July 23, 2012

News

Sac State welcomes two interim associate deans
Two Sacramento State professors have advanced to the post of interim associate dean at their respective colleges.

Business Professor Seung Bach has assumed duties as associate dean of the College of Business Administration. He replaced the late Russell Ching, who died in May. Bach came to Sacramento State in 2002 and most recently taught a full course load while serving as director of the University’s Center for Entrepreneurship, an independent program supervised by the College of Business Administration. In his new position, Bach’s main focus will be on managing the college’s undergraduate program.

Communication Professor Kimo Ah Yun is the new associate dean of the College of Arts and Letters. The appointment takes effect Aug. 9. He has been at Sac State since 1996, following stints at Southeast Missouri State University and Michigan State. He received the President’s annual research award in 2003 and in 2006-07 won the Outstanding Teaching Award. He was named chair of the Communication Studies Department in 2010.

Submitted by the Office of Public Affairs and Advocacy

Ardith Tregenza takes on new role as chief student conduct officer
Ardith Tregenza has assumed the role of the University’s chief student conduct officer. She succeeds Leonard Valdez, who has retired. Tregenza had been the University’s associate conduct officer. If you need to reach the Student Conduct Office, you may contact Tregenza at 278-7511 or ardith.tregenza@csus.edu. Or you may call her administrative assistant, Jodi Howe, at 278-4239.

Submitted by Student Affairs

Temporary closure of Employee Assistance Program
The Employee Assistance Program is closed for all services beginning Monday, July 16; it will reopen Monday, Aug. 13.

Submitted by the Employee Assistance Program

Emergency training for building-safety teams
Emergency preparedness training for building-safety teams (building coordinators, floor marshals, etc.) is being held from 9-11 a.m. Monday, July 23, and Monday, Oct. 8, in the University Union, Hinde Auditorium. This training is for new members of building-safety teams and is a refresher for all building-safety team members. To register for the October training, email gnagywb.csus.edu. Topics to be covered:

- Home preparedness
- Building emergency plans
- Building evacuation procedures
- Shelter-in-place procedures
- ENS
- Public employees as disaster service workers
- New web page

Submitted by the Department of Public Safety
2012 Writing Across the Curriculum faculty retreat
All full- and part-time instructors are invited to the 2012 Writing Across the Curriculum faculty development retreat, “Time-Saving Strategies for Assigning, Evaluating, and Responding to Student Writing,” from 9 a.m.-4 p.m. Monday, Aug. 13, in the University Union, Foothill Suite. The retreat is free, and breakfast and lunch will be served. RSVP to Dan Melzer at wac@csus.edu.
Submitted by the Center for Teaching and Learning

Faculty Status Report for Fall 2011 released; Four Year Trend analysis updated
The Faculty Status Report for Fall 2011 has been completed. The report displays four tabulations of the ratio: all faculty headcount, all full-time equivalent faculty (FTEF), instructional FTEF and full-time equivalent student (FTES) generated by instructional FTEF. This report also regroups faculty headcount, all FTEF, instructional FTEF and FTES into four categories: tenure/on tenure track, non-tenure track, FERP/staff and teaching assistant. Moreover, all figures are aggregated at the departmental, college and University levels.

Also updated for this report is the Four Year Trend analysis, which compares the Faculty Status Report by college and for the University from Fall 2008 to Fall 2011. For a detailed look at the report: 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

Professional activities
The latest professional activities are available at www.csus.edu/sacstatenews/Articles/2012/07/ProfessionalActivities07-09-12.html.
Submitted by the Office of Public Affairs and Advocacy

Faculty Senate schedule
The Faculty Senate schedule for the summer is available at www.csus.edu/sacstatenews/Articles/2012/06/FacultySenateSummer2012Sked.html.
Submitted by the Faculty Senate

President Gonzalez continues updates
Sacramento State President Alexander Gonzalez will post updates on campus developments on his web page at www.csus.edu/President/fromthedeskofthepresident.html.
Submitted by the Office of the President

Sign up for The WELL before rates rise Aug. 1
Join The WELL now at the current lowest rate! As of Wednesday, Aug. 1, all new memberships will increase by $2 per month to account for the customer price index attached to student fees. If you are interested in signing up, renewing or transferring to an EFT membership to lock into our lowest rates currently available, you must present a voided check by the end of business Tuesday, July 31. Any new EFT and short-term memberships on or after Aug. 1 will be subject to the new prices. All current EFT membership prices will remain unchanged at this time.

For questions, visit www.thewell.csus.edu or call 278-WELL.
Submitted by The WELL

Online reservations to hold meetings or events at The WELL
The WELL is now taking reservations for its conference suites online via OPUS. If you do not have an OPUS account, please visit https://vems.uu.csus.edu/ to register. If you have an existing OPUS account with the University Union and need to add access for The WELL, please email reservations@thewellatsacstate.com.

