California State Employees Food Drive starts this week
It’s that time of year again. Sacramento State is continuing its 40-year tradition of participating in the annual California State Employees Food Drive, with all donations going to Sacramento Food Bank & Family Services. This year’s food drive runs from Wednesday, Nov. 12, through Friday, Jan. 16.

Let’s raise the bar this year and make this the biggest food drive we’ve had! Please reach deep into your pockets and give as generously as you can to help those in need in our community. Three ways you can help:

- Monetary donations
- Food donations
- The annual Turkey Drop

Deposit nonperishable food items in labeled, decorated boxes in your department or in barrels located throughout the campus.

For more information about this season’s drive, including how to make a monetary donation and how to participate in the Turkey Drop, please contact Sustainability Team members Kristina Cullen at 278-7603 or Joey Martinez at 278-5801.

Submitted by Sac State Sustainability

Join the Made at Sac State team for the 2014 Run to Feed the Hungry
Are you taking part in the 2014 Run to Feed the Hungry? Then be sure to join Sacramento State and Capital Public Radio’s Made at Sac State team and support Sacramento Food Bank and Family Services in the annual Thanksgiving morning run. Students, faculty, staff, family and friends are invited to join the swarm, but the deadline to register for the team is Tuesday, Nov. 18 – so don’t wait!

To register for the team, go to www.runtofeedthehungry.com and click “register,” select “I’m on a team,” fill out your information and select “Made at Sac State” as your team. Team registration costs $50 – but there are still a few discounted registration codes available. Email publicaffairs@csus.edu to receive a code (limited to one per person).

Team members will receive a Run to Feed the Hungry team shirt and an exclusive Made at Sac State sweatband. Members will pick up their race packets at the Capital Public Radio studios and be among the first to tour its new garden.

Race day is Thanksgiving morning – Thursday, Nov. 27 – rain or shine, starting at the J Street/Carlson Drive entrance to Sac State. For more information, check out the Run to Feed the Hungry event on Sac State’s Facebook page, www.fb.com/sacstate. Come support this great cause while showing your Sac State pride!

Submitted by the Office of Public Affairs and Advocacy
Our Promise concludes – thank you!
The 2014 Our Promise campaign has concluded on Sacramento State’s campus, wrapping up the 57th year of California state employees giving at work.

Campaign chair Ming-Tung “Mike” Lee, vice president for Administration/CFO, expressed his gratitude for Sac State employees’ generosity. “I want to thank all who have contributed to the Our Promise campaign,” Lee said. “Your philanthropic support provides the gift of opportunity for those in our community.”

Last year, Sac State supported 180 charitable organizations. While 2014 contribution figures are pending, participation rates appear consistent with 2013, with an increase in new pledges.

Submitted by the Office of the Vice President for Administration/CFO

Candidates for vice president for Student Affairs to visit campus
The campus community is invited to attend community forums with the three finalists for vice president for Student Affairs, who will be on campus for full-day visits. The forums, which will include presentations by each candidate, will take place in the University Union, Hinde Auditorium, on the following dates and times. (Please visit the Human Resources website, www.csus.edu/hr, for additional information.)

- Tuesday, Nov. 18, 10 to 11 a.m.: Craig Elliott, associate vice president for Enrollment and Student Services, Samuel Merritt University
- Wednesday, Nov. 19, 10 to 11 a.m.: Suzanne Espinoza, vice president for Enrollment and Student Affairs, California State University, Stanislaus
- Friday, Nov. 21, 8 to 9 a.m.: Edward Mills, interim vice president for Student Affairs, California State University, Sacramento

Each candidate’s curriculum vitae is available for review in the Office of Human Resources, Del Norte Hall, Suite 3001. Public service hours are 9 a.m. to noon and 1 to 4 p.m. Please see Mae Kong.

Submitted by Human Resources

Made at Sac State – The Video Magazine wins 2014 PRSA Influence Award
Made at Sac State – The Video Magazine has won an Influence Award from the Public Relations Society of America’s California Capital Chapter. Produced by Public Affairs and Advocacy in collaboration with Academic Technology and Creative Services, the show was recognized for excellence in digital media communication.

The first season of The Video Magazine profiled Sacramento State’s eight colleges. Each of the eight 30-minute episodes focused on a single college and featured outstanding students, professors and deans, as well as the University’s ties to the region and beyond. The well-received series was broadcast on KQCA, Channel 58, in fall 2013 and was syndicated online and through the on-campus residence hall television network. Watch the award-winning series at www.csus.edu/made/tv.

