February 11, 2013

**News**

**Mulching Mania will promote sustainability**
Sacramento State’s Sustainability Team will partner with the Sacramento Tree Foundation to host Mulching Mania, an on-campus event to promote sustainable efforts to care for the University’s urban forest and landscaping. The event will include volunteers spreading organic compost and wood chips throughout the Main Quad on the north end of campus. These sustainable practices have the added benefit of further beautifying our campus. You are welcome to join the event from 10 a.m.-2 p.m. Tuesday, Feb. 19.

If you have any questions, please contact the Sustainability department at sustainability@csus.edu.
Submitted by Facilities Services

**This week’s One World event will focus on the South Bay**
The Ecology-Geology Colloquium Series will present a lecture, “The Good, the Bad, and the Muddy: Sediment Transport and South Bay Salt Pond Restoration” by Greg Schellenbarger of the U.S. Geological Survey, at 4:30 p.m. Tuesday, Feb. 12, in Mendocino Hall 1015. The lecture series is hosted by the Departments of Biological Sciences and Geology, the U.S. Fish and Wildlife Service, the California Landscape Conservation Cooperative and the Geological Survey.

For a full list of One World events, visit www.csus.edu/oneworld/OneWorld-events.html.
To submit your event, email oneworld@csus.edu.
Submitted by One World Initiative/Geology

**Robert Dugan named interim director of governmental and civic affairs**
Robert Dugan, a Sacramento State alumnus and veteran civic leader, has been appointed as interim director of governmental and civic affairs in the Office of Public Affairs and Advocacy. He will be responsible for fostering University relations with elected officials at the local, state and federal levels. In addition, he will support University efforts and partnerships with external organizations in regard to Sacramento regional workforce and economic development, and the University’s future growth and advancement.

Dugan brings more than 20 years of experience working with local, state and federal agencies as well as the constituencies they serve. From 10 years of service to members of the Legislature to the last 14 years representing business interests, he brings perspective on how governmental and civic processes are connected in our region and the role that the University plays in the fabric of society.

At Sacramento State, he graduated with honors, earning a degree in business administration and communications. He also has been a longtime community and civic volunteer. Over the past 20 years, he has held leadership positions with more than a dozen local nonprofit agencies, including the Sacramento Metro Chamber of Commerce.
Submitted by Public Affairs and Advocacy
CSUS Retirees Association creates scholarship
The CSUS Retirees Association has established a scholarship for campus faculty and staff members’ daughters and sons who attend Sacramento State. Two $1,500 scholarships will be awarded each year, beginning with the current scholarship cycle. Applicants must have completed 15 units at Sacramento State, have a minimum University grade-point average of 3.0, be a full-time student (12 units), and be at the sophomore, junior or senior class level. Financial need is not required but may be considered.

The Retirees Association, with about 170 members, conducts a variety of events and connects with 850 retirees via email. Providing support to students, faculty and staff is central to its mission. The association has donated $48,200 to campus entities thus far. Visit www.csus.edu/org/retirees/index.html for more information about the scholarship and the association. Questions may be directed to Retirees Association President Tom Griffith at tgriffith@csus.edu.

Submitted by the CSUS Retirees Association

Workshops organized by the Office of Academic Program Assessment
The Office of Academic Program Assessment, in collaboration with Academic Affairs and other offices, will provide three workshops this semester for interested faculty, department chairs and assessment coordinators to make our annual reports on student learning assessment and program review more effective and efficient:

- **Workshop I**: How to Plan and Write Effective Annual Assessment Reports; 10 a.m.-noon Wednesday, Feb. 13; University Union, Forest Suite
- **Workshop II**: How to Develop/Update Simple and Clear Assessment Plan and Learning Outcomes; 10 a.m.-noon Wednesday, March 13; University Union, Summit Room
- **Workshop III**: Information Resource Day for Program Review; 10 a.m.-noon Wednesday, April 24; University Union, Forest Suite

Attendance at one or all of these sessions is strongly encouraged. RSVP to Korin Vallejo at vallejo715@yahoo.com no later than 48 hours before the specific workshop date.

OAPA also is working closely with the Center for Teaching and Learning to conduct a Faculty Learning Community on critical thinking, based on an initiative from the Chancellor’s Office for which Sacramento State was selected as a participant. We seek faculty members from across all disciplines and programs to participate in this initiative. The FLC will meet from 2-4 p.m. on five Fridays this semester and five more next semester. Participants will receive $625 each in professional development funds and work in teams toward specified goals that improve assessment of critical thinking in the major and the University. The application deadline is Monday, Feb. 11. Interested faculty members are strongly encouraged to apply. Applications should be sent to CTL no later than 5 p.m. Feb. 11. Please visit ctl.csus.edu/?p=1132 for more details.

