September 24, 2012

Editor’s Note: In response to faculty and staff suggestions, we are streamlining the Monday Briefing. Beginning this week, items will appear only one time unless specified by the submitter. Please watch for additional improvements in the weeks ahead. Thank you.

News

President to hold town hall budget meetings
President Alexander Gonzalez will hold two town hall meetings this week to share campus budget information:

- 9 a.m. Tuesday, Sept. 25, in the University Union, Foothill Suite
- 10 a.m. Thursday, Sept. 27, in the University Union, Foothill Suite

The presentations will be identical, and both will include time for questions. The town halls are co-sponsored by the University Staff Assembly, and all members of the campus community are invited. Those wishing to attend should consult with their appropriate supervisors or departments in advance.

Submitted by the Office of the President

Student Affairs welcomes new leaders
The Division of Student Affairs would like to introduce two recently hired leaders to the campus community: Dr. Beth Lesen, associate vice president for Student Engagement and Success (formerly known as Campus Life); and Dr. Sara Henry, director of Student Organizations & Leadership. Each was hired this summer after a rigorous national search.

Lesen joins us most recently from City College of New York, and Henry joins us from Humboldt State and UC San Diego. These two leaders bring a wealth of experience, dedication and energy to the division, and we look forward to having them on our team as we continue to work toward redefining the possible and helping students succeed.

Submitted by Student Affairs

Oct. 13 football game will feature Homecoming festivities
President Alexander and Gloria Gonzalez invite University faculty, staff and their families to the Homecoming Festival and football game Saturday, Oct. 13, when the Hornets take on Weber State at 6:05 p.m. at Hornet Stadium.

Faculty and staff can reserve up to four complimentary game tickets before the game through University Advancement by completing the form at www.alumniconnections.com/olc/pub/CSN/membershipform/showGivingForm.jsp?form_id=134657. Tickets and a Sac State gift for faculty and staff can be picked up during the Homecoming Festival in the Alumni Center parking lot beginning at 3 p.m. Oct. 13.

For more information, click here or email University Advancement at vpoua-01@saclink.csus.edu.

Submitted by the Office of the President
Emergency preparedness training
For all members of your building safety team (building coordinators, floor marshals, etc.) who have not yet attended this year, Public Safety will present training from 9-11 a.m. Monday, Oct. 8, in the University Union, Hinde Auditorium. Topics to be covered:

- Home preparedness
- Building emergency plans
- Building evacuation procedures
- Shelter-in-place procedures
- ENS
- Disaster Service Workers
- New web page

Register at: gnagywb@saclink.csus.edu
Submitted by Public Safety

OIR plans update postcards
The Office of Institutional Research plans to create postcards to periodically provide updates on the availability of new reports and publications, to answer frequently asked questions, and to assist in the navigation of our website to better direct users through the hundreds of data reports and special studies on it.

The first postcard, available now, explains the differences between reports and data generated by the OIR and those obtained from SacVault/Cognos. This information will not only provide context for the appropriate use of each type of data but will help in using these data reports more effectively. This postcard can be found at www.csus.edu/oir.
Submitted by the Office of Institutional Research

Professional activities
The latest professional activities are available at http://www.csus.edu/sacstatenews/Articles/2012/09/ProfessionalActivities09-10-12.html.
Submitted by the Office of Public Affairs and Advocacy

Faculty Senate schedules
September’s Faculty Senate schedule is available at www.csus.edu/sacstatenews/Articles/2012/08/FacultySenateSept2012Sked.html. October and November’s Faculty Senate schedule is available at www.csus.edu/sacstatenews/Articles/2012/09/FacultySenateOct-Nov2012Sked.html.
Submitted by the Faculty Senate

Fall 2012 Sac State Magazine now online
The latest issue of Sac State Magazine is here – and in a new flipbook-style format. In it you’ll find:

