December 17, 2012

**Editor’s note:** Because of Winter Break, the next Monday Briefing will be distributed on Jan. 7. Happy holidays!

**News**

**Employee Assistance Program transition**
The University’s Employee Assistance Program (EAP) will be transitioning from an on-site program coordinated by Student Affairs to a more traditional off-site program coordinated by the Office of Human Resources, effective January 2013. Additional details about the program, the contact information for the provider and the nature of the services will be sent soon to all University employees via a SacSend message. Until the new program is put in place, employees in need of consultation and/or EAP services should continue to contact Doug Adams at 278-5018 or adamsd@csus.edu.

*Submitted by the Employee Assistance Program*

**Sanjay Varshney to represent University in business community**
President Alexander Gonzalez has asked Dean Sanjay Varshney to represent Sacramento State in the numerous economic and business organizations that partner with the campus.

“It is crucial that we continue to promote our value as an engine of growth and as an essential provider of educated graduates for the state’s workforce,” Gonzalez said. “In this regard, the business community is a key stakeholder for our campus, and it has only grown in importance, given recent election cycles and the economic downturn.”

This change will allow Sacramento State to continue to focus on these partnerships as the Office of Public Affairs and Advocacy has assumed more marketing duties and has boosted University communications since its reorganization. Varshney’s new title will be vice president for economic and regional partnerships, and dean of the College of Business Administration. His expanded role follows his strong contributions to the regional business community.

*Submitted by the Office of the President*

**Campus heating over winter break**
The campus will be closed for the holidays from Monday, Dec. 24, through Tuesday, Jan. 1. It makes excellent sense to save energy and money during this time.

Most employees are taking vacation or CTO on Dec. 24, along with the Governor’s informal time off. Therefore, to save even more money, the Central Plant boilers will be turned off Friday night, Dec. 21. Some buildings are not tied to the Central Plant so that heating is available in them. If you are working Dec. 24, please check with your unit’s senior manager to determine work locations where heating will be available. Senior managers can contact Facilities Customer Service at fm-work1@skymail.csus.edu for a list of buildings that can be heated.
Also, as you leave for the holiday closure, please be sure to turn off electronic equipment. Turning off computers, copiers, printers, faxes, etc., will ensure that they are not damaged as maintenance is performed on a variety of electrical systems during the holidays.

Heat will be restored to the campus for Wednesday, Jan. 2. If you must come to the campus during the holiday closure, please prepare for the cold by dressing warmly.

Submitted by Facilities Services

**Electrical outage schedule during winter break**

Facilities Services will perform electrical system maintenance Dec. 22-31 on buildings shown in the schedule at the link below. Some buildings will have up to an eight-hour power outage. There also will be two- to three-minute outages in some buildings so that circuits can be rerouted for construction activities related to the Smart Grid project. If you work in one of the listed buildings, please be sure to turn off all electronics, computers and other electrical equipment to avoid damage from power surges. To view the outage schedule: [www.csus.edu/sacstatenews/Articles/2012/12/documents/2012WinterBreakOutageSchedule.pdf](http://www.csus.edu/sacstatenews/Articles/2012/12/documents/2012WinterBreakOutageSchedule.pdf).

Submitted by Facilities Services

**Data Center’s scheduled yearly maintenance**

IRT plans a shutdown of the Sacramento State data center during the winter break to perform yearly planned maintenance on key systems. This outage will affect most campus technology services. The planned date and time for this maintenance is 6 a.m. to 7 p.m. Saturday, Jan. 5. Affected systems include:

- Email
- The University website
- MySacState (the portal)
- Student, faculty and employee centers
- SacCT (both the old and new learning management systems)
- SacVault (data warehouse)
- Internet access and wireless access
- NetApp file services (N:, P: and U: drives)
- VMware infrastructure and virtual servers

If you have questions, please call the service desk at 278-7337.

Submitted by Information Resources and Technology

**Spirit of Giving Drive**

Through Thursday, Jan. 31, the Community Engagement Center is accepting food and clothing donations through the Spirit of Giving Drive, benefiting the Sacramento Food Bank and Family Services. Or you can volunteer your time and help Sac State win the second annual SOG Volunteer Challenge. For more information, including donation drop-off locations and how to participate in the Volunteer Challenge, visit [www.csus.edu/cec/sog.stm](http://www.csus.edu/cec/sog.stm) or contact Kay Oghoghorie at kso28@saclink.csus.edu.

Submitted by the Community Engagement Center

**Journal of Transformative Leadership and Policy Studies accepting submissions**

The Journal of Transformative Leadership and Policy Studies is accepting submissions of scholarly manuscripts authored by faculty and other educational leaders. A peer-reviewed online journal sponsored jointly by the 13 Doctorate in Education programs in the CSU and the Chancellor’s Office, JTLPS showcases scholarship that speaks to problems and issues that educational leaders at all levels must address to serve California’s diverse student
population equitably and effectively. We have a strong interest in manuscripts dealing with STEM education.

