News

New look for the Human Resources website
The Office of Human Resources is pleased to announce a new look for its website. Please take some time to visit the new site at www.csus.edu/hr. We hope the updated website will better provide you with the information, tools and resources necessary for Human Resources-related matters.

As part of our ongoing effort to improve the usefulness of our website, we will continue to add content throughout the site. If something is missing that you think would be helpful, please click on “Submit a Suggestion” in the Quick Links section of the HR home page and provide your feedback. Please also note that with the new look, many of the web pages and links to Human Resources forms have changed. If your department website has links to Human Resources web pages or forms, please review and update as necessary.
Submitted by Human Resources

Active Minds chapter recognized for promoting student mental health
Student Affairs is proud to share some very good news about the campus peer health education program, Active Minds. Sac State’s Active Minds chapter was recently awarded a “5 star” designation in recognition of its accomplishments in promoting student mental health.

Since its inception in 2010, Active Minds has worked to empower students to speak openly about mental health, to support students in making lifestyle changes that promote sounder mental health, and to encourage students to seek help when they need it. Toward these goals, Active Minds has participated in national mental health awareness campaigns, developed collaborative campus events and demonstrated strong student leadership. Additionally, Sac State student and chapter member Ravneet Kang was recently honored with the Mental Health Champion Award from the Sacramento County Division of Behavioral Services.

For more information about Active Minds, to get involved or to request a presentation, please contact Kalyn Coppedge at coppedge@csus.edu.
Submitted by Student Affairs

Jana Noel joins Public Affairs and Advocacy for Spring semester
After serving the Fall semester of her American Council on Education Fellowship at Saint Mary’s College of California, Professor Jana Noel will serve in the Sacramento State Office of Public Affairs and Advocacy in Spring 2013. She will resume her longstanding work on building, strengthening and documenting Sacramento State’s community relations and community engagement projects and initiatives. This will build on her most recent work as Provost’s Fellow for Community and Civic Engagement, and continue her national work conducting and presenting research on the Carnegie Community Engagement Classification process.
During her stint with the Office of Public Affairs and Advocacy, she will work with community constituents and campus units to help communicate how the University fulfills its role as a valued and engaged regional partner.

Submitted by Public Affairs and Advocacy

Panetta Internship applicants sought
Students are invited to apply for the Congressional Internship Program offered by the Panetta Institute of Public Policy. One junior or senior will be chosen to work for a congressional office in Washington, D.C. The Fall 2013 internship will run Aug. 11-Nov. 9 and include a two-week orientation, the cost of tuition and fees, food and housing, and air and ground transportation. Applicants must have high academic achievement, submit a written essay, and be a U.S. citizen and California resident. The deadline for applications is Friday, Feb. 15. For more information, visit www.csus.edu/calst/Panetta_Institute_Congressional_Internship.html or contact Donna Hoenig-Couch in the Center for California Studies, 278-6906 or hoenigco@csus.edu.

Submitted by the Office of the President

One World Initiative’s Spring semester events
The One World Initiative’s theme, “Global Perspectives on Water,” continues this semester with 14 events already on the calendar, including a joint Ecology-Geology colloquium series with a water theme, a STEM lecture, an art exhibit titled “Bodies of Water,” an all-day water science and engineering exposition, a panel discussion on water issues in Africa, and the One World Initiative’s end-of-year celebration event.

The goal of Sacramento State’s One World Initiative is to promote global education through discussion of globally important topics through the lens of as many different disciplines as possible. To add your event to the calendar, please contact us at oneworld@csus.edu. For a full list of events, visit www.csus.edu/oneworld/index.html.

Submitted by One World Initiative/Geology

New campus eatery hours for Spring
Effective Monday, Jan. 28, University Enterprises Inc. (UEI) Dining Services has announced changes to the business hours of campus eateries for Spring 2013. For a complete list of eateries and their Spring hours: www.dining.csus.edu/campus-eateries/. For questions, please contact Nicole Johnson, Administration and Compliance manager, at 278-6376.

Submitted by UEI Marketing Services

NSSLHA’s annual conference
NSSLHA (National Student Speech, Language, and Hearing Association) of Sacramento State will host its annual conference on Feb. 9 from 8 a.m.-4:30 p.m. in the University Union. Seven seasoned professionals will speak about speech and language topics ranging from transgender/transsexual voice therapy to language development in fragile X syndrome.

Interested in communicative disorders, speech acquisition and hearing? Come to the vendor fair during the conference to speak with professionals and businesses alike. For more information, contact nsslhasac@yahoo.com or visit http://nsslhasac.yolasite.com/nsslha-conference-2013.php.

