Feb. 10, 2014

News

Forums today on campus Master Plan
Members of the Sacramento State community – students, faculty and staff – are invited to review and comment on the new draft Master Plan for the University. Presentations of the plan are scheduled for 1 to 3 p.m. and 6 to 8 p.m. Monday, Feb. 10, in University Union Ballroom III.

The plan is designed to guide improvements to all aspects of the physical environment, such as existing and proposed buildings, open space and circulation, as well as connections with the larger Sacramento community. The University established a series of forums for the development of the new Master Plan. We received great input and comments at the first set of forums, “Opportunities and Constraints” (Sept. 17), and the second set of forums, “Campus Design Concepts” (Oct. 30-31). These went into the development of the draft plan. For more information on Sacramento State’s Master Plan process, visit www.csus.edu/masterplan.
Submitted by Facilities Management

Counseling and Psychological Services has new clinical director
Student Health and Counseling Services is pleased to announce that Dr. Ron Lutz will join Sacramento State as the clinical director for Counseling and Psychological Services, beginning Monday, Feb. 17. He comes to us from Texas A&M University, where he served as a psychologist, wellness coordinator and interim training director of the campus Student Counseling Service for more than 20 years. Dr. Lutz is a Sacramento State alumnus and is excited about returning and joining the integrated program of Student Health and Counseling Services.
Submitted by Student Health and Counseling Services

PERC brings key programs together
Sacramento State has created a new unit, the Policy, Evaluation and Research Consortium (PERC), to better serve government agencies, nonprofits and other entities looking for help with research and other data-driven services. PERC will serve as a collective for the Center for Collaborative Policy, the Institute for Higher Education Leadership & Policy, the Institute for Social Research and the Center for California Studies.

While many outside entities may use one or another of those programs, PERC will help bring two or more of them together when the request involves multiple needs, such as conducting surveys, as well as assessing program effectiveness, then providing analysis of the findings. The effort will be coordinated by the College of Social Sciences and Interdisciplinary Studies. For more information, contact SSIS Interim Dean Ted Lascher at 278-4864 or tedl@csus.edu.
Submitted by the College of Social Sciences and Interdisciplinary Studies
One World Initiative event: ‘Gendered Diaspora’
On Wednesday, Feb. 12, the Asian Studies Program will present “Gendered Diaspora: Japanese Women Leaving Japan” by Cindi Sturtz Sreetharan, Department of Anthropology, from 3 to 5:50 p.m. in Amador 250.

For a full list of One World events, visit www.csus.edu/oneworld. To submit your migration-themed event to the One World calendar, email oneworld@csus.edu.
Submitted by One World

Faculty Endowment for Student Scholarships Awards
The Faculty Senate is pleased to announce the recipients of the 2013-2014 Faculty Endowment for Student Scholarships Awards:

- Postbaccalaureate Award: Jessica Alexander, Biological Science (Natural Sciences and Mathematics); Debra Stetson, Graduate and Professional Studies (Education)
- Undergraduate Awards: Philadelphia Deal, Speech Pathology and Audiology (Health and Human Services); Jamil Kochai, English (Arts and Letters); Lauren Littell, Chemistry (Natural Sciences and Mathematics); Manuel Sabin, Mathematics and Statistics (Natural Sciences and Mathematics); Adam Ung, Chemistry (Natural Sciences and Mathematics)

Award recipients are recognized for their academic achievement and promise of continued academic success; service and contributions to the student’s major department, college, the University and/or the community at large; and articulation of future educational/career goals. We extend our warmest congratulations to this year’s recipients. A ceremony to honor the recipients will be held at 3:30 p.m. Thursday, Feb. 20, in the University Union, Foothill Suite.
Submitted by the Faculty Senate

Using the ‘Redefine the Possible’ tagline
A rallying cry for faculty, staff and administration at Sacramento State, “Redefine the Possible” also is the University’s officially sanctioned tagline. In the final stages of trademark approvals, it is ready for its official campus-wide implementation, replacing all references to “Leadership begins here.” Complete usage guidelines, downloadable logos and the wordmark graphic are available at www.csus.edu/sacstatenews/marketing.
Submitted by the Office of Public Affairs and Advocacy

Retirees Association Scholarship
In addition to raising money to support campus programs, the Retirees Association provides two $1,500 scholarships to children of Sacramento State employees. Last year’s scholarship recipients were the daughters of Jerri McAtee (Physical Therapy) and Marty Wilson (Business Administration). Students may apply at the Scholarship link on the Financial Aid website. You can learn more about the scholarship criteria at the Retirees Association website, www.csus.edu/org/retirees/index.html. Email Tom Griffith with questions at tgriffith@csus.edu.
Submitted by the Retirees Association

