



May 31, 2016

News

Introducing the quarterly *Made at Sac State Magazine*

The Office of Public Affairs and Advocacy is proud to introduce a new quarterly online showcase of the world-class innovations, research, and accomplishments of our students, faculty, staff, and alumni. The inaugural issue of *Made at Sac State Magazine* features the University's groundbreaking sustainability efforts, Sequoia Hall's Living Gallery, Sac State's renowned Jazz Program, and much more. Take a look at csus.edu/made/magazine – and be sure to sign up to receive the magazine quarterly via email. You can subscribe at confirmsubscription.com/h/t/91F471F3813DBDC1.

Submitted by the Office of Public Affairs and Advocacy

Summer hours begin 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 and continue through Friday, Aug. 19. 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 that this change also permits many of our employees to get the most from the longer summer days.

If you have 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

Staff Appreciation Picnic coming Friday

This year's Staff Appreciation Picnic is scheduled for 11:30 a.m. to 1:30 p.m. Friday, June 3, in the Main Quad. Contact your University Staff Assembly (USA) representative for complimentary tickets. Tickets for non-staff cost \$10 and are available from any USA representative. For more information, visit www.csus.edu/usa/events%20%20activities/Staff%20Picnic.html. If you would like to sign up to volunteer to help before, during, or after the event, visit www.csus.edu/usa/events%20%20activities/PicnicVolunteerSignUp.html.

Submitted by the University Staff Assembly

Changes to news, Briefing submission process aim to improve user experience

The Office of Public Affairs and Advocacy has changed the form for sending in news tips and Briefing items. It now will be easier for users to select whether to alert the office to a potential news coverage item or submit a campus update for the Briefing.

The Submit News form has been streamlined and features a description field with a 1,000-character limit. That field is followed by the familiar boxes for attaching contact information.

Users will notice more differences in the Briefing form, which now conforms to the format of the weekly newsletter for faculty and staff. A headline field with an 80-character limit tops the form, followed by a description field with a 1,000-character limit. The third field is for indicating which office is submitting the item, mirroring the italic tagline that anchors each item in the Briefing, and is followed by fields for contact information.

The forms can be found in the same place as before: www.csus.edu/news. Scroll to the bottom of the page and click the gold button labeled "Submit News About Sac State." On the following page, click either the "Submit News" or the "Submit Briefing Item" button for the form. To go directly to the page for submissions: www.csus.edu/sacstatenews/submit/.

We hope users find these new forms more intuitive and better tailored to their needs. Questions or comments? Contact Briefing Editor Ahmed V. Ortiz at aortiz@csus.edu or 278-2388.

Submitted by the Office of Public Affairs and Advocacy

Network upgrade underway through July 1

Information Resources and Technology has begun an upgrade of the campus network infrastructure to better meet the changing needs of students, faculty, and staff. This important upgrade will provide our entire network with state-of-the-art capability and security.

The network upgrade for major buildings continues through Friday, July 1. Building-network upgrades will be performed after normal business hours on weekdays between 4 and 7 p.m., during which times building occupants will experience a 30-second network outage as we move each user to the new network switch infrastructure. The outage will be slightly longer for wireless devices due to the time it takes for the wireless access points to restart, usually less than five minutes.

To see when your building will be affected and for more information, please check out the upgrade project site at www.csus.edu/irt/News-2/CampusNetworkUpgrade.html. The schedule may change due to campus needs, but the project site will be kept up to date. If you have questions or concerns, please contact the IRT Service Desk at 278-7337 or itfeedback@csus.edu.

Submitted by Information Resources and Technology

Candidate forums for Technical Project Manager scheduled for June 14-15

The campus community is invited to meet the candidates for Technical Project Manager within the division of Information Resources and Technology. This position will work under the Office of the President on strategic student success projects.

Candidate Joy Ira will have a presentation from 10:30 to 11:30 a.m. Tuesday, June 14. Candidate Scott Snyder's presentation will be from 11 a.m. to noon Wednesday, June 15. Both sessions will be in Library 11 (ground floor).

A form will be available at the presentation to provide comments and feedback about the candidates stemming from the presentation and questions and answers. The completed survey should be submitted at the end of the forum for consideration.

