



Jan. 19, 2016

## News

### **President Nelsen to deliver Spring Address on Thursday**

President Robert S. Nelsen's Spring Address to the campus community will be held from 9 to 11 a.m. Thursday, Jan. 21, in the University Union Ballroom. The event will begin with coffee and conversation at 9 a.m.; the President's address will follow at 10 a.m. President Nelsen will be joined by Associated Students Inc. President Melissa Bardo, who will provide an update on the state of the student body.

The address will be live-streamed; watch for the link Thursday on the University's home page, [www.csus.edu](http://www.csus.edu).

*Submitted by the Office of the President*

### **Virginia Tech tragedy survivor to speak on campus**

The Statewide University Police Association, in partnership with the Sacramento State Police Department, invites the campus community to a free presentation by keynote speaker Kristina Anderson, a survivor of the Virginia Tech tragedy. The presentation, from 6 to 9 p.m. Friday, Jan. 22, in The WELL's Terrace Suite, will focus on safety and lessons learned from the Virginia Tech incident. For more information, visit [www.csus.edu/sacstatenews/Briefing/documents/StatewideUniversityPoliceAssociation.pdf](http://www.csus.edu/sacstatenews/Briefing/documents/StatewideUniversityPoliceAssociation.pdf) or call 278-7321.

*Submitted by the Sacramento State Police Department*

### **More brand identity workshops slated for 2016**

In response to popular demand, additional workshops on the enhanced Sacramento State identity style guide have been scheduled for this year. The workshops review the University's basic visual identity requirements and explore design options and resources for easily bringing the spirit of Sacramento State into materials – everything from invitations, posters, fliers, and advertisements to web pages, videos, emails, and more.

You should attend one of the workshops if you:

- Want to know the official University names, logos, and colors, and how to use each of them properly.
- Create any visual materials for your unit, college, department, or program. (Students may attend, but must be accompanied by their supervisor.)
- Are a campus designer, photographer, videographer, marketer, or communicator.

2016 spring/summer workshops:

- 1:30-3:30 p.m. Tuesday, Feb. 16
- 1:30-3:30 p.m. Friday, Feb. 19
- 1:30-3:30 p.m. Tuesday, June 7
- 10:30 a.m.-noon Wednesday, June 8

Space is limited. Please email [universitymarketing@csus.edu](mailto:universitymarketing@csus.edu) with your name, title, email, department/college, and requested workshop time to reserve a spot. You will receive a

confirmation email with the workshop location.  
*Submitted by University Marketing*

### **Exchange email maintenance scheduled for Friday night**

Exchange email will undergo planned maintenance during the regular maintenance period between 8 p.m. Friday, Jan. 22, and 4 a.m. Saturday, Jan. 23. Faculty and staff using email during those hours may experience an outage of up to 20 minutes. Email will be queued during the outage and will be sent when the maintenance is complete. No email will be lost.

If you have questions or concerns about the outage, please contact the Service Desk at 278-7337. If you have general comments, please contact us at [ITFeedback@csus.edu](mailto:ITFeedback@csus.edu).  
*Submitted by Information Resources and Technology*

### **Building coordinator/floor marshal training**

Annual two-hour training sessions will be held from 9 to 11 a.m. Tuesday, Feb. 2; Tuesday, March 29; and Tuesday, May 10, in the University Union, Hinde Auditorium, covering the following:

- Program overview and history
- Multi-Hazard Emergency Plan/Building Emergency Action Plan
- ICS/interaction with first responders
- Pandemic/infectious disease threat
- Responsibilities of building coordinators, floor marshals, and faculty
- Evacuation procedures/rally areas and evacuation chairs
- Active shooter preparedness
- IFAN
- ENS

Attendance is mandatory for all members of the building emergency preparedness teams, building coordinators, floor marshals, and faculty who have responsibilities during a disaster or emergency. Seating is limited to the first 150. Register by emailing [gnagywb@saclink.csus.edu](mailto:gnagywb@saclink.csus.edu).

*Submitted by the Sacramento State Police Department*

### **Campus disaster/emergency preparedness training**

Two-hour overviews of disaster preparedness on campus will be conducted from 9 to 11 a.m. Tuesday, Feb. 23, and Tuesday, April 5, in the University Union, Hinde Auditorium. The training is mandated by the state and the CSU. Attendees will get an overview of:

- The Multi-Hazard Emergency Plan
- The Building Safety Program
- The Emergency Operations Center
- Home disaster preparedness
- You as a disaster service worker
- Flood danger response
- Emergency notification systems

All Sacramento State faculty, staff, and student employees must attend during their first year of employment and every three years thereafter. Seating is limited to the first 150. Register by emailing [gnagywb@saclink.csus.edu](mailto:gnagywb@saclink.csus.edu).

*Submitted by the Sacramento State Police Department*

### **Violence in the Workplace Prevention Training**

This is a one-hour presentation, with additional time for questions, on information regarding University policy on violence in the workplace, applicable campus statistics, crime prevention information, reporting practices, and available resources. The course will give attendees information on how to prepare, recognize, document, and report incidents in their respective areas as it pertains to violence in the workplace or unacceptable behavior. Materials will be provided. Class participation every three years is required of all faculty, staff, and student employees by Cal-OSHA and Sacramento State. Training is in the University Union, Hinde Auditorium:

- Tuesday, Feb. 9: 9-10 a.m.
- Thursday, March 17: 9-10 a.m.
- Thursday, May 12: 9-10 a.m.

To RSVP for the training, please email [barnettk@csus.edu](mailto:barnettk@csus.edu).  
*Submitted by the Sacramento State Police Department*

### **Faculty professional activities**

The latest faculty professional activities are available at [www.csus.edu/news/articles/2016/1/4/Professional-activities,-January-March-2016.shtml](http://www.csus.edu/news/articles/2016/1/4/Professional-activities,-January-March-2016.shtml).  
*Submitted by the Office of Public Affairs and Advocacy*

### **Faculty Senate schedule**

The Faculty Senate calendar is available at [www.csus.edu/acse](http://www.csus.edu/acse).  
*Submitted by the Faculty Senate*

### **Security tip: Safeguard passwords**

Ideally, passwords are *never* written down, especially not in a readily decipherable form or stored in a clear or unencrypted format and left in a place (such as under a keyboard or phone) where an unauthorized person might discover them. Be sure you safeguard your passwords at all times.

*Submitted by the Information Security Office*

## **Human Resources**

### **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](http://www.csus.edu/hr/forms.html#disability) by visiting the Human Resources Disability Leaves office in Del Norte Hall, Suite 3004, or by calling 278-3522.

The Benefits Office currently has the following employees on an approved CAT Leave:

- Brendan Lindsay, History
- Roberto Knorr, World Languages and Literatures Department
- Martin Biskowski, Anthropology