



June 6, 2016

News

Student Financial Services Center becoming Bursar's Office

On Friday, July 1, the Student Financial Services Center will officially become the Bursar's Office. The term "bursar" is associated with higher education and is used on several other CSU campuses. This name change will benefit the campus community by providing a distinction with the newly formed Student Service Center, which will open in the fall across the hall from our office in Lassen Hall. The functions of our office will remain the same, so you still will be able to take advantage of the following services provided to staff and faculty:

- OneCard services
- Travel checks
- Parking permits and commuter sleeves
- Petty cash reimbursements
- Financial Literacy presentations
- Payroll overpayments

Please contact us at 278-6736 or visit us in Lassen Hall 1001/1003 if you have questions.
Submitted by Student Financial Services

Sarah Whyte announces retirement; celebration is June 22

Sarah Whyte, senior director for Business and Administrative Services, has announced her intention to retire after 38 years of dedicated service at Sacramento State. Please join us for a retirement celebration honoring Sarah to give us all an opportunity to thank her for her leadership, dedication, professionalism, and loyalty to the University. We also will acknowledge her accomplishments and excellent work on behalf of Administration and Business Affairs, and the University. The reception will be from 3 to 5 p.m. Wednesday, June 22, at the Leslie and Anita Harper Alumni Center. RSVP to attend Sarah's retirement reception via Evite at evite.me/KZwMfDtveP. If you have questions, please contact Hebe Mares at 278-6312 or maresh@csus.edu.

Submitted by Administration and Business Affairs

Brand identity workshop this week

Due to popular demand, additional workshops on the enhanced Sacramento State Identity Style Guide have been scheduled for summer. These workshops review the University's basic visual identity requirements and explore design options and resources for easily bringing the spirit of Sacramento State into materials – everything from invitations, posters, fliers, and advertisements, to web pages, video, email, and more.

You should attend this workshop if you:

- Want to know the official University names, logos, and colors, and how to use each properly.
- Create any visual materials for your unit, college, department, or program. (Students may attend, but must be accompanied by their supervisor.)

- Are a campus designer, photographer, videographer, marketer, or communicator.

Upcoming workshop:

- Wednesday, June 8 – 10:30 a.m.-noon

Space is limited; please email universitymarketing@csus.edu with your name, title, email, department/college, and the requested workshop time to reserve a spot. You will receive a confirmation email with the workshop location.

Submitted by University Marketing

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

ICYMI: 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

2016 Graduating Student Survey Report is online

In Spring 2016, the Office of Institutional Research administered a Graduating Student Survey to assess the quality and effectiveness of the educational programs and support services at Sacramento State. This survey asked graduating seniors to share their views on a variety of issues covering many aspects of Sacramento State, as well as to relate their future education and employment plans. Of 4,080 survey questionnaires distributed in April, 1,232 were returned for an overall response rate of 30 percent.

The survey report consists of 10 sections: background information; satisfaction with campus services and facilities; satisfaction with college experiences; academic and co-curricular activities; self-assessment of learning outcomes; campus climate; interactions among racial/ethnic groups; faculty support; engagement and commitment; and future plans. Survey findings have been compared with previous years' results where applicable and also are broken down by college.

Please go to csus.edu/oir/Reports.html to view the report.
Submitted by the Office of Institutional Research

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

Campus disaster/emergency preparedness training

Two-hour overviews of disaster preparedness on campus will be conducted from 1:30 to 3:30 p.m. Tuesday, June 14, and Tuesday, July 12, in Del Norte Hall 1004. The training is mandated by the state and the CSU. Attendees will get an overview of:

- The Multi-Hazard Emergency Plan
- The Building Safety Program
- The Emergency Operations Center
- Home disaster preparedness
- You as a disaster service worker
- Flood danger response
- Emergency notification systems

All Sacramento State faculty, staff, and student employees must attend during their first year of employment and every three years thereafter. Seating is limited to the first 150. Register by emailing gnagywb@saclink.csus.edu.

Submitted by the Sacramento State Police Department

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

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 goes 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 email itfeedback@csus.edu.

Submitted by Information Resources and Technology

Security tip: Downloaded programs can cause peril

University security can be compromised by installing software and downloading programs for personal use on campus computers. Peer-to-peer applications such as AIM, Yahoo Messenger, NaCentral Timeer and Gnutella allow users to share data with others outside the CSU network, creating an inherent risk of virus infection. The sharing of information may violate copyright laws. Spyware can also piggyback on software, including peer-to-peer

applications. For more information, contact the Information Security Office. You will find contact information on its webpage at www.csus.edu/irt/is.

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