Submitted by Information Resources and Technology

Summer Conflict Resolution workshop begins June 20

The 20th Summer Conflict Resolution workshop will be held June 20-24 on campus, with activities scheduled from 8:30 a.m. to 5 p.m. daily. The training workshop aims to build conflict resolution skills in negotiation and mediation, as well as to provide fundamental knowledge of conflict theory and analysis. The training will be led by Criminal Justice Professor Ernest Uwazie, director of the Center for African Peace and Conflict Resolution; 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 \$1,195. Applications can be obtained at www.csus.edu/org/capcr/2016%20Conflict%20Resolution%20Training%20Workshop.pdf or by contacting Professor Uwazie at Uwazieeee@csus.edu or 278-6282.

Submitted by the Center for African Peace and Conflict Resolution

Summer Bowling League

The Sacramento State Summer Bowling League is coordinated by the Sacramento State Police Department 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 Mondays from June 20 to July 25. 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 \$11 per player per night; note that because of peak-season pricing, each team is responsible for a \$44 payment nightly, even if fewer than four players show up. Shoes may be rented for \$2 per night. The league is expected to fill up fast, so hold your spot ASAP if you plan on bowling; even number of teams only. To register, contact Serena Fuson at sfuson@csus.edu by Friday, June 10.

Submitted by the Sacramento State Police Department

University Policy Manual update

Updated policy: ADM-0159, University Reserves Policy (www.csus.edu/umannual/admin/ADM-0159.htm). ADM-0159 has been updated to reflect the changes made to ICSUAM 2001.00, Campus Reserves Policy, which was revised Oct. 1. *Note: To ensure you are viewing the most updated version of the policy, please refresh your browser after clicking on the policy link above and confirm the "Effective Date" listed in the policy header is May 16, 2016.*

Submitted by Administration and Business Affairs

Financial Data Warehouse training sessions upcoming

Administration and Business Affairs is offering the following training sessions for the Financial Data Warehouse (FDW). We welcome new users and experienced users with specific questions about advanced features.

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday, June 15	1:30 to 3 p.m.	AIRC 3013
Wednesday, July 20	1 to 2:30 p.m.	AIRC 3008

If interested, please send an email to bpa-01@saclink.csus.edu. Sessions without committed attendees will be canceled. The above information also is available at the Financial Services training page (www.csus.edu/aba/Financial-Services/financial-services-training.html).

Submitted by Administration and Business Affairs

Estate Planning 101

The Office of Planned Giving hosts Estate Planning 101 seminars throughout the year for members of the Sacramento State community who are considering their estate plans. Topics covered include property and inheritance planning, wills, living trusts, charitable gift annuities, disability planning, estate taxes, and probate.

The upcoming Estate Planning 101 seminar is from 11:30 a.m. to 1:30 p.m. Wednesday, June 8, at the Leslie and Anita Harper Alumni Center. Reservations are required by today. RSVP to giving@csus.edu or 278-6989.

Please visit www.csus.planningyourlegacy.org for more information on planned giving or the dates of future seminars. If you are interested in making a gift through your will or estate, or you have questions regarding Estate Planning 101, please call the Office of Planned Giving at 278-6989.

Submitted by University Advancement

Building coordinator/floor marshal training

Annual two-hour training sessions will be held from 1:30 to 3:30 p.m. Tuesday, June 28, and Tuesday, July 26, in Del Norte Hall 1004, covering the following:

- Program overview and history
- Multi-Hazard Emergency Plan/Building Emergency Action Plan
- ICS/interaction with first responders
- Pandemic/infectious disease threat
- Responsibilities of building coordinators, floor marshals, and faculty
- Evacuation procedures/rally areas and evacuation chairs
- Active shooter preparedness
- IFAN
- ENS

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 50. Register by emailing gnagywb@saclink.csus.edu.

Submitted by the Sacramento State Police Department

Faculty professional activities

The latest faculty professional activities are available at www.csus.edu/news/articles/2016/4/1/Professional-activities,-April-June-2016.shtml.

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: Storing passwords

Is it safe to store your passwords in a password-protected Word document? No. An attacker could easily locate password-protected files on your computer's local drive, circumvent the password protection on the document and have full access to all of your accounts.

Ideally, passwords are never "written down" on paper or electronically. Sometimes writing passwords down cannot be avoided. If passwords must be written down, it is preferable to do so on paper (not electronically) and only when the password list can be physically locked away, with access to the list restricted to the password holder only. Never use the same password for CSU accounts and personal accounts.

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 employee on an approved CAT Leave:

- Edna Chiu, Custodial Services