Oct. 21, 2013

News

Covered California open forum Q&A sessions
These sessions are endorsed by the Cal State Student Association, Chancellor White, Sac State Public Health Club, and Student Health & Counseling Services. Starting Jan. 1, federal law requires almost everyone to have health insurance. Students, faculty, and staff may attend these sessions to receive information about Covered California and get access to affordable health insurance. Please feel free to share this information.

Forum dates and times:

Tuesday, Oct. 22, Aspen Room (second floor of The WELL) – Session A, noon; Session B, 12:30 p.m.; Session C, 1 p.m.; Session D, 1:30 p.m.

If you are interested in a presentation about Covered California for your class, email Lara Falkenstein at larafalk13@gmail.com.
Submitted by Student Affairs

Campus Master Plan website and forums
Members of the Sacramento State community – students, faculty and staff – are being asked what they’d like to see happen on their campus as part of a new Master Plan (www.csus.edu/masterplan) for the University. The plan will be designed to guide improvements covering all aspects of the campus’s physical environment, such as existing and proposed buildings, open space and circulation, as well as connections with the larger Sacramento community.

The University has established a series of forums for the development of the Master Plan. We received great input and comments at the first set of forums, “Opportunities and Constraints” (held Sept. 17). In case you missed it, the Master Plan website has an introductory slide presentation and a link to a questionnaire for giving us your input. We encourage you to share your thoughts on your favorite and least favorite areas on campus.

Please mark your calendars for the second set of forums, titled “Campus Design Concepts,” from 10 a.m.-noon Wednesday, Oct. 30, in University Union Ballroom III and from 6-8 p.m. on The WELL Terrace; and from 2-4 p.m. Thursday, Oct. 31, in the University Union, Redwood Room. We will present a further refinement of campus concepts. Presentation of the Draft Master Plan is scheduled for 1-3 p.m. and 6-8 p.m. Monday, Feb. 10, in University Union Ballroom III.
Submitted by Facilities Services
Open forums for provost candidates
Sacramento State will hold open forums to allow members of the campus community to meet with candidates for the position of provost and vice president for Academic Affairs. There will be a separate forum for each candidate. If you would like to review the candidate’s résumé prior to the open forum, please make arrangements with the Office of Human Resources/Employment Services at 278-6326. Any written comments you wish to submit should be sent to Christine Lovely, Vice President for Human Resources, at clovely@csus.edu, no later than Nov. 12.

The first forum is from 1-2 p.m. Wednesday, Oct. 16, in The WELL (Terrace Suite) with Fred Baldini, dean of the College of Health and Human Services at Sacramento State.

The second forum is from 4-5 p.m. Thursday, Oct. 17, in The WELL (Terrace Suite) with Carl Richard Kemnitz, associate vice president for Academic Affairs at California State University, Bakersfield.

The third forum is from 2:30-3:30 p.m. Tuesday, Oct. 22, in the University Union (Hinde Auditorium) with Frederika Harmsen, dean, College of Natural Sciences at California State University, Chico.

The remaining forums are being scheduled. When they are finalized, the information will be updated in the Monday Briefing.

Submitted by the Office of Human Resources

Committee to Build Campus Unity symposium on changing demographics
The President’s Committee to Build Campus Unity invites everyone to attend a lunchtime symposium on the effects of California’s evolving demographics on how we learn, vote, build and care for the state’s people and communities. The symposium will be held from noon to 1:30 p.m. today in the University Union Ballroom.

Titled “One CommUnity from Many: Our Changing Demographics and How We Build California,” the event will feature an expert panel of speakers who will address education, entrepreneurship, health care and the electorate. Although this is not a formal convocation, the event is free and open to the campus community, and the committee invites all students, faculty and staff to attend if their work and class schedules permit.

The scheduled panelists are:
- Kevin Kumashiro, dean of the School of Education, University of San Francisco
- Alice Perez, president and CEO, Sacramento Hispanic Chamber of Commerce
- Pat Fong-Kushida, president and CEO, California Asian Pacific Chamber of Commerce
- Daniel Zingale, senior vice president, The California Endowment
- Kimberly L. Nalder, associate professor of Government at Sacramento State and director of the Project for an Informed Electorate

Submitted by the President’s Committee to Build Campus Unity

23rd Annual Africa & Diaspora Conference
Changes coming to Sacramento Hall access
Effective Friday, Nov. 1, all entrances to Sacramento Hall except the front entrance will convert to “employee only” access and will require an electronic fob to enter the building. This is being done to address occupant safety. There have been a number of recent security problems, including burglaries and entry into the building by unstable individuals.

