March 17, 2014

News

New University Strategic Plan is taking shape
The students, faculty and staff of the Strategic Planning Committee are pleased to present the first draft of Sacramento State’s new Strategic Plan. The draft follows several months of research and incorporates feedback from the campus community.

To read the draft and share your thoughts, please visit the Strategic Planning website: www.csus.edu/universitystrategicplan.
Submitted by the Office of the President

Help Sac State be a leading March of Dimes contributor
Sacramento State is supporting the March for Babies, the largest annual fundraiser for the March of Dimes, and you can help ensure healthy babies and mothers in our community. President Alexander Gonzalez is chairing the event, which will be held Saturday, April 26, and is encouraging everyone to get involved to make Sac State a leading contributor to the cause. You can:

1. Create and lead a walking/fundraising team. Informational team leader sessions will be held on campus on the following dates:
   - Tuesday, March 18 (students, faculty and staff), from 11 a.m. to 1 p.m. at the University Union, Redwood Room
   - Thursday, March 27 (faculty and staff only), from 3 to 5 p.m. at Epicure restaurant at the University Union
   - Tuesday, April 1 (students, faculty and staff), from 2 to 3 p.m. at the University Union, Ballroom II
2. Join and walk with an existing Sacramento State team.
3. Contribute directly to “Team Herky.”

For more details on the event, visit www.csus.edu/marchforbabies. And mark your calendars! The March for Babies campus kickoff will take place in the Quad on April 1 from 11:50 a.m. to 1:30 p.m.
Submitted by Sac State March for Babies

Sac State participating in higher education workplace survey
Sacramento State is participating in The Chronicle of Higher Education’s program called Great Colleges to Work For. The Chronicle is based in Washington, D.C., and is an international source for news, analysis and job listings for higher education professionals. This Great Colleges to Work For program includes a survey distributed to randomly selected faculty, staff and administrators. The survey emails have begun going out to those who were selected.

This is a confidential survey that measures various aspects of an institution of higher education. To ensure confidentiality, The Chronicle uses the outside research firm ModernThink to process the survey, and Sacramento State will not receive any information
that would allow the data to be traced to individual respondents. The survey is being sent from "Great Colleges" and has "The Chronicle’s Great Colleges to Work For 2014 Faculty/Staff Survey" as the subject line. Everyone who was selected is encouraged to participate to ensure a strong response rate.

The Office of Analytics and Institutional Effectiveness is Sacramento State’s contact point for the survey and the resulting data. Please contact Jana Noel at 278-5514 if you have questions.

Submitted by the Office of the President

Annual budget report available
President Alexander Gonzalez has shared Sacramento State’s Annual Report for Budget, Expenditures and Financial Information at www.csus.edu/aba/Budget/annual-report-13-14.html. The report follows the President’s commitment to provide transparent budget information to the campus community. It features information on the current fiscal year along with details for the 2012-13 fiscal year. It includes breakdowns for campus divisions, all University expenses and other restricted funds. You also can find some previous facts and figures on campus budgets and enrollment, along with a report of our needs for deferred maintenance and capital projects.

The report is put together by the Budget Planning and Administration unit. This year’s version is available in chapters so that you can quickly view the portions in which you are most interested.

Submitted by the Office of the President

Columnist, radio personality and author Marcos Breton to present lecture
Marcos Breton, a columnist for The Sacramento Bee as well as an author and radio personality, will deliver a lecture to students from 3 to 4 p.m. Wednesday, March 19, in University Union Ballroom II. A meet-and-greet will be held from 2 to 2:45 p.m. in the University Union, Lobby Suite.

As a reporter for The Bee since 1989 and a columnist since 2001, Breton has written about a wide variety of issues facing the Sacramento region, focusing on politics and sports. His work on radio includes being a monthly guest on Capital Public Radio’s Insight, a daily, in-depth interview program.

Submitted by the Serna Center

Emmy-nominated producer and director to speak
John Valadez, producer and director of award-winning, nationally broadcast documentaries for PBS and CNN, will deliver a lecture to students from 10:30 a.m. to noon Thursday, March 20, in the University Union, Foothill Suite. A meet-and-greet will begin at 10 a.m. Seating is limited to 140 people.