If you have any questions about the workshops or to participate in the FLC, please contact Dr. Amy Liu at amylius@yahoo.com.

Submitted by the Department of Sociology

Campus disaster/emergency preparedness training
Campus disaster/emergency preparedness training is a two-hour overview of what to expect during a disaster on campus and how to respond. The training, which should be taken every
three years, will be conducted from 9-11 a.m. Tuesday, Feb. 12, and Thursday, April 18, in the University Union, Hinde Auditorium. Attendees will get an overview of:

- The Multi-Hazard Emergency Plan
- The Building Safety Program
- The Emergency Operations Center
- Home disaster preparedness
- You as a disaster service worker
- Hazardous materials response
- Emergency Notification Systems

To register, email Bill Gnagy at gnagywb@saclink.csus.edu.

Submitted by Public Safety

**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 Public Safety

**American Heart Association courses offered by CCE**

Cardiopulmonary resuscitation and first aid classes are offered monthly by the College of Continuing Education, which is an American Heart Association authorized training center. Basic and advanced life-support courses are available for health care providers in addition to basic heart-saver courses designed for the general public.

For a complete list of AHA courses offered, please visit www.cce.csus.edu/AHA. For questions or to receive more information, please contact program coordinator Kim Ramirez at 278-5984 or kramirez@csus.edu.

Submitted by the College of Continuing Education

**Estate Planning 101**

The Office of Planned Giving hosts Estate Planning 101 seminars throughout the year for members of the Sacramento State community who are considering their estate plans. Topics covered include property and inheritance planning, wills, living trusts, charitable gift annuities, disability planning, estate taxes and probate. Upcoming Estate Planning 101 dates are Wednesday, Feb. 27, and Wednesday, April 17. Reservations are required.
Please visit www.csusgift.org for more information on Planned Giving or www.csus.edu/giving/estateplanning.stm for more information on Estate Planning 101. If you are interested in making a gift through your will or estate, or you have questions regarding Estate Planning 101, please call the Office of Planned Giving at (916) 278-3922.

Submitted by University Advancement

Weight Watchers at Work: New session is forming
University Enterprises Inc. is working to bring the Weight Watchers at Work program back to campus. We are looking at either a 12-week or 17-week series. Which series we end up with depends on how many paid participants we can recruit as soon as possible. Weekly meetings will be held from noon-12:50 p.m. each Tuesday in UEI’s Human Resources Conference Room, Suite 3009 in the Bookstore Building. We need at least five more paid participants to start the series. If you’ve been thinking about adopting a healthier lifestyle or losing weight, think Weight Watchers at Work.

For more information, please contact Nancy Blanton at 278-7006 or nancyb@csus.edu. If you know for certain that you’d like to join, please contact her as soon as possible so she can coordinate registration paperwork and payment for you in advance.

Submitted by UEI/Human Resources

Spring 2013 Career Fair
The Spring 2013 Career Fair is scheduled for 10 a.m.-2 p.m. Wednesday, Feb. 20, in the University Union Ballroom. Employers attending the fair will recruit students and alumni for full-time, part-time, internship and volunteer opportunities in a variety of industries. Students and alumni can obtain additional information regarding the Spring 2013 Career Fair, including a list of attending employers, by visiting www.csus.edu/careercenter or by connecting with us via Facebook at www.facebook.com/sacramentostaete.careercenter.

Submitted by the Career Center

Student workshops 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 or contact Financial Aid at 278-6554.

Submitted by Financial Aid

Study Abroad Program application deadline
The next Sacramento State Study Abroad Program application deadline is Friday, March 1. Please encourage your students to look into this life-changing opportunity. The Sac State and CSU systemwide study abroad programs allow our students to earn resident credit while
studying in another country. Students pay no international tuition fees to the university abroad, and those who normally receive financial aid can apply the aid to their studies abroad (except work study).

The Office of Global Education (Lassen Hall 2304, 278-6686) holds information sessions and individual advising appointments. Please refer your students to the OGE to learn more and get started with an application. If you have the opportunity to show the eight-minute video *Breaking Barriers* (found at [www.csus.edu/oge](http://www.csus.edu/oge)) in your classes and/or insert the video location into a message to your students, please do so.

*Submitted by the Office of Global Education*

**Information session coming on summer course in Hawai‘i**

The Ethnic Studies Department is offering a course on “The People & Institutions of Hawai‘i,” June 17-July 19. For two weeks of the course, students will travel to Honolulu, on the island of Oahu, to immerse themselves in the rich heritage of Hawai‘i.

Oahu, known as “the gathering place,” showcases a wide variety of ethnic populations. Visits to historical and community sites will expand on the curriculum, and special emphasis will be on the study of community-based organizations in Honolulu and how these organizations enhance student leadership development.

