News

Sarah Whyte named senior director of Business and Administrative Services
The Office of the Vice President for Administration/CFO is pleased to announce, after a thorough recruitment effort, that Sarah Whyte will become the senior director of Business and Administrative Services (BAS), effective Thursday, July 31.

Sarah has served as director of Strategic Planning and Quality Improvement since 2005, establishing a record of leadership excellence. She has served as a member of the VP/CFO’s senior advisory council and as advisor to the VP/CFO, providing leadership and oversight of all strategic planning and reporting activities for Administration and Business Affairs. She has worked collaboratively with the ABA senior advisory council to increase staff morale and engagement; and to improve customer service, process efficiency, communication and marketing, and recommended training aligned with division and University strategic initiatives. She recently represented ABA on the President’s University Strategic Planning Committee and Task Force, the results of which will be communicated by the President during the Fall Convocation.

As senior director of Business and Administrative Services, she will continue to be responsible for Strategic Planning and Quality Improvement while expanding her role to include responsibility for Reprographics and Mail Services. University Transportation and Parking Services, which currently resides in BAS, will report directly to the VP/CFO, effective July 31.

Sarah’s role has expanded considerably since she first was hired at Sacramento State in 1978. She has held various positions within ABA, having also served as director of Business Affairs and assistant to the vice president for Administration, to name a few. Her experience at Sacramento State will enable her to maintain the quality of BAS and provide leadership while moving forward to enhance BAS in the future.

Submitted by Administration and Business Affairs

Guy West Bridge closure this weekend
The Guy West Bridge will be closed for repainting between 6 a.m. Saturday, July 26, and 6 p.m. Sunday, July 27. The H Street Bridge will be the detour crossing. The City of Sacramento is in the midst of a $3.2 million bridge restoration project, which is expected to continue for several weeks with occasional weekend closures. For project details, go to http://bit.ly/1zRrWrV.

Submitted by the Office of Public Affairs and Advocacy

Data Center's scheduled yearly summer maintenance
IRT plans a shutdown of the Sacramento State data center to perform yearly maintenance on key systems from 6 a.m. to 7 p.m. Saturday, July 26. This outage will affect most campus technology services. There is no good time to shut down systems for maintenance, but we try to pick the lowest-usage times twice a year – once in summer and once during
winter break – to do this work. We ask that you keep this in mind when planning any summer activity or class. Affected systems include:

- Email
- The Sac State website
- My Sac State
- Student, faculty and employee centers
- SacCT
- SacVault (data warehouse)
- Internet and wireless access
- NetApp file services (N:, P: and U: drives)
- VMware infrastructure and virtual servers

If you have questions or concerns, please call the service desk at 278-7337.

Submitted by Information Resources and Technology

Sac State Magazine’s summer issue now online
Join us as we travel the globe to see alumni, students and faculty make their marks in this summer’s issue of Sac State Magazine. In “Around the World with Sac State,” take a trip to Hong Kong with students from the Honors Program, meet an alumna whose legacy continues throughout Asia and learn about the inaugural graduates of the International MBA program. Check back each week for new features, including a stop in Europe with acclaimed vocalist Eugene Villanueva, who was “Made at Sac State,” a portable list of summer reads and more. Not going far this summer? We’ve got stay-cation ideas from Underground Sacramento to the Pacific Crest trail to local wineries … all with a Sac State tie.

Submitted by Advancement Communications and Stewardship

Vintage ‘47: A wine and food event at Sac State
Join us from 3 to 6 p.m. Sunday, Aug. 24, in the University Union Ballroom for the inaugural Vintage ‘47 event. Taste some of the region’s best wine and food from vineyards and restaurants owned by alumni and Sac State friends. Proceeds will fund the newly formed Green & Gold Scholarship, supporting undergraduate students from any major.

Visit the Vintage ‘47 website at www.csus.edu/ua/vintage47/Index.html to view a complete list of wineries and restaurants and to buy your tickets today.

Submitted by University Advancement

Instructional Personnel Cost Report (Fall 2013/Spring 2014)
The Office of Institutional Research compiles special reports each year to show information on faculty workload during the fall 2013 and spring 2014 terms. These reports are based on the Academic Planning Data Base, which is submitted to and approved by the Chancellor’s Office.

The Instructional Cost Personnel Report, combined with information from Human Resources, calculates the personnel costs directly associated with instruction. For a detailed look at the reports, please visit www.csus.edu/oir/Data%20Center/Faculty%20Special%20Reports/Faculty%20Special%20Reports.html. For more information, contact the Office of Institutional Research at 278-6566.

Submitted by the Office of Institutional Research

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
- Home emergency preparedness

The next training is from 9 to 11 a.m. Tuesday, July 22, in the University Union, Hinde Auditorium. Seating is limited to the first 150. Attendance is required at only one session. Register via the LearnerWeb schedule calendar at https://learnerweb.saclink.csus.edu/csus_enterprise/ or with gnagywb@saclink.csus.edu.

Submitted by University Police

**Building coordinator/floor marshal training**

An annual two-hour training session will be held from 9 to 11 a.m. Tuesday, Aug. 12, 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
- Shelter-in-place
- 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 via the LearnerWeb schedule calendar at https://learnerweb.saclink.csus.edu/csus_enterprise/.

Submitted by University Police

**Faculty professional activities**

The latest faculty professional activities are available at www.csus.edu/sacstatenews/Articles/2014/06/ProfessionalActivities06-09-14.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

**Enrollment opens for The WELL’s Start Strong program**

The WELL’s Start Strong program is now enrolling for fall 2014. This program is designed for faculty and staff members only and will help kick-start your exercise routine. Whether you are a beginner or an advanced exerciser, this program will provide 20 weeks of consistent workouts in a supportive group setting. The cost is $45.50 per month and includes five months’ membership and 20 weeks of fitness classes three times per week. Sign up now at The WELL. Class size is limited.
Want to learn more? Join us at The WELL for an information session at 12:15 p.m. Friday, July 25, or 4:30 p.m. Wednesday, July 30; or email us at membership@thewellatsacstate.com.

Submitted by The WELL

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

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
James Jackson, Facilities Services