



October 16, 2017

**MLK 50<sup>th</sup> anniversary celebration is today: 'Empathy, Equality, and Esteem'**

The time has arrived to celebrate the 50-year anniversary of Dr. Martin Luther King Jr.'s historic speech to the campus Oct. 16, 1967. Join the daylong celebration filled with fun, activities, a unity march, workshops, a panel discussion, gallery tour, keynote addresses, and a concert. To reserve your space to enter the event we need your support to RSVP at [csus.edu/saseep/mlk/50th](http://csus.edu/saseep/mlk/50th). If you will attend the evening keynote and/or the concert, please also download your ticket after you RSVP on the main site using the ticket functionality just below the general registration links. Your ticket for the evening keynote address and concert also serve as your entry into this exciting event. Thanks for your support and we look forward to seeing you there!

*Submitted by SASEEP*

**Call for nominations: John C. Livingston Distinguished Faculty Lecture**

The Faculty Senate is pleased to call for nominations for the faculty member who will deliver the 2017-18 John C. Livingston Distinguished Faculty Lecture. An invitation to deliver the lecture has long been considered one of the most prestigious awards given to a faculty member. This award recognizes a sustained and unique contribution to the campus community in providing intellectual leadership and has important significance to the life of this university. The faculty member will be selected this fall and will deliver the lecture during the spring semester at a convocation held in his or her honor at 3 p.m. Monday, Feb. 19, in the University Union, Redwood Room. Nominations are due by noon Monday, Oct. 30, to [kathy.garcia@csus.edu](mailto:kathy.garcia@csus.edu). The call for nominations may be viewed at [csus.edu/livingston-lecture](http://csus.edu/livingston-lecture).

*Submitted by the Faculty Senate*

**DACA Advocacy Week begins today**

As part of a national effort, universities are using this week (Oct. 16-20) as an opportunity to speak out on the need to protect Deferred Action for Childhood Arrivals (DACA) students and highlight how deeply the higher education community cares about these young people and wants a solution.

- Dream Connections, 3 to 4 p.m. Monday, Oct. 16, Riverfront Center 1027 – Dream Connections is a supportive social network open to the campus's undocumented individuals and those from mixed-status families. The group meetings provide a space for peer-to-peer support and an opportunity to share concerns regarding DACA, immigration status, family dynamics, academics and other concerns. The group meets each Monday.
- Documenting the Undocu-Queer Story, 5:30 to 7 p.m. Thursday, Oct. 19, Multi-Cultural Center (Library 1010) – Define American and LEAD invite students, staff and faculty to join nationally acclaimed poet, educator, performance artist, and public speaker Yosimar Reyes as he shares his poetry that explores the themes of migration and sexuality.

- Free legal immigration consultations, noon to 3 p.m. Friday, Oct. 20, Riverfront 1027 – Attorneys from McGeorge School of Law and Opening Doors are available at the Dreamer Resource Center (DRC) to consult about immigration options post-DACA. The consultations are open to students and their families, staff, faculty, and community. Drop-in consultations are free and attorney availability is on a first-come, first-served basis. No appointment necessary.
- Post-DACA Policy Briefing, 3 to 4:15 p.m. Friday, Oct. 20, Mendocino 1003 – Join the DRC for a post-DACA policy briefing to learn about the bills Congress is seriously considering to protect Dreamers, laws the California legislature passed to protect the state’s undocumented immigrants, and to explore options available to current and past DACA recipients to adjust status.

*Submitted by the Dreamer Resource Center*

### **Join us Thursday for the annual CAPCR Distinguished Lecture**

Professor Ebere Onwudiwe, a Distinguished Fellow of the Center for Democracy and Development in Abuja, Nigeria, will deliver the Center for African Peace and Conflict Resolution 2017 Distinguished Lecture, 1:30 to 3 p.m. Thursday, Oct. 19, in University Union Ballroom I. Onwudiwe, a visiting international scholar who also is a member of the board of economic advisers to the chief economic adviser of the president of Nigeria. He’ll speak on the theme of “The Agitations for Biafra and Political Restructuring in Nigeria: Implications for Peace and Development.” The event is free and open to the public.

