Feb. 24, 2014

News

Test of campus-wide Emergency Notification System (ENS)
Campus officials will conduct a test at 11:15 a.m. Friday, March 7, of multiple components of Sacramento State’s notification system for use in emergencies or other critical events where life and safety are at risk.

The test will include text messages, emails, campus digital signs, the University website’s home page, classroom telephones, loudspeakers and desktop alerts on some University-owned computers, as well as social networks such as Facebook and Twitter.

Students are already signed up to receive Emergency Notification System messages on their cellphones and via email, but should use this test to confirm that their devices are registered correctly. Faculty and staff must register themselves and can go to www.csus.edu/ens/signup.html if they have not done so previously.

The campus community will be receiving a short follow-up survey on the test. If you are registered on the system but do not receive a test ENS message at 11:15 a.m. March 7, please provide feedback on the survey so that any system issues can be resolved.

Submitted by Public Affairs and Advocacy

Sacramento State’s March for Babies on Facebook
President Alexander Gonzalez is the chairman of this year’s March for Babies, the largest annual fundraiser for the March of Dimes, taking place Saturday, April 26. He is encouraging everyone to get involved to make Sacramento State a leading contributor to this cause. The March of Dimes helps expectant families and researches the problems that threaten the health of babies.

To help with the cause and to get the word out, the public relations program under Professor Tim Howard will be taking a significant role in the promotion of this partnership. To start, they have launched Sacramento State’s March for Babies Facebook page. Check it out to find more about the event and how to participate: www.facebook.com/SacStateMarchforBabies.

Submitted by Sacramento State’s March for Babies

History professor wins President’s Award for Research and Creative Activity
History Professor Rebecca Kluchin is the 2013-14 recipient of the President’s Award for Research and Creative Activity. She will receive the award and give a lecture, “Pregnancy and Personhood: The Maternal-Fetal Relationship in American Society, 1850-Present,” from 4 to 5 p.m. Thursday, March 13, in the University Union, Summit Room.

In her lecture, she will discuss the public and private relationship between a woman and her fetus, and changing notions of fetal personhood and maternal responsibility in American
history. The campus community is invited to this event. A reception will follow in the California Suite at the Union.
Submitted by Research Administration

**Faculty Grants Program deadline is noon Thursday**
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](http://www.enterprises.csus.edu/facultygrants) or email research@csus.edu.
Submitted by Sponsored Programs Administration

**Help recruit talented students for McNair Program**
The Ronald E. McNair Post-Baccalaureate Achievement Program at Sacramento State is now recruiting students for the 2014-15 cohort that will begin in Fall 2014. The program prepares first-generation, low-income or underrepresented juniors and seniors for admission and studies at the doctoral level. It is a nationwide program sponsored by the U.S. Department of Education, created in memory of Ronald E. McNair, Ph.D., an African American physicist killed in the space shuttle Challenger accident in 1986.

Students interested in pursuing a career in academic research and/or teaching at the university level should contact the McNair Scholars Program at 278-5118 or mcnair@csus.edu, visit [www.csus.edu/mcnair/](http://www.csus.edu/mcnair/) or come to the McNair Scholars Office in River Front Center 203. Help us recruit academically promising undergraduate students with an interest in attending graduate school; we are here to motivate, support and help them reach their highest academic goals.

We need the help of faculty, staff and students to help us recruit academically promising undergraduate students with an interest in attending graduate school. The application deadline for the 2014-15 McNair Cohort is Monday, April 28.
Submitted by the McNair Scholars Program

**New Commencement website**
The Commencement website has been revamped for Spring 2014. Graduates can find Commencement information, including ceremony times and dates, directions and parking, regalia orders, and day-of-event details. Additionally, graduates are encouraged to visit the website and RSVP to participate in their college ceremony. Please update your bookmarks with the new link [www.csus.edu/commencement/](http://www.csus.edu/commencement/).
Submitted by Advancement Communications

**Housing and Residential Life announces Women of Influence Awards Ceremony**
The fifth annual Women of Influence Awards Ceremony celebrates and honors the accomplishments of our female students, staff and faculty. The ceremony will take place at 2 p.m. Tuesday, March 18, in the American River Courtyard Conference Room. All members of the University community are welcome. Light refreshments will be served.
Nominate a deserving female faculty or staff member, and/or current student who exhibits professional and/or academic excellence and dedication to their community. The awards will recognize one female faculty member, one female staff member, one female student leader and one female residential student leader. Nominations close Thursday, Feb. 27. The nomination form can be found at https://orgsync.com/68522/forms/96560. For more information, please contact Audrey De Soto, graduate assistant for Housing and Residential Life, at ald223@saclink.csus.edu or 278-3530.

Submitted by Housing and Residential Life

Student Purchase Awards reception coming March 6
The Student Purchase Awards show is the University Union Gallery’s annual exhibit. Sacramento State student artists submit artwork of all mediums to be considered for this exhibit. Professional art consultants from the community and staff from the University Union Gallery review and select pieces for the show. The top three will be recognized the night of the reception. Pieces to be included in the Union’s permanent art collection also will be chosen.

