



December 4, 2017

Jennifer Lundmark, physiology, is this year's John C. Livingston awardee

Please join the Faculty Senate and President Robert S. Nelsen in congratulating Dr. Jennifer Lundmark, professor of physiology in the Department of Biological Sciences, as the 2017-18 recipient of the John C. Livingston Faculty Lecture Award. The Livingston Award and annual lecture date to 1959, when the first Distinguished Faculty Convocation Address was given by John C. Livingston, a professor in the Department of Government from 1954 to 1982. In 1985 the Faculty Convocation was renamed in Professor Livingston's honor. Recipients of this award are recognized for having transcended their disciplines and, in so doing, having positively affected the life of the University through their teaching, service, and/or their creative and scholarly activities. In the process, the recipients must also have displayed a consistent, engaging collegiality and a strong commitment to students throughout their careers at Sacramento State. The lecture will be held at 3 p.m. Monday, Feb. 19, in the University Union, Redwood Room. A reception in Professor Lundmark's honor will be held immediately following the lecture.

Submitted by the Faculty Senate

Deadline today to apply for 2018-19 Research and Creative Activity Faculty Grants

The purpose of this internal grant program is to support faculty research, and 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 four 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

Deadline extended: Apply for the University Award for Early-Career Faculty

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

Eligible applicants 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 deadline to apply is 5 p.m. Friday, Jan. 19. Applications must be submitted through

InfoReady Review at csus.infoready4.com. For more information and to view the call for applications, go to csus.edu/research/rca.

Submitted by the Office of Research, Innovation, and Economic Development, and the RCA Subcommittee

CEC welcomes Monica Ngo, AmeriCorps VISTA, as volunteer specialist

Last summer, the Community Engagement Center (CEC) was selected by the California Child Abuse Prevention Center to host a representative from AmeriCorps VISTA (Volunteers in Service to America), a program under the Corporation for National and Community Service. VISTA members participate in a yearlong, full-time commitment to serve on a specific project at a nonprofit organization or public agency. The CEC is excited to welcome Monica Ngo, who will serve as a volunteer specialist. She will develop a plan to centralize volunteer opportunities at Sacramento State. Ngo was born and raised in San Jose and graduated in May 2017 with a bachelor's in biology and applied mathematics and statistics from Macalester College in St. Paul, Minn. Monica is passionate about college access, representation in STEM, immigrant and refugee issues, and reducing disparities in health care. Please help us welcome Monica to Sacramento State.

Submitted by the Community Engagement Center

Call for applications:

Assigned Time for Exceptional Levels of Service to Students Award

The Faculty Senate and the Exceptional Assigned Time Committee are pleased to announce the availability of the Assigned Time for Exceptional Levels of Service to Students Award for the 2018-19 academic year. This award is for assigned time only and is to be utilized during the academic year (August through May) during which the activity is performed. The application period is open through Friday, Feb. 2. Information on the award and the application process may be viewed at csus.edu/senate/lecture-and-awards.

Submitted by the Faculty Senate

University Union grants holiday wishes for children, families with HIV/AIDS

Economic hardships have affected us all, and the spirit of giving is more important than ever to help those less fortunate. The University Union and Sunburst Projects are working together in the annual Wish Upon a Star gift drive to help make wishes come true. Visit the Wish Upon a Star display in the University Union lobby during building hours, choose a star, purchase the wish listed on the star, then share the very special holiday gift with a child. Gifts can be dropped off at the University Union admin office on the third floor from 9 a.m. to 4 p.m. Monday-Friday. Donated gifts benefit Sunburst Projects, which provides ongoing support services for HIV/AIDS-affected families with children. The display will be at the Union through Friday, Dec. 8, during regular building hours. A giftwrapping party will be hosted from 10 a.m. to noon Dec. 8 in the Union, Forest Suite. Call 278-6997 for more info.

Submitted by the University Union

University Staff Assembly clothing drive for Josh's Heart ends this week

This is the last week University Staff Assembly (USA) is collecting new and gently used warm clothing, coats, gloves, scarves, socks, hats, and blankets for Josh's Heart. Josh's Heart is a Sacramento nonprofit that gives backpacks filled with living necessities to the homeless and people struggling with addiction. More information about Josh's Heart is at joshsheart.org. USA will pick up collection boxes Friday, Dec. 8. For any questions, contact Kim Liaz at kimberly.liaz@csus.edu. Contact your USA staff representative to find out where

items can be dropped off. To find your USA staff representative, visit the USA website, csus.edu/usa.

Submitted by University Staff Assembly

Join us for the ECS Senior Design Showcase on Friday

The College of Engineering and Computer Science (ECS) hosts its Senior Design Showcase on Friday, Dec. 8. Design project product demonstrations and presentations by senior students in civil engineering, computer engineering, computer science, electrical and electronic engineering, and mechanical engineering will be open to the public for members of the campus and the professional community. Presentations start at 9 a.m. and are scheduled throughout the day on campus. More information, including a schedule of times and locations by program, can be found at ecs.csus.edu.