*Submitted by the Center for African Peace and Conflict Resolution*

### **Library Teaching and Learning Open House is Tuesday**

Do you have questions about copyright, data management, information literacy, or research help? Come to the Library Teaching and Learning Open House, 4 to 6 p.m. Tuesday, Oct. 17. Join us and explore the University Library’s new active learning classroom, speak with librarians, learn about our Scholarly Communication, Research Help, and Library Instruction services! Refreshments will be served.

*Submitted by the University Library*

### **Special screening, panel discussion Tuesday of *Waking in Oak Creek***

The campus community and the public are invited to a free screening of the acclaimed short film *Waking in Oak Creek*, 6 to 8 p.m. Tuesday, Oct. 17, at the Leslie and Anita Harper Alumni Center. A panel discussion including representatives from the U.S. Attorney’s Office, the Sacramento County Sheriff’s Office, the Sikh Temple of Sacramento and the Sacramento Police Department will follow the 33-minute film.

In August 2012, Oak Creek, Wis., was rocked by hate when six worshipers at a local Sikh temple were killed by a white supremacist during prayer services. *Waking in Oak Creek* tells the inspiring story of how the community responded to one of the deadliest hate crimes in recent U.S. history and worked with law enforcement to overcome tragedy and stand up to hate.

*Submitted by the Department of Sociology*

### **Next event in Sac State of Poetry Series is Thursday**

The Sac State of Poetry Series, featuring University students, faculty and alumni, and members of the Sacramento writers’ community will host a reading at 1:30 p.m. Thursday, Oct. 19, in the University Library's Department of Special Collections. The featured reader

will be Buddy Lameroy, an economics major with a minor in creative writing, who is an accomplished pianist and an artist. His presentation will be followed by open mic. All are invited.

*Submitted by Library Administration*

### **Apply now for the 2018-19 Research and Creative Activity Faculty Grants Program**

The purpose of this internal grant program is to support faculty research, scholarly, and creative activity. For activity in academic year 2018-19 and summer 2019, up to \$300,000 is available via funds from the Chancellor's Office and the Office of Research Affairs. Award recipients must produce a peer-reviewed scholarly deliverable, such as an article or manuscript, grant proposal, juried exhibition, performance, prototype, etc. All Unit 3 faculty are eligible and encouraged to apply. Faculty (individually or in teams) may apply for any combination of assigned time, summer research salary, and research support funds, provided the total budget request does not exceed \$7,500 or 4 units of assigned time.

Proposals are due by 5 p.m. Monday, Dec. 4. For more information and to view the Call for Proposals, go to [csus.edu/facultyawards](https://csus.edu/facultyawards). Questions? Contact RCA Chair Nancy Sweet at [rcachair@csus.edu](mailto:rcachair@csus.edu).

*Submitted by the Office of Research Affairs and the Faculty Senate RCA Subcommittee*

### **UEI Campus Grants Program application deadline is Friday**

If you have a project and need a grant to fund it, University Enterprises Inc. (UEI) invites students, faculty, and staff to apply for grants under its 2018 Campus Grants Program.

UEI is interested in innovative projects with a demonstrable need that benefit the Sac State community, especially projects that advance discovery and understanding while promoting teaching, research, and campus engagement. The deadline to apply using the new online application is 5 p.m. Friday, Oct. 20. The award maximum is \$5,000.

"The Campus Grants Program is just one way UEI demonstrates its long history of enriching the student experience and fostering innovative approaches at Sacramento State," says UEI Executive Director Jim Reinhart.

To learn more about the Campus Grants Program, visit [enterprises.csus.edu/campus-grants-program](https://enterprises.csus.edu/campus-grants-program) or email [campusgrants@uei.csus.edu](mailto:campusgrants@uei.csus.edu).