To learn more about this opportunity, come to our next information session from 4:30-6 p.m. Monday, Feb. 25, in Napa Hall 1007. For questions, please contact Professor Gregory Mark at markgr@csus.edu or 278-3783.

*Submitted by the College of Continuing Education*

**CAPS offering workshops**

Counseling and Psychological Services is offering several workshops and therapy groups for students, focused on a variety of topics. Workshops will begin the week of Feb. 18 and run through Friday, April 12, covering subjects such as healthy sleeping habits, test-taking anxiety, study skills, communication and motivation. Therapy groups will run through the entire semester and have limited spots. A complete list of workshops and therapy groups is available on the CAPS website, [www.csus.edu/psysrv/Services/GroupsWorkshops/groupsworkshops.html](http://www.csus.edu/psysrv/Services/GroupsWorkshops/groupsworkshops.html).

Workshops and therapy groups are free to all currently enrolled, eligible Sac State students. For more information about CAPS: [www.csus.edu/psysrv/](http://www.csus.edu/psysrv/).

*Submitted by Student Health and Counseling Services*

**Community Health and Wellness Fair in May**

A Community Health and Wellness Fair is scheduled for 10 a.m.-3 p.m. Sunday, May 5, in the University Union, Redwood Room. Free public parking will be available in Parking Structure II. The fair will include multiple free health screenings (glucose, blood pressure, vision, dental, hearing and body mass index). Free consultations will be provided by licensed health professionals. In addition, major organizations will have booths and will be giving out goodies and health information.

This free event is for the community. All ages and backgrounds are encouraged to attend.

*Submitted by the Hmong Health Alliance at Sacramento State*
Professional activities
The latest professional activities are available at www.csus.edu/sacstatenews/Articles/2013/02/ProfessionalActivities_02-11-13.html. Submitted by the Office of Public Affairs and Advocacy

Faculty Senate schedules
The Faculty Senate calendar for Spring semester is available at www.csus.edu/acse/. On that page, click on "Calendar" on the right under "2012-13 Senate Info." Submitted by the Faculty Senate

Security quick tip
Does handling your communication off the computer mean that you don’t have to worry so much about information security? No. Information security applies to more than just computer use. You must always secure protected information by limiting access to those who need to know.

When talking on the phone about protected information, be sure that unauthorized people cannot overhear the conversation. When sending protected faxes, be sure an authorized person is on the receiving end to pick them up as soon as they are sent. When leaving voicemails about confidential issues, be sure the system can’t be accessed by others. (It should be a password-protected individual message box, not a department office voice message box where multiple people can access the message.) Submitted by the Information Security Office

Human Resources

CSU/CSUS Fee Waiver Program for Fall 2013
The Office of Human Resources – Professional Development and Training will distribute CSU/CSUS Fee Waiver and Reduction forms for Fall 2013 beginning Monday, March 4. The deadline for submission of the completed forms and all supplemental documents is Friday, April 12.

Forms may be picked up in Del Norte Hall Room 3010D after you have been determined to be eligible for the program. We encourage all interested Sacramento State employees seeking information about the program to visit our website at www.csus.edu/hr/departments/professional%20development%20and%20training/fee%20waiver.html and select “Employee Fee Waiver.”

Noontime and After-Work Wellness programs starting
Beginning Monday, Feb. 11, we invite you to reduce stress and meet your daily physical activity needs by participating in our Noontime and After-Work Wellness programs. We encourage you to find a partner and spend an evening learning ballroom dancing, find peace of mind during lunch in a yoga class, and get that cardio workout with aerobics and zumba.

Help us help you fulfill your new year’s resolution by making it a practice to engage in healthful activities. Please visit our website at www.csus.edu/hr/departments/professional%20development%20and%20training/noonwellness.html for registration and additional offerings/information.

HR Competencies Overviews and training opportunities
The HR Competencies Overviews provide managers and supervisors with key information. You will learn what you need to know in the areas of collective bargaining, performance
management, harassment and retaliation, disability leaves and more. We encourage managers and supervisors to take advantage of new opportunities to develop their skills. To register, please visit www.csus.edu/hr/departments/professional%20development%20and%20training/training.html and select the overview(s) of interest.

Workplace Bullying: What Everyone Needs to Know
In this workshop, participants will gain a better understanding of workplace bullying – what it is, what it isn’t, and the effects within organizations/departments. Participants will understand what to do if they witness bullying, have a bully on their team or in their department, and if they are accused of being a bully. Two sessions of the workshop will be held Friday, April 12. To register, please email training_development@csus.edu and include “Workplace Bullying registration” in the subject line.

If you have questions about any of the programs or offerings listed above, please contact Kim Harrington at harringtonkc@csus.edu.

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, 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:

Richard Filson, Mail Services
Sara Henry, Student Organizations and Leadership (vacation donations only)
Laura O'Neill, Mechanical Engineering