In 2010, Valadez received an Emmy nomination for his film The Longoria Affair, which aired on the PBS series Independent Lens. He also produced, directed and co-wrote the film The Chicano Wave as part of the PBS/BBC series Latin Music USA. It follows the lives of south Texas musical artists who reached stardom. Valadez is currently directing two new films for PBS: American Exile and The Head of Joaquin Murrieta.

Submitted by the Serna Center

Lecture will open spring Regenerative Medicine series
The first presentation of the Spring 2014 Topics in Regenerative Medicine lecture series at Sacramento State will be at 6 p.m. Tuesday, March 18, in University Union Ballroom I. The
lecture, “Re-Engineering a Retina Using Stem Cells,” will be presented by Deepak Lamba, M.B.B.S., M.S., Ph.D., assistant professor at the Buck Institute for Research on Aging. Submitted by Center for STEM Excellence

Communications alumni to host panel and reception
Get the lowdown at an alumni panel and reception supported by the Department of Communication Studies and the Communication Studies Alumni Chapter from 4:30 to 6 p.m. Thursday, April 3, at Epicure restaurant in the University Union.

NETS (Networking: Extending Teaching and Scholarship) will host the fourth in a series of expert panels featuring four alumni of the Department of Communication Studies on the topic “Communication Consulting: What? Why? How?” Presenters will be Rachel Castro Jenkins, The Glass Agency; Brittany Walters, Essex National Securities; Christina Ragsdale, Communications Office of the Sacramento Metropolitan Air Quality Management District; and Larry Culler, former project manager for Intel.

Alumni and faculty from all departments are welcome. Submitted by Department of Communication Studies

Housing and Residential Life announces Women of Influence Awards Ceremony
The fifth annual Women of Influence Awards Ceremony celebrates the accomplishments of our female students, staff and faculty. The ceremony will be 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. Submitted by Housing and Residential Life

This week in the One World Initiative
On Wednesday, March 19, the Asian Studies Program will present “Walking Over Women: Parting and Making the Nation in South Asia” by Sujatha Moni, Department of Women’s Studies, from 3 to 5:50 p.m. in Amador 250. For a full listing of One World events, visit www.csus.edu/oneworld. Submitted by the One World Initiative

One World student symposium: Call for presenters
As part of its second end-of-year celebration, the One World Initiative is organizing a student symposium on migration from 10 a.m. to 12:50 p.m. Monday, April 21, in the University Union, Redwood Room. Students from all majors are invited to present their perspectives on migration as an issue of global importance. Presentations may be given via whatever format best fits the material. Our goal is to bring together a group of students with diverse points of view to share their perspectives. The application deadline is 5 p.m. Friday, March 21. Information about the event and the application form can be found at www.csus.edu/oneworld/OneWorld-2014%20Celebration.html. Submitted by the One World Initiative

Meet candidates for associate director of Academic Advising
The Division of Planning, Enrollment Management and Student Affairs invites the campus community to attend open forums for candidates for associate director of Academic Advising. All meetings will take place in Lassen Hall 1100, the Admissions and Outreach Welcome Center.

● 3-4 p.m. Monday, March 17: Jasmine N. Murphy, Student Services (One-Stop) coordinator, Financial Aid Office, Sacramento State
• 3-4 p.m. Wednesday, March 19: Heidi van Beek, interim associate director, Academic Advising Center, Sacramento State
• 3-4 p.m. Friday, March 21: Judith Swartz, advising system analyst, Office of the Registrar, California State University, Monterey Bay

Individuals who attend are encouraged to submit written comments to Dave Evans, interim assistant vice president for Student Affairs, Student Engagement and Success, at dave_evans@csus.edu no later than 5 p.m. Friday, March 28.

Submitted by the Division of Planning, Enrollment Management and Student Affairs

University Staff Assembly seeks nominations
The University Staff Assembly is seeking nominations to several campus committees that have openings for staff representation. More information about these committees and positions may be found here. If you or someone you know is interested, please submit the following to usa@csus.edu by 5 p.m. Friday, March 28:

• Nominee’s name
• Phone extension
• Department
• Email address
• A brief explanation of why the nominee should sit on the committee

If you are nominating someone, please obtain their permission and the permission of their supervisor and HEERA designee before submitting their name. If you are nominating yourself, please obtain permission from your supervisor and HEERA designee. Permission via email is acceptable. Elections will commence once all nominees have been confirmed.

