Sept. 23, 2013

**News**

**Homecoming tickets for faculty and staff**
President Alexander and Gloria Gonzalez invite University faculty, staff and their families to the Homecoming Festival and football game Saturday, Oct. 5, when the Hornets take on Northern Colorado at 6:05 p.m. at Hornet Stadium.

Faculty and staff can reserve up to four complimentary game tickets before the game through University Advancement at [www.alumniconnections.com/olc/pub/CSN/membershipform/showGivingForm.jsp?form_id=158792](http://www.alumniconnections.com/olc/pub/CSN/membershipform/showGivingForm.jsp?form_id=158792). Please include your name, your campus email address and the number of tickets requested. Tickets and a Sac State gift for faculty and staff can be picked up in the Alumni Center parking lot during the Homecoming Festival, beginning at 3 p.m. on game day. Visit the Homecoming website ([www.csus.edu/homecoming](http://www.csus.edu/homecoming)) for more information.

*Submitted by University Advancement*

**City open house to focus on Guy West Bridge restoration project**
The City of Sacramento invites you to an open house to learn more about the restoration of the Guy West Bridge, the suspension bridge across the American River connecting to Sacramento State. The meeting will highlight project details and include construction activity information. The city is committed to minimizing impacts to American River Parkway and bridge users, so bridge closures will be kept to a minimum during this important project. Please join us for the meeting from 5:30 to 7:30 p.m. Wednesday, Sept. 25, at Sierra Oaks Elementary School, Multipurpose Room, 171 Mills Road, Sacramento. For more information and to sign up for email updates, visit the project website at [www.cityofsacramento.org/transportation/engineering/special.html](http://www.cityofsacramento.org/transportation/engineering/special.html).

*Submitted by the City of Sacramento*

**Upcoming One World Initiative events**
- *Maria Full of Grace* will be screened at 6 p.m. Wednesday, Sept. 25, in Alpine 122.
  Part of the Government 162: Film and Culture in a Globalized World course, this film features international drug smuggling. Members of the campus community are invited to join students for the screening. Enrolled students will have priority for seating.

  - The College of Continuing Education’s English Language Institute will present “From My Country to Yours: International Perspectives on Migration,” a symposium on world views on migration, from noon to 4 p.m. Monday, Sept. 30, at the Alumni Center. ELI students, who come to Sacramento State from around the world, will present their points of view on migration through multimedia presentations, posters and a panel discussion. This event is open to the public. Faculty members are encouraged to bring their students for this unique opportunity to interact with the ELI students. For more information, contact Niccole Scrogins at niccolescrogins@gmail.com.
For more information about the One World Initiative, visit www.csus.edu/oneworld. To submit your migration-related event to the One World calendar, email us at oneworld@csus.edu. Like us on Facebook at www.facebook.com/SacramentoStatesOneWorldInitiative.
Submitted by One World/Geology

This week on Made at Sac State: College of Engineering and Computer Science
Spend some time with the College of Engineering and Computer Science during the fourth installment of Made at Sac State – The Video Magazine, airing at 6:30 a.m. Thursday, Sept. 26, on KQCA My58. The college has a lot to be proud of: It’s home to the California Smart Grid Center and the Hornet Racing Team, and its Construction Management Department boasted 100 percent job placement for its Spring 2013 grads.

Made at Sac State is produced by the Office of Public Affairs and Advocacy, in partnership with Academic Technology & Creative Services, a unit of Academic Affairs. Each half-hour show features a different college. The series continues Thursdays through Oct. 24. To learn more or to view past episodes: www.csus.edu/made/tv/.
Submitted by the Office of Public Affairs and Advocacy

Dig in to Sac State Magazine
A fresh edition of Sac State Magazine is now available. Just in time for Sacramento’s Farm-to-Fork Week, our food issue offers:

- A seat at our Hornet farm-to-fork roundtable
- A serving of timely tailgating tips
- A trip to the ASI Farmers Market
- The scoop on tasty campus dining

You’ll find all that, plus alumni profiles, Causeway Classic fun facts and more in the new Sac State Magazine at www.csus.edu/sacstatemagazine.
Submitted by University Advancement

