Dec. 9, 2013

News

Welcome reception this week for incoming provost
All members of the campus community are invited to meet Dr. Frederika “Fraka” Harmsen at a reception from 3 to 5 p.m. Friday, Dec. 13, in the University Union, Foothill Suite. She will be Sacramento State’s next provost and vice president for Academic Affairs when she begins in February.

More information on the new provost is available from Public Affairs at http://bit.ly/1d5CQgB.
Submitted by the Office of the President

Giving Tuesday a big hit for Sac State
Thanks to generous support from the campus community, alumni and friends, Sac State’s inaugural Giving Tuesday event was a huge success. In the period between noon Dec. 2 and midnight Dec. 3, Giving Tuesday gifts resulted in almost $55,400 for Sac State programs.

Of nearly $48,500 in gifts, $6,942.21 came from staff, faculty, new donors and recent graduates, which made them eligible for matching funds from the University Foundation at Sacramento State. To everyone who made a gift or spread the word about Giving Tuesday through your social networks, thank you for a truly exceptional holiday present for our students.
Submitted by University Advancement

Informational event tonight on Affordable Care Act
Emily Bazar, senior writer for USC Annenberg’s Center for Health Reporting, will explain the ins and outs of the Affordable Care Act at “Obamacare & You: An Evening With ‘Ask Emily.’” This free informational event is scheduled for 6:30 tonight in the University Union Ballroom.
Submitted by the Center for California Studies

This week in One World
- The movie Sleep Dealer will be screened as part of Government 162: Film & Culture in a Globalized World at 6 p.m. Wednesday, Dec. 11, in Alpine 122. Sleep Dealer depicts a dystopian future and explores ways in which technology both oppresses and connects migrants. The campus community is invited to attend. Enrolled students will have priority for seating.

- The Department of Theater & Dance will present its annual Faculty Dance Concert, an engaging evening showcasing a wide range of music and dance styles choreographed by faculty and guest artists – and performed by talented students and alumni – from Wednesday, Dec. 11, through Saturday, Dec. 15. This year’s concert features three pieces inspired by migration. Visit www.csus.edu/dram/season.html for show times and ticket information.
For a full listing of One World events, visit www.csus.edu/oneworld. To submit your spring event to the One World calendar, email oneworld@csus.edu.

Submitted by the Geology Department

**Campus heating over winter break**
The campus will be closed for the holidays from Wednesday, Dec. 25, to Wednesday, Jan 1. It makes excellent sense to save energy and money during this time.

The Central Plant boilers will be turned off on the afternoon of Tuesday, Dec. 24, to save energy and allow for yearly maintenance activities. Buildings that are connected to the Central Plant system will be heated on Tuesday morning. Some buildings are not connected to the Central Plant heating system; they will continue to be heated as normally scheduled. Campus heating service will return on Thursday, Jan. 2. For any questions, please contact Facilities Management Customer Service at 278-6242 or fm-work1@skymail.csus.edu.

Submitted by Administration and Business Affairs

**Electrical system maintenance**
Facilities Services will perform yearly electrical system maintenance during the campus holiday shutdown from Saturday, Dec. 21, through Tuesday, Dec. 31. The maintenance will require power outages as listed [here](#). Some buildings will have up to an 8½-hour outage. Additionally, there will be two- to five-minute outages in some buildings so that circuits can be rerouted to minimize outages in other areas. If you work in one of the listed buildings, please be sure to turn off all electronics, computers and other electrical equipment to avoid damage from power surges.

Submitted by Facilities Services

**Holiday food drive offers two ways to give**
The California State Employees Holiday Food Drive is under way! There are two ways to give through Friday, Dec. 20:

- A tax-deductible cash donation: Every dollar is used to buy 2½ pounds of much-needed food to feed the hungry in California. Make checks payable to “California Emergency Foodlink” and mail them to Dianne Hyson, campus ZIP 6109 (provide your return ZIP for a receipt to be mailed to you), or hand-deliver them to the Dean’s Office of the College of Social Sciences and Interdisciplinary Studies, Amador Hall Room 255 or 258, for a treat!

