July 2, 2012

News

**Emergency training for building-safety teams**

Emergency preparedness training for building-safety teams (building coordinators, floor marshals, etc.) will be held from 9-11 a.m. Monday, July 23, and Monday, Oct. 8, in the University Union, Hinde Auditorium. This training is for new members of building-safety teams and a refresher for all building-safety team members. To register, email gnagywb.csus.edu. Topics to be covered:

- Home preparedness
- Building emergency plans
- Building evacuation procedures
- Shelter-in-place procedures
- ENS
- Public employees as disaster service workers
- New web page

Submitted by the Department of Public Safety

**2012 Writing Across the Curriculum faculty retreat**

All full- and part-time instructors are invited to the 2012 Writing Across the Curriculum faculty development retreat, “Time-Saving Strategies for Assigning, Evaluating, and Responding to Student Writing,” from 9 a.m.-4 p.m. Monday, Aug. 13, in the University Union, Foothill Suite. The retreat is free, and breakfast and lunch will be served. RSVP to Dan Melzer at wac@csus.edu.

Submitted by the Center for Teaching and Learning

**Temporary closure of Employee Assistance Program**

The Employee Assistance Program will be closed for all services beginning Monday, July 16; it will reopen on Monday, Aug. 13.

Submitted by the Employee Assistance Program

**ABA welcomes new director of Auditing Services**

Administration and Business Affairs is pleased to announce the arrival, after a thorough recruitment effort, of Kaye Milburn as Sacramento State’s new director of Auditing Services. She comes to Sacramento State from SureWest Communications, where she served as senior internal auditor for more than four years, performing operational audits for all areas of the company. Previously, she worked for Health Net as senior internal auditor, performing and leading financial, operational, compliance and IT audits for all areas of the company, including a subsidiary that required adherence to government regulations. Milburn’s skills and scope of experience will be critical in maintaining the quality of our Auditing Services program.

This appointment begins Monday, July 2. Please join ABA in welcoming Milburn to Sacramento State.

Submitted by Administration and Business Affairs

**Professional activities**

The latest professional activities are available at www.csus.edu/sacstatenews/Articles/2012/05/ProfessionalActivities05-07-12.html.

Submitted by the Office of Public Affairs and Advocacy
President Gonzalez continues updates
Sacramento State President Alexander Gonzalez will post updates on campus developments on his web page at [www.csus.edu/President/fromthedeskofthepresident.html](http://www.csus.edu/President/fromthedeskofthepresident.html).

Submitted by the Office of the President

California Journalism Awards entries sought
Entries are being sought for the 18th annual California Journalism Awards and the Katharine M. Macdonald Award sponsored by the Center for California Studies at Sacramento State and the Sacramento Press Club. The awards, established in 1994, recognize excellence in reporting on California state government, policy or issues. Awards will be given in the following categories: daily coverage, special feature or enterprise reporting, blog, radio, television and photo journalism. A cash prize of $500 will accompany each award. Also, the Katharine M. Macdonald Award will be given to a student journalist and is accompanied by a $300 prize.

Please visit [www.csus.edu/calst](http://www.csus.edu/calst) for more information and to submit entries. The entries must be postmarked no later than Tuesday, July 31, and must have been published or broadcast in California between Jan. 1, 2011, and June 1, 2012. Judges will be distinguished active and retired journalists and academics. The awards will be presented at a reception at the Sacramento Convention Center on Thursday, Sept. 13.

For more information about the awards and/or the awards ceremony, contact the Center for California Studies, 278-6906 or calstudies@csus.edu.

Submitted by the Center for California Studies

Spots available for Peak Adventures summer youth camps
Give your kids a summer to remember. Peak Adventures offers weeklong outdoor youth camps for ages 9-17. For the younger kids, activities include scavenger hunts, arts and crafts, games, water activities and much more. Older kids have the choice of backpacking for a week or experiencing a new activity each day, ranging from the Challenge Center on campus to outdoor rock climbing and whitewater rafting. Drop them off in the morning with a lunch and let the adventures begin!

Peak’s youth camps meet at Sac State and include all technical equipment and a camp T-shirt. The cost includes transportation, entry fees and a friendly, qualified staff.

- Green and Gold Camp (ages 9-12): On-campus adventures
- Adventure Camp (ages 12-15): Day trips from campus
- Expedition Camp (ages 13-17): Weeklong travel adventures

For more information, contact the Peak Adventures Office at 278-6321.

Submitted by Peak Adventures

Summer Academies for High School Students begin July 23
High school students will explore the fields of biotechnology, health careers and culinary arts from July 23-Aug. 2 on the Sacramento State campus. The Summer Academies for High School Students offer a personalized learning experience via small classes and a hands-on approach. Teens can study potential careers and prepare for the future while meeting other high school students from around the region.

To register: [www.cce.csus.edu/acads](http://www.cce.csus.edu/acads). For questions, contact Carole Taylor at catalyor@csus.edu or 278-2794.

