



Aug. 22, 2016

News

President Nelsen to deliver Fall Address on Thursday

President Robert S. Nelsen's Fall Address to the campus community will be held from 9 to 11 a.m. Thursday, Aug. 25, in the University Union Ballroom. The event will begin with coffee and conversation at 9 a.m. The President's address will follow at 10 a.m. The address will be live-streamed; watch for the link on the University's home page, csus.edu, on Aug. 25.

Submitted by the Office of the President

First Year Experience workshops welcome all faculty, staff, students

Join the First Year Experience Program's student success workshops from 11 to 11:45 a.m. Thursday, Aug. 25. The workshops will follow President Robert S. Nelsen's Fall Address. Workshops include:

- Equity Success – "Microaggressions: What Are They? And How to Avoid," with Paula Austin (History Department), University Union, California Suite (third floor).
- Student Success – A Smart Planner information session with Todd Migliaccio (Sociology Department) and the Smart Planner team, Library 11 (bottom floor).
- Peer Success – DHSI peer network support by Enid Orta-Gonzalez (Biology Department) and Tina Jordan-Brown (PARC), University Union, Forest Suite (second floor).
- Curricular Success – First-year seminar signature assignment by Bridget Parsh (School of Nursing/FYE), University Union, Orchard Suite (second floor).
- Transfer Success – Mary McCarty-Hintz (Biology Department), University Union, Auburn Room (third floor).

For more information, contact Rheena Munoz in FYE at rmunoz@csus.edu.

Submitted by the First Year Experience Program

New website focuses on Campus Safety & Security

To help keep Sacramento State a safe campus for students, faculty, and staff, the Police Department has developed a new Campus Safety & Security website. The site provides readily accessible, customized data links for public inquiries relating to campus crime and fire data (as of the 2014 data collection), as well as other information, including current security programs, safety tips, crisis planning/emergency preparedness, the Emergency Notification System, safety policies, and other available resources, such as events and training.

For more information, visit the site at csus.edu/aba/campus-safety or contact the Police Department at 278-6000.

Submitted by the Sacramento State Police Department

A new University Experts Guide – help us share your expertise

Just in time for the fall semester, we are pleased to announce the relaunch of our University Experts Guide! The guide is used primarily by the media to find instructors and staff with expertise on topics that reporters may be covering that day, and other organizations may also turn to the guide when looking for a guest speaker for a class or gathering. You can visit the new guide online at paweb.csus.edu.

If you would like to be included or make changes to your current entry, please fill out the "Become an Expert or Update Your Information" form at the bottom left of the guide's home page. We will continue to build out the site with photos and videos once we have a firm list – we ask only that if you choose to participate, you are comfortable with being responsive to media requests, which often are made on short notice.

The public announcement of the University Experts Guide will be on Tuesday, Aug. 23, so we would appreciate any updates via the online form no later than today. Questions or comments? Please contact Elisa Smith, director of News and Communications, at 278-4016 or elisa.smith@csus.edu.

Submitted by the Office of Public Affairs and Advocacy

Free screening of *Captain America: Civil War* on Move-In Day

University Union UNIQUE Programs and the Residence Hall Association are pleased to announce a special movie screening of *Captain America: Civil War* at 8:30 p.m. Friday, Aug. 26. The screening will be outdoors in the Residence Hall Quad. This event is free for students and the general public, and is in celebration of Move-In Day. Guests are encouraged to bring towels, blankets, or lawn chairs.

Captain America: Civil War is a 2016 film directed by Anthony and Joe Russo. It is the third installment of the film series and the third film based on the *Captain America* comic book. The film is rated PG-13 for extended sequences of violence, action and mayhem. Run time is approximately 147 minutes. For more information, please visit SacStateUNIQUE.com or call the University Union information desk at 278-6997.

Submitted by the University Union

Professor Doug Rice to read from latest novel Oct. 11

English Professor Doug Rice will read from his newly published novel, *Here Lies Memory*, at 6:30 p.m. Tuesday, Oct. 11, in the Library Gallery.

Here Lies Memory explores the place of memory in the daily practice of living. It explores what language and photographs do to memory, desire, and love, and what gentrification is doing to the personal lives of people disappearing from the streets and homes of the Hill District and the North Side of Pittsburgh. It is the story of two families in Pittsburgh, sometime after the Vietnam War, struggling with changes in the city and in their lives. For more information, visit doug-rice.com/here-lies-memory.