An Oct. 24 gala at the Hyatt Regency celebrated the award recipients, including the project’s team representatives from Sacramento State.

Made at Sac State – The Video Magazine will return for its second season in 2015, building on the team’s successes to again highlight academic excellence and inspiring individuals at Sacramento State.

Submitted by the Office of Public Affairs and Advocacy
Documentary screening and panel tonight in the Union
The Serna Center will host a screening and panel for the PBS documentary *Ruben Salazar: Man in the Middle* from 6 to 8:50 tonight in the University Union, Redwood Room. The event is free and includes dinner for attendees.

*Ruben Salazar: Man in the Middle* examines the life and mysterious death of pioneering journalist Ruben Salazar. Born in Mexico and raised in El Paso, Salazar got his break with the Los Angeles Times in 1959, at a time when the staff was nearly 100 percent white and male. At the heart of the story is Salazar’s transformation from a mainstream, establishment reporter to a primary chronicler and supporter of the radical Chicano Movement of the late 1960s. Killed under mysterious circumstances by a law enforcement officer in 1970, Salazar became an instant martyr to Latinos, many of whom had criticized his reporting during his lifetime.

To bring a class to the lecture, please RSVP to the Serna Center at serna-05@csus.edu.

Submitted by the Serna Center

This week in the One World Initiative
- Saturday, Nov. 15: Asian Studies will host its fourth annual Asian Studies Symposium. Keynote speaker Dr. Christine Yano, professor of anthropology at the University of Hawaii, will present "Pink Globalization: Japanese Cute: Cool as a Global Wink," from 9:15 to 10 a.m. in Mariposa Hall, Room 1000.
- Monday, Nov. 17: As part of the course HRS 140, Exploring World Religions, Dr. Maria Jaoudi will present “The Noble Eight-Fold Path in Buddhism: May All Beings Be Happy,” from noon to 1:15 p.m. in Mendocino Hall, Room 1024.

For a full list of One World events, visit www.csus.edu/oneworld. To let us know about your happiness-related event, email us at oneworld@csus.edu.

Submitted by One World

International Education Week festivities begin Nov. 17
The Office of International Programs and Global Engagement is coordinating campus activities for International Education Week, Nov. 17-21. International Education Week is a joint initiative of the U.S. Department of State and the U.S. Department of Education that provides an opportunity to celebrate the benefits of international education and exchange worldwide. This annual initiative aims to promote international understanding and increase knowledge of different cultures, peoples and languages. Find a complete, detailed schedule of events here.

Submitted by the Office of International Programs and Global Engagement

Nominations for Distinguished Alumni Awards
Do you know a Sacramento State alum who makes Hornets everywhere proud, or an individual who deserves special recognition for his or her contributions to the University community? Nominate that person for a Distinguished Alumni Award. The University and the Alumni Association each year honor alumni and recognize their excellence in four categories: Lifetime Achievement, Distinguished Service, Rising Star and Honorary Alumni. Nominations are due by Friday, Nov. 14. The Distinguished Alumni Awards dinner is Thursday, April 23.

Nomination forms and more information are available at www.SacStateAlumni.com/daa. For more information, contact Jennifer Barber at 278-4723.

Submitted by University Advancement
ASI External Grant Packet available online

Associated Students Inc. is committed to creating an active and engaged campus community. Each fiscal year, ASI allocates funds to be disbursed to on-campus programs dedicated to our common goal of serving students. The ASI External Grant Packet is now available on the ASI website, www.asi.csus.edu; click on “External Grants” under “Scholarships & Grants.” An applicant must be a University-sponsored program or activity in good standing; student clubs and organizations are not eligible.

If your department/program wishes to be considered for funding, the completed packet must be submitted electronically and received no later than 5 p.m. Friday, Dec. 5. If you have questions regarding the application, please contact Director of Finance and Administration Mark Montalvo at montalvo@csus.edu or 278-7917.

Submitted by Associated Students Inc.

ATCS welcomes applications for Spring eAcademy

Academic Technology and Creative Services (ATCS) is accepting applications for the Spring 2015 eAcademy. The full-semester course development program will focus on building fully online versions of courses to alleviate graduation or enrollment bottlenecks at Sacramento State. The goal of the program is to help faculty develop and deliver high-quality online courses.