Faculty Grants Program for 2014
University Enterprises Inc. and the Office of Research Administration announce the renewal of the Faculty Grants Program for 2014. This program is open to all tenured and tenure-track faculty, with initial preference given to requests from assistant or associate professors and those presenting at academic conferences.
Awards will support faculty professional development activity pursued during the calendar year. At least $50,000 will be distributed, and typical awards likely will average $1,000, with a maximum of $1,500 per person. The application deadline is noon Thursday, Feb. 27, with reviews beginning immediately thereafter. For detailed information and an application form, please visit the UEI Faculty Grants Program website at www.enterprises.csus.edu/facultygrants or email research@csus.edu.

Submitted by Sponsored Programs Administration

Puentes travel program info session coming Feb. 24
Join us for an information session on the Puentes 2014 travel program to Oaxaca, Mexico, this summer. You’ll study Spanish, discover indigenous cultures and build ties with the people of this beautiful and safe city while you earn academic credit. The information session is from 6 to 7:30 p.m. Monday, Feb. 24, in Napa Hall.

Dr. Peter Baird is leading Puentes 2014 from June 20 to July 5. He and Dr. Nadeen Ruiz are bringing together a diverse group of professionals, teachers, employees, business owners, retirees and students for a journey to the heart of Mexico. To learn more, contact pbaird@csus.edu or visit www.cce.csus.edu/travel/mexico.

Submitted by College of Continuing Education

Thailand English Language program
Communication Studies Professor Tom Knutson has received word from the Chitralada Royal Palace School that Sacramento State graduates are again invited to serve as English language assistants for the 2014-15 academic year. The school, founded by His Majesty King Bumiphol, is in Bangkok, Thailand. Those selected for the 2014-15 academic year will form the eighth group of teachers from Sacramento. More than 30 members of the Sac State community have participated in the program.

Successful candidates will receive airfare, accommodations and a monthly stipend. Communication Studies majors, English majors or graduates with a TOEFL or English Education emphasis are preferred, although applicants with different academic backgrounds are warmly welcomed. People with a baccalaureate degree are desired; applications from those about to receive their degree in May are encouraged. People interested in the program are asked to contact Knutson at knutsontom@hotmail.com.

Submitted by Communication Studies

A new look for The Buzz
If you’ve enjoyed a breakfast sandwich or pancakes at The Buzz, you’ll be happy to know that it has added French toast and made-to-order omelets to its breakfast offerings. The eatery also has a refreshed interior and a brand-new logo, which can be seen on exterior and interior signage.

The Buzz is known for its relaxing setting for breakfast, lunch and dinner, its brewed Java City coffee and other coffee beverages. Located in the University Union near the Games Room, The Buzz serves breakfast from 7:30 a.m. to 10:30 p.m. Monday-Friday. For more information, including hours of operation, visit the eatery web page at www.dining.csus.edu/eateries/the-buzz.

Submitted by University Enterprises Inc.

CMS Human Resources and Student Administration system upgrade
The California State University-wide central CMS office needs to upgrade Sacramento State’s portion of CMS. We have been given a limited number of dates to choose from, and have tentatively chosen the weekend of March 1-2. This means that beginning at 5 p.m.
Friday, Feb. 28, and running through most of that weekend, the CMS Human Resources/Student Administration system will be unavailable. This includes the Faculty Center, Student Center, Employee Center, search committee access and related CMS HR/SA services. More details on the upgrade can be found at www.csus.edu/irt/itupdates/2014/020514CMS-Human-Resources.html.

This upgrade primarily involves technical changes, and you likely will notice only cosmetic differences in your use of CMS. We understand this is a busy time for you and our campus. We therefore tentatively selected the upgrade time available that would cause the least disruption. We would like feedback on concerns or issues caused by the timing of this upgrade. Please email us at ITfeedback@csus.edu.

Submitted by Information Resources and Technology

Astra Schedule VII upgrade scheduled for spring break
Astra Schedule, the University’s comprehensive event and room scheduling software tool administered by Space Management, is scheduled for an upgrade during spring break. This upgrade will provide a more stable interface for class section facility assignment synchronization between CMS and Astra Schedule, and will offer new and enhanced functionality and navigation to view campus activities and search for available facilities.