*Submitted by University Enterprises Inc.*

### **Next 'Historical Perspectives' lunch-hour panel is Oct. 27**

The Department of History is hosting the second of two panel discussions in its fall 2017 lunch-hour series "Historical Perspectives on America in Crisis," from noon to 1:30 p.m. Friday, Oct. 27, in Mendocino 1003. The panel, "Charlottesville and Beyond," will focus on the controversies that have erupted over historical monuments in civic spaces across America. Faculty members from the Department of History with expertise in women's history, African American history, public history, and Native American history will participate. The event is free and open to the public.

*Submitted by the Department of History*

### **Playwright/poet Caridad Svich will deliver free lecture Oct. 27**

The nationally and internationally recognized playwright and poet Caridad Svich will present a free lecture on from 3 to 4:15 p.m. Friday, Oct. 27, in Mendocino Hall 1003. The title of the lecture is "Towards a Hopeful Theatre." Svich is a 2012 OBIE Award recipient for

Lifetime Achievement in the Theatre and the author of numerous published and produced dramatic works. Her works in English and Spanish have been staged at venues worldwide.. Svich's lecture is being sponsored by the Department of Theatre and Dance and the College Assistance Migrant Program. This event is free to the public and all students, faculty and staff are invited to attend. A Q&A will follow Svich's presentation.

*Submitted by the Department of Theatre and Dance/Film Studies Program*

### **Interdisciplinary Conference in the Humanities coming Oct. 28**

The Department of World Languages and Literatures hosts the third Interdisciplinary Conference in the Humanities on Saturday, Oct. 28, at the University Union under the theme "From Ancient to Modern." There will be several presentations on Greek and Roman cultures, Hispanic culture and literature, Japanese culture and literature, and Korean studies. Our keynote speaker is Professor Patrick Shan from Grand Valley State University. His presentation is "China's Great Transformation from Empire to Republic: Yuan Shikai's Role in the Shaping of Modern China."

The entire conference program is available at [csus.edu/wll](http://csus.edu/wll). The conference, other than the banquet, is free and open to the public. Please direct questions to [euisuk.kim@csus.edu](mailto:euisuk.kim@csus.edu).

*Submitted by the Department of World Languages and Literatures*

### **Celebrate the retirement of Risk Manager Kirt Stout on Oct. 31**

Please join us for a retirement celebration for Kirtland Stout from 2 to 4 p.m. Tuesday, Oct. 31, in the University Union, Forest Suite (second floor). Kirt is retiring after 17 years of dedicated service to our campus within Risk Management Services and Environmental Health and Safety. If you would like to contribute to a campus gift, please send donations to Susan Colley-Monk (River Front 220, mail stop 6145). If you have questions, contact Susan at [susan.colley-monk@csus.edu](mailto:susan.colley-monk@csus.edu) or 278-6456.

*Submitted by Risk Management Services*

### **Join us for the inaugural Lavendar Gathering on Nov. 2**

In an effort to build visibility and community, a committee of staff and faculty will host a Lavendar Gathering for staff and faculty who identify as part of the LGBTQIA+ community, 5:30 to 7 p.m. Thursday, Nov. 2, in the Multi-Cultural Center (Library 1010). We're starting this group because most campus support for our queer, trans, and other communities is geared toward students. Our aim for this first event is to assess our campus community's needs and time commitments, and to determine our group's general structure and agenda going forward. Light refreshments will be provided.

To RSVP and/or participate in our brief survey, please go to [tinyurl.com/ybkooss8](http://tinyurl.com/ybkooss8). We wish to make our events accessible to all. Please email questions and accommodation needs to [Jose.Napoles@csus.edu](mailto:Jose.Napoles@csus.edu). We look forward to seeing you there!

