



November 27, 2017

Giving Tuesday is here, and it's your chance to show your gratitude

On Tuesday, Nov. 28, Sacramento State participates in Giving Tuesday for the fifth year in a row. Giving Tuesday is a 36-hour online giving challenge starting at noon today and concluding at 11:59 p.m. Tuesday. This worldwide movement to create a culture of philanthropy has proven very successful for us in the past, and we hope you will help make this the biggest season of giving yet.

The University Foundation at Sacramento State again has issued a \$10,000 matching grant. Any gift that comes from the following groups will be matched up to \$100: faculty, staff, students, recent graduates up to 10 years out and first-time donors to Sacramento State.

You can show your gratitude by making a donation to the area of your choosing at csus.edu/givingtuesday. Also join us in spreading the word – tell your friends by posting on Facebook, Instagram and Twitter about Giving Tuesday at Sac State. Let's show the power of giving together! #Give2SacState #HornetProud
Submitted by Annual Giving

Outstanding Faculty Awards winners

The Faculty Senate congratulates the 2017-18 Outstanding Faculty Awards recipients for Outstanding Teaching, University Service, Scholarly and Creative Activity, and Community Service. The list of recipients may be viewed at csus.edu/outstandingfacultyawards. Recipients are recognized for having positively affected the life of the University through their teaching, service, or scholarly and creative activities, while displaying consistent and engaging collegiality and strong commitment to students throughout their careers at Sacramento State.

The award ceremony and a reception to honor recipients will be at 3 p.m. Tuesday, April 10, in the University Union, Redwood Room.
Submitted by the Faculty Senate

Open forums: Candidates for PRIDE Center program coordinator

The campus community is invited to meet the candidates for PRIDE Center program coordinator:

- Jose Napoles, Leadership Programs advisor, Sacramento State; 9:45 to 10:30 a.m. Wednesday, Nov. 29; University Union, Summit Room
- Hyacinthe Raven, student employment program manager, Cleveland State University; 9:45 to 10:30 a.m. Monday, Dec. 4; University Union, Oak Room

Individuals who attend are encouraged to submit written comments to Anita Kermes at anita.kermes@csus.edu by Wednesday, Dec. 6.
Submitted by Student Organizations and Leadership

Project INSPIRE taking applications for a minigrant program

The Developing Hispanic-Serving Institution (DHSI) Project INSPIRE is accepting applications for Student Peer Program Minigrants. DHSI Project INSPIRE's goal is to increase

the number and proportion of Hispanic and high-need students who are successful in college and attain timely degree completion. The Student Peer Program minigrants support existing and emerging peer programs in their effort to attain this goal.

For applications visit csus.edu/ctl/inspire/minigrants. The submission deadline is Monday, Dec. 18.

Submitted by the Center for Teaching and Learning

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 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

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

Presentation will tackle unconscious bias in police/community relations

The Law Enforcement Candidate Scholars Program invites the University community to a presentation, "Unconscious Bias and Its Influence on a Culturally Competent Environment," from 1 to 3 p.m. Friday, Dec. 1, in Folsom Hall 1050. The event, sponsored by a University Enterprises Inc. campus grant, will feature panelists discussing unconscious bias and how diversity and inclusion initiatives can positively influence police community relations. The panelists, from the Sacramento community, are Imani Lucas, Tyree Davie, and Rachelle Ditmore. Light refreshments will be provided.

Submitted by the Law Enforcement Candidate Scholars Program

Capital Fellows applications are open

The Capital Fellows Programs, administered by the Center for California Studies, announces the availability of applications for fellowships. The application deadline is Monday, Feb. 12, for the 2018-19 class. These fellowships offer the unique opportunity to work for 10 to 11 months as a full-time paid staff member in the State Assembly, the State Senate, California's executive branch or the California judiciary. For detailed information about the fellowships and applications, visit csus.edu/calst/programs. Please share this information with your students, staff, faculty and alumni.

