



June 13, 2016

## News

### **Summer Conflict Resolution workshop begins next week**

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](http://www.csus.edu/org/capcr/2016%20Conflict%20Resolution%20Training%20Workshop.pdf) or

by contacting Professor Uwazie at [Uwazieeee@csus.edu](mailto:Uwazieeee@csus.edu) or 278-6282.

*Submitted by the Center for African Peace and Conflict Resolution*

### **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. The completed survey should be submitted at the end of the forum for consideration.

*Submitted by Information Resources and Technology*

### **Youth football camps begin June 20; half off for University staff**

Sacramento State football will host youth football camps June 20-23 and June 27-30. There will be two sessions each day, 9 a.m. to noon and 1 to 4 p.m. Sac State staff get a 50 percent discount with the code Hornet50 when signing up online at

[www.hornetfootballcamps.com](http://www.hornetfootballcamps.com).

*Submitted by the Department of Athletics*

### **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 to give us all an opportunity to thank Sarah 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](http://evite.me/KZwMfDtveP). If you have questions, please contact Hebe Mares at 278-6312 or [maresh@csus.edu](mailto:maresh@csus.edu).

*Submitted by Administration and Business Affairs*

### **University Policy Manual update**

Policy revision: HRS-0131 – University Appointment, Retention, Tenure and Promotion Policy (<http://www.csus.edu/umannual/hr/hrs-0131.pdf>). Any questions or concerns on policy updates should be directed to the Office of Human Resources at 278-6169.

*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 June 5, 2016.*

*Submitted by Administration and Business Affairs*

### **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](mailto: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](mailto: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](http://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](http://www.csus.edu/acse).

*Submitted by the Faculty Senate*

### **Security tip: Safeguard passwords**

Ideally, passwords are *never* written down, especially not in a readily decipherable form or stored in a clear or unencrypted format and left in a place (such as under a keyboard or phone) where an unauthorized person might discover them. Be sure you safeguard your passwords at all times.

*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](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:

- Edna Chiu, Custodial Services
- Kimberly Donaville-Davis, Facilities Management
- Suzette Riddle, University Advancement (Development)