*Submitted by Student Organizations and Leadership*

### **Inaugural TEDxCSUS event is Nov. 17; tickets on sale**

TEDxCSUS, an independently organized TED event, holds its inaugural event from 1 to 6 p.m. Friday, Nov. 17, at the University Union. It will feature as many as 10 local and international speakers of diverse backgrounds and disciplines. A day of networking and dialogue will revolve around the theme "Boomerang: What Goes Around, Comes Around," with speakers discussing how they shot their own personal boomerang across the world and the effect it had on their lives and the world around them. The event will emphasize the importance of empowering each other so that the support will "come back around" to our region.

You can purchase tickets at [tedxcsus.com/tickets](https://tedxcsus.com/tickets). Follow us on social media: @tedxcsus.  
*Submitted by the College of Business Administration*

### **Join Sac State Volunteers for Carry a Thankful Heart at River City Food Bank**

The Community Engagement Center is recruiting Sac State Volunteers to prepare and pre-package food and assist in distributing the food packages to clients for its Carry a Thankful Heart event at River City Food Bank. Students, faculty and staff are encouraged to volunteer on Monday, Nov. 20, and/or Tuesday, Nov. 21. First shift is 8 to 11 a.m.; second shift is 11 a.m. to 4 p.m. Please note, registration is limited. Register online at [csus.edu/cec](https://csus.edu/cec).

River City Food Bank is one of Sacramento's oldest continuously serving food banks, having operated for more than 40 years. From seniors to children, from homeless to low-income families, they provide food and other assistance through a variety of programs. It distributes food from 11:30 a.m. to 3 p.m. Monday through Friday.

*Submitted by the Community Engagement Center*

### **Provost's Student Research Fall Forum coming Nov. 6**

Central to the University's mission is the promotion of discovery through research, scholarly, and creative activity by our faculty and students. The Provost's Student Research Fall Forum offers undergraduate and graduate students the opportunity to present their research, scholarly, and creative activities to the campus community in poster presentation format, 9 a.m. to 2:30 p.m. Monday, Nov. 6, in the University Union, Redwood Room. Posters will be grouped in rotating sessions of 90-120 minutes with mixed cohorts of undergraduate, master's and doctoral students.

For more information, visit [csus.edu/studentresearchcenter](https://csus.edu/studentresearchcenter). Questions can be directed to [student.research@csus.edu](mailto:student.research@csus.edu).

*Submitted by the Student Research Center*

### **Fifth annual Constitution Bowl is Nov. 7**

The Center for California Studies, in collaboration with the Project for an Informed Electorate, host the fifth annual Constitution Bowl from noon to 1:30 p.m. Tuesday, Nov. 7. Pizza and drinks will be served for all attendees. Field a team and show off your knowledge of the state and federal constitutions, and win a gift card for the Hornet Bookstore! For more information or to register a team, visit [csus.edu/calst](https://csus.edu/calst) or call 278-6906.

*Submitted by the Center for California Studies*

### **Reprographics and Mail Services closure on Thursday**

Reprographics and Mail Services will be closed 8 to 11 a.m. Thursday, Oct. 19, for a division training. All mail runs will receive one pickup and delivery in the afternoon. Should you have questions or concerns about your mail pickup, please contact Mail Services at 278-6283 or [mail\\_services@csus.edu](mailto:mail_services@csus.edu).

*Submitted by Reprographics and Mail Services*

### **Annual Assessment and Program Review workshops begin this month**

The Office of Academic Program Assessment, working with Academic Affairs, the Faculty Senate Academic Program Review Oversight Committee and the office of Institutional Research, Effectiveness, and Planning, will offer five workshops this semester to help with program review and annual assessment reports:

#### Program Review

- Noon to 2 p.m. Monday Oct. 30
- 11 a.m. to 1 p.m. Wednesday Nov. 15

#### Annual Assessment Reports

- Noon to 2 p.m. Wednesday Oct. 25
- 3 to 5 p.m. Tuesday Nov. 7
- 11 a.m. to 1 p.m. Monday Dec. 4

Workshops will be held in Library 11 (Dec. 4 location undecided). Visit our workshop page at [csus.edu/programassessment/resources/workshops](http://csus.edu/programassessment/resources/workshops) for more information. Please contact [oapa-02@csus.edu](mailto:oapa-02@csus.edu) or call 278-2497 to RSVP.

