Some campus street names are changing
Some of Sacramento State’s campus streets are being renamed, and others are getting names for the first time. The changes are being made to make it easier for people to find their way around Sac State and avoid confusion for first responders.

Portions of State University Drive are being renamed to eliminate the east, west, north and south suffixes. State University Drive East will drop the “East” designation and will extend from Folsom Boulevard to J Street, meaning that the so-called “Esplanade” will cease to exist, and visitors entering the north end of campus can be directed to turn at State University Drive.

State University Drive North will become Arboretum Way, and the “West” and “South” portions will become extensions of College Town Drive. The “State University Drive” that runs between Facilities and Yosemite Hall will be changed to Red Oak Way. The short and currently nameless streets now will have names such as Black Oak Drive on the east side of Parking Structure 3.

To view the changes, visit www.csus.edu/campusmap. New signs will start going up Monday, Jan. 6.

Submitted by Facilities Services

Campus eateries’ hours during winter break
Winter break hours of operation are available starting Monday, Dec. 23, on the Campus Eateries page at www.dining.csus.edu/campus-eateries/. Also, Burger King Express, located in the University Union, is the only eatery on campus open Dec. 23. Its hours are 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.

Campus heating over winter break
The campus will be closed for the holidays from Tuesday, Dec. 24, through Wednesday, Jan. 1. It makes excellent sense to save energy and money during this time. The Central Plant boilers will be turned off at the end of the afternoon today to save energy and allow for yearly maintenance activities. 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 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

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

Library User Services no longer taking Course Reserve items
The University Library’s User Services department is no longer accepting Course Reserve items that can be made available in an electronic format via SacCT. This includes scanned articles, book excerpts or chapters, electronic links to journal articles, eBooks and course readers.

We welcome your submissions in Spring 2014 for books that are not available in an electronic format. Please use the form at http://apps.lib.csus.edu/ocls/crbookrequest.php to submit material at least two weeks in advance of the date that course materials will be used in class.
Submitted by University Library

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 tested 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](http://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*

**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 Tuesday, 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](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*

**Faculty professional activities**
The latest faculty professional activities are available at [www.csus.edu/sacstatenews/Articles/2013/11/ProfessionalActivities11-04-13.html](http://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](http://www.csus.edu/acse).

*Submitted by the Faculty Senate*

**Security tip: Protect your password**
Ideally, passwords are never written down – especially in a readily decipherable form – or stored in a clear or unencrypted format and left in a place where an unauthorized person might discover them. Putting your password in an easily decipherable form in a place where someone could find it, such as under your keyboard or phone, is not safe. Be sure you safeguard your passwords at all times.

*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 was 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.

**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](http://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