Submitted by the College of Engineering and Computer Science

ECS 'Order of the Engineer' Ring Induction Ceremony is Friday

The College of Engineering and Computer Science hosts the Order of the Engineer Ring Induction Ceremony in the University Union, Hinde Auditorium, at noon Friday, Dec. 8, as part of its college-wide Senior Design Showcase. The ceremony is a public vow to practice integrity, fairness, and respect in all aspects of engineering practice, and the ring signifies a promise to uphold the standards and qualities of the engineering profession. Ceremony participants must be engineering students within one year of graduation, or a practicing engineer. Sign up and order your ring in the ECS Dean's Office (Riverside 2014). More information can be found at ecs.csus.edu or by contacting order@ecs.csus.edu.

Submitted by the College of Engineering and Computer Science

Come check out the Ugly Christmas Sweater Pop-Up Shop on Tuesday

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

Space still available for Friday unconscious bias training session

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. There still is space available for Friday's session. Please RSVP to Sarina Krastev at sarina.krastev@csus.edu.

Participants will have the knowledge and skills to:

- Review and/or learn new 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

Winter Intersession penalty-free registration deadline is Friday

The deadline to enroll in Winter Intersession classes without incurring a late penalty is Friday, Dec. 8. Winter classes are open to everyone, even if you're not admitted to Sacramento State. It's a great way to pick up three units in three weeks. Registration is first-come, first-served. For more information, visit cce.csus.edu/winter.

To view courses offered in Winter Intersession, visit csus.edu/class_schedule.

Submitted by the College of Continuing Education

The WELL to hold equipment sale Thursday

The WELL will be selling used fitness equipment from 10 a.m. to 2 p.m. Thursday, Dec. 7, at The WELL. The equipment will consist of dumbbells, fixed barbells, slam balls, fitness mats, medicine balls, exercise balls, sandbags, kettlebells, and more. The sale will be first come, first served and cash only. The equipment will be sold "as is" at discounted prices.

Submitted by The WELL

Hornet Bookstore's December 2-Day Sale is this week

Just in time for Christmas it's the Hornet Bookstore 2-Day Sale, Dec. 6-7 in store and online. Save 25 percent on Nike, Under Armour, Adidas, Champion, League and more. Save 25 percent on drinkware and headwear (cold-weather accessories excluded). Free giftwrap paper provided while quantities last. See you soon and Happy Holidays!

Submitted by the Hornet Bookstore

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

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

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

Postage and shipping rate increases

Mail Services would like to share information on proposed rate increases for Federal Express, UPS, and the U.S. Postal Service to take effect in December and January. Current and proposed rates can be viewed at fedex.com, ups.com and usps.com.

For more information regarding the upcoming rate increases or how to ship your packages the most cost-effective way, please contact Mail Services at mail_services@csus.edu or 278-6783.

Submitted by Reprographics and Mail Services

Friends of the Library's Book Bin is open

The Friends of the Library operates a Book Bin on the University Library's lower level on the first full week and third week of each month from 10 a.m. to 3 p.m. Wednesdays, Thursdays, and Fridays. Gently used hardback and trade paperback books are \$2 each or three for \$5. Mass paperbacks are \$1 each. Artwork, music scores, audio recordings, long-playing records, etc. also are available. Cash or check only.

The Book Bin is open this week, Dec. 6-8. These are the only days it is open in December. Come in and browse. All proceeds support the Library.

Submitted by Friends of the Library Book Bin

Building coordinator/floor marshal training

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

- 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

Fall 2017 Faculty Teaching Assignment Report now online

The Faculty Teaching Assignment Report is available on the Office of Institutional Research website. This report is based on the Academic Planning Data Base submitted to and approved by the Chancellor's Office on the Census Date of fall 2017. The report displays detailed information regarding faculty teaching load, such as course sections, student course credits, section enrollment, student full-time equivalent and weighted teaching units (WTU) by individual faculty member and department.

To view the report, go to csus.edu/oir, click on Data Center, then Faculty: Special Reports. Please contact the Office of Institutional Research at 278-6566 if you have questions.

Submitted by the Office of Institutional Research

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

ScholarShare state employee promotion

ScholarShare 529 is launching a special college savings promotion for California state employees. Specifically, this holiday campaign will reward state employees who open a ScholarShare 529 college savings account through Friday, Dec. 8, with a \$50 Target gift card. ScholarShare also will host a free webinar at 11 a.m. Friday, Dec. 15, to cover details

about the College Savings Plan and holiday promotion. For more information, visit scholarshare.com/employeeoffer.

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.

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:

- Christina Anderson, History
- Brian Morphis, Grounds Maintenance
- Harvey Stark, Humanities and Religious Studies