



Dec. 12, 2016

## News

### **University to celebrate 3,800 grads at Winter Commencement**

Winter Commencement ceremonies will be held at Sleep Train Arena for the final scheduled time on Friday, Dec. 16, and Saturday, Dec. 17. Nearly 3,800 students are eligible to walk across the stage – the highest eligible number of graduates for Winter Commencement in the past five years. Among the highlights, Sacramento Mayor-elect Darrell Steinberg, who will be sworn into office Tuesday, Dec. 13, will be the community Commencement speaker at the College of Social Sciences and Interdisciplinary Studies ceremony at 11:30 a.m. Dec. 16.

Sac State will continue to feature a live-stream feed of the ceremonies with remote- and replay-viewing (available through the streaming link at [csus.edu/commencement](http://csus.edu/commencement)). There also will be an inaugural live-stream viewing party Dec. 16 and 17 in Mariposa Hall for guests who are unable to attend the ceremonies or do not have tickets. For more information: <http://bit.ly/2hfmXxp>.

Look for full coverage of the two days of pride and joy on the University's official [Facebook](#), [Twitter](#), and [Instagram](#) channels – and, new this year, on [Storify](#). Congratulations to all our grads!

*Submitted by the Office of Public Affairs and Advocacy*

### **Campus safety work: Learn more at PG&E open house**

PG&E will host an open house from 11 a.m. to 1 p.m. Wednesday, Dec. 14, in the University Union, Orchard Suite, to talk with the campus community about important upcoming safety work. This work is part of PG&E's ongoing efforts to build a safer and more reliable gas system.

When trees, brush, and other items are located too close to a gas transmission pipeline, they can delay safety crews in accessing the pipeline in an emergency or performing important maintenance work. PG&E crews will be removing and replacing 16 trees on campus that were identified as being too close to a pipeline. The University has identified an additional 11 dead or diseased hazard trees that also will be trimmed or removed for safety reasons as part of this work.

Representatives from PG&E and Facilities Management will be on hand to share information and answer questions about the planned work, which is expected to begin Saturday, Dec. 17, and take approximately five weeks to complete. For more information, please visit [pge.com/GasSafety](http://pge.com/GasSafety) or contact Tonya Kamaloni at (916) 213-7594 or [tonya.kamaloni@pge.com](mailto:tonya.kamaloni@pge.com).

*Submitted by the Office of Public Affairs and Advocacy*

### **Give the gift of mentorship through 'U' Mentor**

The Sacramento State "U" Mentor Program invites you to give the gift of mentorship to a student in 2017. The "U" Mentor Program is designed to mobilize efforts to better support

students throughout their academic tenure at the University. Mentorship helps to build connection and community, and creates an atmosphere of belonging and self-directedness through the resources that the mentoring relationship provides. Sign up today at [studentaffairs.webhost.csus.edu/apps/umentor/oncampus/mentor.aspx](http://studentaffairs.webhost.csus.edu/apps/umentor/oncampus/mentor.aspx). If you have questions about the program, please contact us at [degreesproject-03@csus.edu](mailto:degreesproject-03@csus.edu).  
*Submitted by the DEGREES Project*

### **Dreamer Resource Center announces Student Emergency Grant Fund**

The Dreamer Resource Center (DRC) has established the DRC Student Emergency Grant Fund, which is designed to help students remain in school when the completion of their college education is threatened by financial circumstances that are out of their control. The mission of the Dreamer Resource Center is to make the dream of a college degree a reality for undocumented students and students with mixed-status families at Sacramento State.

Donations to the DRC Student Emergency Grant Fund can be made at <https://online.sacstatealumni.com/default.aspx?page=GIVEGiving>. Donors must indicate "other" in the "Designation" field, and under "Account" specify "Dreamer Resource Center Student Emergency Grant." Checks can be sent to the University Foundation at Sacramento State, 6000 J St. MS 6030, Sacramento, CA 95819. Checks must be made payable to "University Foundation at Sacramento State" and in the memo line or an accompanying letter indicate "Dreamer Resource Center Student Emergency Grant."

*Submitted by the Dreamer Resource Center*

### **Application deadline nears for two Project INSPIRE minigrant programs**

The Developing Hispanic Serving Institution (DHSI) Project INSPIRE is accepting applications for two minigrant programs: "Student Peer Programs" and "Analytics." The goal of Project INSPIRE 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. The Analytics minigrants will support research and exploratory studies that utilize program and institutional data to understand and address inequities in student success.

