March 4, 2013

News

Chancellor White to hold open forum during visit
California State University Chancellor Timothy P. White invites all members of the campus community to an open forum from 2:30-3:30 p.m. Monday, March 11, in the University Union Ballroom. The forum is part of the Chancellor’s visit to Sacramento State.
Submitted by the Office of the President

Campus unity chats
Students, faculty and staff are invited to “unity chats” and informal conversations about issues, events and topics of interest to our campus community. Join the President’s Committee to Build Campus Unity at noon Tuesday, March 5, for engaging discussions and complimentary Danish and coffee at the Hornet Bookstore.
Submitted by the President’s Committee to Build Campus Unity

One World lecture to focus on Salton Sea
The Ecology-Geology Colloquium Series presents “Why the Big Stink Over the Salton Sea: Its History, Problems and Solutions,” a lecture by Lee Case of the U.S. Geological Survey, at 4:30 p.m. Tuesday, March 5, in Mendocino Hall 1015. The 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 Initiative events, visit www.csus.edu/oneworld. Let us know about your water-related events by emailing oneworld@csus.edu.
Submitted by One World Initiative/Geology

Join in University’s first One World end-of-year celebration
Students from all disciplines are invited to submit proposals for papers, posters, presentations, installations and performances to be showcased at a Student Symposium on Water from noon-3 p.m. Monday, April 29, in the University Union, Redwood Room. Three water-related themes have been chosen to encourage interaction and the exchange of ideas among students from a diverse set of disciplines, and to include a broad range of global perspectives on the theme of water. We encourage proposals to present work in whatever format best fits the discipline. For more information on the event and the three themes, as well as links to the submission form, visit www.csus.edu/oneworld/OneWorld-2013%20event%20student%20symposium.html.

The deadline for proposal submission is Friday, March 22. Email your submission to oneworld@csus.edu.
Submitted by One World Initiative/Geology

Mulching Mania coming March 14
The Sac State Sustainability Team and the Sacramento Tree Foundation will team up Thursday, March 14, to promote sustainability by spreading mulch in the Main Quad (near Lassen Hall). There’s still time to volunteer. No experience is necessary; we will train you on
the day of the event. Tools and gloves will be provided. All you need to bring is a willingness to make Sac State the best that it can be. Two shifts will be available: 10 a.m.–noon and noon–2 p.m. Contact your Sustainability Team at sustainability@csus.edu.

Submitted by Facilities Services

Camellia International Dance Festival
University Union UNIQUE Programs, in collaboration with the Sacramento International Folk Dance & Arts Council, the Folk Dance Federation of California and Associated Students Inc., will present the 57th annual Camellia International Dance Festival from Friday, March 8, through Sunday, March 10. The three-day festival will feature traditional dance groups representing cultures from around the world, and will include live performances and dance workshops. For details, including ticket prices: sacstateunique.com.

Submitted by UNIQUE Programs

Reception to honor international research scholars
The Sacramento State Omicron Chapter of Phi Beta Delta, the Honor Society for International Scholars, invites the campus community to its Spring 2013 reception to honor international research scholars who are now on campus. The reception will be from 2-4 p.m. Friday, March 8, in the University Union, Forest Suite (second floor).

Submitted by the Office of Global Education

Serna Center to present Dr. Caroline Turner
The Serna Center will present Dr. Caroline Turner, lecturing on "Cultivating Diversity and Success in Higher Education," from noon-1:15 p.m. Wednesday, March 6, in the University Union, Hinde Auditorium. The lecture is free and open to the public. A reception will follow from 1:30-2:30 p.m. in the Multi-Cultural Center.

Submitted by the Serna Center

Capital Public Radio documentary focuses on adults with autism
Capital Public Radio aired The View From Here: Autism Grows Up on Friday, March 1. This multimedia documentary project follows four autistic adults seeking lives of choice and opportunity. Freddie Topete transferred into the Sac City Adult Transition Program at Sacramento State last fall. His family counts on special education programs to expand Freddie’s horizons and increase his ability to communicate and socialize with others. In two years, this 20-year-old will age out of school-based support services and will need to begin again at an adult day care program. Hosted by Beth Ruyak, The View From Here: Autism Grows Up is available at capradio.org.

Submitted by Capital Public Radio

Campus safe travel survey
Your help is needed to complete an online survey that identifies bicycle and pedestrian safety issues on and around the Sacramento State campus by identifying accidents or “near misses” that you may have had while bicycling or walking. The survey should take about 15 minutes; it can be found at www.ecs.csus.edu/wcm/ce/safetravel.

In addition to completing the survey, please forward this message to others in the campus community who walk or bicycle.