Submitted by the College of Continuing Education

Sign up for The WELL before rates rise
Join The WELL now at the current lowest rate! As of Wednesday, Aug. 1, all new memberships will increase by $2 per month to account for the customer price index attached to student fees. If you are interested in signing up, renewing or transferring to an EFT membership to lock into our lowest rates currently available, you must present a voided check by the end of business Tuesday, July 31. Any new
EFT and short-term memberships on or after Aug. 1 will be subject to the new prices. All current EFT membership prices will remain unchanged at this time.

For questions, visit [www.thewell.csus.edu](http://www.thewell.csus.edu) or call 278-WELL.

*Submitted by The WELL*

**Summer Golf League**

Sac State’s fifth annual Summer Golf League is playing weekly 18-hole rounds on Thursdays through Aug. 16 at Cordova Golf Course. Tee times are 4-5:30 p.m. with two players per team (substitutes may be arranged). Cost is $10-$12 for 18 holes/unlimited (no cart). It is not mandatory to make every Thursday of the summer. Absences and substitutions can be arranged. This is a recreation-based golf league. For more information, contact basso@saclink.csus.edu.

*Submitted by The WELL*

**Temporary closure of parking facilities**

To save on energy costs, the following parking facilities are closed during the summer. Reopening is planned by 7 a.m. Monday, Aug. 20:

- Parking Structure III
- Lot 10
- Lot 11

All other parking facilities are scheduled to be open and available. For questions, contact University Transportation and Parking Services at 278-7275, parking@csus.edu or [www.csus.edu/utaps](http://www.csus.edu/utaps).

*Submitted by University Transportation and Parking Services*

**Price of commuter pass increases for faculty and staff**

The cost of faculty and staff Regional Transit commuter passes has increased from $30 for a six-month pass to $40 as of July 1.

The commuter pass provides a significant discount for Sacramento State faculty and staff who ride RT buses and light rail. Sac State faculty and staff will pay only $6.67 a month for unlimited ridership, whereas an unlimited ridership pass purchased from RT costs $100 a month. Fees paid for faculty/staff commuter passes help fund the contract between the University and RT that allows faculty, staff and students to ride RT transportation at a reduced rate. Students pay for the commuter pass through a transportation fee each semester.

Faculty/staff commuter passes can be purchased at the Student Financial Services Center and the UTAPS office. Passes are effective July 1-Dec. 31, 2012. For more information, visit the UTAPS website at [www.csus.edu/utaps](http://www.csus.edu/utaps).

*Submitted by University Transportation and Parking Services*

**OneCard discounts**

OneCard Services wishes to thank all who visited the OneCard booth during the University Staff Assembly’s Employee Picnic. Many were excited to view the discounts available to Sac State employees. If you didn’t get a chance to check out the list, you can do so by visiting the OneCard website at [www.csus.edu/onecard](http://www.csus.edu/onecard). You can also “like” us on Facebook at [www.facebook.com/sacstateonecard](http://www.facebook.com/sacstateonecard) to receive the latest and greatest discounts as we post them.

*Submitted by Student Financial Services/OneCard*

**Summer 2012 Sac State Magazine**

The Summer 2012 edition of Sac State Magazine is here, and it’s all about technology. This exclusively online issue features:

- How technology is shaping the way students learn
- Alumni who are innovators in the digital age
- A review of a busy Alumni Month
- Plus Class Notes, campus news and more
It’s the perfect summer read: [csus.edu/sacstatemagazine](http://csus.edu/sacstatemagazine).

**Submitted by Advancement Communications and Stewardship**

**Police Department on Facebook and Twitter**

Have you checked out the Sacramento State Police Department’s official Facebook and Twitter pages? Managed by the Office of the Chief, the pages offer important news and alerts at Sacramento State, such as emergency notifications, traffic alert updates, alert bulletins, media releases, upcoming training/events, services and safety tips. For the Police Department’s Facebook page, go to [www.facebook.com/sacstatepolice](http://www.facebook.com/sacstatepolice). To follow the Police Department’s Twitter updates, go to [http://twitter.com/sacstatepolice](http://twitter.com/sacstatepolice). Email any suggestions or questions to [police@csus.edu](mailto:police@csus.edu).

*Submitted by University Police*

**Marketing now part of Public Affairs and Advocacy**

The Office of Public Affairs and Advocacy is now responsible for University marketing, including brand and logo compliance, campus-wide advertising, and review of the design and development of all communications intended for an external audience.

If you have materials you need reviewed, please email them to [universitymarketing@csus.edu](mailto:universitymarketing@csus.edu) or call 278-4381. Please allow at least two working days for the process. This procedure ensures that Sacramento State’s identity standards and guidelines are maintained.

