Loreto, Admissions
Laura O'Neill, Mechanical Engineering