Once you have your account established or updated, you will have full access to review conference suite availability, select room layouts, identify audio/visual needs and submit your reservation request online.
Submitted by The WELL
Entries sought for California Journalism Awards
Journalists are invited to submit entries for the 18th annual California Journalism Awards and the Katharine M. Macdonald Award sponsored by the Center for California Studies at Sacramento State and the Sacramento Press Club. The awards, established in 1994, recognize excellence in reporting on California state government, policy or issues. Awards will be given in the following categories: daily coverage, special feature or enterprise reporting, blog, radio, television and photo journalism. A cash prize of $500 will accompany each award. Also, the Katharine M. Macdonald Award will be given to a student journalist and will be accompanied by a $300 prize.

Please visit www.csus.edu/calst for more information and to submit entries. The entries must be postmarked no later than Tuesday, July 31, and the material must have been published or broadcast in California between Jan. 1, 2011, and June 1, 2012. Judges will be distinguished active and retired journalists and academics. The awards will be presented at a reception at the Sacramento Convention Center on Thursday, Sept. 13.

For more information about the awards and/or the awards ceremony, contact the Center for California Studies, 278-6906 or calstudies@csus.edu.
Submitted by the Center for California Studies

Summer Golf League
Sac State’s fifth annual Summer Golf League is playing weekly 18-hole rounds on Thursdays through Aug. 16 at Cordova Golf Course. Tee times are 4-5:30 p.m. with two players per team (substitutes may be arranged). The cost is $10-$12 for 18 holes/unlimited (no cart). It is not mandatory to make every Thursday of the summer. Absences and substitutions can be arranged. This is a recreation-based golf league. For more information, contact basso@saclink.csus.edu.
Submitted by The WELL

Temporary closure of parking facilities
To save on energy costs, the following parking facilities are closed during the summer. Reopening is planned by 7 a.m. Monday, Aug. 20:

- Parking Structure III
- Lot 10
- Lot 11

All other parking facilities are open and available. For questions, contact University Transportation and Parking Services at 278-7275, parking@csus.edu or www.csus.edu/utaps.
Submitted by University Transportation and Parking Services

Try the OneCard Portal in your MySacState account
Enjoy the convenience of depositing money onto your OneCard online. Through the portal, you can also suspend or reactivate your card, set up email reminders for when your Hornet Bucks account gets low, and much more. It’s easy to get to the portal: Log into your MySacState account, click on the Staff Services tab, then click on the OneCard Services link.
Submitted by OneCard Services

Police Department on Facebook and Twitter
Have you checked out the Sacramento State Police Department’s official Facebook and Twitter pages? Managed by the Office of the Chief, the pages offer important news and alerts from Sacramento State, such as emergency notifications, traffic alert updates, alert bulletins, media releases, upcoming training/events, services and safety tips. For the Police Department’s Facebook page, go to www.facebook.com/sacstatepolice. To follow the Police Department’s Twitter updates, go to http://twitter.com/sacstatepolice. Email any suggestions or questions to police@csus.edu.
Submitted by University Police
**Marketing now part of Public Affairs and Advocacy**

The Office of Public Affairs and Advocacy is now responsible for University marketing, including brand and logo compliance, campus-wide advertising, and review of the design and development of all communications intended for an external audience.

If you have materials you need reviewed, please email them to universitymarketing@csus.edu or call 278-4381. Please allow at least two working days for the process. This procedure ensures that Sacramento State’s identity standards and guidelines are maintained.

*Submitted by the Office of Public Affairs and Advocacy*

**Watch for even more University news and videos**

Sacramento State is filled with activities worth keeping up on – from outstanding teaching, learning and research to the arts, wellness activities and Hornet athletics. Stories and videos on University people, events and other news are available on Sacramento State’s news page, www.csus.edu/sacstatenews/, overseeen by the Office of Public Affairs and Advocacy. And send your ideas for campus coverage to publicaffairs@csus.edu.

Another option for publicizing an academic event or performance is the University’s digital sign network on campus. Submit your message to www.csus.edu/digitalsigns or www.csus.edu/pa/digitalsign.

*Submitted by the Office of Public Affairs and Advocacy*

**Sac State on Facebook and Twitter**

Managed by the Office of Public Affairs and Advocacy, Sacramento State’s official Facebook and Twitter pages offer up-to-the-minute news and information on all things Sac State, from academics to athletics, the arts to student life. For the University’s Facebook page, go to www.facebook.com/sacstate. To follow Sac State’s Twitter updates, go to http://twitter.com/#!/sacstate.

*Submitted by the Office of Public Affairs and Advocacy*

**Security quick tip:**

**Final installment on practices to follow to protect data on campus**

7. Use a password-protected screensaver to lock your computer when unattended, and turn off your computer at night (unless it is backed up at night and must be left on). Turning off your computer will save energy and protect the computer from outside network attack.