Nonemployees and those who do not possess a fob are invited to utilize the front entrance, which will be open during business hours.

Any questions should be directed to the department of Public Safety at 278-7321.

Submitted by the Office of the Vice President for Administration/Chief Financial Officer

Updated hospitality expenses procedures
The hospitality expenses procedures have been updated to provide clearer guidance and to more closely align with how we do business at Sac State. The hospitality expenses policy itself has not changed. Changes to the procedures include:

- Itemized receipt or invoice definition – Updated to provide better guidance of what is acceptable required documentation; updated to include what to do if no detailed receipt or invoice available and emphasize need to include list of attendees and their relationship to the University.
- Operating Fund definition – Updated to exclude the MDR01 fund. This fund is used to bill auxiliary accounts and is included there. This also has been updated on the Appendix A table.
- Employee awards and service recognition gifts now are allowed to be paid for with CSU Operating Fund 485. This has been updated on the Appendix A table.
- All catered food for events on campus must be provided by or approved by University Enterprises Inc. Catering. Food is not considered catered if it is picked up and delivered to the University by department staff.
- Updated maximum meal rates per-person for hospitality expenses.

The policy is available online at www.csus.edu/umanual/admin/ADM-0111.html. The procedures are linked within the policy.

If there are any questions or concerns about this information, please contact either the Accounts Payable and Travel Office at aba-fin-ap-travel@csus.edu, or Susan Johnson, director of Accounts Payable and Travel, at sjohns@csus.edu or 278-6476.

Submitted by Administration and Business Affairs

Donate food baskets
Each year, the A-Team of Associated Students Inc. works to provide holiday assistance to families in need. The A-Team is seeking support from campus departments to donate food baskets to local families.

If your department is interested in participating in this event, please visit www.asi.csus.edu/thanksgiving to sign up.

Submitted by Associated Students Inc.
5K volunteers wanted
The WELL is looking for volunteers to help plan the 2014 Sac State 5K Fun Run. We have multiple committees on race logistics, volunteers, vendors, safety and promotion. The committees meet ad hoc and start as soon as November. If you are interested and have the time, please contact the race director via email at jblessinger@csus.edu.
Submitted by The WELL

This week on Made at Sac State: College of Continuing Education
The eight-week Made at Sac State – The Video Magazine wraps up at 6:30 a.m. Thursday, Oct. 24, on KQCA My58. The final episode features the College of Continuing Education, which has connected the resources of the campus community to the needs of individuals, employers and the capital region since 1951. CCE is unique among Sac State’s colleges, receiving no public funding for its operation. Made at Sac State is produced by the Office of Public Affairs and Advocacy, in partnership with Academic Technology & Creative Services, and is hosted by Gloria Moraga. To learn more, or to see any of the previous episodes: www.csus.edu/made/tv/.
Submitted by the Office of Public Affairs and Advocacy

University Enterprises Inc. announces new job readiness workshops
University Enterprises Inc. is offering two job readiness workshops for students and anyone else looking to get an edge on the competition. These pilot workshops will be held at UEI on Nov. 12-13 for 2½ hours each day. Participants must attend both sessions to receive a certificate of completion, which can be helpful in obtaining student assistant/intern positions through UEI Jobs.

The workshops are structured to be fun, interactive, and information packed, offering tools that job seekers need to be successful in today's competitive market. Attendees can expect to learn how to present themselves as the ideal candidate, both in person and on paper; how to interview with confidence; hear about the latest job search strategies to achieve optimum results; and much more.

To learn more and to register, visit www.ueijobs.com.
Submitted by University Enterprises Inc.

Career Center to host state jobs event
Did you know the State of California hires all majors and currently has more than 3,000 open positions? Join the Career Center staff and KPMG at "Pathways to Public Service: State Jobs" from 5-8 p.m. Tuesday, Oct. 22, in the University Union, Redwood Room. The two-part event begins with a small group discussion in which state employees will discuss topics ranging from current hiring trends to tips for applications success and how to begin your career in state government. This is a great opportunity for students and alumni to meet and directly interact with state workers, network and gain valuable information.

