May 26, 2015

News

**Summer business hours take effect today**
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 are effective today through Friday, Aug. 21. As always, authorized supervisors may modify individual work schedules to address special situations.

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 schedule 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.

Submitted by Human Resources

**University Library closed for re-carpeting**
The University Library is closed through Sunday, May 31, so the first floor can be re-carpeted. There will be no access to the University Library from the front doors off the breezeway. During this week, the Library Receiving Room doors on the east lower level will be staffed from 8 a.m. to 4 p.m. Tuesday through Friday for access to the following services:

- Current faculty, staff, and students will be able to request books through OneSearch [http://library.csus.edu](http://library.csus.edu) (you must sign in using your SacLink login) and will be notified via email when the materials are available for pickup at the Library Receiving Room door.
- InterLibrary loan materials can be picked up and dropped off at the Library Receiving Room door.
- Books can be returned to the Library Receiving Room or at the 24-hour drive-up book return at the corner of Sinclair and Moraga, just past the tennis courts.

Reference service will be available at 278-5673 or [library.csus.edu/content2.asp?pageID=74](http://library.csus.edu/content2.asp?pageID=74). Contact University Library User Services during the week at [lib-userservices@csus.edu](mailto:lib-userservices@csus.edu) or 278-6171. Academic Technology and Creative Services, located on the south lower level, will be open for business as usual.

We apologize for any inconvenience this may cause and appreciate your understanding.

Submitted by the University Library

**Kim Hughes retirement celebration is May 30**
The Athletics Department is hosting a retirement celebration for longtime gymnastics coach Kim Hughes on Saturday, May 30, at the Alumni Center. The celebration will be held from 2 to 5 p.m. with a program beginning at 3 p.m. Hughes spent 38 years with the Hornet
gymnastics team, including the last 34 years as head coach. During his tenure, his team won 10 conference championships, including eight since 2000.
Submitted by the Department of Athletics

Campus Data Center will be shut down for maintenance Saturday
All major IT systems in the campus Data Center will undergo twice-yearly maintenance from 12:01 to 6 a.m. Saturday, May 30. Given the 24/7 utilization of many campus IT systems, there is no universally good time to shut down our systems for needed maintenance. We work hard to pick the lowest utilization times to do this essential work – once in summer and once during winter break.

Affected systems include email; the University website; My Sac State; Student, Faculty, and Employee Centers; SacCT; SacVault (data warehouse); Internet access and wireless access; NetApp file services (N:, P:, and U: drives); VMware infrastructure; and virtual servers.

If you have questions or concerns about the timing of the maintenance for particular IT systems, please call the Service Desk at 278-7337.
Submitted by Information Resources and Technology

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 begins summer hours
The Hornet Bookstore will have summer business hours today through Saturday, Aug. 22. Please visit our website at www.bkstr.com/csuscaramentostore/home or our Facebook page at www.facebook.com/TheHornetBookstore for summer hours.
Submitted by the Hornet Bookstore

Peak Adventures summer camps offer outdoor fun for kids
Give your kids a summer to remember! Peak Adventures offers weeklong outdoor youth camps for ages 9 to 17. We offer three camp options: Green and Gold Camp for ages 9 to 12, Adventure Camp for ages 12 to 15, and Expedition Camp for ages 13 to 17. At the Green and Gold Camp, activities include scavenger hunts, arts and crafts, games, water activities, and more. Adventure Camps host a new activity each day, ranging from the Challenge Center on campus to outdoor rock climbing and whitewater rafting. Expedition Camps involve a weeklong adventure hiking through Lassen Volcanic National Park. Drop them off in the morning with a lunch and let the adventures begin.
For more details or to register now, please visit peakadventures.org/youth_camp/index.php or call our office at (916) 278-6321. Camps are filling quickly, so remember to register your children today!
Submitted by Peak Adventures

**Hornet Hoops fundraising golf tournament**
The sixth annual Hornet Hoops Golf Tournament is set for Monday, June 8, at Sierra View Country Club in Roseville. All proceeds will go to men’s basketball summer scholarships. A shotgun start begins at 10 a.m. (registration begins at 8:30 a.m.) with teams consisting of four players in a better ball stableford format. Everyone plays his or her own ball, and the top two scores for each hole count toward the team score.

A barbecue will follow the tournament at about 2:30 p.m. Lunch for non-golfers is $25. Pay at the course for the lunch-only option. The entry fee is $135 per player. Hole sponsorships are available for $125. To register, download the signup form at www.hornetsports.com/sports/sball/2014-15/releases/15_summer_golf_flyerII.pdf.

If you would like to donate a raffle prize, sponsor a hole, volunteer to help, or have questions, please contact tournament director Bob Ackley at (530) 409-9739.
Submitted by the Department of Athletics

**Summer Conflict Resolution workshop begins June 22**
The 19th Summer Conflict Resolution workshop will run from 8:30 a.m. to 5 p.m. June 22-26 at Sacramento State. The training workshop aims to build conflict resolution skills in negotiation and mediation, as well as provide fundamental knowledge of conflict theory and analysis. The training will be led by Ernest Uwazie, professor of criminal justice and director of the Center for African Peace and Conflict Resolution at Sacramento State; and attorney Daniel Yamshon, a renowned mediator/arbitrator and conflict resolution trainer. The summer workshop is organized in cooperation with the California Lawyers for the Arts/Sacramento Mediation Center and the Sacramento County Bar Association-ADR Section. Participants will be eligible to receive CEUs and MCLE credits. The fee is $655. Applications can be obtained at www.csus.edu/org/capcr/Conference%20Documents/2015%20Conflict%20Resolution%20Training%20Workshop.pdf or by contacting Uwazie at Uwazieee@csus.edu or 278-6282.
Submitted by the Center for African Peace and Conflict Resolution

**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/ or with gnagywb@saclink.csus.edu.
Submitted by Sacramento State Police

Faculty professional activities
The latest faculty professional activities are available at 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.
Submitted by the Faculty Senate

IRT closing down outdated websites by June 3
IRT has been in the process of updating or removing old websites. These sites will be shut down Wednesday, June 3. Visit www.csus.edu/irt/itupdates/2015/052215webserver.html for more information on which applications and webpages will be shut down.

If you find a website on the list that needs to be updated and kept, or if you have a website that no longer is working after June 3, please contact the Service Desk at 278-7337. You also may comment at any time at itfeedback@csus.edu.
Submitted by Information Resources and Technology

Skillport to shut down for 12 hours on June 11
In order to provide auxiliaries with access to Skillport, the University’s professional development, compliance training, and skills training service, we will perform an upgrade from 6:30 a.m. to 6:30 p.m. Thursday, June 11, during which Skillport will be unavailable.

If you are not familiar with Skillport, you might want to check it out. Skillport provides both general online professional development classes and University-specific classes. Professional development content includes training on many desktop applications such as Excel and Adobe Photoshop, as well as more technical training. University-specific training will include online classes as well as the ability to sign up for on-campus, instructor-led training. To
check out Skillport, go to My Sac State, log in and, from the home page, click on “Skillport,” which is found in the Employee Center window.

If you have questions or concerns, please call the Service Desk at 278-7337. You may also comment at any time at itfeedback@csus.edu.
Submitted by Information Resources and Technology

Security tip: Accidents happen
What should you do if you accidentally forwarded 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 regarding how to handle the situation. For more information, contact the Information Security Office by visiting www.csus.edu/irt/is/contactus.html.
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.

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

- Monica Patterson, Mail Services
- Brian Sarantopulos, Reprographics Services
- Noreen James, Center for Collaborative Policy
- Katherine Burton, Intercollegiate Athletics