



Nov. 21, 2016

News

Introducing the Financial Aid Meter to help students

The Financial Aid and Scholarships Office is excited to introduce to our students the new Financial Aid Meter. This tool is a visual representation of students' financial aid and provides them with:

- The amount of remaining financial aid in relation to their estimated graduation date.
- Answers to questions about their lifetime limit of federal and/or state aid.
- A resource to plan ahead academically and financially to budget their financial aid through graduation.

The Financial Aid Meter adds another tool to our KEYS to Degree Toolbox to guide our students to a four-year graduation. To learn more about the resources available to assist our students on the road to graduation, visit csus.edu/keys.

Submitted by Financial Aid and Scholarships

Post-Election Forum: Navigating the Changes Ahead

Following the results of the November election, conversations and emotions have been heightened with the uncertainty of what changes may be ahead. It is important to come together to confirm our commitment to cultivating a safe learning and working environment that promotes the free exchange of ideas. Staff and faculty are encouraged to come and engage in a constructive dialogue about the recent election, process their post-election responses, and learn of resources to assist staff and faculty in supporting students.

Please join us at the Post-Election Forum: Navigating the Changes Ahead, scheduled from 11:30 a.m. to 1:30 p.m. Tuesday, Nov. 29, in the University Union, Foothill Suite. The forum is co-hosted by the University Staff Assembly, the Office of Diversity and Inclusion, and Academic Affairs. For more information or questions, visit csus.edu/usa.

Submitted by the University Staff Assembly

Mark your calendar for Giving Tuesday: Nov. 29

Sac State is once again participating in the Giving Tuesday (csus.edu/givingtuesday) national effort to transform how people think about, talk about, and participate in the giving season. Coinciding with the Thanksgiving holiday and the kickoff to the holiday shopping season, the goal of Giving Tuesday is for members of the Sac State community to take collaborative action to improve their University by giving back to help create a better campus. Save the date for Tuesday, Nov. 29 – the Tuesday after Thanksgiving. Once again, faculty, staff, and student gifts will be matched dollar-for-dollar (up to \$100) by The University Foundation at Sacramento State.

Want to join the campaign? The Office of Annual Giving is happy to help your department participate and raise funds for your initiatives. We are also looking for current donors to be our social media ambassadors. Please email Jennifer Barber at jbarber@csus.edu for more info on participating or to tell us why you #Give2SacState.

Submitted by the Office of Alumni Relations and Annual Giving

Open candidate forums for executive director, Union WELL Inc.

The campus community is invited to the following open forums for candidates for the position of executive director, Union WELL Inc.

- Bill Olmsted, associate executive director, Union WELL Inc.: 2 to 3 p.m. Monday, Nov. 28, University Union, Redwood Room
- Andrew Fields, dean of extended education, Shasta College, Redding: 2 to 3 p.m. Thursday, Dec. 1, University Union, Delta Room
- Linda Buonanno, associate athletic director for recreation and community outreach, University of Pennsylvania: 2:30 to 3:30 p.m. Thursday, Dec. 8, University Union, Hinde Auditorium

Submitted by Student Affairs

Interviews for HHS associate dean begin Dec. 5

Interviews for associate dean of the College of Health and Human Services will begin Monday, Dec. 5. Please join us to meet and interview candidates.

- Mary Maguire, Ph.D., professor and chair, Division of Criminal Justice, Sacramento State: 9:30 to 10:30 a.m. Monday, Dec. 5, University Union, Oak Room
- Peggy Trueblood, Ph.D., professor and chair, Department of Physical Therapy, Fresno State: 9:30 to 10:30 a.m. Tuesday, Dec. 6, University Union, Oak Room
- Michael Wright, Ph.D., professor, Department of Kinesiology, Sacramento State: 9:30 to 10:30 a.m. Wednesday, Dec. 7, University Union, Sequoia Room
- Gregory B.C. Shaw, Ph.D., professor and chair, Department of Recreation, Parks and Tourism Administration, Sacramento State: 9:30 to 10:30 a.m. Thursday, Dec. 8, University Union, Oak Room

To provide comments and feedback, please visit surveymonkey.com/r/TSZHKN2. The survey opens Dec. 5 and should be submitted by noon Friday, Dec. 9, for consideration.

Submitted by the Department of Physical Therapy

Celebrate the retirement of Deborah James

Please join us for a retirement celebration for Deborah James from 2 to 4 p.m. Thursday, Dec. 8, in the University Union, Orchard Suite. Debbie is retiring after 28 years of dedicated service to Sacramento State. If you would like to contribute to a campus gift, please send donations to Kristen Anderegg (Lassen Hall 2008, mail stop 6122). Contact Kristen with any questions at kristena@csus.edu or 278-5343.

Submitted by Liberal Studies and Social Science Programs

Office for Equal Opportunity has moved

The Office for Equal Opportunity has relocated to the Hornet Bookstore, Suite 1009. Please enter the suite through the north door facing Parking Lot 4 near State University Drive. Please do not enter through the bookstore. If you need assistance locating the office, please call 278-5770.

