February 25, 2013

News

**Chancellor White coming to Sacramento State**
California State University Chancellor Timothy P. White will visit Sacramento State on Monday, March 11. Dr. White will tour the campus and meet with members of the Sacramento State community. More details will be made available as the schedule is finalized.

*Submitted by the Office of the President*

**Recyclemania competition runs through March**
Recyclemania is a national competition in which schools vie to see which is the most sustainable – and this year, Sac State is a part of it. The event runs through February and March. Sac State is registered in the Benchmark Division and will be monitoring its recycling weights for cardboard and electronic waste. The University also will be competing in the Athletic Event category; the recycling weights from the Hornet men’s basketball game Thursday, Feb. 28, will be documented.

This event is a great leap forward to put Sac State on the national sustainability map. For inquiries about Recyclemania, please email the Sustainability Team at sustainability@csus.edu.

*Submitted by Facilities Services*

**Mulching Mania rescheduled for March 14**
The Sac State Sustainability Team and the Sacramento Tree Foundation will team up Thursday, March 14, to promote sustainability by spreading mulch in the Main Quad (near Lassen Hall). There’s still time to volunteer. No experience is necessary; we will train you on the day of the event. Tools and gloves will be provided. All you need to bring is a willingness to make Sac State the best that it can be. Two shifts will be available: 10 a.m.–noon and noon–2 p.m. Contact your Sustainability Team at sustainability@csus.edu.

*Submitted by Facilities Services*

**Sacramento State Blood Drive**
Mark your calendars for the Sacramento State Blood Drive, 10 a.m.–5 p.m. Tuesday, Feb. 26, and Wednesday, Feb. 27, in the University Union Ballroom. Participants will receive a $5 gift card and MyBloodSource Rewards. Participants also should eat and drink plenty before donating, and bring a photo ID.

To donate in honor of Cesar Chavez, please use reference code 9658. However, any reason is a good reason to give blood. This event is co-sponsored by BloodSource, Associated Students Inc., CAMP, the Hornet Bookstore, the Green Army, the University Union and The WELL.

*Submitted by the University Union*
**One World highlights plight of California’s native fish**
The Ecology-Geology Colloquium Series will present “Status and Conservation of California’s Native Fishes in the Era of Rapid Climate Change,” a lecture by Peter Moyle of UC Davis, at 4:30 p.m. Tuesday, Feb. 26, in Mendocino Hall 1015. The event is hosted by the departments of Biological Sciences and Geology, the U.S. Fish and Wildlife Service, the California Landscape Conservation Cooperative and the U.S. Geological Survey.

For a full list of One World events: [www.csus.edu/oneworld/OneWorld-events.html](http://www.csus.edu/oneworld/OneWorld-events.html). To submit information about your One World activities, email oneworld@csus.edu.

*Submitted by the One World Initiative/Geology*

**Discussion on Philippines’ marine resources**
Davao Gulf in the Philippines is one of that nation’s major fishing grounds as well as one of the world’s most diverse marine ecosystems. In a discussion titled “Our Gulf Is Our Life: Protecting Marine Resources in Davao, Philippines,” Dr. Della Grace Bacaltos will discuss protection and management initiatives for the gulf, including the topics of overexploitation of coral reefs, sedimentation, accumulation of waste, and harmful fishing methods. Bacaltos holds a Ph.D. in marine science and is a professor at Southern Philippines Agri-Business and Marine and Aquatic School of Technology.

The discussion will take place from 6-7:30 p.m. Tuesday, March 12, in Mariposa Hall, Room 1000.

*Submitted by Asian Studies*

**Documentary on CPR focuses on adults with autism**
Capital Public Radio’s documentary unit will present *The View From Here: Autism Grows Up* on Friday, March 1. This multimedia documentary project follows four autistic adults seeking lives of choice and opportunity.