- Nonperishable food items deposited in labeled, decorated boxes in your department or around campus: Recommended items are macaroni and cheese; peanut butter; baby food (dry or bottled); baby formula; canned items such as tuna; meat; beans; vegetables; soup; and water-packed fruit. The food pantries will accept items that are past the “best before” date but not open, perishable or home-cooked. We will pick up collected food items from boxes on campus on Dec. 13 and early Dec. 20 as needed. Checks and food also may be donated at your holiday parties and gatherings. Look for “Food Drive” signs. Call Dianne Hyson, interim associate dean of SSIS and this year’s Food Drive coordinator, at 278-6504 for further information.

Submitted by the Dean’s Office, College of Social Sciences and Interdisciplinary Studies

**University Staff Assembly candy sale**
The University Staff Assembly is selling See’s candy, just in time for the holidays: 4-ounce gift boxes and 5-ounce peanut brittle for $7.25; 1-pound boxes of nuts and chews, assorted chocolate, milk chocolate and dark chocolate goodies for $17.50; and 1-pound boxes of truffles for $19.90.
Purchases can be made from the following USA members:

- Angel Thayer (278-7458, Sac Hall 259)
- Michelle Bianco (278-8607, Sequoia Hall 320)
- Carolann Forseth (278-6177, Mariposa Hall 3000B)
- Cossette Leos (278-7001, UEI/Bookstore 3200)

Your purchase will help USA continue to strengthen staff contributions to the campus community, encourage representation on campus-wide committees, and sponsor social events and staff recognition.

Submitted by University Staff Assembly

Epicure to offer holiday specials
Epicure restaurant at the University Union is pleased to offer three holiday specials from Dec. 9-20: winter harvest salad, shaved prime rib sandwich and pan-seared salmon. Epicure gift cards also are available at the restaurant during regular business hours. The restaurant is open for lunch 11 a.m. to 2 p.m. Monday-Friday. Reserve your table now at www.dining.csus.edu/epicure/reservations/.

Submitted by University Enterprises Inc.

Hornet Bookstore’s Holiday Sale
The Hornet Bookstore’s Holiday Sale will be Wednesday and Thursday, Dec. 11-12. Save 20 percent on logo apparel, hats, gift items, general books, stationery, women’s accessories and cold-weather merchandise. There will be free caramel corn and candy canes. The cafe special is a large peppermint mocha for $2. Free gift boxes are available with purchase. See store for details; some exclusions apply.

Submitted by the Hornet Bookstore

Sustainability plans Department Recycle Days starting in January
Sac State Sustainability is offering the chance to declutter your department with our new Department Recycle Days program. Beginning in January, you can purge your office storerooms of unwanted clutter; as a bonus, we’re even inviting you to bring in certain recyclables from your homes. From your office: used toner and ink cartridges, unused office supplies, cardboard and more. We will also conduct nonconfidential document purges. Please, no university property such as electronics, furniture or large equipment.

Please bring the following items for recycling as well: batteries, light bulbs, car batteries, metals and even liquid grease. We will accept your personal electronic waste, too.

Please call recycling coordinator Joey Martinez at 278-5801 to learn more details about the program and to schedule your department’s Recycling Day.

Submitted by Facilities Services

Parking Lot B will be closed on Dec. 18
As part of the strategic planning process, Sacramento State is seeking input from a number of people from the regional community. The community members are participating in focus groups on campus on Wednesday, Dec. 18. To accommodate the participants, University Transportation & Parking Services will close Lot B (between Sacramento and Yosemite halls) beginning at 6 p.m. Tuesday, Dec. 17. The lot will reopen at 2 p.m. Wednesday, Dec. 18.

UTAPS appreciates your patience with this closure.

Submitted by University Transportation & Parking Services
CSU Doctoral Incentive Program 2014-15
The CSU Doctoral Incentive Program provides student loans to a limited number of individuals pursuing full-time doctoral degrees at accredited universities throughout the United States. After participants receive their doctoral degree and obtain a qualifying instructional position in the CSU, a portion of their loan from this program will be forgiven every year.

