Spring Commencement coming Friday, Saturday
Sacramento State’s Spring Commencement will be staged Friday, May 23, and Saturday, May 24, at Sleep Train Arena. Approximately 4,880 seniors, master’s candidates and doctoral candidates are eligible for graduation, and most of them will take part in the two-day event featuring ceremonies for each of the University’s seven academic colleges. The ceremonies will be led by University President Alexander Gonzalez.

Each college will bestow a student with a Dean’s Award for outstanding achievement in the classroom and the community. One of those students will be announced during the ceremony as the President’s Award winner. For the Commencement website: www.csus.edu/commencement. For Public Affairs’ story on the ceremonies: http://bit.ly/1sPt6zI.
Submitted by the Office of Public Affairs and Advocacy

Summer hours begin May 27
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 27, and will continue through Friday, Aug. 22. As always, authorized supervisors may modify individual work schedules to address special situations.

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

Affordable Learning Materials Awareness Day
Join us as we celebrate Affordable Learning Materials Awareness Day from noon to 1:30 p.m. Thursday, May 22, in Library 11. Meet resource providers and your colleagues who have identified, used or created affordable learning solutions. Free pizza and refreshments will be served. Support has been provided by the Affordable Learning Solutions initiative of the CSU Chancellor’s Office. Get more information on the initiative at http://csus.libguides.com/als. For questions, call Mary Reddick at 278-4045.
Submitted by the University Library

Fix 50 project continues through mid-June
Caltrans is conducting a massive repair project through mid-June on Highway 50 through downtown Sacramento. The westbound phase of the project will begin Tuesday, May 27. Continue to monitor the University’s web page, www.csus.edu/Fix50, for specific dates,
updates and more information from Caltrans, as well as commute alternatives as the project moves forward.

Submitted by the Office of Public Affairs and Advocacy

Search process for associate chief information officer announced
IRT has begun a search for a new associate CIO after the departure of Helen Norris for a new career opportunity. A cross-divisional search committee is in place, and a national IT search firm has been secured to work with IRT and Human Resources in the recruitment and initial screening process. The associate CIO position will be posted nationally and locally later this week, with finalist interviews on campus expected in the latter half of July. At that time, the campus community will be invited to meet the finalists in a variety of forums. The new associate CIO is expected to be in place in by the beginning of the fall semester. Nominations for the position may be sent to mbo baker@itleadersearch.com.

Submitted by Information Resources and Technology

Reminder: The Buzz will remain open during EcoGrounds’ summer closure
EcoGrounds, the popular campus eatery at the University Union, will close for the summer from Saturday, May 24, to Sunday, Aug. 24. To meet your breakfast and lunchtime needs, The Buzz, also at the Union, will be open all summer. Like EcoGrounds, The Buzz offers a menu that includes your favorite Java City hot and cold coffee beverages, teas, pastries and grab-and-go snacks. For a hearty breakfast, The Buzz offers French toast, pancakes, omelets and breakfast specials. For lunch, The Buzz menu features burgers – including the new Triple B Buzz Burger – paninis, salads and soups.

For more information about The Buzz and other eateries on campus, visit the Campus Dining website at www.dining.csus.edu. To get the latest dining updates and specials, “like” the Campus Dining Facebook page at www.facebook.com/uei.SacStateDining and follow us on Twitter at twitter.com/sacstatedining.

Submitted by University Enterprises Inc.

Faculty professional activities
The latest faculty professional activities are available at www.csus.edu/sacstatenews/Articles/2014/04/ProfessionalActivites04-14-14.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

Security tip: Beware of ‘phishing’
You receive an email from “CSUHelpDesk@gmail.com” late Friday afternoon, stating that there is an issue with the email system and that your password must be reset or you will be unable to check your email over the weekend. The email asks you to click on the “reset password” link. Should you do this? Never. Disregard the email as a “phishing” attack. Phishing is a technique in which attackers attempt to fraudulently acquire protected information, such as passwords or credit card details, by masquerading as a trustworthy source in an electronic communication. If you received an email such as this, do not reply. Please forward this and any other suspicious emails to abuse@csus.edu. For more on phishing, www.csus.edu/irt/is/phishing.

Submitted by the Information Security Office
Human Resources

Benefits: Did you know?
How to claim for dependent care/health care reimbursement account expenses
Employees may submit reimbursement requests online by visiting ASIFlex’s Account Detail. You will need your PIN (sent with your welcome packet just after enrollment) to establish a username and password if you have not done so already, and all documentation must be scanned and saved as a PDF document. Employees also can complete a flexible spending account (FSA) claim form and fax or mail to ASIFlex.

Check out the new self-service mobile app! It is free to download and use. Just go to the Google Play Store for Android devices or the App Store for Apple devices and search for ASIFlex. Use your phone or tablet to review your account and file claims. No more need to scan or copy your receipt – simply use the app to take a picture with your device’s camera.

As a reminder, the deadline to submit 2013 claims for reimbursement is Monday, June 30.

Contact information:
ASI, P.O. Box 6044, Columbia MO 65205-6044
Phone: 1-800-659-3035; fax: 1-877-879-9038
Website: www.asiflex.com

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.

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

Marty Diaz, Graduate Studies
Melisa Cervantes, Department of Theatre and Dance