News

Spring Commencement coming Friday, Saturday at Sleep Train Arena
Nearly 5,000 students will be eligible to walk down the aisle in their caps and gowns during Spring Commencement ceremonies Friday, May 22, and Saturday, May 23, at Sleep Train Arena.

President Alexander Gonzalez, officiating at his final graduation ceremonies as president, will present Dean’s Awards to one student from each college – and one of them will be announced as the President’s Award winner. Also, five individuals will be honored with the President’s Medal for Distinguished Service.

NBC News anchor Lester Holt will be awarded an honorary doctorate during Saturday’s College of Arts and Letters ceremony. Holt graduated from Cordova High School and attended Sacramento State.

For the schedule of ceremonies and other information about Spring Commencement: www.csus.edu/commencement.
Submitted by the Office of Public Affairs and Advocacy

Dr. Alan Honeycutt will join HR as associate vice president
The Office of Human Resources is very pleased to announce that Dr. Alan Honeycutt will join Sacramento State as associate vice president for Human Resources. He currently is AVP for HR at National University, where he serves as chief human resources officer.

Honeycutt has more than a decade of senior management experience in all aspects of HR and is very excited about joining Sac State. He will bring a strong work ethic, extensive knowledge of HR, and a team-oriented approach to the position. He has a pleasant demeanor and will take a collaborative approach in labor and employee relations matters. His first day will be Monday, June 8.
Submitted by Human Resources

Renaissance Society awards six $3,000 scholarships
Sacramento’s Renaissance Society capped another successful year by providing six $3,000 scholarships to a select group of Sacramento State students at the organization’s annual meeting this month at the Alumni Center. This year’s awards were increased from the $2,500 scholarships given to five students in 2014.

The scholarship winners were chosen from among more than 100 applicants. Since the organization began its scholarship program in 1993 with two $500 awards, it has continued to increase the individual financial awards and now has provided grants to 67 Sac State students. View a list and brief biographies of the recipients at www.csus.edu/sacstatenews/Briefing/documents/2015%20RS%20Scholarship%20winners.pdf.
Submitted by the Renaissance Society Communications Committee
**Campus space inventory scheduled for summertime**

In cooperation with the Division of Academic Affairs, the Office of Space Management will conduct a physical campus space inventory from June through August. Its primary purpose is to maintain accurate information about space and to ensure that space is being used for its intended use in a manner consistent with space standards set forth by the CSU Chancellor's Office. This information will be used to assist the administration with space allocation and planning decisions from the perspective of space needs.

The inventory will take place primarily in University academic buildings. Space Management will contact colleges and programs to schedule time to perform space inventories with the college or program’s space representative. The representatives shall have firsthand knowledge of how space currently is used, including an understanding of activities performed in the space and occupants of the space.

Additional space inventories will take place in University administrative buildings throughout the remainder of 2015. If you have any questions about space relevant to your area, please contact Space Management at 278-6507 or spacemgt@csus.edu.

Submitted by the Office of the Vice President for Administration/CFO

**Hornet Bookstore buyback runs through Saturday**

The Hornet Bookstore has scheduled book buyback for May 18-23 from 7:30 a.m. to 7 p.m. Monday-Friday and 10 a.m. to 3 p.m. Saturday. All rental texts are due Friday, May 22. The bookstore also will conduct buyback in the American River Courtyard lobby from noon to 4 p.m. May 20-21.

Also, the Bookstore cafe is offering 50 cent coffee and iced tea during finals week.

Submitted by the Hornet Bookstore

**Building coordinator/floor marshal training**

An annual two-hour training session will be held from 9 to 11 a.m. Tuesday, June 2, in the University Union, Hinde Auditorium. It will cover the following:

- 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
- Active shooter preparedness
- IFAN
- ENS
- Web pages and information

Attendance is mandatory for all members of the building emergency preparedness teams, building coordinators, floor marshals, and faculty who have responsibilities during a disaster or emergency. Seating is limited to the first 150. Register by emailing gnagywb@saclink.csus.edu.

Submitted by Sacramento State 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 on 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
- Active shooter response

The next session will be held from 9 to 11 a.m. Wednesday, June 3, in the University Union, Hinde Auditorium. Seating is limited to the first 150. Register via the LearnerWeb schedule calendar at [https://learnerweb.saclink.csus.edu/csus_enterprise/](https://learnerweb.saclink.csus.edu/csus_enterprise/) or with gnagywb@saclink.csus.edu.

Submitted by Sacramento State Police

**Violence in the Workplace Prevention Training**

This is a one-hour presentation with additional time for questions on information regarding University policy on violence in the workplace, applicable campus statistics, crime prevention information, reporting practices, and available resources. The course will give attendees information on how to prepare, recognize, document, and report incidents in their respective areas as it pertains to violence in the workplace or unacceptable behavior. Materials will be provided. Class participation every three years is required of all faculty, staff and student employees by Cal-OSHA and Sacramento State. Training is in the University Union, Hinde Auditorium:

- 9 to 10 a.m. Tuesday, May 19

Submitted by the Department of Public Safety

**Faculty professional activities**

The latest faculty professional activities are available at [www.csus.edu/sacstatenews/Articles/2015/05/ProfessionalActivities05-04-15.html](http://www.csus.edu/sacstatenews/Articles/2015/05/ProfessionalActivities05-04-15.html).

Submitted by the Office of Public Affairs and Advocacy

**Faculty Senate schedule**

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

Submitted by the Faculty Senate

**Security tip: Data compromised? Contact Information Security**

Educational and other confidential data, including those related to disability, are subject to state and federal privacy laws. If protected data is compromised, the campus Information Security Office must be notified immediately. For more information, contact the Information Security Office. You will find detailed information at [www.csus.edu/irt/is](http://www.csus.edu/irt/is).

Submitted by the Information Security Office

**Human Resources**

**Summer business hours take effect May 26**

This summer, in an effort to conserve energy, we will continue the practice of a modified work schedule with normal business hours for the campus of 7:30 a.m. to 4 p.m. with a 30-minute lunch break. These hours will be effective Tuesday, May 26, through Friday, Aug. 21.
As always, authorized supervisors may modify individual work schedules to address special situations.

As in past summers, this schedule enables the University to realize substantial budget savings by reducing energy consumption during the late afternoon hours when energy demand is highest. We hope this change also will permit many of our employees to get the most from the longer summer days.

If you have any questions or concerns that cannot be answered by your supervisor or manager, please contact Veronica Hodge, associate vice president for Human Resources.

**Next Human Resources Spotlight is Tuesday**
The next quarterly Human Resources Spotlight is scheduled for Tuesday, May 19, from 10 a.m. to noon in the University Union, Foothill Suite (third floor). We realize all of you are very busy; we hope you will find time to attend, as we will share important information. We would appreciate your sharing this communication with all managers and staff in your office who have ongoing interactions with HR and would have benefited from some of the previous HR Spotlight agenda topics. Please remember that all staff need to obtain their manager’s approval to attend. Thank you.

**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.

The Benefits Office currently has the following employees on an approved CAT Leave:

- Monica Patterson, Mail Services
- Brian Sarantopulos, Mail Services
- Noreen James, Center for Collaborative Policy