Entries will be accepted from 10:30 a.m. to 3:30 p.m. and 5 to 8 p.m. Feb. 24-26 at the University Union Gallery. Exhibit dates are March 3-20; the reception and awards are from 6 to 8 p.m. Thursday, March 6. For the submission form and complete rules, visit www.union.csus.edu/gallery.

Submitted by the University Union Gallery

Register your team for the Out of the Darkness Walk
Sacramento State’s annual Out of the Darkness Walk for suicide prevention is coming Thursday, April 3. To participate as a team, you need at least 10 people to sign up before Monday, March 3. Register and sign up at http://afsp.donordrive.com/index.cfm?fuseaction=donorDrive.event&eventID=2561.

Last year, 61 teams consisting of fraternities, sororities, student organizations, departments and local organizations totaling more than 800 walkers raised more than $24,000 for suicide prevention campus programming.

Submitted by the Mental Health Program through Student Health and Counseling Services

Epicure Restaurant’s new lunch specials
Starting Monday, Feb. 24, Epicure Restaurant at the University Union will offer three new specials for lunch: warm spinach salad, corned beef Reuben sandwich, and fish and chips. All are available through Friday, March 21. The restaurant is open for lunch from 11 a.m. to 2 p.m. Monday-Friday. Reserve your table now at www.dining.csus.edu/epicure/reservations/. For same-day reservations, please call 278-6100.

Submitted by University Enterprises Inc.

Survey request on ASI Farmers Market
Associated Students Inc. is asking staff, faculty and students to fill out the ASI Farmers Market Survey. Your feedback is requested regardless of whether you have attended one of the markets. This short survey will help determine the market’s future direction and goals. For filling out the survey, you will be entered to win one of eight $15 gift cards to iTunes, Subway, Jamba Juice or Starbucks. The survey will run through Friday, Feb. 28, at http://studentvoice.com/csus/farmersmarket.

Submitted by Associated Students Inc.
First Year Experience seeks student leaders for Fall 2014 peer mentor team

First Year Experience (FYE) is seeking talented student leaders to apply for peer mentor positions. In partnership with their assigned faculty member, peer mentors assist first-year students by serving as an academic peer advisor, a resource to the campus and community, and a mentor to assist with the transition to Sacramento State. Applications and additional information are available at [www.csus.edu/acad/advising-services/First%20Year%20Experience%20Application%20Page.html](http://www.csus.edu/acad/advising-services/First%20Year%20Experience%20Application%20Page.html). The application deadline is noon Friday, March 7.

FYE is a consortium of campus-wide programs administered by representatives from Academic Affairs, and Planning, Enrollment Management and Student Affairs. If you have a student recommendation or questions (applicants must have at least a 3.0 cumulative grade-point average), please email jasonsumi@csus.edu.

Submitted by Academic Advising and the Career Center

Student Research Symposium 2014

The Student Research Symposium is an afternoon event to recognize and celebrate the outstanding scholarly achievements of our students. All currently registered undergraduate and graduate students are eligible to participate, either by sharing a research poster or making an oral presentation. Alumni who received their degrees in 2013 also are eligible to participate. Faculty, staff and students are encouraged to attend the event from 11 a.m. to 5 p.m. Friday, Feb. 28. For additional information, visit [www.csus.edu/research/student/researchcomp.htm](http://www.csus.edu/research/student/researchcomp.htm). Participants may now RSVP at this website to reserve their spot at the event.

Submitted by the Office of Research Administration

Common Financial System upgrade scheduled for April 17-25

Like all CSU campuses, Sacramento State utilizes the systemwide 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 as not to be 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

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, which
is March 24-30. This upgrade will provide a more stable interface for class section facility assignment synchronization between CMS and Astra Schedule, and 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. 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 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

Annual training for building coordinators/floor marshals
There will be a training session from 9 to 11 a.m. Thursday, March 20, in the University Union, Hinde Auditorium. It will cover:

- Program overview and history
- Multi-hazard plan/building emergency action plan
- ICS/interaction with first responders
- Responsibilities of building coordinators, floor marshals and faculty
- Evacuation procedures/rally areas and evacuation chairs
- Shelter-in-place?
- IFAN
- ENS
- Web pages and info

All members of the Building Emergency Preparedness Teams, building coordinators, floor marshals and faculty who have responsibility during a disaster or emergency should attend.  
Register with an email to Bill Gnagy at gnagywb@saclink.csus.edu.  
Submitted by University Police

Campus disaster/emergency preparedness training
During the first year of employment and every three years thereafter, Sacramento State faculty, staff and student employees must attend a two-hour presentation of what to expect during a disaster/emergency on campus and how to react to it. The training is mandated by the state and the CSU. Attendees will receive an overview of:

- The campus Multi-Hazard Emergency Plan
- The campus emergency response and management groups
- The important role of faculty in emergency response
- Evacuate or shelter requirements
- Campus Emergency Notification Systems
- The Disaster Service Worker program
- Home emergency preparedness

Next training times and dates are 9 to 11 a.m. Thursday, March 6, and 9 to 11 a.m. Thursday, April 10, in the University Union, Hinde Auditorium.
Seating is limited to the first 150. Attendance required at only one session. Register with gnagywb@saclink.csus.edu.