Astra Schedule may be down for several days or the entire week of spring break (March 24-30). This means:

- No space requests for meetings or events will be processed by Space Management during spring break.
- No room transactions for class sections will be permitted in CMS or Astra Schedule during spring break.

For this reason, it is important to submit any space requests for the use of University facilities during spring break to Space Management no later than Friday, March 14. Space request forms are available on the Space Management website at www.csus.edu/aba/space. Submitted by the Office of the Vice President for Administration and Business Affairs

Common Financial System upgrade scheduled for April 17-25
Like all CSU campuses, Sacramento State utilizes the PeopleSoft Common Financial System (CFS) for financial business processes. It is now necessary for all campuses to upgrade to the most current version. The transition is scheduled for April 17-25, with normal operations resuming Monday, April 28. During this time, CFS and the services it provides will not be available. This means:

- April 10 is the deadline for entering and approving requisitions to allow time for sourcing to POs before the down time.
- No checks or payments will be available during the down time, including travel advances or reimbursements.
- No procurement can be done during this time (other than through the ProCard or OfficeMax).
- No budget or expenditure transfers will be processed.
- ProCard dates have been adjusted for the upgrade (transactions available Monday, April 28; reconciliations, Friday, May 9; and statements due Friday, May 16).
- The Data Warehouse will be available for reporting but will have data as of April 17 until the new system is ready for use.
For these reasons, it is important to plan for your procurement, check and payment needs so you are not inconvenienced during this time. Please go to [www.csus.edu/adminupgrades](http://www.csus.edu/adminupgrades) for further information about administrative systems upgrades.

Submitted by the Office of the Vice President for Administration and Business Affairs

**Faculty professional activities**
The latest faculty professional activities are available at [www.csus.edu/sacstatenews/Articles/2014/02/ProfessionalActivities02-10-14.html](http://www.csus.edu/sacstatenews/Articles/2014/02/ProfessionalActivities02-10-14.html).

Submitted by the Office of Public Affairs and Advocacy

**Faculty Senate schedule**
The Faculty Senate calendar is available at [www.csus.edu/acse](http://www.csus.edu/acse).

Submitted by the Faculty Senate

**Security tip: Be careful with internal emails**
Email communications – even internal emails – are inherently insecure because they can be readable as they travel over the network. When sending any email, consider how you can keep information from falling into the wrong hands. This can include determining precisely who needs to see the information and sending it only to that person; considering other forms of communication that might be more secure, such as the mail; hand-delivering a paper or electronic copy; or encrypting the email.

Submitted by Information Resources and Technology

**Human Resources**

**Benefits workshops**
The Office of Human Resources – Benefits is sponsoring the following retirement and financial planning workshops. If you are interested in attending one of the workshops, please go to the Benefits Office Workshops website at [http://www.csus.edu/hr/departments/benefits/workshops.html](http://www.csus.edu/hr/departments/benefits/workshops.html) to view the schedule, find specific registration information and download a copy of each workshop flier. (Please review the workshop flier before registering to ensure that the specific workshop fits your needs.) You are required to secure the approval of your supervisor prior to registration.

- **CalPERS Planning Your Retirement:** 9 a.m. to noon Tuesday, March 4, University Union, Foothill Suite. Register online through MyCalPERS at [https://my.calpers.ca.gov](https://my.calpers.ca.gov). Go to the Education Resources tab >> View Classes >> Planning Your Retirement (CSU Sacramento) or call the CalPERS Customer Contact Center at (888) 225-7377. For your convenience, CalPERS has provided online versions of the CalPERS Planning Your Retirement workshop. Go to the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov) and under “Online Services,” click “Member Education.”

- **Tax Sheltered Annuity 403(b) Office Hours – VALIC:** 9 a.m. to noon Thursday, Feb. 13, and 9 a.m. to 1 p.m. Friday, March 7 (by appointment only), Del Norte Hall 3004. Contact Dane Sincere at Dane.Sincere@valic.com to schedule an appointment.

- **Social Security/Medicare Workshop (Course ID: HR_BEN_05):** 9 to 11 a.m. Thursday, March 13, University Union, Foothill Suite. Register online through LearnerWeb at [http://learnerweb.saclink.csus.edu/csus_enterprise/index.htm](http://learnerweb.saclink.csus.edu/csus_enterprise/index.htm).
Managers and supervisors are asked to please distribute this information to employees in your departments who do not have access to email. Please post conspicuously and provide copies in your employees’ mailboxes. For questions or comments, contact the Office of Human Resources – Benefits, Del Norte Hall, Room 3004, or call 278-6213.

**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](http://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.