- The case for a college degree: Evidence of the value of higher education
- A look at the psychology of money
- Tips for eating healthy without breaking the bank
- Family businesses buzzing with Hornets

Plus: Keeping students out of debt; two faculty members’ ties to history and how their stories are being shared with the campus community; the 2012 Homecoming calendar; and more. Get it here: www.csus.edu/sacstatemagazine/.
Submitted by Advancement Communications and Stewardship
Countdown to the Alumni Directory Project
The Office of Alumni Relations is launching an alumni directory project in October to provide graduates greater opportunity to connect with Sac State and their fellow alumni. The Alumni Directory Project is contracted through Harris Connect. Sac State alumni with current contact information will receive a postcard in early October prompting them to call Harris Connect at a special toll-free number to update their alumni record, including business information. They also may share personal photos and notes or opt to purchase a keepsake directory for their own use.

If any faculty or staff members receive calls about the Alumni Directory, please assure them that it is an officially sanctioned outreach from the Office of Alumni Relations. For more information, please call Alumni Relations at 278-6295 or visit www.SacStateAlumni.com/directory.
Submitted by Alumni Relations

Lecture: ‘Soul Calling: A Photographic Journey Through the Hmong Diaspora’
Joel Pickford, an award-winning photographer, filmmaker and author, will present a slide lecture on his recently published book Soul Calling: A Photographic Journey Through The Hmong Diaspora. The lecture will be from 6:30-8:30 p.m. Wednesday, Oct. 17, in Mariposa Hall, Room 1000. Pickford’s book is based on a five-year documentary project that used digital photography to document the saga of several thousand Hmong refugees as they arrived in California from camps in Thailand. As the project evolved, Pickford also began to document Hmong American culture as practiced by established families from earlier waves of immigration, as well as Hmong village life and culture in the mountains of Laos.

Submitted by Asian Studies

Get flu shots on campus
Student Health Services is offering flu immunization clinics in September and October.

- 11 a.m.-3 p.m. Sept. 27 and Oct. 11, in front of The WELL
- 11 a.m.-3 p.m. Oct. 25, University Union Lobby

Flu immunizations are free for registered Sac State students and $15 for faculty and staff.

If these days and times don’t work for you, flu immunizations also are available by appointment in Student Health Services in The WELL. Appointments can be made at www.csus.edu/hlth by logging onto the patient portal or by contacting SHCS at 278-6461.
Submitted by Student Health Services

Violence in the workplace prevention training
This training is a one-hour presentation, with additional time for questions, 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 9-10 a.m. in the University Union, Hinde Auditorium):
• Thursday, Oct. 11
• Tuesday, Nov. 6
• Tuesday, Dec. 4

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

**Security quick tip**
Email communications – even internal emails – are inherently insecure because they can be readable as they travel over the network. When sending any email, consider how you can keep information from falling into the wrong hands. This can include determining precisely who needs to see the information and sending it only to that person; considering other forms of communication that might be more secure, such as the mail; or hand-delivering a paper copy or encrypting the email.
Submitted by the Information Security Office

**Human Resources**

**Fall 2012 semester holiday reminders**
This is a reminder that the campus will be closed Monday, Nov. 12, in observance of Veterans Day.

In addition, Friday, Nov. 23, the day after Thanksgiving, is an academic holiday for academic year (AY) faculty but is a workday for all other staff, managers and 12-month faculty. The campus will be open for limited intra-campus business but not to the public. It is anticipated that the University Union and University Enterprises Inc. will be closed that day. Therefore, no food services will be available on campus.

Unless work is scheduled for you, our hope is that you will request use of vacation time, accrued compensating time off (CTO) or your personal holiday to give yourself a well-deserved, uninterrupted Thanksgiving break. As always, requests for time off must be made in advance and approved by your manager.