Submitted by Speech Pathology and Audiology

New Faculty Learning Communities
The Center for Teaching and Learning is accepting applications through Monday, Feb. 11, for two Faculty Learning Communities (FLCs). The first will explore the use of massive online
open courses (MOOCs) and the concept of “flipping” a classroom to improve student learning. The second will design and implement a pilot assessment project to examine student evidence of critical thinking.

Professional development funds are available upon completion of the FLC. Applications are available at ctl.csus.edu.  
Submitted by the Center for Teaching and Learning

**Common Data Set available online**  
The Common Data Set provides important data about Sacramento State to the publishers of college guidebooks and the education community in a standard format. The CDS is used in many publications and rankings, including Peterson’s Guide, publications from the College Board and U.S. News and World Report’s “America’s Best Colleges” guide.

The CDS is, in essence, a set of clearly defined data items used to share standard information about a college or university, with an emphasis on undergraduate education. The information covers data on admissions, enrollment, retention, class size, cost, financial aid and degrees awarded. Some of this data, such as financial aid and cost, are not included in our Fact Books. The Office of Institutional Research updates the CDS each year in January. The CDS for Sacramento State can be found at www.csus.edu/ori/Data%20Center/Common%20Data%20Set/cds/CDS_2012-2013.pdf.  
Submitted by the Office of Institutional Research

**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.

Upcoming trainings (all from 9-10 a.m. in the University Union, Hinde Auditorium):
- Monday, Feb. 11
- Tuesday, Feb. 19
- Wednesday, March 20
- Thursday, March 28
- Thursday, April 8
- Monday, May 6
- Thursday, May 16

To RSVP for the training, please email barnettkj@csus.edu.  
Submitted by the Department of Public Safety

**Professional activities**  
The latest professional activities are available at www.csus.edu/sacstatenews/Articles/2013/01/ProfessionalActivities_01-07-13.html.  
Submitted by the Office of Public Affairs and Advocacy

**Faculty Senate schedules**  
The Faculty Senate calendar for spring semester is available at: calendar.csus.edu/MasterCalendar/MasterCalendar.aspx.  
Submitted by the Faculty Senate
**Student workshops will mark Financial Aid Awareness Month**
The Financial Aid Office will host four Free Application for Student Aid (FAFSA) workshops in February, which is Financial Aid Awareness Month. These workshops are designed to provide students hands-on assistance in filling out their FAFSAs to receive financial aid for the Fall 2013 and Spring 2014 semesters. Each workshop will include free one-on-one service from a financial aid professional, and free food and prizes.

Dates, times and locations are: 11 a.m.-3 p.m. Tuesday, Feb. 12, Mendocino Hall 2003; 11 a.m.-3 p.m. Wednesday, Feb. 13, Mendocino Hall 2007; 5:30-7:30 p.m. Wednesday, Feb. 20, Mendocino Hall 2007; and 11 a.m.-3 p.m. Thursday, Feb. 21, Mendocino Hall 2003.

Students should be prepared to bring: parents’ information if dependent (under 24); spouse’s information if married; Social Security card and driver license/state-issued identification; 2012 bank statements and/or investment records; alien registration card if not a U.S. citizen; 2012 federal income tax return, W2 and/or records of any untaxed income (e.g., food stamps); and records of any child support paid. For more information, visit [www.csus.edu/faid/FA%20Awareness.html](http://www.csus.edu/faid/FA%20Awareness.html), or contact Financial Aid at 278-6554.

*Submitted by Financial Aid*

**Security quick tip**
Is it safe to store your passwords in a password-protected Word document? No. An attacker could easily locate password-protected files on your computer’s local drive, circumvent the password protection on the document and gain full access to all your accounts. Ideally, passwords are never written down manually or electronically. Sometimes writing down passwords cannot be avoided. If passwords must be written down, it is preferable to do so manually (not electronically) and only when the password list can be physically locked away with access to the list restricted to the password holder only. Never use the same password for CSU accounts and personal accounts.

*Submitted by the Information Security Office*

**Human Resources**

**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.htm#Disability](http://www.csus.edu/hr/forms.htm#Disability), by visiting the Human Resources Disability Leaves office in Del Norte Hall, Suite 3002, or by calling 278-3522.

The following employees have been approved for the Catastrophic Leave Donation Program:

- Sandra Loreto, Admissions
- Richard Filson, Mail Services
- Laura O’Neill, Mechanical Engineering