Submitted by the Center for California Studies

Ugly Christmas Sweater Pop-Up Shop coming Dec. 5

In the spirit of Christmas and holiday season, the Student Fashion Association from the Fashion Merchandising and Design Program will bring an "Ugly Christmas Sweater Pop-Up Shop" to campus from 9:30 a.m. to noon and 3 to 6 p.m. Tuesday, Dec. 5, in the University Union, Cypress Suite.

Being part of the sustainable fashion movement, all the sweaters at the pop-up shop are upcycled by reusing materials from secondhand stores. But with the creative and unique add-ons, alterations, reconstruction, and design details brought by the fashion students, every sweater is one of a kind and sold for \$10. Free giftwrapping also will be available at the shop. Direct questions to Dr. Dong Shen at dshen@csus.edu.

Submitted by the Fashion Merchandising and Design Program

ASI External Grant Application available online; deadline is Dec. 8

Associated Students Inc. is committed to creating an active and engaged campus community. Each fiscal year, ASI allocates funds, which are to be disbursed to on-campus programs dedicated to our common goal of serving students. The ASI External Grant

Application is now available on the ASI website, asi.csus.edu/external-grants. Applicants 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 application must be submitted electronically and received no later than 5 p.m. Friday, Dec. 8. 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.*

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

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

Library exhibit highlights geography's relationship to social issues

The Department of Geography and the California Geographic Alliance have collaborated on an exhibit that seeks to educate visitors about geography's engagement with major social issues. The exhibit, on display on the University Library's second floor through mid-January, focuses on geographical dimensions of civil rights and on examples of geographical scholarship that contribute to understanding civil rights issues, struggles, movements, and

memorials. Items from the University Library's Department of Special Collections highlight collections that support research into local civil rights geographies and histories.

Submitted by Library Administration

Personal mail and packages

University Mail Services seeks your assistance. The number of personal packages delivered to the Mail Center affects the center's timely processing of University business mail. We understand that some find it convenient to have personal items shipped to the campus. However, in addition to causing workload problems for the Mail Center, it is against University and state policy to use campus mail services for personal mail and packages. We ask that you help us by using Mail Services only for official University business.

In an effort to more expediently deliver department mail/packages, we remind you to use the following address format when placing orders or subscribing to periodicals:

Name: First and last

Address 1: 6000 J St.

Address 2: Department name and mailstop number (begins with the figure "6")

City, state, ZIP: Sacramento CA 95819

Example

Laura Lockett

6000 J St.

Mail Services, MS 6113

Sacramento CA 95819

Should you have questions, please contact us at mail_services@csus.edu or 278-6783. We appreciate your assistance.

Submitted by Reprographics and Mail Services

Enhancements to Delegation of Authority

We are proud to announce a more robust reporting tool for Delegation of Authority (DOA). The new tool is named Delegation of Authority and Reports To (DART) and provides new lookup options, including look up DoA by employee or by department and look up manager-employee reporting relationships.

DART will be available to users Friday, Dec 1. DART and the older CFS DOA functionality will exist side by side until Wednesday, Feb. 28, at which time CFS DOA will be retired. See the Financial Services Training page at csus.edu/aba/financial-services for the DART User's Guide.

Submitted by Budget Planning and Administration

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 was 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

ENS upcoming test

Campus officials will conduct a campuswide Emergency Notification System (ENS) test at 9 a.m. Wednesday, Dec. 6, to confirm the reliability of the ENS text and email functions, which experienced reported delays during the recent system test Oct. 19. The upcoming test will include text messages, emails, phone calls, campus digital signs, the University home page, and desktop alerts on some University-owned computers, as well as social networks such as Facebook and Twitter.

Students are signed up to receive Emergency Notification System (ENS) messages on their cellphones and University email accounts, 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 if they have not done so. No survey will accompany this test; however, questions or concerns regarding the test can be directed to Dave Heaphy at dheaphy@csus.edu.

Submitted by the Sacramento State Police Department

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. 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

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:

- Brendan Lindsay, History
- Brian Morphis, Grounds Maintenance
- Harvey Stark, Humanities and Religious Studies