The voice of the staff on campus is invaluable. Please consider serving the staff and the University.

Submitted by the USA Election Committee

Teaching Institute accepting applicants
The Center for Teaching and Learning is accepting applications for the 2014 Teaching Institute. This year’s Teaching Institute theme is “Course Redesign for the New Generation.” The 2014 Teaching Institute is from Tuesday, May 27, to Friday, May 30. Participating faculty will gain knowledge of the new educational landscape brought by technology and will practice methods to assess learning outcomes through class activities. The deadline is Monday, March 17, before 5 p.m.

For more information about how to apply, visit http://ctl.csus.edu/?cat=22.

Submitted by Center for Teaching and Learning

Deadline for First Year Experience extended to April 8
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. The application deadline is noon, Tuesday, April 8.

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
Faculty resource workshops offered
The First Year Experience Programs (FYE) office would like to invite faculty to our two remaining workshops to provide FYE faculty resources. Please join us for one or both of the following:

- “Today’s College Students: Who Are They?”: 1-2 p.m. Tuesday, April 8, The WELL, Aspen Room (second floor). Presenter: Beth Lesen, associate vice president for Student Engagement and Support.

We will provide cookies for a small snack, but feel free to bring your own snack or lunch if you wish.
Submitted by First Year Experience

Summer Bowling League
The Sacramento State Summer Bowling League is coordinated by University Police and will engage staff and faculty in a fun-filled, six-week competition at Capitol Bowl, 900 West Capitol Ave., West Sacramento. The league will run Thursdays from June 5 to July 10. Practice begins at 4:45 p.m., with the start time at 5 p.m. League play will consist of three games per night. Competing teams will change from week to week. Teams will consist of four players, and substitutes may be used. Sacramento State faculty and staff teams may also include family members or friends. The goal is just to have a great time! The cost is $10 per player per night. Shoes may be rented for $2 per night. Eighteen-team maximum, even number of teams only. The league is expected to fill up fast, so hold your spot ASAP if you plan on bowling. To register, contact Serena Fuson at sfuson@csus.edu.
Submitted by University Police

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. All members of the Building Emergency Preparedness Teams, building coordinators, floor marshals and faculty who have responsibility during a disaster or emergency should attend. The session 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

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
- The campus Emergency Notification System
- The Disaster Service Worker program
- Home emergency preparedness

The next training is from 9 to 11 a.m. Thursday, April 10, in the University Union, Hinde Auditorium. Seating is limited to the first 150. Attendance is 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:

- 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 or register on LearnerWeb at https://learnerweb.saclink.csus.edu/csus_enterprise/.

Submitted by University Police

Instructionally Related Activities (IRA) workshop
Instructionally Related Activities (IRA) funds are available for 2014-15. All programs requesting IRA funding should attend the remaining IRA workshop, designed to familiarize program advisors with the process, priorities and criteria for IRA funding. The workshop is from 2 to 3 p.m. Wednesday, March 19, in Sacramento Hall, Room 161.

RSVP to Serena Fuson at sfuson@csus.edu or by calling 278-6312. Questions should be directed to Kem Gravenberg, VP/CFO designee to the IRA Committee, at kem@csus.edu or 278-5809.

Submitted by Administration and Business Affairs

IRA budget call
The 2014-15 Instructionally Related Activities (IRA) call for proposals is posted at www.csus.edu/aba/admin-ops/ira.html. If you have any questions, please call
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/admin upgrades 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 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

Faculty professional activities
The latest faculty professional activities are available at http://www.csus.edu/sacstatenews/Articles/2014/03/ProfessionalActivites03-10-14.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

Campus computer maintenance
Please note that maintenance on campus-wide computer systems is performed most Tuesdays between midnight and 6 a.m. During this time, some systems may be temporarily unavailable. The Tuesday early-morning time period is when few campus services are accessed online. If you have questions or comments about the maintenance period, please contact the IRT Service desk at 278-7337 or send comments to ITFeedback@csus.edu.
Submitted by Information Resources and Technology

Security tip: Be very careful with 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 or hand-delivering paper or electronic copy; or encrypting the email.
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.