Submitted by the Office for Equal Opportunity – Human Resources

Apple faculty and staff appreciation sale is Nov. 30

Faculty and staff, please join us Wednesday, Nov. 30, for Apple Appreciation Day at the Hornet Bookstore. Save \$30 on iPad Air 2, \$50 on iPad Pro, \$50 on Macs less than \$999, and \$100 on Macs more than \$999. Call or email to reserve your device now.

Submitted by the Hornet Bookstore

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. 30. 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 charged to the student, during finals week at 4:30 p.m. Tuesday, Dec. 13, and 2 p.m. Wednesday, Dec. 14. Students must call us 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. 12-16) 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

Opportunity open to all students to create short 'Intent to Enroll' video

The Office of Admissions and Outreach is looking for a student or students to create a short video clip reminding students to accept their "Intent to Enroll" for admission to Sac State. There's no budget available for this project; the deadline is Friday, Feb. 17. Those interested may contact Carlos Fernandez at 278-2337 or carlos.fernandez@csus.edu.

Submitted by Admissions and Outreach

Rhode Island professor to speak Dec. 2 on pedagogical cultures

Dr. Bryan Dewsbury, assistant professor of biology education at the University of Rhode Island, will lead a workshop for the campus community titled "The Culture of Inclusive Pedagogies: Strategies for Change and Sustenance" from 10 a.m. to noon Friday, Dec. 2, in Library 11 (enter through the lower back entrance near the AIRC). Dewsbury is interested in helping to reframe the discussion in higher education to better address questions of equity and community-building, with the belief that the solutions to these are equally important to student exposure to content.

In this workshop, participants will discuss strategies for increasing self-awareness with respect to the evolution of inclusive teaching. Participants will further engage in activities that elucidate measures of privilege and bias, discuss strategies for continued self-reflection, and devise ways to encourage others in the academy to do the same.

Submitted by the Center for Teaching and Learning

Reviewers needed for RCA Faculty Awards Program

The Research and Creative Activity (RCA) Subcommittee of the Faculty Senate seeks reviewers for the 2017-18 RCA Faculty Awards Program. Reviewers will read and evaluate up to eight proposals over the semester break and must be available to participate in a Proposal Review Day from 9 a.m. to noon Wednesday, Jan. 18 (coffee and pastries to be provided). Reviewer eligibility is limited to tenured and tenure-track Sacramento State faculty. Faculty planning to submit an application for the 2017-18 competition also are eligible to serve as reviewers. The subcommittee acknowledges service as a reviewer with a letter of thanks, which can help document University Service for ARTP.

To volunteer as a reviewer, please complete the online registration form by 5 p.m. Friday, Dec. 2. The form is available at forms.office.com/Pages/ResponsePage.aspx?id=AZC0tj-L-kOZoXBujH41mJ_7ES4GAhFLvtv1PhZ5ScVUOFE40VVQNUtDWIUwVFRWMFBUUDAzUzZEVy4. Questions about serving as a reviewer may be directed to Dr. Nancy Sweet, RCA chair, at rcachair@csus.edu.

Submitted by the Office of Research Affairs

Nomination deadline for RCA University Awards extended to Dec. 5

The Research and Creative Activity (RCA) Subcommittee of the Faculty Senate continues to invite nominations for the 2016-17 University Awards for Research, Scholarship, and Creative Activity for Early-Career and Senior Faculty. These awards are given each year 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. Nominations can be made by any faculty member for a colleague or for her/himself.

The full nomination application can be found at csus.infoready4.com and must be submitted by 11:59 a.m. Monday, Dec. 5. Questions? Contact Dr. Nancy Sweet, RCA chair, at rcachair@csus.edu.

Submitted by the Office of Research Affairs

Apply now for the 2017-18 Research and Creative Activity Faculty Grants Program

Approximately \$150,000 has been received from the CSU Chancellor's Office for academic year 2017-18 to support faculty research, and scholarly and creative activity, as well as to encourage faculty contributions to their disciplines. Grant recipients must produce a scholarly deliverable, such as an article or manuscript to be submitted for peer-reviewed publication, or a grant proposal, juried exhibition, or performance. Faculty may apply for a combination of up to four units of assigned time, \$5,000 for summer salary during 2018, or up to \$7,500 for research support expenses, provided that the total budget request does not exceed \$7,500.

The application can be found at csus.infoready4.com and must be submitted by 11:59 a.m. Monday, Dec. 12. An applicant information session will be held from 10 to 11 a.m. Wednesday, Nov. 30, in Suite 3010 of the Hornet Bookstore (third floor). Questions? Contact Dr. Nancy Sweet, RCA chair, at rcachair@csus.edu.

