News

**Holiday food drive offers two ways to give**
The California State Employees Holiday Food Drive is in its final week! 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 Blanco (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*

**Campus eateries’ hours during Finals Week**
To see Finals Week hours of operation for all campus eateries, check the Campus Eateries page at [www.dining.csus.edu/campus-eateries/](http://www.dining.csus.edu/campus-eateries/) on the Campus Dining website.
Winter break hours of operation will be available on the Campus Eateries page starting Monday, Dec. 23. Also, Burger King Express, located in the University Union, is the only eatery on campus open Monday, Dec. 23. Its hours will be 11 a.m. to 2 p.m.

Visit the Campus Dining website, your comprehensive source for eatery locations, menus and filters to help you search eateries by food type, cuisine, dietary options, location, payment type and price range.

Submitted by University Enterprises Inc.

Epicure offering holiday specials
Epicure restaurant at the University Union is pleased to offer three holiday specials through Dec. 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.

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

Parking Lot B will be closed Dec. 18
As part of the strategic planning process, Sacramento State is seeking input from a number of people from the region. The community members are participating in focus groups on campus on Wednesday, Dec. 18. To accommodate the participants, University Transportation & Parking Services will close Parking 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

One World Initiative theme will continue in spring
The One World Initiative’s 2013-14 theme, “Global Perspectives on Migration,” generated more than 15 events this fall. The campus community is invited to continue the discussion of migration in the spring. You can participate by including the theme in your courses or by hosting a migration-related event.
To let us know about a course that you will be including migration within or about a migration-related event, email us at oneworld@csus.edu.

Watch for another full calendar of events in the spring, including the One World end-of-year celebration, by visiting our website, www.csus.edu/oneWorld.

Submitted by Geology/One World

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

Panetta Congressional Internships
Each year, the Panetta Institute invites CSU presidents to nominate an outstanding undergraduate (junior or senior) student leader from each campus to participate in the fall semester Congressional Internship in Washington, D.C. The program is fully funded to allow participation by any qualified student. Student benefits include: a two-week orientation at the Panetta Institute in Monterey Bay; an 11-week congressional internship in Washington; academic program and unit accrual; the cost of academic fees and tuition; food and housing; a living stipend; academic materials; and air and ground transportation.

Applications are due in the spring semester. More information is available at www.csus.edu/calst/Panetta_Institute_Congressional_Internship.html.

Submitted by the Center for California Studies

The WELL hosting 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 run for 12 weeks starting Wednesday, Jan. 7, at 5:15 p.m. on Tuesdays and Thursdays, and 12:15 p.m. on 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.

Submitted by The WELL

SHCS provides training on suicide prevention and mental health awareness
Student Health and Counseling Services offers trainings free of charge to the Sac State campus community. These include nationally recognized programs such as Applied Suicide Intervention Skills Training (ASIST), Safe TALK and Mental Health First Aid. Faculty, staff and students are welcome to attend. Participants will be accepted on a first-come, first-served basis. Please see our website (https://shcssacstate.org/counseling-services/trainings) for training listings, descriptions, dates and times. Registration is required and can be completed on our website.

Submitted by Student Health and Counseling Services
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 by Thursday, Jan 2.
Submitted by University Police

Faculty professional activities
The latest faculty professional activities are available at www.csus.edu/sacstatenews/Articles/2013/11/ProfessionalActivities11-04-13.html.
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

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 Information Resources and Technology

Human Resources

W-2 forms
W-2 forms for 2013 will be mailed to employees’ current mailing address on approximately Wednesday, Jan. 15. The mailing address that the State Controller’s Office has on file will be printed on the November pay warrant. Please verify your current mailing address. If the address is incorrect, you can change that information by logging on to My Sac State and visiting the Employee Center. You can review your “Personal Information Summary” and submit your change online by clicking “Change Home Address.” If you are unable to access your information online, you can change your address at Payroll Services, located in Del Norte Hall 3006.

If 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 any necessary address changes prior to Monday, Dec. 16.

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 employees have been approved for the Catastrophic Leave Donation Program:

Jennifer White, Financial Aid Office