Submitted by the English Department

IRB review process for human subjects research goes online

The Office of Research Affairs is pleased to announce that the Institutional Review Board (IRB) has moved its human subjects research review process to an electronic platform called Cayuse IRB. This online platform allows investigators to create and submit applications, respond to IRB recommendations, route applications for approval online, and

more. Faculty advisors and department chair/department head approvals also will be finalized using Cayuse IRB. All you need is your SaLink username and password to start.

For more information, visit csus.edu/research/irb or email irb@csus.edu. Workshops will be held from 10:30 to 11 a.m. Tuesday, Aug. 30, and noon to 12:30 p.m. Thursday, Sept. 8, at the Hornet Bookstore, Suite 3400, for hands-on guidance.

If you would like to attend, RSVP to irb@csu.edu or contact Leah Vargas, Research Integrity and compliance officer, at leah.vargas@csus.edu or 278-5674.

Submitted by the Office of Research Affairs

Estate Planning 101

The Office of Planned Giving hosts Estate Planning 101 seminars throughout the year for members of the Sacramento State community who are considering their estate plans. Topics covered include wills, living trusts, estate taxes, probate, property and inheritance planning, special needs trusts, and charitable gift annuities.

The next Estate Planning 101 seminar will be held from 11:30 a.m. to 1:30 p.m. Wednesday, Sept. 28, at the Leslie and Anita Harper Alumni Center. Reservations are required by Tuesday, Sept. 20. RSVP to giving@csus.edu or 278-2577.

Please visit csus.planningyourlegacy.org for more information on planned giving or the dates of future seminars. If you are interested in making a gift through your will or estate, or you have questions regarding Estate Planning 101, please call the Office of Planned Giving at 278-6989.

Submitted by University Advancement

Instructional Personnel Cost Report (Fall 2015-Spring 2016)

The Office of Institutional Research compiles special reports each year to show information on faculty workload during the fall and spring terms. These reports are based on the Academic Planning Data Base that is submitted to and approved by the Chancellor's Office. The Instructional Personnel Cost Report, combined with information from Human Resources, calculates the personnel costs directly associated with instruction. For a detailed look at the reports, please visit:

csus.edu/oir/Data%20Center/Faculty%20Special%20Reports/Faculty%20Special%20Reports.html. Summary tables will be for Academic Year Fall 2015/Spring 2016.

For information, contact the Office of Institutional Research at 278-6566.

Submitted by the Office of Institutional Research

University Policy Manual update

Please note the following announcement of revised procedures in the University Policy Manual:

ADM-0171, Petty Cash (csus.edu/umannual/admin/adm0171.html): Procedures within the Petty Cash policy have been updated to include a reimbursement process for the rare occasion when there is no original itemized receipt available. Please note that this is to be on an exception basis only, and each case will be held to a standard of reasonableness. In addition, multiple instances of missing receipts may not be reimbursed.

*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 "Updated" date listed in the policy header reflects "Procedures updated July 2016."
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.
Submitted by the Office of Public Affairs and Advocacy

Faculty Senate schedule

The Faculty Senate calendar is available at csus.edu/acse.
Submitted by the Faculty Senate

Security tip: Data compromised? Contact Information Security

Educational and other confidential data, including those related to disability, are subject to state and federal privacy laws. If protected data is compromised, the Information Security Office must be notified immediately. For more information, contact the Information Security Office. You will find detailed information on its webpage at csus.edu/irt/is.
Submitted by the Information Security Office

Human Resources

Campus returns to regular hours today

This is a reminder that the return to regular campus business hours (8 a.m. to 5 p.m. with an hour lunch) begins today. It is important to check specific hours of campus offices, as some offices may have different public service hours.

Customized health plan statement and open enrollment information

To maximize customer service and improve customized information regarding health coverage, your customized health plan statement and 2016 open enrollment information will be available online today through my|CalPERS. You can access your customized Health Plan Statement and 2016 Open Enrollment information by logging into your account at my.calpers.ca.gov to view, download, and print your customized Health Plan Statement.

If you experience difficulties logging into your account or need to retrieve your username or password, please follow the prompts to identify yourself and answer your security questions in the my|CalPERS login screen. If you do not have a my|CalPERS account, go to my.calpers.ca.gov and follow the instructions provided at calpers.ca.gov/docs/forms-publications/register-access-mycalpers.pdf.

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 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
- Rorika Loring, Office of the Registrar
- Shannon McDonald, Custodial Services
- Monica Patterson, Mail Services Center
- Suzette Riddle, University Advancement (Development)
- Brian Sarantopoulos, Reprographic Services