Visit [csus.edu/ctl](http://csus.edu/ctl) for applications. The deadline to submit your application to the Center for Teaching and Learning is Monday, Dec. 19.

*Submitted by the Center for Teaching and Learning*

### **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](mailto: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*

### **Capital Fellows Programs applications due by Feb. 13**

This is a reminder that the Capital Fellows Programs application deadline is Monday, Feb. 13, for the 2017-18 class. These fellowships offer a unique opportunity to work for 10 to 11 months as a full-time paid staff member in the state Assembly or Senate, California's executive branch, or the California judiciary. For detailed information about the fellowships and applications, visit [csus.edu/calst/programs](http://csus.edu/calst/programs). Please share this information with students, staff, faculty, and alumni.

*Submitted by the Center for California Studies*

### **Student participants, faculty jurors sought for 2017 Student Research Symposium**

The Student Research Center is pleased to announce that the annual Student Research Symposium will take place from 9 a.m. to 1:30 p.m. Tuesday, March 7, at the University Union. This high-profile campus event provides students an opportunity to present their research, and scholarly and creative activities to the campus community in oral or poster presentations. Students present their work and compete for the Provost's Awards for Research Excellence. Faculty mentors of winning students also receive professional development awards.

Faculty jurors are needed to judge student presentations at the symposium. In addition to encouraging your students to participate in the symposium, please consider serving as a juror. Additional information and the registration form can be found at [csus.edu/research/studentresearch/studentresearchsymposium.html](http://csus.edu/research/studentresearch/studentresearchsymposium.html). Please direct questions to the Student Research Center at [student.research@csus.edu](mailto:student.research@csus.edu).

*Submitted by the Student Research Center*

### **Call for abstracts for special issue of *JTLPS***

The *Journal of Transformative Leadership and Policy Studies* is calling for abstracts for a special issue on the theme "Learning to Lead as If the Future Matters for All Students: Developing and Advancing a New Kind of Educational Leadership for the 21st Century." Abstracts are due Wednesday, Feb. 1. See submission details on the *Journal* tab at [csus.edu/edd](http://csus.edu/edd).

*Submitted by the Doctorate in Educational Leadership/College of Education*

### **Holiday events reminder**

As the fall semester draws to a close, many faculty, staff, and students will celebrate the holiday season with other campus community members at 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, specifically Executive Orders 1096 and 1097 – the systemwide policies prohibiting discrimination, harassment (including sexual harassment/sexual misconduct), and retaliation – remain in effect during these events, whether on or off campus.

When attending University-related social events, please be aware of the effect that unwelcome conduct (e.g., 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 1096 and 1097 may be found at [calstate.edu/eo/EO-1097-rev-10-5-16.pdf](http://calstate.edu/eo/EO-1097-rev-10-5-16.pdf) and [calstate.edu/eo/EO-1096-rev-10-5-16.pdf](http://calstate.edu/eo/EO-1096-rev-10-5-16.pdf).

*Submitted by the Office for Equal Opportunity*

### **Faculty professional activities**

The latest faculty professional activities are available at

[csus.edu/news/articles/2016/10/1/Professional-activities,-October-December-2016](http://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](http://csus.edu/acse).

*Submitted by the Faculty Senate*

### **Security tip: Protect those passwords**

All CSU users must exercise care by choosing passwords that are difficult to compromise or access. Failure to do so can jeopardize CSU systems and information. For example, words commonly found in the dictionary, birthdays, or anything related to the user's personal life should not be used. This does not rule out passwords that are easy to remember; for example, combining numbers or punctuation with one or more words could produce an easy-to-remember, hard-to-guess password.

*Submitted by the Information Security Office*

## **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](http://csus.edu), log onto My Sac State using your username and password, 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 carry-over hours. Those who do not have access to a computer may request a printout from their department timekeeper.

Exceptions to the carryover policy must be approved by the Office of Human Resources prior to 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, 2017. For managers, any vacation carried forward must be used by the end of March 2017. In addition to the 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 ([csus.edu/hr/docs/payroll\\_forms/vacation\\_rollover\\_request.pdf](http://csus.edu/hr/docs/payroll_forms/vacation_rollover_request.pdf)). The form must be

submitted by the program center manager to HR at zip 6032 by Friday, Dec. 23, for approval. For more information, contact Human Resources at 278-6078.

### **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](http://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:

- Joshua Bakke, University Transportation and Parking Services
- Bradley Buchanan, English
- Serena Hoffman, CBA
- Brian Sarantopulos, Reprographic Services