*Submitted by the Office of Academic Program Assessment*

#### **World Language Day coming Nov. 14**

Get involved in World Language Day, from 10 a.m. to 2 p.m. Tuesday, Nov. 14, in the Global Lounge (Library Breezeway). The event brings together people who speak different languages under one roof to share their cultures. The day helps debunk myths and stereotypes, and encourages acceptance of all people. Additional volunteers are needed. For more information, please visit [signupgenius.com](http://signupgenius.com).

*Submitted by the College of Continuing Education*

#### **University Staff Assembly Halloween contest**

The University Staff Assembly holds its annual Halloween contest on Tuesday, Oct. 31. Winners will be announced for Best Individual Costume, Best Skit or Interactive Experience, Best Office Group Costume, Best Office Decoration, and Best Combined Office Group Costume and Office Decoration. For more information and to enter, please go to [csus.edu/usa/halloween](http://csus.edu/usa/halloween). Entry deadline is Sunday, Oct. 29. The contestant list will be posted on the website Monday, Oct. 30. This is a staff-focused event. Entries must be submitted by a staff member who works in the office participating in the event.

*Submitted by the University Staff Assembly*

#### **Friends of the Library's Book Bin is open**

The Friends of the Library operates a Book Bin on the University Library's lower level on the first full week and third week of each month from 10 a.m. to 3 p.m. Wednesdays, Thursdays and Fridays. Gently used hardback and trade paperback books are \$2 each or three for \$5. Mass paperbacks are \$1 each. Artwork, music scores, audio recordings, long-playing records, etc. also are available. Cash or check only.

The Book Bin is open this week Oct. 18-20. Come in and browse. All proceeds support the Library.

*Submitted by Friends of the Library Book Bin*

#### **Football program seeks student videographers for 2017 season**

The Hornet football program is seeking students to film practices and games, beginning immediately. The position is voluntary. This would be a tremendous opportunity for anyone who is interested in sports video or hoping to break into collegiate athletics. Students' primary duties would be to film practices and games, assist with card drops, and occasionally help with input and transfer of video into our computer system.

Interested students need to be reliable and punctual. Practices generally run from 8 to 10 a.m. Tuesday through Thursday, and walk-throughs generally are at 6 p.m.

The position begins immediately. Those interested may contact Justin Lantz at (304) 851-2733 or [justin.lantz@csus.edu](mailto:justin.lantz@csus.edu).

*Submitted by Sacramento State Football*

### **Next MBA information session is Oct. 26**

Did you know that an undergraduate degree in business is not required to get your MBA? We invite students to join the MBA Program Services Office for an MBA Information Session from 5:30 to 7:30 p.m. Thursday, Oct. 26, in The WELL's Terrace Suite to learn more about Sac State's Master of Business Administration Program. This will be a great opportunity for students to expand their horizons and learn how an MBA could help them advance and excel in their careers. Refreshments will be provided.

To reserve a seat for the session, RSVP at [surveymonkey.com/r/MBAOctober26](https://surveymonkey.com/r/MBAOctober26). For more details, please visit [csus.edu/cba/graduate/mba](https://csus.edu/cba/graduate/mba). If you have additional questions, please contact MBA Program Services at 278-4501 or [cba-MBAadmissions@csus.edu](mailto:cba-MBAadmissions@csus.edu).

*Submitted by the Master of Business Administration Program*

### **MBA Application Lab coming Nov. 14**

Interested in applying to our self-paced MBA program that offers the lowest available tuition and fees for an Association to Advance Collegiate Schools of Business-International accredited graduate program in the Sacramento region?