Visit edweb.csus.edu/edd/jtlps/index.html to view the journal. Contact Terry Underwood, JTLPS editor, at tlunder@csus.edu for more information.

Submitted by the College of Education

**Fall 2012 Faculty Teaching Assignment Report available**
The Faculty Teaching Assignment Report is available on the Office of Institutional Research website. This report is based on the Academic Planning Data Base submitted to and approved by the Chancellor’s Office on the Fall 2012 census date. It displays detailed information regarding faculty teaching load such as courses and sections, student course credits, section enrollment, student FTE and weighted teaching units by individual faculty member and department.

To view the report, go to www.csus.edu/oir. Click on "Data Center," then "Faculty: Special Reports." Please contact the Office of Institutional Research at 278-6566 if you have any questions.

Submitted by the Office of Institutional Research

**Professional activities**
The latest professional activities are available at www.csus.edu/sacstatenews/Articles/2012/11/ProfessionalActivities11-26-12.html.

Submitted by the Office of Public Affairs and Advocacy

**Family Climb at The WELL**
Family Climb at the climbing wall at The WELL is scheduled for the entire spring and summer in 2013.

On Saturday mornings, The WELL hosts Family Climb, a unique opportunity for Sac State students, faculty and staff to bring their children ages 5-17 to The WELL’s fantastic rock-climbing facility. No experience is necessary. All climbing gear is provided free. The cost is $5 for current WELL members, $10 for Sac State members who have not activated their WELL membership.

2013 Family Climb dates:
- Jan. 5-26: Saturdays from 10 a.m.-noon
- Feb. 2-May 18: Saturdays from 9 a.m.-noon
- May 25-Aug. 17: Saturdays from 10 a.m.-noon
- Closed March 16 and 30

For more information, please see our web page (click the “Family Climbing” tab at left): thewell.csus.edu/climbing_wall.

Submitted by The WELL

**The WELL would like your feedback**
The WELL would like feedback from faculty and staff to help enhance current programs and services. Input will be used to help develop faculty/staff-specific offerings.

Visit the link below to take the survey, available through Friday, Jan. 11, at studentvoice.com/csus/sacstatefacultystaffsurvey.

Submitted by The WELL

**SafeConnect for wireless Macs and PCs coming in January**
Beginning Monday, Jan. 7, Sacramento State will require the use of the SafeConnect tool for all University and auxiliary staff who connect to the campus wireless network with a laptop computer, whether University-owned or personal. Beginning on that date, when you connect a laptop computer to the campus wireless network, you will be asked to first accept the University Computer and Network User Code of Ethics and then install the SafeConnect tool.

This process is very quick and painless, and does not compromise your computer or your data in any way. Once you install SafeConnect, you will receive advisory information if you lack malware protection, if your protection is not up to date or if your operating system is not set to check for security updates. If needed, you'll also receive instructions on how to protect your computer by downloading free software. If your computer is protected and up to date, you will simply connect to the wireless network as usual.

For more details about this process, visit www.csus.edu/irt/itupdates/2012/121212SafeConnect.html.
Submitted by Information Resources and Technology

Security quick tip
You are on the Internet reviewing a website when a popup appears on your screen, informing you that your computer has been infected with spyware. It instructs you to click on the popup to download anti-spyware software. Should you do it? No. Spyware sometimes poses as anti-spyware software. That sort of popup may link to software that does not actually eliminate spyware – or that even infects your computer with spyware. For more information, contact the Information Security Office. You will find contact information on its web page at www.csus.edu/irt/is.
Submitted by the Information Security Office

Human Resources

Public Employees’ Pension Reform Act of 2013
On Sept. 12, Chapter 296, Statutes of 2012 (AB 340, Furutani), was signed into law by the governor. This legislation established the Public Employees’ Pension Reform Act of 2013. The act provides various retirement-related changes that, in some cases, are complex and require additional analysis. CalPERS and the CSU Chancellor’s Office are working together on the implementation details, PEPRA requirements and employee communications.

As the analysis unfolds, information is continuously updated by the CSU Chancellor’s Office through The Benefits Insider: Pension Reform FAQs and by CalPERS through California Public Employees’ Retirement System Pension Reform FAQs. Please refer to these websites periodically for updates that may affect you.

For questions regarding the CalPERS Retirement Program and/or retirement processing, see “Steps to Retirement” on the HR Benefits website or call Mary Ford, benefits manager, at 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:

Richard Filson, Mail Services
Florence Jackson, UTAPS
Sandra Loreto, Admissions
Rorie Oliver, Housing
Laura O’Neill, Mechanical Engineering
Geetha Ramachandran, Math Department