Envisioning California Conference topic: Food trends and policies
The 24th annual Envisioning California Conference, “Food for Thought: Current Food Trends and Policies in the Golden State,” will explore California’s character by examining its food products and practices. Specifically, the Oct. 11 conference will seek a better understanding of the relationship between California’s food and its identity – not just as the world’s breadbasket but also as a leader in food trends, and agricultural and environmental policies. The festivities will also include the 19th annual California Journalism Awards. There will be panel discussions, food tastings, demonstrations, vendors and a luncheon keynote address by renowned author and organic farmer Mas Masumoto. For additional information, visit www.csus.edu/calst/envisioning_california_conference.html. To register by Tuesday, Oct. 1, go to www.envisioningcalifornia.eventbrite.com/. For questions, contact the Center for California Studies at 278-6906 or calstudies@csus.edu.
Submitted by the Center for California Studies

Search for new Serna Center director
President Alexander Gonzalez has announced a renewed commitment to the Joe and Isabel Hernandez-Serna Center, which aims to encourage policy and political knowledge, activism and engagement, student access and excellence, and community service. The University is now commencing a search for a new Serna Center director. Both full-time faculty and staff will be eligible for the position. If a faculty member is chosen, compensation will be in the form of release time; if a staff member is chosen, the Serna Center directorship will
constitute a part-time assignment. It is expected that the person chosen will have a demonstrated ability to work collaboratively with campus and community groups.

To apply for the position by Friday, Oct. 18, please submit a CV or résumé and letter of interest to Ted Lascher, interim dean of the College of Social Sciences and Interdisciplinary Studies, at tedl@csus.edu. The letter should address how the candidate’s background fits with the mission of the center as set forth on the center’s website at www.csus.edu/sernacenter/.

Submitted by the Dean’s Office, College of Social Sciences and Interdisciplinary Studies

UEI Campus Grant Program invites applications
University Enterprises Inc. is inviting applications for its 2013-14 Campus Grant Program for innovative projects. Projects should show a demonstrable need and a clear benefit to Sacramento State students, faculty and/or staff. Of particular interest are projects that advance discovery and understanding while promoting teaching, research and campus engagement. The award maximum is $5,000; the average award is anticipated to be $2,500 or less. Applications are due by 5 p.m. Friday, Oct. 18.

Interested applicants are encouraged to register and attend an information session in the UEI Board Room on the third floor of the Hornet Bookstore. Sessions will be held at 4 p.m. Monday, Oct. 7, and 3 p.m. Tuesday, Oct. 8. For more information, please visit the UEI Campus Grant Program website at www.enterprises.csus.edu/campusgrantprogram or email campusgrants@uei.csus.edu.

Submitted by University Enterprises Inc.

USA One Book Lending Program
In cooperation with the One Book Program, the University Staff Assembly makes a limited number of copies of the current Sacramento State One Book available to staff through the USA One Book Lending Program. This year’s selection is Full Body Burden: Growing Up in the Nuclear Shadow of Rocky Flats by Kristen Iversen.

To borrow a copy of the book (two-week time limit), please contact one of the following USA representatives: Aaron Eichenberger, CLV 104, 278-5745 or aeichenb@csus.edu; Veronica Pruitt, RVR 3018, 278-5843 or vpruitt@csus.edu; Rachel Garcia, NPA 2008, 278-4547 or regarcia@csus.edu; Michelle Bianco, SQU 320, 278-8607 or biancom@csus.edu. For more information about the One Book Program, including a list of upcoming events, please visit www.csus.edu/onebook.

Submitted by University Staff Assembly

Student Academic Success Day
Sacramento State’s Student Academic Success Day is designed to empower students for success by exposing them to resources that foster their completion of an undergraduate degree. The event will be held from 9:30 a.m. to 3 p.m. Monday, Oct. 7, in the University Union Ballroom, with a session for faculty and staff at 10 a.m. featuring Dr. Watson Scott Swail, president and chief executive officer of the Educational Policy Institute. Swail will speak on “Unlocking the Retention Puzzle: The Student Academic Success Imperative.” Additional highlights of the day will include success workshops for students under the guiding theme of “My Degree, My Future.”

Submitted by Student Academic Success and Educational Equity Programs

Call for entries: ‘Post Secret U: HOPE Revealed’
The American Foundation for Suicide Prevention, Student Health and Counseling
Services’ Garrett Lee Smith Grant and the Student Health Advisory Committee at Sacramento State present “Post Secret U: HOPE Revealed.” This collaborative effort is in support of two campaigns – HOPE and Post Secret U at Sac State – to create a stigma-free campus community by promoting awareness of mental health resources and by encouraging help-seeking behavior among students.