Freddie Topete transferred last fall into the Sac City Adult Transition Program at Sacramento State. His family counts on special education programs to expand Freddie’s horizons and increase his ability to communicate and socialize. In two years, this 20-year-old will age out of school-based support services and will need to begin again at an adult day care program. Hosted by Beth Ruyak, *The View From Here: Autism Grows Up* will air at 10 a.m. and 8 p.m. on Capital Public Radio News and online at [www.capradio.org/view](http://www.capradio.org/view).

*Submitted by Capital Public Radio*

**Flu shot clinic coming Thursday**
Student Health and Counseling Services is offering a flu immunization clinic from 11 a.m.-2 p.m. Thursday, Feb. 28, in the University Union lobby. Flu shots are free for Sac State students, and $15 for faculty and staff. The Centers for Disease Control and Prevention is recommending continued vaccination for influenza, as this year’s flu season started early and is proving to be very active.

*Submitted by Student Health and Counseling Services*

**Hornet Bookstore sale Thursday and Friday**
All hooded sweatshirts, sweatpants, backpacks and clearance items will be 20 percent off at the Hornet Bookstore on Thursday and Friday. Discounts cannot be combined. Some exclusions apply. Limited to stock on hand. See store for details.

*Submitted by the Hornet Bookstore*

**Free two-hour American Sign Language workshop is open to the public**
Come for a fun introduction to ASL at a free workshop from 10 a.m.-noon Saturday, March 9, in Napa Hall. Guest presenter Dr. Bill Vicars of Lifeprint.com will answer questions and present various paths to becoming proficient at ASL. Presented in ASL with voice interpreting.

Beginners are welcome, and you don’t have to know any sign language before attending this workshop. For more information or to register, contact Liz Arellanes at 278-6249 or arellane@csus.edu, or visit www.cce.csus.edu/asl.
Submitted by the College of Continuing Education

Teach English in Thailand
Would you like to spend a year living in one of the world’s most vibrant and exciting cities? College graduates are invited to apply for a one-year contract to teach English in Bangkok, Thailand. The preference is for communication studies majors, English majors, or graduates with a TOEFL or English education emphasis, although applicants with different academic backgrounds are warmly welcomed.

Employment will be as a guest teacher at the Chitralada Royal Palace School, situated within the grounds of one of the royal residences in Bangkok.

Guest teachers need not undertake academic planning of their classes prior to arrival in Thailand. Most, if not all, preparation can be carried out on the job. There is no requirement that guest teachers be able to speak, read, write or learn Thai. The application deadline is Friday, March 22. For applications and information, email knutsontom@hotmail.com.
Submitted by Communication Studies

Panetta Internship deadline extended
The Center for California Studies has extended the deadline for students seeking to apply for the Congressional Internship Program offered by the Panetta Institute of Public Policy. The new application deadline is Monday, March 4. One junior or senior will be chosen to work for a congressional office in Washington. The Fall 2013 internship will run Aug. 11-Nov. 9 and include a two-week orientation, the cost of tuition and fees, food and housing, and air and ground transportation. Applicants must have high academic achievement, submit a written essay, and be a U.S. citizen and California resident. For more information, visit www.csus.edu/calst/Panetta_Institute_Congressional_Internship.html or contact Donna Hoenig-Couch in the Center for California Studies, 278-6906 or hoenigco@csus.edu.
Submitted by the Office of the President

Engineering and Computer Science Career Day 2013
More than 80 engineering and engineering-related companies are expected at the Engineering and Computer Science Career Day from 8 a.m.-3 p.m. Friday, March 1, in the University Union Ballroom.