Submitted by the Office of Research Affairs

AA/EOR training sessions offered

Affirmative Action/Equal Opportunity Representative (AA/EOR) training sessions for faculty will be held Tuesday, Jan. 31; Monday, Feb. 6; and Thursday, March 9, in Library 11. Two sessions will be offered each day: 9 to 11 a.m. and 1 to 3 p.m. You need to attend only one session.

Per the University ARTP policy, training is required at least every three years for each AA/EOR and each department or equivalent unit chair to prepare them for their hiring responsibilities. However, all faculty are encouraged to take the training. The AA/EOR will serve to advise search committees on issues of affirmative action and equal employment opportunity, based on training and advice from the Office of Human Resources and the University Counsel. The goals of this training are to raise a greater awareness of, and sensitivity to, diversity issues in the hiring process.

To RSVP or if you have a question, please contact the Office for Equal Opportunity at equalopportunity@csus.edu and include your name, department, and the training session for which you are registering.

Submitted by the Office for Equal Opportunity – Human Resources

2016 University Factbook available online

The 2016 University Factbook is now available from the Office of Institutional Research. The Factbook is a comprehensive, official data source for the campus community. It features student profiles as well as faculty and staff profiles. It also highlights statistics on 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.

The book is available online at 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

Results of the Listening to Students Study available online

To learn more about the needs of students from a variety of backgrounds and educational paths, including this week's section, "Listening to Students with Hearing Limitations," please visit csus.edu/saseep/listeningtostudents.

Submitted by the Department of Communication Studies

Violence in the Workplace Prevention Training

This is a one-hour presentation, with additional time for questions, of 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. Wednesday, Nov. 23
- 9 to 10 a.m. and 1 to 2 p.m. Wednesday, Dec. 7

To RSVP for the training, please email barnettk@skymail.csus.edu.

Submitted by the Sacramento State Police Department

Building coordinator/floor marshal training

An annual two-hour training session will be held from 9 to 11 a.m. Tuesday, Nov. 29, in the University Union, Hinde Auditorium. 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. Seating is limited to the first 150. Register on LearnerWeb at csus.edu/aba/ehs/learner-web.html.

Submitted by the Sacramento State Police Department

Faculty professional activities

The latest faculty professional activities are available at csus.edu/news/articles/2016/10/1/Professional-activities,-October-December-2016.
Submitted by the Office of Public Affairs and Advocacy

Faculty Senate schedule

The Faculty Senate calendar is available at csus.edu/acse.
Submitted by the Faculty Senate

Security tip: Limit access

Does doing your communication off the computer mean you don't have to worry so much about information security? No. Information security applies to more than just computer use. You must always secure protected information by limiting its access to those who need to know. When talking on the phone about protected information, be sure unauthorized people cannot overhear the conversation. When sending protected faxes, be sure an authorized person is on the receiving end to pick them up as soon as they are sent. When leaving voice mails about confidential issues, you must be sure the system can't be accessed by others (it should be password-protected and not a department office voice message box where multiple people can access the message, but an individual message box).

Submitted by the Information Security Office

Human Resources

Fall 2016 semester holiday reminders

The campus will be closed Thursday, Nov. 24, in observance of Thanksgiving; and Friday, Nov. 25, in observance of Admission Day*. Nov. 25 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 is never too early to plan ahead for the December holidays. The holiday campus closures are as follows:

- Friday, Dec. 23 (for AY faculty only): Campus closed (anticipated annual gift from the Governor of four hours of administrative leave). *Note: This is a work day for staff, management employees, and 12-month faculty, for whom the anticipated annual gift from the Governor will be utilized on Friday, Dec. 30, to allow for an uninterrupted break.*
- Monday, Dec. 26: Campus closed in observance of Christmas Day.
- Tuesday, Dec. 27: Campus closed in observance of Columbus and Indigenous People's Day.
- Wednesday, Dec. 28: Campus closed in observance of Lincoln's Birthday.
- Thursday, Dec. 29: Campus closed in observance of Washington's Birthday.
- Friday, Dec. 30 (for staff, management employees, and 12-month faculty): Campus closed (anticipated annual gift from the Governor of four hours of administrative leave; anticipated campus closure from President Nelsen). *Note: This already is an academic holiday for AY faculty.*
- Monday, Jan. 2: Campus closed in observance of New Year's Day

The campus reopens Tuesday, Jan. 3.

** Please note that the 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. 30; however, please be aware that the issue date is Jan. 1, 2017, and the posting date for direct deposit is Tuesday, Jan. 3, per the State Controller's Office.

Please note that because the December payroll is the first pay warrant issued in 2017, your paycheck net may or may not 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. 26, through Monday, Jan. 2. If you have questions, please call Payroll Services at 278-6211.

W-2 forms and correct mailing address

W-2 forms for the 2016 year 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 Thursday, Dec. 15. You can check the 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 in 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 will be able to assist you.

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 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:

- Bradley Buchanan, English
- Brian Sarantopulos, Reprographic Services