



November 20, 2017

Professor Dana Kivel to receive prestigious honor from Canadian university

Dr. Dana Kivel has been named a recipient of the 2017 Shaw-Mannell Leisure Research Award by the department of recreation and leisure studies at the University of Waterloo, Ontario, Canada. Kivel is receiving this prestigious award based on more than 20 years of contributions to the study of leisure, influence on leisure scholarship at the University of Waterloo, and international contributions to leisure scholarship. Kivel's scholarship was acknowledged as being innovative, creative, collaborative, courageous, risky, critical, unconventional, and connected. Dr. Kivel is a professor in the Department of Recreation, Parks and Tourism Administration, and the director of the Community Engagement Center.

The Shaw-Mannell Leisure Research Award was established in 2010 to commemorate the outstanding contributions of two past Waterloo faculty members, Drs. Sue Shaw and Roger Mannell.

Kivel will be honored Friday, Dec. 1, and will give a research presentation as part of the Hallman Lecture Series hosted by the University of Waterloo's faculty of applied health science.

Submitted by the Department of Recreation, Parks and Tourism

SOAL seeks student co-presenters for Diversity Leadership Conference

Student Organizations and Leadership invites you to share your knowledge about diversity and leadership with our students at the 2018 Diversity Leadership Conference, 9 a.m. to 4 p.m. Wednesday, Jan. 17, at the University Union.

The theme of the conference is "Transformation Thru Turbulence," and it is intended to highlight the opportunity for growth in troubling times. Turbulence may last for a period, and the ability to transform ourselves to persevere has a lasting effect. This conference will help explore these themes to better facilitate personal and professional development. Our conferences are open to all students, and in an effort to be more student centered, we ask, if possible, that a student present with you at the workshop. Topics must relate to diversity, leadership and perseverance.

If interested in presenting a session, please complete and submit the Leadership Conference Session Proposal at orgsync.com form by Friday, Dec. 8.

Submitted by Student Organizations and Leadership

Apply for the University Awards for Research, Scholarship, and Creative Activity

The Research and Creative Activity (RCA) Faculty Senate Subcommittee invites applications for the 2017-18 University Awards for Research, Scholarship, and Creative Activity for Early-Career and Senior Faculty. These awards are given annually to faculty members who have made significant contributions to a discipline through research, scholarly activity, creative/artistic endeavors, and publication. Each award includes a \$2,500 professional development grant and three units of release time.

Applicants eligible for the Early-Career award must be tenured or tenure-track faculty within the first 10 years of their appointment and must have been employed at Sacramento State

for three of the past five years. The Senior award is open to all faculty who have held a tenured or tenure-track position at Sacramento State for at least 10 academic years.

Deadline to apply for either award is 5 p.m. Wednesday, Nov. 29. For more information and to view the Call for Proposals, go to csus.edu/research/rca.

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

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. Questions? Contact RCA Chair Nancy Sweet at rcachair@csus.edu.

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

Trans Days of Remembrance are today and Tuesday

The PRIDE Center will host two events to bring awareness to the experiences and violence the trans community is exposed to worldwide. We hope you can share the events below with your students. Heterosexual people who attend will be encouraged to become allies to the trans community. Members of the LGBTQ+ community also will benefit from these programs, for they as well will become better allies.

- Trans/Gender Panel: Noon to 1:30 p.m. Monday, Nov. 20, University Union, Hinde Auditorium
- Healing Circle: 5 to 7 p.m. Tuesday, Nov. 21, Multi-Cultural Center

Submitted by the PRIDE Center

Unconscious bias training

Dr. Adrienne Lawson-Thompson, director of institutional culture/climate and community engagement at UC Davis Health System, will lead training sessions on "Recognizing Unconscious Bias in the Workplace," 1 to 3 p.m. Tuesday, Dec. 5, and 9 to 11 a.m. Friday, Dec. 8. Both are in the University Union, Summit Room. Space is limited. RSVP by Thursday, Nov. 30, to Sarina Krastev at sarina.krastev@csus.edu.