If so, join us for our upcoming MBA Application Lab, 6 to 7:30 p.m. Tuesday, Nov. 14, in AIRC 1016 and work with the MBA Program Services team to successfully complete your MBA application before our Feb. 1 deadline. Also, keep in mind that an undergrad degree in business is not required for our program.

Seating is limited and registration is required. RSVP at [surveymonkey.com](https://surveymonkey.com).

For more details, please visit [csus.edu/cba/graduate/mba](https://csus.edu/cba/graduate/mba). If you have additional questions, please contact MBA Program Services at 278-6772 or [cba-MBAadmissions@csus.edu](mailto:cba-MBAadmissions@csus.edu).

*Submitted by the College of Business Administration*

### **RSVP today for Online Catalog update training**

Following the successful launch of the 2017-18 CourseLeaf University Catalog ([catalog.csus.edu](https://catalog.csus.edu)), a new process for updating catalog content will be introduced this fall. Beginning with the 2018-19 Catalog, departments will be empowered to submit specific content updates online in CourseLeaf. This transition moves the campus away from paperwork and multiple reviews, and will deliver greater accuracy and efficiency. To provide tools and resources to department designees, we will hold the same training session multiple times on two dates: Thursday, Oct. 19, and Friday, Oct. 20. Sessions are scheduled to last 1½ hours, and will be held in AIRC 2007. Please reserve your seat at [csus.edu/courseleaf-training](https://csus.edu/courseleaf-training) by 5 p.m. today and plan to bring a small catalog change for hands-on practice. Please contact Kaitlyn Ehrmantrout at [catalog@csus.edu](mailto:catalog@csus.edu) if you have questions.

*Submitted by Academic Affairs*

### **Curriculum Workflow goes digital Jan. 17**

The process for automating our curriculum governance – Curriculum Workflow – will go digital in January. Much like the new online University Catalog through CourseLeaf, Curriculum Workflow moves our current paper/PDF form processes for Forms A and B, and GE forms into an efficient online system. Beginning Wednesday, Dec. 6, no new Form A, Form B and GE form proposals will be received via paper, and all proposals received by the deans' offices will be forwarded to Academic Services for entry into Curriculum Workflow. Recorded workshops and supplemental aids will be available in early January, with the official launch scheduled Wednesday, Jan. 17. In-person workshops will be offered February 2018. Please visit the project website at [csus.edu/curriculumworkflow](http://csus.edu/curriculumworkflow) for up-to-date status. Questions? Please contact Janett Torset at [curriculum@csus.edu](mailto:curriculum@csus.edu).  
*Submitted by Academic Affairs*

### **Test of campus-wide Emergency Notification System coming Thursday**

In conjunction with the "Great California Shake Out," campus officials will conduct a test at 10:19 a.m., Thursday, Oct. 19, of multiple components of Sacramento State's notification system for use in emergencies or other critical events where life and safety are at risk. The test will include text messages, emails, phone calls, campus digital signs, the University home page, loudspeakers, and desktop alerts on some University-owned computers, as well as social networks such as Facebook and Twitter.

Students automatically are signed up to receive Emergency Notification System (ENS) messages on their cellphones and via email, and should use this test to confirm that their devices are registered correctly. Faculty and staff must register for ENS messages at [csus.edu/ens/signup](http://csus.edu/ens/signup) if they have not done so previously.

The campus community will receive a short follow-up survey after the test. If you are registered on the system but do not receive an ENS test message at 10:19 a.m. Oct. 19, please provide feedback on the survey so that any system issues can be resolved.  
*Submitted by the Sacramento State Police Department*

### **CSU insurance policy for pilots**

The CSU is renewing its insurance policy for pilots who fly for their campuses and aircraft owned or leased by campuses. To comply with the terms of the policies, the CSU is required to list all campus-owned aircraft and pilots who are authorized to fly for the campus. Please notify Susan Colley-Monk in Risk Management at 278-6456 or [susan.colley-monk@csus.edu](mailto:susan.colley-monk@csus.edu) if either condition applies to your college, department or organization.  
*Submitted by Risk Management Services*

### **Violence in the workplace prevention training**

This is a one-hour presentation, with additional time for questions, on information regarding University policy on violence in the workplace, applicable campus statistics, crime prevention information, reporting practices, and available resources. The course will give attendees information on how to prepare for, recognize, document, and report incidents in their respective areas as it pertains to violence in the workplace or unacceptable behavior. Materials will be provided. Class participation every three years is required of all faculty, staff, and student employees by Cal-OSHA and Sacramento State.