Meeting in eight face-to-face sessions led by instructional designers and faculty facilitators during the spring semester, participants will explore the best practices of online teaching and learning to build fully online courses. Each participant will also receive one-on-one assistance from the instructional designers and technology consultants at ATCS as they complete and deliver their courses online.

Release time or professional development allotments will be offered for 20 faculty to participate in eAcademy 2015, including separate allotments for instructional technology.

For more information about how to apply, contact Mark Wilson, ATCS instructional designer, at (916) 278-7994 or mark.wilson@csus.edu.

Submitted by Academic Technology and Creative Services

Student fee proposal forms

The Student Fee Advisory Committee has begun accepting 2014-15 Category II and Category III fee proposal forms. Executive Order 1054 governing fees and the fee proposal form can be found at www.csus.edu/aba/sfac. The Category Fee II (Campus Mandatory Fee) deadline is Friday, Nov. 21. The Category Fee III (Materials, Service and Course Fee) deadline is Friday, Feb. 6.

Submitted by the Student Financial Services Center

2014 University Factbook is now online

The 2014 University Factbook is now available from the Office of Institutional Research. The Factbook features student profiles, as well as faculty and staff profiles. It also highlights statistics for admission, class size, degrees awarded, retention, progression, graduation and alumni. Many sections are broken down by college. All data were collected on Census Date and include a five-year range. Several changes have been made this year to provide new data and make the Factbook more informative.
The book is available online at www.csus.edu/oir. Click on “Data Center,” then on “University Fact Book.” You can choose to view the entire book or select only the section you are interested in viewing.

*Submitted by the Office of Institutional Research*

**Data Dashboards are rebranded as Performance Indicators**
The Office of Institutional Research (OIR) has renamed the Data Dashboards to better reflect their content. They now are labeled as Performance Indicators. These indicators display at a glance eight main measures of institutional effectiveness, such as enrollment, retention and graduation rates, applied/admitted/enrolled statistics, student FTE by college, and enrollment by ethnicity for the five most recent years. These indicators are updated each fall semester after Census Date. Performance Indicators are available online at www.csus.edu/oir. Once on the OIR website, click on the “Data Center” header on the left side of the page, then select “Performance Indicators.”

*Submitted by the Office of Institutional Research*

**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 11:30 a.m. to 1:30 p.m. Tuesday, Nov. 18, at the Alumni Center. Please RSVP at giving@csus.edu.

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 (916) 278-3922.

*Submitted by University Advancement*

**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, 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. Training is in the University Union, Hinde Auditorium:

- 9 to 10 a.m. Tuesday, Nov. 25
- 9 to 10 a.m. Monday, Dec. 8

*Submitted by the Department of Public Safety*

**Faculty professional activities**
The latest faculty professional activities are available at www.csus.edu/sacstatenews/Articles/2014/11/ProfessionalActivities11-03-14.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 tip: Can I lend my computer to others?
Let’s say you have a new laptop and have not used your desktop computer in more than a year. A colleague has been having computer problems and would like to borrow your desktop until her new computer is ready. Can you lend it? Not without taking great care to protect your data.

You may not lend it unless you are certain that there is absolutely no protected information stored on it or accessible through it. You must first follow campus procedures for transferring the computer and protecting your data. Both electronic and non-electronic protected information must be secured during the entire duration of its retention by CSU employees. All media containing any protected information or licensed software must be securely destroyed or properly cleansed before disposal or reuse.

Simply deleting files is generally not sufficient to prepare media for reuse. In addition to the physical transfer of the computer, other users will need a separate SacLink account and password. It’s also important that any automated login or access profiles are removed from your computer before it is repurposed.

Submitted by the Information Security Office

Human Resources

Update on GSI bargaining
We are pleased to provide you with an update on activities currently underway that pertain to 2014-15 general salary increases for employees in the CSUEU, APC and SETC bargaining units.

The California State University has tentatively reached an agreement over salary increases for members of Units 2, 4, 5, 6, 7 and 9 for fiscal year 2014-15. The agreement proposes that all eligible employees in the above bargaining units will receive a 3 percent general salary increase retroactive to July 1.

Additional information will be provided following ratification at the CSU Board of Trustees meeting in mid-November. Please visit our webpage at www.csus.edu/hr for up-to-date information.

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 Benefits Office currently has the following employees on an approved CAT Leave:

- Lisalee Egbert, Teacher Education (Child Development)