For the first time in four years, hiring is expected to be brisk, with strong demand across all technical disciplines, according to Cici Mattiuzzi, director of Career Services for the college. Companies are hiring interns, new grads and experienced candidates, and want to snag techies as early as possible to meet the increasing demand for new technology and infrastructure.
Submitted by the College of Engineering and Computer Science

Study Abroad Program application deadline
The next Sacramento State Study Abroad Program application deadline is Friday, March 1. Please encourage your students to look into this life-changing opportunity. The Sac State
and CSU systemwide study abroad programs allow our students to earn resident credit while studying in another country. Students pay no international tuition fees to the university abroad, and those who usually receive financial aid can apply that aid to their studies abroad (except work study).

The Office of Global Education (Lassen Hall 2304, 278-6686) holds information sessions and individual advising appointments. Please refer your students to the OGE to learn more and get started with an application. If you have the opportunity to show the eight-minute video Breaking Barriers (found at www.csus.edu/oge) in your classes and/or insert the video location into a message to your students, please do so.

Submitted by the Office of Global Education

Information session on summer course in Hawai’i

The Ethnic Studies Department is offering a course on “The People & Institutions of Hawai’i,” June 17-July 19. For two weeks of the course, students will travel to Honolulu, on the island of Oahu, to immerse themselves in the rich heritage of Hawai’i. Oahu, known as “the gathering place,” showcases a wide variety of ethnic populations. Visits to historical and community sites will expand on the curriculum, and special emphasis will be on the study of community-based organizations in Honolulu and how these organizations enhance student leadership development.

To learn more about this opportunity, come to our next information session from 4:30-6 p.m. Monday, Feb. 25, in Napa Hall 1007. For questions, contact Professor Gregory Mark at markgr@csus.edu or 278-3783.

Submitted by the College of Continuing Education

Continuity of operations/business continuity planning

Risk Management Services is holding training to assist departments in completing or upgrading their continuity of operations/business continuity plans. Training includes instruction on continuity planning in general and on working with Sac State’s unique online application, which allows departments to create, update and store their plans. Training sessions are 2-3 p.m., all in AIRC 3013, on the following Wednesdays: March 13, March 20, March 27, April 3, April 10 and April 17.

To schedule your training, email Janie Xiong at xiong@csus.edu or log on to Learner Web (www.rms.csus.edu/training/instructions.html) and register. After clicking on the link above, click “Schedule” in the left navigation bar, which will take you to the course calendar. On the calendar, select a course and training date, and click to schedule your training.

Submitted by Risk Management Services

Instructional Personnel Cost Report (Fall 2012)

The Office of Institutional Research compiles special reports each year to show information on faculty workload during the Fall term. These reports are based on the Academic Planning Data Base, which is submitted to and approved by the Chancellor’s Office.

The Instructional Cost Personnel Report, combined with information from Human Resources, calculates the personnel costs directly associated with instruction. For a detailed look at the reports: www.csus.edu/oir/Data%20Center/Faculty%20Special%20Reports/Faculty%20Special%20Reports.html.
New this year will be a Spring 2013 Instructional Personnel Cost Report due out at the end of the semester. Summary tables will be for Academic Year Fall 2012/Spring 2013. For more information, contact the Office of Institutional Research at 278-6566.
Submitted by the Office of Institutional Research

IRA budget call available
The 2013-14 Instructionally Related Activities (IRA) call for proposals is now posted at www.csus.edu/aba/admin-ops/ira.html. If you have questions, please call the Office of the Vice President for Administration/CFO at 278-6312, or email kdonavil@csus.edu or kem@csus.edu.
Submitted by Administration and Business Affairs

Changes in process for ordering 8½-by-11 paper
IRT and Procurement have listened to campus concerns and have modified the paper ordering process to better accommodate your requests. You now can order 8½-by-11 paper by the same option formerly available, including from Office Max. Effective Thursday, Feb. 28, Photocopy will no longer handle paper orders for the University. Thank you for your feedback, which allowed us to make the best decision for everyone involved.