Workshops have been scheduled on campus to provide guidance and answer prospective applicants’ questions. Each workshop lasts 45 minutes; registration is not required. They will be held as follows:

- Monday, Dec. 9: 10-10:45 a.m. and 10:45-11:30 a.m., University Union Ballroom
- Tuesday, Dec. 10: noon-12:45 p.m. and 12:45-1:30 p.m., University Union, California Suite
- Wednesday, Dec. 11: 1:30-2:15 p.m. and 2:15-3 p.m., University Union, Summit Room

Submitted by the Graduate Diversity Program

Learn about South Africa travel study program
Join us from 3 to 4 p.m. Wednesday, Dec. 11, in Eureka Hall, Room 1007, for an informational session on the South Africa travel study program. You’ll learn about the historic journey toward reconciliation and conflict resolution in post-apartheid South Africa and hear about the opportunity to receive three general education credits.

Professors Ernest Uwazie and Marlyn Jones will lead the travel study program on “Peace and Conflict Resolution in South Africa” from July 15-29, 2014. The trip includes a visit to Robben Island, where Nelson Mandela was imprisoned. You’ll find additional information at www.cce.csus.edu/travelSAfrica, or you can email Uwazieee@csus.edu with the subject line “South Africa Travel Study.”
Submitted by the College of Continuing Education

Testing Center finals notification
Fall semester grades are due Thursday, Jan. 2. Final exams taken at the Testing Center during the week of Dec. 16-20 should be picked up no later than Monday, Dec. 23, to receive exams before this deadline. There is no guarantee that exams taken Thursday, Dec. 19, or Friday, Dec. 20, and mailed through campus mail will be received in department offices before the Christmas break. We highly recommend that all faculty and staff pick up exams if their students test at the Testing Center in the last few days during finals week. Please contact the Testing Center at 278-6296 or testingcenter@csus.edu if you have any questions.
Submitted by the Testing Center

Student writing submissions
The Faculty Senate Reading and Writing Subcommittee invites you to submit one of your students’ pieces of writing to Writing the University, the online journal of undergraduate and graduate student writing, found at www.csus.edu/wac/journal. Any genre of writing (critical analysis, book review, lab report, case study, etc.) from any discipline is welcome. The guidelines for submissions can be found on the website. The deadline for submissions for the 2014 edition is Friday, Jan. 10.
Submitted by the Faculty Senate
**Student Research Symposium 2014**
The Student Research Symposium is an afternoon event to celebrate and recognize the outstanding scholarly accomplishments of our students. All currently registered undergraduate and graduate students are eligible to participate, either by sharing a research poster or making an oral presentation. Alumni who received their degrees in 2013 also are eligible and encouraged to participate. Faculty, staff and students are encouraged to attend the event from 11 a.m. to 5 p.m. Friday, Feb. 28. Please see [www.csus.edu/research](http://www.csus.edu/research) for more information.

*Submitted by Faculty Research Development*

**The WELL will host spring Start Strong fitness and membership program**
The Start Strong program at The WELL, designed for faculty and staff only, will help kick-start your exercise routine. Whether you are a beginning or an advanced exerciser, this program will provide 12 weeks of consistent workouts in a supportive group setting.

The 30-minute classes will run for 12 weeks starting Wednesday, Jan. 7, at 5:15 p.m. Tuesdays and Thursdays, and 12:15 p.m. Fridays. The cost is $37.50 per month. The total cost of classes for 12 weeks and membership for four months is $150. Membership then continues at the current affiliate EFT rate ($31 per month). For more information or to sign up, email [membership@thewellatsacstate.com](mailto:membership@thewellatsacstate.com).