It is also never too early to plan ahead for the December holidays. Monday, Dec. 24, is a workday for all except academic year employees, and the campus will be open that day primarily for intra-campus business. Our hope is that the Governor will continue the tradition of an annual gift of four hours of administrative leave to state workers, which should be used Dec. 24. If granted, this gift will allow us to close campus at noon. Once again, subject to the operating needs of each of your individual units, you are encouraged to use vacation or CTO that day.

Therefore, the holiday campus closure is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, 12/24</td>
<td>Anticipated annual gift from the Governor of four hours of administrative leave</td>
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<tr>
<td>Tuesday, 12/25</td>
<td>Campus closed in observance of Christmas Day</td>
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<tr>
<td>Wednesday, 12/26</td>
<td>Campus closed in observance of Admission Day</td>
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<tr>
<td>Thursday, 12/27</td>
<td>Campus closed in observance of Columbus and Indigenous People’s Day</td>
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<tr>
<td>Friday, 12/28</td>
<td>Campus closed in observance of Lincoln’s Birthday</td>
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<tr>
<td>Monday, 12/31</td>
<td>Campus closed in observance of Washington’s Birthday</td>
</tr>
</tbody>
</table>
Tuesday, 1/1

Campus closed in observance of New Year's Day

The campus will reopen Wednesday, Jan. 2.

**Excess vacation hours**
Sacramento State employees are limited in the amount of vacation they can keep as an unused balance. Those hours are reconciled annually, and hours in excess of carry-over maximums must be used by Monday, Dec. 31, or be automatically forfeited. It is each employee’s responsibility to monitor his or her accumulated vacation time.

To view your vacation balance, go to [www.csus.edu](http://www.csus.edu), log onto My Sac State using your username and password, and click on Current Leave Balance under Payroll & Compensation. The page will display current vacation balance and alert you if it is approaching the maximum. The Leave Accrual Information link provides information on accrual rates and maximum carryover hours. Those who do not have access to a computer may request a printout from the timekeeper for their department.

Exceptions to the carryover policy must be approved by Christine Lovely, vice president for Human Resources, before the end of this calendar year. The limited grounds for such requests may be found in the "Vacation" article of your Collective Bargaining Agreement or in Title V, Section 42909. The request must include the reasons for the exception and be submitted in writing to the employee’s Program Center Manager for a recommendation. For staff, if approved, the recommendation must include a plan for using accrued vacation before Dec. 31, 2013. For managers, any carried-forward vacation must be used by the end of March 2013. In addition to use of accrued vacation, plans must address the usual accumulation of vacation leave time during the year to avoid this situation in the future. The recommendation must be forwarded by the program center manager to Vice President Lovely by Friday, Dec. 7, for approval. For more information, contact Human Resources at 278-6078.

**Sabbatical application deadline**
Full-time faculty members interested in applying for a sabbatical leave for the 2013-14 academic year must submit an online application to Human Resources no later than 5 p.m. Friday, Sept. 28. The application must be completed online at [www.csus.edu/hr/faculty/sabbatical/sabbatical.htm](http://www.csus.edu/hr/faculty/sabbatical/sabbatical.htm). For more information about the sabbatical leave process, please contact the Office of Human Resources at 278-6169.

**Open enrollment**
Open enrollment is under way until Friday, Oct. 5. The deadline to submit open enrollment transactions is 3 p.m. Oct. 5. All open enrollment transactions will have a Jan. 1, 2013, effective date. During the open enrollment period, employees can schedule an appointment with Benefits Office staff to process your open enrollment transaction/forms while you wait. Contact the Benefits Office at 278-6213 to schedule an appointment.

You can find the 2012 open enrollment schedule and additional information at [www.csus.edu/hr/benefits/openenrollment.htm](http://www.csus.edu/hr/benefits/openenrollment.htm). For specific questions regarding the Benefits Faire or the annual open enrollment period, contact the Office of Human Resources – Benefits in Del Norte Hall, Room 3004, or call 278-6213.

**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:

Althea Spencer, Accounts Payable Department
Mike West, Engineering Services