



Aug. 1, 2016

## News

### **Reminder: How to submit campus news and Briefing items**

The Office of Public Affairs and Advocacy recently changed the form for sending in news tips and Briefing items. It's now 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: [csus.edu/news](http://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: [csus.edu/sacstatenews/submit](http://csus.edu/sacstatenews/submit).

For questions or comments about the submission process, please contact Briefing Editor Ahmed V. Ortiz at [aortiz@csus.edu](mailto:aortiz@csus.edu) or 278-2388. If you have a more urgent news item, please contact Elisa Smith, Director of News & Communications, at [elisa.smith@csus.edu](mailto:elisa.smith@csus.edu) or 278-4016.

*Submitted by the Office of Public Affairs and Advocacy*

### **Summer blood drive coming Wednesday**

A campus-wide summer blood drive will be held from 10 a.m. to 2 p.m. Wednesday, Aug. 3, at the Bloodmobile between the University Union and Parking Structure II. Participants will receive a free T-shirt redeemable on [my.bloodsource.org](http://my.bloodsource.org), as well as MyBloodSource rewards points.

Blood donations save the lives of accident victims, surgery patients, cancer patients, and many others in need. Donating blood is safe and easy, and takes about an hour. Blood donors must weigh 110 pounds or more, be in overall good health and be 17 years old or older (16 with a signed BloodSource parental consent form).

Campus sponsors for this event include BloodSource, Associated Students Inc., the Hornet Bookstore, the Green Army, the University Union, and The WELL. For more information, please call 278-6997.

*Submitted by the University Union*

### **Notary service available from ASI**

Associated Students Inc. is proud to announce that it will continue to offer onsite notary service for students, faculty, staff, and the community. Future and same-day appointments can be made at [calendly.com/asistudentshop/legal-aid-appointment](http://calendly.com/asistudentshop/legal-aid-appointment). Walk-ins always are welcome, but service depends on staffing availability. For more information, please visit our website at [asi.csus.edu/services](http://asi.csus.edu/services).

*Submitted by the ASI Business Office*

### **Affirmative Action/Equal Opportunity Representative training sessions coming**

Affirmative Action/Equal Opportunity Representative (AA/EOR) training sessions for faculty will be held Aug. 8 and 15, and Sept. 19 in Library 11. Two sessions will be offered each day: 9 to 11 a.m. and 1 to 3 p.m. You need only attend one of these sessions.

Per the University ARTP policy, training is required at least every three years for each AA/EOR and each department or equivalent unit chair to prepare them for their hiring responsibilities. However, all faculty are encouraged to take the training. The AA/EOR will serve to advise search committees on issues of affirmative action and equal employment opportunity, based on training and advice from the Office of Human Resources and the University Counsel. The goals of this training are to raise a greater awareness of, and sensitivity to, diversity issues in the hiring process.

To RSVP or if you have a question, please contact Regeena Lewis at [rklewis@csus.edu](mailto:rklewis@csus.edu) with your name, department, and the training session for which you are registering.

*Submitted by the Office for Equal Opportunity*

### **Parking permit fee changes for 2016-17 academic year**

The cost of semester parking permits for administrators, managers, and unrepresented employees has increased by 2 percent for the 2016-17 academic year. This 2 percent adjustment occurs annually as part of the parking fee plan implemented in Spring 2009. Additional revenue will be used to offset cost increases for maintenance, construction, and operation of campus parking facilities. Permits for administrators/managers (MPP) and other unrepresented employees increased beginning July 1. The new monthly permit cost is \$50/month. Other administrator permits increased by 2 percent above their current rate.

August paychecks will reflect a parking payroll deduction of \$51, which includes the July increase. Effective Sept. 1, the deduction will go back to \$50/month.

Parking permit costs for CSUEU (Units 2, 5, 7, 9): Permit fees for represented faculty and staff are set by their respective bargaining unit contracts. Staff permits will increase by \$1/month, effective Sept. 1. Staff (CSUEU) will be raised to \$17.06/month from \$16.06/month.

Parking permit costs for all other bargaining units except CFA (Units 1, 4, 6, 8, 10, 12, C99):

Permit fees for staff in bargaining units 1, 4, 6, 8, 10, 12, and C99 will be raised to \$16/month from \$15/month, effective Sept. 1. Faculty rates were not subject to increase this year.

University Transportation and Parking Services, which administers the parking program, is by law a self-supporting unit that receives no funding from the state. UTAPS' sole source of

revenue for operations, construction, and maintenance of parking facilities is from the sale of parking permits. For more information, visit [csus.edu/utaps](http://csus.edu/utaps).

*Submitted by Administration and Business Affairs*

### **Faculty professional activities**

The latest faculty professional activities are available at

[csus.edu/news/articles/2016/7/1/Professional-activities,-July-September-2016.shtml](http://csus.edu/news/articles/2016/7/1/Professional-activities,-July-September-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: Choose SacLinkSecure for campus wireless**

When connecting your laptops, smart phones, tablets, or other devices to the campus network, you may see multiple networks available. Always select SacLinkSecure to maximize your network speed, mobile coverage, and security.

While most devices support the fast and secure protocols of SacLinkSecure, some older devices may not. If your device does not, try connecting to SacLink. But keep in mind that your network connection with SacLink alone is not secure unless the site you are visiting itself secures your connection. A secure connection is indicated by "https" at the beginning of the URL and a locked icon on your browser. SacLink is still supported on campus to address legacy technology that is not supported by the preferred SacLinkSecure technology. For more information on campus wireless coverage or how to configure your wireless devices, open a browser and type [www.csus.edu/irt/wireless](http://www.csus.edu/irt/wireless).

*Submitted by the Information Security Office*

## **Human Resources**

### **Fidelity TSA office hours (one-on-one sessions with Jeff Geslison)**

University employees who are eligible to participate in the 403(b) Tax Sheltered Annuity (TSA) Program have the opportunity to meet with Fidelity, the new plan administrator, in one-on-one sessions to review their TSA options, get assistance in rolling over funds to the new lineup, and much more. Fidelity will conduct one-on-one meetings from 9 a.m. to 4 p.m. Wednesday, Aug. 3, in Del Norte 3004. To schedule an appointment, please contact the campus representative, Jeff Geslison, at [Jeffrey.Geslison@fmr.com](mailto:Jeffrey.Geslison@fmr.com). Please note that appointment slots fill quickly.

### **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:

- Susan Acosta, Student Health Center
- Edna Chiu, Custodial Services

- Monica Patterson, Mail Services Center
- Suzette Riddle, University Advancement (Development)
- Brian Sarantopoulos, Reprographic Services