Submitted by University Police

Violence in the workplace prevention training
This training is a one-hour presentation of information regarding University policy on violence in the workplace, applicable campus statistics, crime prevention, reporting practices and available resources. The course will give attendees information on how to prepare for, recognize, document and report incidents in their respective areas. Materials will be provided.

Class participation is required by Cal-OSHA and the University; all faculty, staff and student employees need to attend the training every three years. All training will take place in University Union, Hinde Auditorium. Upcoming trainings are:

- 1-3 p.m. Tuesday, Feb. 25
- 9-11 a.m. Thursday, March 27
- 1-2 p.m. Wednesday, April 9
- 9-10 a.m. Thursday, May 8
- 9-10 a.m. Monday, May 12

To RSVP for the training, please email barnettkj@csus.edu.

Submitted by the Department of Public Safety

Faculty professional activities
The latest faculty professional activities are available at www.csus.edu/sacstatenews/Articles/2014/02/ProfessionalActivites02-10-14.html.

Submitted by the Office of Public Affairs and Advocacy

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

Submitted by the Faculty Senate

Internet Explorer 11 compatibility issues with SacCT and CMS
Instructors using Internet Explorer 11 as their web browser may receive an error message when using SacCT: “Internet Explorer has stopped working.” This affects instructors using Internet Explorer 11 who have edit mode “ON” in a course. This information is also posted on SacCT itself.

Internet Explorer 11 is also not fully compatible with CMS. The problem appears during registration when students are getting stuck on the informational pop-up messages, when faculty post final grades, and in other situations. During registration and final grading, IRT posts a reminder on CMS.

While there are workarounds, IRT recommends that CMS and SacCT users try using another browser (e.g., Firefox or Chrome). We do not have a date from CMS central or Blackboard for when this compatibility issue will be fixed.

There are many browsers and many applications. Not every application works with every browser. To see which browser works best for each application, please see the browser compatibility page at www.csus.edu/irt/web/BrowsersCompatibility.html. For questions or concerns, please contact the IRT Service Desk at 278-7337.

Submitted by Information Resources and Technology
Exchange Email maintenance scheduled for March 8
Exchange Email will be undergoing planned maintenance from 12:01 to 4 a.m. Saturday, March 8. Faculty and staff using email at those hours may experience outages of up to five minutes during that time. Email will be queued during those short outages and will be sent when the outage is complete. No email will be lost.

If you have questions or concerns about the outage, please contact the Service Desk at 278-7337. If you have general comments, please contact us at ITFeedback@csus.edu.
Submitted by Information Resources and Technology

Even if My Sac State is down, campus services are available
The My Sac State portal occasionally is unavailable due to a bug or planned maintenance. When this occurs, almost all campus services normally accessed through My Sac State typically remain available to faculty, students and staff. When My Sac State is unavailable, a page is automatically displayed in its place, providing a list of direct links to almost everything except SacSend messages. This is our fallback page. On the fallback page, SacCT, the Student Center, the Faculty Center, etc., are only a click away.

If a partial outage of My Sac State occurs, the “fallback” page of links won’t come up automatically, but we will put up that page as soon as we are aware of the problem. If you have questions about the fallback page, please contact the Service Desk at 278-7337.
Submitted by Information Resources and Technology

Security tip: Don’t share passwords
A study of criminal prosecutions found an average associated financial loss of $3 million per incident for “social engineering” or insider-type crimes. Many institutions have been targets of these types of crimes, including universities. Almost 90 percent of the crimes began with attackers logging onto accounts with IDs they obtained inappropriately. While IDs are sometimes illegally obtained by the use of passwords, such as cracking programs, many are obtained “the old-fashioned way” – by collusion with people in the institution who share IDs and passwords, sometimes simply for convenience.
Submitted by the Information Security Office

Human Resources

Benefits workshops
The Office of Human Resources – Benefits is sponsoring the following retirement and financial planning workshops for the Fall Semester. 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 to view the schedule, find specific registration information, and download a copy of each workshop flyer. *Please review the workshop flyer 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. Go to the Education Resources tab >> View Classes >> Planning Your Retirement (CSU Sacramento), or call the CalPERS Customer Contact Center at 1-888-225-7377. 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 and under Online Services click Member Education.
• Tax Sheltered Annuity 403(b) Office Hours – VALIC: 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.

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 by visiting the Human Resources Disability Leaves office in Del Norte Hall, Suite 3004, or by calling 278-3522.