We are seeking creative art in any media format that exemplifies the exhibit title and the mission of HOPE (Holding On to Positive Emotions). Sac State students and faculty, students from other schools and members of the community are invited to submit as many pieces as they like for the exhibit. For more information, please visit https://shcssacstate.org/counseling-services/hope.

Submitted by Student Health & Counseling

Turnitin Plagiarism Prevention Service available to faculty
Turnitin is a web-based service that allows students and faculty to determine the degree of similarity between documents containing digital text. This service is intended to improve student writing by using technology to provide additional modes of feedback on student writing assignments. Grammar check and peer review features also are a part of this service. There are two training sessions, from 10:30 a.m. to noon and 1:30 to 3 p.m. Tuesday, Oct. 8, in Library 11. Please RSVP to ctl@csus.edu indicating which session you wish to attend.

For additional information about Turnitin, please visit www.csus.edu/atcs/tools/turnitin/.

Faculty interested in obtaining a Turnitin account should send an email to turnitin@csus.edu.

Submitted by Center for Teaching and Learning

Jeanne Clery Act and fire safety disclosure data available
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Campus Fire Safety Right-To-Know Act, Sacramento State has made statistics and other information available at www.csus.edu/police/cleryact.htm. The Sacramento State Police Department collects crime statistics from local and appropriate police agencies; gathers information from multiple sources, both on campus and off campus; and prepares the report. Crimes reported during the last three years on campus, in certain off campus buildings or on property owned or controlled by Sacramento State, and on public property within or immediately adjacent to and accessible from the campus are included.

The report includes fire safety statistics and information; institutional policies concerning campus security, alcohol and drug use; crime prevention; the reporting of crimes; sexual assault; and other safety matters. During the fall semester of every year, information is emailed to all enrolled and prospective students, faculty and staff. In addition, all CSU employees receive a notice concerning this information on their August paycheck.

Print copies are available in the University Library, the Police Service Center in the University Union, and by request from the Office of Public Safety and the Office of the Vice President for Student Affairs.

Submitted by the Department of Public Safety

Departmental Fact Books now available online
The Departmental Fact Books provide a wide range of comprehensive data and information pertaining to each academic department, ranging from student profiles, course offerings, class size, faculty profiles and faculty workload to retention and graduation rates for the last
five years. These Fact Books are very useful sources of information for program reviews, accreditation and other assessment needs.

This year, data were added to the Degrees Conferred table to include degrees conferred by program/concentration within a department.

A hard copy has been sent to all department chairs, and online access is available at www.csus.edu/oir. Click on "Data Center," then "Departmental Fact Book," and choose a department.

Submitted by the Office of Institutional Research

Faculty Status Report (Fall 2012/Spring 2013)
The Faculty Status Report displays four different 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 separate 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 Five Year Trend analysis, which compares the Faculty Status Report by college and University from fall 2008 to fall 2012. For a detailed look at the report, visit www.csus.edu/oir/Data%20Center/Faculty%20Special%20Reports/Faculty%20Special%20Reports.html. For more information, please contact the Office of Institutional Research at 278-6566.

Submitted by the Office of Institutional Research

Fiscal authority update
The policy on Delegated Fiscal Authority and Responsibility has been updated to address the Common Financial System (CFS) delegation-of-authority process and to clarify the responsibility within the approval process. More information is provided in the policy and the University Funds Overview Procedures documents at www.csus.edu/aba/Financial-Services/Documents/procedures/University_Funds_Overview_Procedures_ADM_0162_July_2013.pdf.

Submitted by Financial Services

Faculty professional activities
The latest faculty professional activities are available at www.csus.edu/sacstatenews/Articles/2013/09/ProfessionalActivities09-16-13.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

Security quick tip: Insecure emails
Email communications – even internal emails – are inherently insecure because they can be readable as they travel over the network. When sending any email, consider how you can keep information from falling into the wrong hands. This can include determining precisely who needs to see the information and sending it only to that person; considering other
forms of communication that might be more secure, like the using mail or hand-delivering a paper or electronic copy; or encrypting the email.

Submitted by the Information Security Office

Human Resources

Open Enrollment for benefits is under way

Open Enrollment continues through Friday, Oct. 11, for coverage effective Jan. 1, 2014. Open Enrollment is the annual opportunity for employees to:

- Change, drop or enroll in medical and/or dental plans.
- Add new dependents to or delete dependents from your medical, dental and/or vision plans.
- Enroll in or cancel the MetLaw Legal Program.
- Enroll in a flexible benefits plan for 2014 which includes the following: FlexCash (an optional benefit plan that allows you to waive CSU medical and/or dental insurance coverage in exchange for cash, provided you have other non-CSU coverage); the Health Care Reimbursement Account (HCRA) requires re-enrollment each year; the Dependent Care Reimbursement Account (DCRA) requires re-enrollment each year.