Submitted by the Department of Civil Engineering

Building coordinator/floor marshal training
All members of building safety teams, building coordinators, floor marshals and faculty who have responsibility during building evacuations or emergencies must attend an annual two-hour training course covering the following areas:
Building the emergency preparedness program and web page
Duties of building coordinators and floor marshals
Faculty’s role during an emergency
Evacuation procedures
Hazmat incidents and shelter procedures
Disaster service workers/home preparedness
ENS (how we will get the message out)
NIMS/SEMS/ICS and emergency plans

This year’s training will be held from 9-11 a.m. Tuesday, March 19, and Thursday, May 9, in the University Union, Hinde Auditorium. Please register by logging on to LearnerWeb. The course ID is PS-DPRP. Once you have logged on, select “Schedule” as listed under “My Menu.” When the calendar/schedule pops up, type part or all of the course name into the search window. Once you have located the class you are interested in attending, place your cursor over the course title and left-click your mouse. When the registration window opens, click “Register.” An email will automatically be sent to you confirming your registration.

Submitted by Public Safety

Continuity of operations/business continuity planning
Risk Management Services is holding training to assist departments in completing or upgrading their continuity of operations/business continuity plans. Training includes instruction on continuity planning in general and on working with Sac State’s unique online application, which allows departments to create, update and store their plans. Training sessions are 2-3 p.m., all in AIRC 3013, on the following Wednesdays: March 13, March 20, March 27, April 3, April 10 and April 17.

To schedule your training, email Janie Xiong at xiong@csus.edu or log on to Learner Web (www.rms.csus.edu/training/instructions.html) and register. After clicking on the link above, click "Schedule" in the left navigation bar, which will take you to the course calendar. On the calendar, select a course and training date, and click to schedule your training.

Submitted by Risk Management Services

Instructional Personnel Cost Report (Fall 2012)
The Office of Institutional Research compiles special reports each year to show information on faculty workload during the Fall term. These reports are based on the Academic Planning Data Base, which is submitted to and approved by the Chancellor’s Office.

The Instructional Cost Personnel Report, combined with information from Human Resources, calculates the personnel costs directly associated with instruction. For a detailed look at the reports:
www.csus.edu/oir/Data%20Center/Faculty%20Special%20Reports/Faculty%20Special%20Reports.html.

New this year will be a Spring 2013 Instructional Personnel Cost Report due out at the end of the semester. Summary tables will be for Academic Year Fall 2012/Spring 2013. For more information, contact the Office of Institutional Research at 278-6566.

Submitted by the Office of Institutional Research

IRA budget call available
The 2013-14 Instructionally Related Activities (IRA) call for proposals is now posted at www.csus.edu/aba/admin-ops/ira.html. If you have questions, please call the Office of the Vice President for Administration/CFO at 278-6312, or email...
Professional activities
The latest professional activities are available at www.csus.edu/sacstatenews/Articles/2013/03/ProfessionalActivities_03-04-13.html. Submitted by the Office of Public Affairs and Advocacy

Faculty Senate schedules
The Faculty Senate calendar for the 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
What do you do if you receive a confidential email (for example, from a law firm addressed to the “General Counsel” with attachments) and you believe you have received this email by mistake – and that it contains protected information you are not authorized to possess? You must delete the misdirected email and its attachments. Do not read, forward, copy or otherwise access the email attachments.

If you are unsure whether information is protected, review CSU policy or contact the Information Security Office. Never ask co-workers whether a document is protected because you may be further inappropriately circulating protected information. For more information, contact the Information Security Office. You will find contact information on its website at www.csus.edu/irt/is. Submitted by the Information Security Office

Human Resources

Part-time faculty vacancies
Information on part-time faculty vacancies for the 2013-14 Academic Year is available at www.csus.edu/hr/facultyvacancies/vacancies.html.

Human Resources offers expanded public service hours
The Office of Human Resources is pleased to announce that effective Monday, March 4, HR will offer expanded public service hours. They will be from 9 a.m.-4 p.m. Monday-Friday. Benefits and Payroll will remain open from noon-1 p.m.

Retirement and financial planning workshops for Spring
The Office of Human Resources – Benefits is sponsoring retirement and financial planning workshops for the Spring semester. If you are interested in attending any of the workshops, please go to the Benefits Office Workshops page to view the schedule, find specific registration information and download a copy of the workshop flier. Registration for most workshops is available through LearnerWeb. Note: Please review the workshop flier before registering to ensure that the specific workshop fits your needs. You are required to secure the approval of your supervisor prior to registration.

If you are interested in scheduling a one-on-one meeting on campus with a representative to review your current Tax Sheltered Annuity 403(b) account or help you enroll in a new account, visit the Tax Sheltered Annuity Vendor Sessions page to view the schedule of vendor representatives on campus.
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
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. 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, or 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.html#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:

Sara Henry, Student Organizations and Leadership (vacation donations only)
Jamie Jones, Services to Students with Disabilities (vacation donations only)
Laura O’Neill, Mechanical Engineering
Donna Redman-Fox, Science Educational Equity
Monica Patterson, Mail Services