See all seven parts on the information service website at www.csus.edu/security. Always remember that protecting campus data starts with you.

*Submitted by the Information Security Office*

**Human Resources**

**Professional development and training**

The Office of Human Resources will offer professional development summer skills tune-ups as follows:

*Discover Your Strengths*: 8 a.m.-3 p.m. Wednesday, Aug. 1 (all employees); 8 a.m.-noon Thursday, Aug. 2 (supervisors and managers); both in the University Union, Foothill Suite; facilitated by Sharon Hunstman.

Workshop description: Recent research and practice indicate it is far more productive and motivating for individuals to focus and work on developing strengths than to work only on improving weaknesses. While it is important to understand shortcomings that are negatively impacting our effectiveness, we can contribute vastly more to our organizations by knowing, developing and using our strengths more often. The challenge is that most people don’t fully understand their talents and strengths. This course will give each participant a chance to assess and discuss his or her strengths and plan to develop and apply them more in their work, as well as appreciate and use the strengths of others in their teams.
FRISK Leadership Training – Raising the Bar on Employee Accountability (supervisors and managers):
8:15-11:30 a.m. Wednesday, Aug. 15, University Union, Redwood Room; facilitated by Scot Yarnell, partner, Atkinson, Andelson, Loya, Ruud & Romo.

Workshop description: FRISK is an acronym representing the components that should be included in all legally sufficient documentation of unsatisfactory employee performance: facts, rule, impact, suggestions and knowledge. The FRISK model has received state and national recognition as an effective framework for documenting and correcting employee performance. The FRISK model focuses on using documentation constructively to effect positive change in employee performance through clear, honest and impartial communication.

To register for these workshops, please go to www.csus.edu/hr/traindev/training.html and select the workshop of interest.

Retirement Manager upgrade
Retirement Manager is a convenient, secure, web-based access point that allows you to manage your California State University Tax Sheltered Annuity 403(b) retirement plan accounts anytime and anywhere. To access Retirement Manager, go to www.myretirementmanager.com.

The CSU is pleased to announce that the Retirement Manager website has been upgraded. The new site offers several new and easy ways to manage and learn about your retirement benefits. There is also a new support line for assistance with the Retirement Manager website. The Retirement Manager support line is available at (866) 294-7950 to take calls from all CSU employees, regardless of your investment provider selection. Please review the letter to employees for full details regarding the upgrade and support line: www.csus.edu/hr/benefits/Announcements/RetMgrUpdate.pdf.

If you have questions regarding this new feature or the CSU Tax Sheltered Annuity 403(b) program, contact the Human Resources Benefits Office at 278-6213.

Tax Sheltered Annuity 403(b) vendor sessions
If you are interested in scheduling a one-on-one, on-campus meeting with a representative to review your current Tax Sheltered Annuity 403(b) account or help you enroll in a new account, visit the Tax Sheltered Annuity Vendor Sessions page at www.csus.edu/hr/benefits/tsasessions.htm to view the schedule of vendor representatives on campus.

Noontime and After-Work Wellness programs, Summer 2012
Professional Development and Training invites you to reduce stress and meet your daily physical activities needs by participating in our Summer 2012 Noontime and After-Work Wellness activities. You are encouraged to find a partner and practice yoga and tai chi, or tone those muscles with aqua aerobics, and make it a practice to engage in healthful activities. Interested in burning 400-800 calories in one hour? Sign up for zumba or give ballroom dancing a whirl.

To register, visit our page at www.csus.edu/hr/traindev/noonwellness.html.

Noontime Wellness activities will be held from 12:05-12:50 p.m., and After-Work Wellness activities will be held from 4:15-5:15 p.m., through Aug. 2. For more information or questions, please contact Kim Harrington at harringtonkc@csus.edu or call 278-6327.

Summer office hours
This summer, in an effort to conserve energy, Sacramento State is continuing the practice of a modified work schedule with normal business hours for the campus of 7:30 a.m.-4 p.m. with a 30-minute lunch break. These hours are effective through Friday, Aug. 17. As always, authorized supervisors may modify individual work schedules to address special situations as long as these basic hours are covered. It is important that offices are staffed during these announced hours.

If you have any questions or concerns that cannot be answered by your supervisor or manager, please contact Kent Porter, associate vice president for Labor Relations and Compliance.
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.htm#Disability, by visiting the Human Resources Disability Leaves office in Del Norte Hall, Suite 3002, or by calling 278-3522.

The following employees have been approved for the Catastrophic Leave Donation Program:

Cynthia Hester, Facilities Housing Department
Althea Spencer, Accounts Payable Department
Steven Craddock, Facilities Services
Nathanial Blair, Psychology Department