Note that all employees who wish to continue participation in the DCRA and/or HCRA plan(s) must re-enroll annually during open enrollment.

If you do nothing, your medical, dental, AFLAC Critical Illness (if enrolled) and MetLaw legal plan (if enrolled) enrollment(s) will continue into the 2014 plan year. Please carefully review the Open Enrollment communications mailed to your home address. You can find the 2013 Open Enrollment schedule and additional information online at the Sacramento State Open Enrollment web page and the CSYou Open Enrollment web page.

The Benefits Office will hold the annual Open Enrollment Benefits Faire from 10 a.m. to 2 p.m. Thursday, Sept. 26, in the University Union, Redwood Room (health plans available from 10 a.m. to noon). Representatives and carriers from the CSU benefits programs will be available to answer your questions and provide information regarding their plans.

Please note that Benefits Office staff will also be on site at the Benefits Faire to assist you with questions regarding Open Enrollment transactions and other benefits-related inquiries. Consequently, the Benefits Office will be closed during the hours of the Benefits Faire.

Confidential survey

Human Resources will release a confidential climate survey for all employees Monday, Sept. 30. It will be open until Tuesday, Oct. 15. The first 100 employees to respond to the survey will receive a $10 gift card for the Hornet Bookstore. Additionally, there will be a drawing for other prizes, including a Kindle Fire tablet, to encourage participation. The survey will cover work climate, equity, work-life issues and employee needs, among other topics. The survey results will be aggregated and shared with the campus community but will be used by HR for strategic planning for the future, as well as to allocate our resources toward services, training and programs based on the data. Because HR has not issued a survey of this sort in recent years, the results should prove eye-opening as part of our efforts to encourage an engaged and productive workforce in a welcoming environment. Please look for the survey in your email.
**Excess vacation hours**
Sacramento State employees are limited in the amount of vacation they can keep as an unused balance. Those hours are reconciled annually, and hours in excess of carry-over maximums must be used by Dec. 31 or be automatically forfeited. It is each employee’s responsibility to monitor his or her accumulated vacation time.

To view your vacation balance, go to [www.csus.edu](http://www.csus.edu), log onto My Sac State using your username and password, and click on “Current Leave Balance” under “Employee Center.” The page will display the current vacation balance and alert you if it is approaching the maximum. The “Leave Accrual Information” link provides information on accrual rates and maximum carry-over hours. Those who do not have access to a computer may request a printout from the timekeeper for their department.

Exceptions to the carry-over policy must be approved by Christine Lovely, vice president for Human Resources, prior to the end of this calendar year. The limited grounds for such requests may be found in the “Vacation” article of your Collective Bargaining Agreement or in Title V, Section 42909. The request must include the reasons for the exception and be submitted in writing to the employee’s program center manager for a recommendation. For staff, if approved, the recommendation must include a plan for using accrued vacation before Dec. 31, 2014. For managers, any carried-forward vacation must be used by the end of March 2014. In addition to use of accrued vacation, plans must address the usual accumulation of vacation leave time during the year to avoid this situation in the future. The recommendation must be forwarded by the program center manager to Vice President Lovely by Friday, Dec. 6, for approval. For more information, contact Human Resources at 278-6078.

**Office name change**
The Office for Employment Equity has changed its name to the Office for Equal Opportunity to better reflect our commitment to serving the entire campus, including students, faculty, staff and visitors. We provide training and services with regard to harassment, discrimination and retaliation issues as well as reasonable accommodations for faculty and staff members with disabilities. To schedule a training session for your department, discuss an issue of harassment/discrimination or request information about reasonable accommodations, please call 278-5770 or email william.bishop@csus.edu.

**Sabbatical and difference-in-pay leaves**
After reviewing recommendations from the Professional Leave Committee, department chairs and college deans, the provost and vice president for Academic Affairs has approved these sabbatical leaves for the 2013-14 academic year.

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

Priscilla Llamas-McKaughan, Financial Services
Jamie Jones, Services to Students with Disabilities (vacation donations only)
Carlyn Ster, College of Arts and Letters Dean’s Office