Jan. 12, 2015

News

Sac State Food Drive enters its final week
This is our final week for the annual California State Employees Holiday Food Drive, and it’s time to finish strong! The University community has donated an incredible 8,033 pounds so far, all of which will be given to Sacramento Food Bank and Family Services to help feed thousands of area families.

There are three ways to donate:
- Check with your department to see if you are in one of the 65 departments across campus with a collection box for canned or dried foods.
- Donate using one of eight collection barrels on campus. They are in the Alumni Center, Athletics, Facilities Management, the Cashier’s Office (Lassen Hall 1003), Advising (Lassen Hall 1013), Sacramento Hall’s main lobby, the Housing and Residential Life office (Sierra Hall), and Yosemite Hall’s south lobby.
- The easiest way to donate is monetarily. Every dollar donated translates into 2½ pounds of food.

For questions about how to donate, please contact Food Drive coordinators Kristina Cullen at kristina.cullen@csus.edu or Joey Martinez at jmartinez@csus.edu. It’s time to go out with a bang and make this the most successful campaign in Sac State’s 40-year food drive history. Thank you for your generosity.

Submitted by Sustainability at Sac State

Harvest Sacramento event honors MLK Day of Service
To honor the Dr. Martin Luther King Jr. Day of Service, the Community Engagement Center will partner with Soil Born Farms’ Harvest Sacramento event from 1 to 5 p.m. Monday, Jan. 19. Volunteers are needed to harvest seasonal fruit throughout the Oak Park neighborhood. The fruit will be donated to local food banks.

The Harvest Sacramento project is a collaborative effort of area residents, nonprofits, community groups and businesses that harvest surplus fruit and vegetables from backyards and small orchards, and donate it to local food assistance agencies.

To register and find more information about the Day of Service event, please visit www.csus.edu/cec or call CEC Partnership/Program Coordinator Francine Redada at 278-4610.

Submitted by the Community Engagement Center

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 (the 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

Annual Hornet Crab Feed coming Feb. 7
The Hornet Crab Feed is the Athletic Department’s premier fundraiser for athletic scholarships, facilities and program needs. Join us Saturday, Feb. 7, at the Citrus Heights Community Center for an evening of fun, when your Hornet student-athletes put on their aprons and serve up all-you-can-eat salad, pasta and crab. There will be prize drawings and a live auction with your chance to bid on fabulous trips, events and desserts. Tickets are $60 each, or $550 for a table of 10, and can be purchased at www.hornetsports.com/tickets.
Submitted by the Athletic Department

Sign up for The WELL’s Start Strong program
Start off your year with The WELL! The WELL’s Start Strong is a membership and fitness program for staff and faculty. In addition to facility membership, the program includes three 30-minute fitness classes per week. Classes are designed to accommodate all fitness levels. Classes this semester are at 5:15 p.m. Tuesdays and Thursdays, and 12:15 p.m. Fridays.

Space in the program is limited. Sign up now at The WELL front desk. If you have additional questions, please contact us at membership@thewellatsacstate.com.
Submitted by The WELL

Policy and procedures updates
The Delegated Fiscal Authority & Responsibility Policy ADM-0162 and the Hospitality Expenses Procedures ADM-0111 have been updated to help streamline and clarify the approval process. The following is a summary of changes.

Delegated Fiscal Authority & Responsibility Policy: The Policy Statement approval process has been reworded to be consistent with other University policies and procedures.

Hospitality Expenses Procedures: The Approval of Transactions section has been reworded to be consistent with other University policies and procedures; the owner of hospitality expenses has been defined as the official host of the event; and in the Required Documentation section, the entire section has been reformatted for easier reading; a Direct Reimbursement Form has been added; and “Official Host” has been added. An additional tool now is available to help better understand approval requirements: samples of Delegated Fiscal Authority Approval Scenarios.
Submitted by Financial Services

The Common Data Set is available online
The 2014-2015 Common Data Set is now available online at www.csus.edu/oir. The Common Data Set (CDS) initiative is a collaborative effort among data providers in the higher education community. The combined goal of this collaboration is to improve the quality and accuracy of information provided to all involved in a student’s transition into higher education, as well as to reduce the reporting burden on data providers. This goal is attained by the development of clear, standard data items and definitions to determine a specific cohort relevant to each item.
The CDS features student and faculty profiles. It also highlights statistics in relation to admissions, class size, degrees awarded, retention, progression, graduation and financial aid.

Submitted by the Office of Institutional Research

Faculty professional activities
The latest faculty professional activities are available at http://www.csus.edu/sacstatenews/Articles/2015/01/ProfessionalActivities01-12-15.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: Accidents happen
What should you do if you accidentally forwarded an email that contains protected information – for example, a student’s disability accommodation request? Immediately address the situation by contacting the Information Security Office and your department head. Records regarding a student’s disability are subject to the protections of FERPA and several other laws. Rely on the instructions of the Information Security Office and your department head regarding how to handle the situation. For more information, contact the Information Security Office by visiting www.csus.edu/irt/is/contactus.html.

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)