- 9 to 10 a.m., Tuesday, Nov. 21, University Union, Hinde Auditorium
- 9 to 10 a.m., Monday, Dec. 4, University Union, Hinde Auditorium

To RSVP for the training, please email [barnettk@skymail.csus.edu](mailto:barnettk@skymail.csus.edu).  
*Submitted by the Sacramento State Police Department*

### **Building coordinator/floor marshal training**

Annual two-hour training sessions are scheduled for the following dates/times:

- 9 to 11 a.m., Wednesday, Nov. 1, University Union, Lobby Suite (first floor)
- 9 to 11 a.m., Wednesday, Nov. 15, University Union, Orchard Suite (second floor)

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. All members of the Building Emergency Preparedness Teams are required to attend the training on a yearly basis. Seating is limited to the first 150. Register on Learner Web at [csusac.learnerhall.com](http://csusac.learnerhall.com).

*Submitted by the Sacramento State Police Department*

### **Campus disaster/emergency preparedness training**

A two-hour overview of disaster preparedness on campus has been scheduled for the following dates/times:

- 1 to 3 p.m., Thursday, Oct. 19, University Union, Hinde Auditorium
- 10 a.m. to noon, Tuesday, Oct. 24, University Union, Summit Room (third floor)
- 9 to 11 a.m., Thursday, Oct. 26, University Union, Hinde Auditorium

The training is mandated by the state and the CSU. All Sacramento State faculty, staff, and student employees must attend during their first year of employment and every three years thereafter. Seating is limited to the first 150. Register on Learner Web at [csusac.learnerhall.com](http://csusac.learnerhall.com).

*Submitted by the Sacramento State Police Department*

### **Faculty professional activities**

The latest faculty professional activities are available at [csus.edu/news/articles/Professional-activities](http://csus.edu/news/articles/Professional-activities).

*Submitted by University Communications*

### **Faculty Senate schedule**

The Faculty Senate calendar is available at [csus.edu/senate](http://csus.edu/senate).

*Submitted by the Faculty Senate*

## **Human Resources**

### **Year-end pay warrants and direct deposit posting dates**

The regular master payday falls on Friday, Dec. 29; however, please be aware that the issue date is Monday, Jan. 1, and the posting date for direct deposit is Tuesday, Jan. 2, per the State Controller's Office. Avoid waiting in line to pick up a "live" paycheck; sign up for direct deposit!

Please note that because the December payroll is the first pay warrant issued in 2018, your paycheck net may be different from your previous month's check. This may be due to new benefit rate deductions and tax withholding changes that occur with the new year.

The Office of Human Resources – including Payroll – will be closed for the holidays from Monday, Dec. 25, through Monday, Jan. 1. If you have questions, please call Payroll Services at 278-6211.

**W-2 forms and correct mailing address**

W-2 forms for 2017 will be mailed to an employee's current mailing address by the end of January. To ensure your W-2 is delivered to the correct address, please verify your current address and make necessary address changes prior to Friday, Dec. 15. You can check your mailing address on file by logging on to My Sac State and visiting the Employee Center. View your "Personal Information Summary" and, if the information is incorrect, you may submit your change online by clicking "Change Home Address." If you are unable to access your information online, you also can change your address at Payroll Services, located in Del Norte Hall 3006. If you have further questions about the W-2 process, you can contact Payroll Services at 278-6211 and someone can assist you.