October 15, 2012

News

Landmark film’s screening, discussion to focus on family unity
President Alexander Gonzalez and the President’s Committee to Build Campus Unity invite you to a reception, a special film screening and a discussion about family unity on Monday, Oct. 22. The pre-screening reception begins at 4 p.m., and seating begins at 4:45 p.m. in the University Theatre, Shasta Hall.

The Curse of Quon Gwon, made in 1916, is a groundbreaking silent feature film – our nation’s first Asian Pacific American film – about a young Chinese American family finding unity after visiting China. The theme of unity extended off screen as Ethnic Studies Professor Greg Mark’s family contributed to every aspect of the film’s production, including his grandmother Violet Wong in the starring role and his great-aunt Marion Wong as its director/producer.

An interview with Mark and more information about the film and the event can be found in the online Sac State Magazine at www.csus.edu/sacstatemagazine/.
Submitted by the President’s Committee to Build Campus Unity

Energy Conservation Day
This year’s Energy Conservation Day will be celebrated from 9 a.m.-4 p.m. Tuesday, Oct. 23, in the Library Quad. SMUD, PG&E and others will be on campus offering ideas to reduce those dreaded utility bills as well as the latest on energy conservation technology. This fun and educational day will provide students, staff and faculty an opportunity to raise their awareness about saving energy. For questions, contact the Sustainability Team at sustainability@csus.edu.
Submitted by Facilities Services

This week’s One World Initiative event
“Art of Calligraphy – Celebrating Water” will be presented from 4:30-7:20 p.m. Monday, Oct. 15, in Amador Hall, Room 262, by Kazue Masuyama, Department of Foreign Languages; EunMi Cho, Department of Special Education; and Mr. He, calligrapher.

For information about future One World events, go to www.csus.edu/oneworld/OneWorld-events.html or like us on Facebook: www.facebook.com/SacramentoStatesOneWorldInitiative.
Submitted by the One World Initiative

One World exhibit in November: ‘Water: Essence and Potential’
Presented in the Else Gallery as part of the One World Initiative Project is the exhibition “Water: Essence and Potential.” The exhibition is a collaboration of four Sacramento-based artists: Brenda Louie, Meech Miyagi, Koo Kyung Sook and Minh Tran. The artists were inspired by the concept of water and created their reflections in different styles and media. The exhibition is curated by Professor Pat Chirapravati of the Art Department.
You can view the exhibit, which will run from Nov. 5 to Dec. 7, at a reception from 6-8 p.m. Friday, Nov. 9, at the Else Gallery in Kadema Hall. 

Submitted by the Art Department

One Book Program invites campus to Author Day
The One Book Program cordially invites the campus community to Author Day on Thursday, Oct. 25, featuring Chitra Divakaruni, author of this year's One Book, One Amazing Thing.

Divakaruni will visit Sac State and give two public talks: a campus lecture, “Where the Wild Stories Are,” at 1 p.m.; and a public lecture, “The Stories That Save Us: An Evening With the Author: Chitra Divakaruni,” at 7 p.m. Both free events will be followed by book-signings and will take place in the University Union Ballroom.

There will be free parking from 6 p.m.-midnight on the sixth floor of Parking Structure III.

Submitted by the One Book Program

Joel Pickford presents slide lecture on recently published book
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 book is based on a five-year documentary project that used digital photography to document the saga of several thousand new Hmong refugees as they arrived in California from refugee 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.

The lecture is from 6:30-8:30 p.m. Wednesday, Oct. 17, in Mariposa Hall, Room 1000.

You can visit Joel Pickford’s website at www.joelpickford.com, and Heyday Publishers’ webpage at heydaybooks.com/book/soul-calling/.

Submitted by Asian Studies

Nonpartisan Voter Information Forum
The Graduate Association of Students in Public Policy and Administration will sponsor a Nonpartisan Voter Information Forum on initiatives relevant to the California State University system – specifically, Propositions 30, 32 and 38 – from noon-2 p.m. Thursday, Nov. 1, in the University Union, California Suite. Watch for more information to come.

Submitted by the Graduate Association of Public Policy and Administration

University Staff Assembly’s Halloween contest
The University Staff Assembly will hold its annual Halloween contest Wednesday, Oct. 31. Winners will be announced for best individual costume, best group office costume and best office decorations. For more information and to enter the contest, go to www.csus.edu/usa/halloween. The entry deadline is Friday, Oct. 26.

Submitted by University Staff Assembly

Student Appreciation Day sale
The Hornet Bookstore will hold a Student Appreciation Day Sale on Thursday, Oct. 18. Students will receive 20 percent off select logo apparel, hats and gift merchandise, and there will be free popcorn. Visit the bookstore for details.

Submitted by the Hornet Bookstore
Employee Assistance Program will be reduced to half time
Due to the continued financial challenges facing Sac State, the Employee Assistance Program will be reduced to half-time status in the near future. The reduction in hours will result in a decrease in availability and responsiveness.
Submitted by the Employee Assistance Program

Sac State Serves is looking for volunteers
Sac State Serves invites faculty, staff, students and alumni to join in a volunteer event from 8:30 a.m.-3 p.m. Saturday, Oct. 27. A few hardworking individuals are sought to help a fully volunteer-supported nonprofit horse rescue and rehabilitation organization in El Dorado Hills. Space is limited to 25 volunteers; pre-registration is required. For more information or to sign up, please visit www.csus.edu/cec/volunteer.
Submitted by the Community Engagement Center

President Gonzalez’ town hall meetings now online
President Alexander Gonzalez held town hall meetings Sept. 25 and 27 to share information and answer questions from the campus community. The town halls were co-sponsored by the University Staff Assembly. A link to the President’s sessions is available on Public Affairs’ Budget Central page: www.csus.edu/sacstatenews/budgetcentral/.
Submitted by the Office of the President

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 9-10 a.m. in the University Union, Hinde Auditorium):

- Tuesday, Nov. 6
- Tuesday, Dec. 4

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/2012/10/ProfessionalActivities10-15-12.html.
Submitted by the Office of Public Affairs and Advocacy

Faculty Senate schedules
Faculty Senate schedules for October and November are available at www.csus.edu/sacstatenews/Articles/2012/09/FacultySenateOct-Nov2012Sked.html.
Submitted by the Faculty Senate

Security quick tip
You have a new laptop and have not used your desktop computer in more than a year. Your colleague has been having computer problems and would like to borrow your desktop until her new computer is ready. Can you lend it to her? You may not unless you are certain that
there is absolutely no protected information stored on it. You must follow campus procedures for transferring the computer.

Electronic and non-electronic protected information must be secured during the entire duration of its retention by CSU employees. All media containing any protected information or licensed software must be securely destroyed or properly cleansed before disposal or reuse. Simply deleting files is generally not sufficient to prepare media for reuse. In addition, the transfer of the computer will require that a new account and password be created for the new user, and may also require that your profile be removed.

Submitted by the Information Security Office

Human Resources

Part-time instructors needed
Part-time instructors are needed for the Spring 2013 semester. More information is available at www.csus.edu/hr/faculty/vacancies.htm.

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

**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:

Florence Jackson, UTAPS
Joseph Small, Reprographics Services