*Submitted by the Office of Public Affairs and Advocacy*

**Watch for even more University news and videos**

Sacramento State is filled with activities worth keeping up on – from outstanding teaching, learning and research to the arts, wellness activities and Hornet athletics. Stories and videos on University people, events and other news are available on Sacramento State’s news page, [www.csus.edu/sacstatenews/](http://www.csus.edu/sacstatenews/), overseen by the Office of Public Affairs and Advocacy. And send your ideas for campus coverage to [publicaffairs@csus.edu](mailto:publicaffairs@csus.edu).

Another option for publicizing an academic event or performance is the University’s digital sign network on campus. Submit your message to [www.csus.edu/digitalsigns](http://www.csus.edu/digitalsigns) or [www.csus.edu/pa/digitalsign](http://www.csus.edu/pa/digitalsign).

*Submitted by the Office of Public Affairs and Advocacy*

**Sac State on Facebook and Twitter**

Have you checked out Sacramento State’s official Facebook and Twitter pages? Managed by the Office of Public Affairs and Advocacy, the pages offer up-to-the-minute news and information on all things Sac State, from academics to athletics, the arts to student life. For the University’s Facebook page, go to [www.facebook.com/sacstate](http://www.facebook.com/sacstate). To follow Sac State’s Twitter updates, go to [http://twitter.com/#!/sacstate](http://twitter.com/#!/sacstate).

*Submitted by the Office of Public Affairs and Advocacy*

**Security quick tip: Part 1 of 7 on practices to follow to protect data on campus**

1. Protect your password: Do not share your password or post it anywhere. Do not use dictionary words or family or department names. Change your passwords often.
2. Protect confidential information: By law, most student information is confidential. To be safe, be cautious with any private data and store as little confidential information on your computer or in unlocked areas as possible.


*Submitted by the Information Security Office*
Human Resources

Retirement Manager upgrade
Retirement Manager is a convenient, secure, web-based access point that allows you to manage your California State University Tax Sheltered Annuity 403(b) retirement plan accounts anytime and anywhere. To access Retirement Manager, go to www.myretirementmanager.com.

The CSU is pleased to announce that the Retirement Manager website has been upgraded. The new site offers several new and easy ways to manage and learn about your retirement benefits. There is also a new support line for assistance with the Retirement Manager website. The Retirement Manager support line is available at (866) 294-7950 to take calls from all CSU employees, regardless of your investment provider selection. Please review the letter to employees for full details regarding the upgrade and support line: www.csus.edu/hr/benefits/Announcements/RetMgrUpdate.pdf.

If you have questions regarding this new feature or the CSU Tax Sheltered Annuity 403(b) program, contact the Human Resources Benefits Office at 278-6213.

Benefits Workshop: Planning Ahead – Pre-Retirement Death Benefits
This information session presented by the Office of Human Resources – Benefits will help employees to prepare the information their beneficiaries will need if an employee dies while still employed by the University. Information is also presented on other steps that beneficiaries should take to ensure they receive the benefits to which they are entitled. The session is from 9-11 a.m. Tuesday, July 17, in the University Union, Forest Suite.

Visit the Benefits Office workshops website for registration information and to download a copy of the workshop flier: www.csus.edu/hr/benefits/workshops.htm.

Tax Sheltered Annuity 403(b) vendor sessions
If you are interested in scheduling a one-on-one, on-campus meeting 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 at www.csus.edu/hr/benefits/tsasessions.htm to view the schedule of vendor representatives on campus.

Noontime and After-Work Wellness programs, Summer 2012
Professional Development and Training invites you to reduce stress and meet your daily physical activities needs by participating in our Summer 2012 Noontime and After-Work Wellness activities. You are encouraged to find a partner and practice yoga and tai chi, or tone those muscles with aqua aerobics, and make it a practice to engage in healthful activities. Interested in burning 400-800 calories in one hour? Sign up for zumba or give ballroom dancing a whirl.

To register, visit our page at www.csus.edu/hr/traindev/noonwellness.html.

Noontime Wellness activities will be held from 12:05-12:50 p.m., and After-Work Wellness activities will be held from 4:15-5:15 p.m., through Aug. 2. No activities will be held Wednesday, July 4.

For more information or questions, please contact Kim Harrington at harringtonkc@csus.edu or call 278-6327.

Summer office hours
This summer, in an effort to conserve energy, Sacramento State is continuing the practice of a modified work schedule with normal business hours for the campus of 7:30 a.m.-4 p.m. with a 30-minute lunch break. These hours are effective through Friday, Aug. 17. As always, authorized supervisors may modify individual work schedules to address special situations as long as these basic hours are covered. It is important that offices are staffed during these announced hours.

If you have any questions or concerns that cannot be answered by your supervisor or manager, please contact Kent Porter, associate vice president for Labor Relations and Compliance.
**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:

Cynthia Hester, Facilities Housing Department
Althea Spencer, Accounts Payable Department
Steven Craddock, Facilities Services
Nathaniel Blair, Psychology Department