Participants will have the knowledge and skills to:

- Review and/or learn information and perspectives on issues of diversity and inclusion through personal reflection and group engagement.
- Identify patterns in ways of evaluating, assessing, and working with other people.
- Recognize the potential effect of unconscious bias/cognitive errors and assumptions on interactions with colleagues and students, and reflect on ways to manage them.
- Improve and expand understanding of diversity and inclusion, and how they influence collegial and student relationships.
- Describe how cultural sensitivity can lead to better outcomes and create an inclusive, respectful environment for everyone.

Submitted by the Office of Equity, Diversity and Inclusion

Open forums for associate dean, College of Arts and Letters

The campus community is invited to meet the candidates for associate dean of the College of Arts and Letters. All are encouraged to attend.

- 10:30 to 11:15 a.m. Thursday, Nov. 30, University Union, Walnut Room: Dr. Laura Lohman, assistant director, Office of Faculty Affairs, Georgia State University
- 11:15 a.m. to noon Friday, Dec. 1, University Union, Folsom Room: Dr. Melinda Wilson Ramey, chair, Department of Theatre and Dance, Sacramento State
- 10 to 10:45 a.m. Tuesday, Dec. 5, University Union, Auburn Room: Dr. Gerri Smith, chair, Department of Communication Studies, Sacramento State
- 10:45 to 11:30 a.m. Friday, Dec. 8, University Union, Folsom Room: Dr. Joel Dubois, professor, Department of Humanities and Religious Studies, Sacramento State

Visit csus.peopleadmin.com for a full job description. Vitae for each candidate and additional information can be accessed at csus.edu/al/adsearch.

Submitted by the College of Arts and Letters - Dean's Office

Open forum: Candidate for NSM safety manager

The campus community is invited to attend an open forum and meet a candidate for NSM safety manager: Brittany Anderson-Steele, UC Davis, 3 to 4 p.m. Thursday, Nov. 30, Sequoia Hall 102. Individuals who attend are encouraged to submit written comments to Dean Joanna Mott at joanna.mott@csus.edu no later than 5 p.m., Monday, Dec. 4.

Submitted by the College of Natural Sciences and Mathematics

Think you'd make a good educator? Apply now

Prepare for a fulfilling career helping children and youth discover the wonder of learning. Applications are open for teacher credential programs, administrative credential programs, and master's programs in child development, counseling, educational leadership, educational technology, gender equity, language and literacy, multicultural education, school psychology, and special education. Deadlines range from Jan. 12 to March 1; visit csus.edu/coe/academics for details.

Submitted by the College of Education

Education doctorate to host information session Dec. 4

The Doctorate in Educational Leadership Program will host a prospective student Information Session from 7:30 to 8:30 p.m. Monday, Dec. 4, at the Epicure Restaurant. Alumni have become educational leaders in schools, community colleges, general education environments, and even community organizations. Program Director Dr. Julian Vasquez Heilig will host the session while faculty, alumni, and current students share their experiences. All are welcome to attend. For more information, please contact the Ed.D. Office at 278-2282 or edd@csus.edu. RSVP for this and subsequent sessions at bit.ly/SacStateDoc.

Submitted by the Doctorate in Educational Leadership Program

The Center for Teaching and Learning has moved to AIRC 3005

We would like everyone to know that the Center for Teaching and Learning has moved to AIRC 3005. Please come to AIRC 3005 for all of your CTL needs.

Submitted by the Center for Teaching and Learning

Testing Center services during finals week

The Testing Center would like to remind faculty that the deadline for students registered with the Office of Services to Students with Disabilities to schedule their final exams at the

Testing Center is Wednesday, Nov. 22. Students are required to let instructors know when they have scheduled their exams. We also will offer two makeup test sessions, for a fee of \$6 to the student, during finals week at 2 p.m. Wednesday, Dec. 13, and noon Friday, Dec. 15. Students must call or visit our office ahead of time to schedule an appointment.

We also would like to encourage faculty to pick up exams taken during finals week (Dec. 11-15) directly from our office to guarantee they will receive the exam(s) before grades are due. Please contact us at 278-6296 or testingcenter@csus.edu with any questions during our normal business hours of 7:30 a.m. to 4 p.m. Monday-Friday.

Submitted by the Testing Center

Next MBA information session is Nov. 28

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. Tuesday, Nov. 28, 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/MBANovember28. For more details, please visit csus.edu/cba/graduate. If you have additional questions, please contact MBA Program Services at 278-4501 or MBA@csus.edu.

