



December 11, 2017

Nominations are open for the Women of Influence Awards

The annual Women of Influence Awards recognize outstanding Sacramento State female students, faculty and staff who have made an impact on the campus and in their communities. The nominations are followed by an awards ceremony at 6 p.m. Wednesday, March 14, in the University Union, Redwood Room. Please take the time to reflect on the year and recognize leaders who really have made a difference. The awards recognize one female faculty member, one staff member, one student leader and one residential student leader. Submit your nomination at orgsync.com. If you have questions, please contact Aja C. Holmes, Ph.D., at aja.holmes@csus.edu.

Submitted by Housing and Residential Life

Sac State fund supports struggling students this month

December gifts to the Sac State Fund will be dedicated to assisting the Student Emergency Housing and Student Emergency Grant programs. These programs are essential to addressing student housing and food insecurity issues, which become even more prevalent this time of year. Our students care about the world around them and are pursuing their dream to give back to the community. During this season of giving, we invite you to join us in giving back to our students. These gifts provide hope for students facing crisis through emergency grants and the security of housing or a meal when their resources are exhausted. When you give to the Sac State Fund, you allow students to focus on their dreams and their future.

To learn more about these student resources and to support the Sac State Fund, please go to swarmfunding.csus.edu

Submitted by Annual Giving

Celebrate the retirement of Carol Downey, Humanities and Religious Studies

Please join us for a retirement celebration for Carol Downey from 2 to 4 p.m. Wednesday, Dec. 13, in Mariposa 5000. Carol is retiring after 28 years of service to the University, the last 11 in Humanities and Religious Studies. If you would like to contribute to a campus gift, please send your donation to Brad Nystrom (nystromb@csus.edu), campus zip 6083.

Submitted by Humanities and Religious Studies

Chancellor's Doctoral Incentive Program

The Chancellor's Doctoral Incentive Program provides financial assistance to individuals who show promise as doctoral students and are interested in CSU instructional faculty positions. While enrolled in full-time doctoral study, selected participants may borrow up to \$10,000 annually through the program, limited to \$30,000 over a five-year period. If a participant obtains a full-time instructional faculty position at a CSU campus after completion of the doctoral degree, the loan principal and interest are forgiven at the rate of 20 percent of the original loan balance for each year of service.

Participation in the program is not limited to individuals with a prior connection to the California State University. However, applicants must be formally sponsored by a full-time, tenure-track member of the CSU faculty.

Application deadline is Wednesday, Jan. 31. For the application and more information, go to calstate.edu/cdip or contact the Graduate Diversity Office at 278-3834.

Submitted by the Office of Graduate Studies

Education doctorate to host information session Jan. 8

The Doctorate in Educational Leadership Program will host a prospective student Information Session from 7:30 to 8:30 p.m. Monday, Jan. 8, 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

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

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

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

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.

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
- Harvey Stark, Humanities and Religious Studies
- Susan Wycoff, Graduate and Professional Studies