The second portion of the event (networking session) is similar to a career fair. All employers will have a booth for students to gather information from, introduce themselves, and network. Please contact the Career Center with questions at 278-6231. There will be cookies and refreshments.
Submitted by the Career Center

University Staff Assembly’s Halloween contest
The University Staff Assembly will hold its annual Halloween contest Thursday, Oct. 31. Winners will be announced for best individual costume, best skit, best office group costume,
best office decoration, and best combined office group costume and office decoration. For more information and to enter the contest, please go to www.csus.edu/usa/halloween. Entry deadline is Tuesday, Oct. 29.
Submitted by University Staff Assembly

Annual Fall Ethics Symposium
The Eighth Annual Fall Ethics Symposium is scheduled for from 8:30 a.m.-4:30 p.m. Wednesday, Oct. 23, in The WELL Terrace Suite.

This is a partnership production of Cosumnes River College and the Center for Practical and Professional Ethics at Sacramento State. To view the complete event program with a campus map and directions, go to www.csus.edu/cppe/symposium/symposium_fall_2013_program.html.
Submitted by the Psychology Department

CBA graduate programs information session
The College of Business Administration is hosting an information session for the business graduate programs from 5:30-7:30 p.m. Tuesday, Oct. 22, on campus. An advisor from each degree program will provide a program overview and conduct a question-and-answer session. Free parking and refreshments will be provided.

To reserve a seat, please go to www.surveymonkey.com/s/rsyptobember22infoasession.
Submitted by the College of Business Administration

SHCS provides training on suicide prevention and mental health awareness
Student Health and Counseling Services offers trainings free of charge to the Sac State campus community. These include nationally recognized programs such as Applied Suicide Intervention Skills Training (ASIST), safe TALK, and Mental Health First Aid. Faculty, staff and students are welcome to attend. Participants will be accepted on a first-come, first-served basis. Please see our website (https://shcssacstate.org/counseling-services/trainings) for training listings, descriptions, dates and times. Registration is required and can be completed on our website.
Submitted by Student Health and Counseling Services

Campus disaster/emergency preparedness training
A two-hour state- and CSU-mandated overview of what to expect and how to react to a disaster/emergency on campus will be held 9-11 a.m. Tuesday, Oct. 29, at the University Union, Hinde Auditorium. All faculty and staff are required to attend during their first year of employment and every three years thereafter.

The training will include:
• Federal and state emergency plans
• The campus Multi-Hazard Emergency Plan
• The Building Emergency Preparedness Program
• The Emergency Operations Center
• Home disaster preparedness
• The Disaster Service Workers Program
• Faculty’s role in emergencies
• Evacuation and shelter procedures related to hazardous materials
• Emergency Notification Systems

Register via the LearnerWeb schedule calendar or email gnagywb@saclink.csus.edu.
Submitted by Police Department
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 property and inheritance planning, wills, living trusts, charitable gift annuities, disability planning, estate taxes and probate. The upcoming Estate Planning 101 seminar is Tuesday, Nov. 12. Reservations are required.

Please visit www.csusgift.org for more information on Planned Giving or www.csus.edu/giving/estateplanning.stm for more information on Estate Planning 101.

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 278-3922.

Submitted by University Advancement

Faculty professional activities
The latest faculty professional activities are available at www.csus.edu/sacstatenews/Articles/2013/10/ProfessionalActivities10-07-13.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

Human Resources

Apply for a part-time faculty position
Applications for part-time faculty for the Spring 2014 semester are being accepted through Friday, Nov. 1. For more information, go to www.csus.edu/hr/facultyvacancies/vacancies.html and click on “Vacancies for Spring 2014” to download the application form.

Volunteer information
If you’re planning to have volunteers work for you, new information, forms and guidelines are available at www.csus.edu/hr/volunteer.html.

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 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:

Carlyn Ster, College of Arts and Letters Dean’s Office
Jamie Jones, Services to Students with Disabilities (vacation donations only)
Joan Jackson, Services to Students with Disabilities (vacation donations only)
Kimberly Schofield, Accounts Payable