If you have questions about this change, please contact itfeedback@csus.edu or Andy Schloss at 278-2470 or andy.schloss@csus.edu.
Submitted by Information Resources and Technology

Professional activities
The latest professional activities are available at www.csus.edu/sacstatenews/Articles/2013/02/ProfessionalActivities_02-18-13.html.
Submitted by the Office of Public Affairs and Advocacy

Faculty Senate schedules
The Faculty Senate calendar for the Spring semester is available at www.csus.edu/acse/. On that page, click on “Calendar” on the right under “2012-13 Senate Info.”
Submitted by the Faculty Senate

Security quick tip
What should you do if you accidentally forward 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 on how to handle the situation. For more information, contact the Information Security office at www.csus.edu/irt/is/contactus.html.
Submitted by the Information Security Office

Human Resources

Human Resources offers expanded public service hours
The Office of Human Resources is pleased to announce that effective Monday, March 4, HR will offer expanded public service hours. They will be from 9 a.m.-4 p.m. Monday-Friday. Benefits and Payroll will remain open from noon-1 p.m.
Retirement and financial planning workshops for Spring semester
The Office of Human Resources – Benefits is sponsoring retirement and financial planning workshops for the Spring semester. If you are interested in attending any of the workshops, please go to the Benefits Office Workshops page to view the schedule, find specific registration information and download a copy of the workshop flier. Registration for most workshops is now available through LearnerWeb. Note: 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.

If you are interested in scheduling a one-on-one meeting on campus with a representative to review your current Tax Sheltered Annuity 403(b) account or help you enroll in a new account, visit the Tax Sheltered Annuity Vendor Sessions page to view the schedule of vendor representatives on campus.

CSU/CSUS Fee Waiver Program for Fall 2013
The Office of Human Resources – Professional Development and Training will distribute CSU/CSUS Fee Waiver and Reduction forms for Fall 2013 beginning Monday, March 4. The deadline for submission of the completed forms and all supplemental documents is Friday, April 12.

Forms may be picked up in Del Norte Hall Room 3010D after you have been determined to be eligible for the program. We encourage all interested Sacramento State employees seeking information about the program to visit our website at www.csus.edu/hr/departments/professional%20development%20and%20training/fee%20waiver.html and select “Employee Fee Waiver.”

Noontime and After-Work Wellness programs
We invite you to reduce stress and meet your daily physical activity needs by participating in our Noontime and After-Work Wellness programs. We encourage you to find a partner and spend an evening learning ballroom dancing, find peace of mind during lunch in a yoga class, and get that cardio workout with aerobics and zumba.

Help us help you fulfill your new year’s resolution by making it a practice to engage in healthful activities. Please visit our website at www.csus.edu/hr/departments/professional%20development%20and%20training/noonwellness.html for registration and additional offerings/information.

HR Competencies Overviews and training opportunities
The HR Competencies Overviews provide managers and supervisors with key information. You will learn what you need to know in the areas of collective bargaining, performance management, harassment and retaliation, disability leaves and more. We encourage managers and supervisors to take advantage of new opportunities to develop their skills. To register, please visit www.csus.edu/hr/departments/professional%20development%20and%20training/training.html and select the overview(s) of interest.

Workplace Bullying: What Everyone Needs to Know
In this workshop, participants will gain a better understanding of workplace bullying – what it is, what it isn’t, and the effects within organizations/departments. Participants will understand what to do if they witness bullying, have a bully on their team or in their department, and if they are accused of being a bully. Two sessions of the workshop will be held Friday, April 12. To register, please email training_development@csus.edu and include “Workplace Bullying registration” in the subject line.
If you have questions about any of the programs or offerings listed above, please contact Kim Harrington at harringtonkc@csus.edu.

**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 3002, or by calling 278-3522.

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

Misty Brooks, Registrar’s Office  
Sara Henry, Student Organizations and Leadership (vacation donations only)  
Jamie Jones, Services to Students with Disabilities (vacation donations only)  
Laura O’Neill, Mechanical Engineering  
Donna Redman-Fox, Science Educational Equity