*Submitted by The WELL*

**Winter Bowling League**
The Sacramento State Winter Bowling League is coordinated by University Police and will engage staff and faculty in a fun-filled, six-week competition at Capitol Bowl, 900 West Capitol Ave., West Sacramento. The league will run Mondays from Jan. 6 to Feb. 10. Practice begins at 5:45 p.m., with the start time at 6. League play will consist of three games per night. Competing teams will change from week to week. Teams will consist of four players, and substitutes may be used. The cost is $10 per player per night. Each squad is responsible for a $40 payment each night, even if fewer than four players show up. Typically, no-shows pay the $10. Shoes may be rented for $2 per night. To register, contact Serena Fuson at [sfuson@csus.edu](mailto:sfuson@csus.edu) by Thursday, Jan 2.

*Submitted by University Police*

**Violence in the workplace prevention training**
This training is a one-hour presentation of information regarding University policy on violence in the workplace, applicable campus statistics, crime prevention, 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. Materials will be provided. Class participation is required by Cal-OSHA and the University; all faculty, staff and student employees need to attend the training every three years. The next training session will take place from 9 to 10 a.m. Tuesday, Dec. 10, in the University Union, Hinde Auditorium. To RSVP for the training, please email [barnettkj@csus.edu](mailto:barnettkj@csus.edu).

*Submitted by the Department of Public Safety*

**Faculty Teaching Assignment Report update**
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 2013. The report displays detailed information regarding faculty teaching load, such as course sections, student course credits, section enrollment, student FTE and weighted teaching units (WTU) by individual faculty member and department.
To view the report, go to www.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 Office of Institutional Research*

**Faculty professional activities**
The latest faculty professional activities are available at
*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*

**Data center’s yearly winter maintenance**
IRT plans a shutdown of the campus data center from 6 a.m. to 7 p.m. Saturday, Jan. 11, for yearly planned maintenance on key systems. This outage will affect most campus technology services. While there is no ideal time to shut down systems for maintenance, we try to pick the lowest usage times twice a year, once in summer and once during winter break. We ask that you keep this date in mind when planning any winter break activity or class.

Affected systems include:

- Email
- The University home page
- My Sac State (the portal)
- Student, faculty and employee centers
- SacCT (both the old and new learning management systems)
- SacVault (Data Warehouse)
- Internet Access and Wireless Access
- NetApp file services (N:, P: and U: drives)
- VMware infrastructure and virtual servers

If you have questions or concerns, please call the IRT Service Desk at 278-7337.
*Submitted by Information Resources and Technology*

**Computer system maintenance**
Please note that maintenance on campus-wide computer systems is performed most Tuesdays between midnight and 6 a.m. Some systems may be temporarily unavailable during this time. The early Tuesday time period is used for maintenance because few campus services are accessed online during that time. If you have questions or comments about the maintenance period, please contact the IRT Service Desk at 278-7337 or send comments to ITFeedback@csus.edu.
*Submitted by Information Resources and Technology*

**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

W-2 forms
W-2 forms for 2013 will be mailed to an employee’s current mailing address by the end of January 2014. You can check the mailing address on file by logging on to My Sac State and visiting the Employee Center. You can review 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 the Payroll Services office in Del Norte Hall 3006. If you have further questions about the W-2 process, you can contact Payroll at 278-6211 and someone will be able to assist you. To ensure that your W-2 is delivered to the correct address, please verify your current address and make necessary address changes prior to Monday, Dec. 16.

Conduct policy reminder
As the semester draws to a close, many members of the campus community will be celebrating the holiday season with faculty, staff and student parties or other University-related social events. Such events are wonderful opportunities for everyone to unwind after a semester of hard work. While the main focus of these events should be on fun and holiday cheer, the Office for Equal Opportunity wants to remind everyone that Sacramento State and CSU policies addressing student and employee conduct, specifically Executive Orders 1074 and 1089, remain in effect during these events, whether on or off campus.

Therefore, when attending University-related social events, please be aware of the effect that any unwelcome conduct (inappropriate jokes/comments, unwelcome touching, etc.) could have on others. Finally, for social events where alcohol is served, please remember to drink responsibly. Executive Orders 1074 and 1089 may be found at http://www.calstate.edu/EO-1074.html and http://www.calstate.edu/EO-1089.html.

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 following employee has been approved for the Catastrophic Leave Donation Program:

Jennifer White, Financial Aid Office