Submitted by the Master of Business Administration Program

Year-End Estate Planning 102

The Office of Planned Giving hosts an Estate Planning 102 annually for members of the Sac State community to provide information about estate planning and year-end tax strategies. Topics will include planning for required minimum distributions, donor-advised funds, including a Roth IRA as part of your financial plan, A/B trusts, benefits of charitable remainder trusts and charitable gift annuities, gift tax exclusions, and an overview of estate planning.

The next Estate Planning 102 seminar is from 11:30 a.m. to 1:30 p.m. Wednesday, Nov. 29, at the Leslie and Anita Harper Alumni Center. Reservations are required by Wednesday, Nov. 22. RSVP to giving@csus.edu or 278-2577.

Submitted by University Development

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. Training will be held in the University Union:

- 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.

Submitted by the Sacramento State Police Department

Building coordinator/floor marshal training

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

- 9 to 11 a.m., Wednesday, Nov. 29, University Union, Hinde Auditorium
- 9 to 11 a.m., Wednesday, Dec. 13, 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.

Submitted by the Sacramento State Police Department

Faculty professional activities

The latest faculty professional activities are available at csus.edu/news/articles/Professional-activities.

Submitted by University Communications

Faculty Senate schedule

The Faculty Senate calendar is available at csus.edu/senate.

Submitted by the Faculty Senate

Human Resources

Excess vacation hours

University 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 carryover maximums must be used by Dec. 31. It is each employee's responsibility to monitor accumulated vacation time.

To view your vacation balance, go to csus.edu, log onto My Sac State, and click on Current Leave Balance under Employee Center. The page will display your current vacation balance and alert you if it is approaching the maximum. The Leave Accrual Information link provides information on accrual rates and maximum carryover hours. Those without computer access may request a printout from their department timekeeper.

Exceptions to the carryover policy must be approved by the Office of Human Resources (HR), before 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 non-management employees, if approved, the recommendation must include a plan for using accrued vacation before Dec. 31, 2018. For managers, any carried-forward vacation must be used by the end of March 2018. 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. HR has developed a form to make this request easier; find it at csus.edu/hr/docs. The form must be submitted by the program center manager to HR at zip 6032 by Friday, Dec. 22, for approval. For more information, contact HR at 278-6078.

Fall 2017 Semester holiday reminders

This is a reminder that the campus will be closed Thursday, Nov. 23, in observance of Thanksgiving, and Friday, Nov. 24, in observance of Admissions Day. Nov. 24 also is an

academic holiday for Academic Year (AY) faculty. This will enable you to have a well-deserved, uninterrupted Thanksgiving holiday break.

It also never is too early to plan for the December holidays. The holiday campus closure is as follows:

- Thursday, Nov. 23: Campus closed in observance of Thanksgiving
- Friday, Nov. 24: Campus closed in observance of Admissions Day
- Monday, Dec. 25: Campus closed in observance of Christmas
- Tuesday, Dec. 26: Campus closed in observance of Columbus and Indigenous People's Day
- Wednesday, Dec. 27: Campus closed in observance of Lincoln's Birthday
- Thursday, Dec. 28: Campus closed in observance of Washington's Birthday
- Friday, Dec. 29: Campus closed (anticipated annual gift from Governor of four [4] hours of administrative leave; anticipated campus closure from President Nelsen)
- Monday, Jan. 1: Campus closed in observance of New Year's Day

The campus reopens Tuesday, Jan. 2.

Please note that AY faculty's observance of holidays will be as reflected on the Academic Year calendar and may differ from staff, management employees, and 12-month faculty.

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.

Catastrophic leave donation

Sacramento State employees may voluntarily donate up to a maximum of 40 hours of sick or vacation leave credits in one-hour increments each fiscal year to another employee who has been deemed eligible for catastrophic leave. Bargaining Units 1, 10 and 11 may donate only up to 16 hours per fiscal year. If you are interested in donating time, the form can be

obtained at csus.edu/hr/forms.html#disability, by visiting the Benefits Office in Del Norte Hall, Suite 3004, or by calling 278-3522.

The following employee(s) have been approved to receive donations through the Catastrophic Leave Donation Program:

- Harvey Stark, Humanities and Religious Studies
- Brendan Lindsay, History