



May 29, 2018

**President's Diversity Council seeks committee nominations**

The Office of Equity, Diversity, and Inclusion (OEDI) seeks nominations for the 2018-19 Diversity Council. Nominees may be faculty, staff, or other community members. The council's purpose is to provide advice, recommendations, and participatory support on matters related to equity, diversity, and inclusion to the Executive Director of OEDI.

Up to six members may be appointed through an at-large nomination process. Individuals may nominate themselves or others by submitting a nomination form that includes a statement as to why the nominee would be a valuable, contributing council member.

In making a nomination, please consider the council's purpose and meeting schedule to ensure that your nominee is interested and able to serve. Details and the nomination form are available at [csus.edu/diversity-council](http://csus.edu/diversity-council).

The deadline for nominations is Sunday, July 15. If you have questions or concerns, please contact Chéri Acton at [cheri.acton@csus.edu](mailto:cheri.acton@csus.edu).

*Submitted by the Office of Equity, Diversity and Inclusion*

**Open forum: Candidate for Serna Center coordinator**

The first open forum for Serna Center Coordinator candidates is 10 to 11 a.m. Thursday, May 31, at the Multi-Cultural Center (Library 1010). Our first candidate is Michael Alexander Lemus, academic counselor, undergraduate academic programs at UC Davis. Please join us to meet the candidate. You may provide feedback for all candidates to Search Committee Chair Dr. Viridiana Diaz, assistant vice president, Strategic Diversity Initiatives, at [viridiaz@csus.edu](mailto:viridiaz@csus.edu) by 5 p.m. Friday, June 15.

*Submitted by the Serna Center*

**OnBase scheduled for upgrade June 9**

An upgraded OnBase experience is on the way. As OnBase will be unavailable during the upgrade, it has been scheduled for 8 a.m.-5 p.m. Saturday, June 9, to provide the least impact to campus users. The upgrade includes a new, improved OnBase design interface, addresses important bug and security issues, upgrades the system to the required support level for Windows 10 devices, and adds functionality for current and upcoming OnBase projects. Additionally, those who currently access OnBase by clicking the Firefox desktop icon now will click the updated Internet Explorer icon instead. We appreciate your patience while we deliver an improved experience. Questions? IRT Service Desk Team at 278-7337 or [servicedesk@csus.edu](mailto:servicedesk@csus.edu).

*Submitted by Information Resources and Technology*

**Epicure Restaurant is open this summer**

Sac State Campus Dining is excited to announce that, for the first time, Epicure Restaurant will be open during the summer. The restaurant will offer both indoor seating and to-go service from 11 a.m. until 1 p.m. Monday-Friday through Aug. 3. The summer menu includes two salads, four sandwiches with a choice of three sides, and a chicken entrée. To

see the menu, visit [dining.csus.edu/epicure](http://dining.csus.edu/epicure). Reserve a table indoors or on the patio at [dining.csus.edu/epicure/reservations](http://dining.csus.edu/epicure/reservations) or call 278-6786 for same-day reservations.

*Submitted by University Enterprises Inc.*

### **University Staff Assembly committee nominations deadline is Friday**

University Staff Assembly is seeking nominations for election/appointment to several campus committees that have openings for staff representation. More information about these committees and positions may be found at [csus.edu/usa/election](http://csus.edu/usa/election).

If you or someone you know is interested in serving on one of these committees, please submit the following to [usa@csus.edu](mailto:usa@csus.edu) by 5 p.m. Friday, June 1.

- Name
- Phone extension
- Department
- Email address
- A brief explanation of why that person should sit on the committee or why you would like to sit on the committee

If you are nominating someone, please obtain that person's permission and that of their supervisor and HEERA designee before submitting the name. If you are nominating yourself, please obtain permission from your supervisor and HEERA designee. Permission via email is acceptable. Elections will commence once all nominees have been confirmed.

The voice of the staff on campus is invaluable. Please consider serving the staff and the University.

*Submitted by the USA Election Committee*

### **Peak Adventures Bike Shop announces new faculty/staff discount**

Peak Adventures is excited to announce its new faculty/staff discount on all parts and labor at the Bike Shop. Whether you need to give that old bike some TLC or pick up a new summertime ride, remember to support your on-campus bike shop.

*Submitted by Peak Adventures*

### **Help your kids unplug this summer: Enroll them in a Peak Adventures camp**

ASI Peak Adventures offers summer camps designed to help your child unplug and explore. Enjoy on-campus adventures at Green and Gold Camp for ages 8-11. Try hiking, rafting, rock climbing, and cave exploring at Adventure Camp for ages 12-15. Or take a weeklong backpacking trip at Expedition Camp for ages 13-17. Sac State faculty and staff receive 10 percent off. All camps convene on campus. Register and find more at

[peakadventures.org/youth\\_camp](http://peakadventures.org/youth_camp).

*Submitted by Peak Adventures*

### **University Policy Manual update**

ADM-0135, Student Safety Training ([csus.edu/umannual/admin/adm-0135](http://csus.edu/umannual/admin/adm-0135)): ADM-0135 identifies responsible parties who are involved in the instruction and tracking of safety training for students performing academic activities that require the use of personal protective equipment. This policy is in interim status and will be re-reviewed by applicable stakeholders during the AY 2018-19 for adoption by fall 2019.

*Submitted by Administration and Business Affairs/Office of the Vice President*

## **Estate Planning 101**

The Office of Planned Giving hosts Estate Planning 101 seminars throughout the year for members of the Sacramento State community who are considering their estate plans. Topics covered include wills, living trusts, estate taxes, probate, property and inheritance planning, special needs trusts, and charitable gift annuities.

The next Estate Planning 101 seminar will be held from 11:30 a.m. to 1:30 p.m. Wednesday, June 13, at the Leslie and Anita Harper Alumni Center. Reservations are required by Wednesday, June 6. Please RSVP to [giving@csus.edu](mailto:giving@csus.edu) or 278-3549.

Please visit [csus.planningyourlegacy.org](http://csus.planningyourlegacy.org) for more information on planned giving or the dates of future seminars. If you are interested in making a gift through your will or estate, or you have questions regarding Estate Planning 101, please call the Office of Planned Giving at 278-6989.

*Submitted by University Advancement*

## **2017-18 Instructional Personnel Cost Report is online**

The Office of Institutional Research, Effectiveness, and Planning compiles special reports annually to show information on faculty workload during the fall and spring terms. These reports are based on the Academic Planning Data Base, which is submitted to and approved by the Chancellor's Office. The Instructional Cost Personnel Report, combined with information from Human Resources, calculates the personnel costs directly associated with instruction. For a detailed look at the reports, visit [csus.edu/oir/facultyspecialreports](http://csus.edu/oir/facultyspecialreports). Summary tables and charts are for academic year 2017-18.

For further information, contact the Office of Institutional Research, Effectiveness, and Planning at 278-6566.

*Submitted by the Office of Institutional Research, Effectiveness, and Planning*

## **Faculty professional activities**

The latest faculty professional activities are available at [csus.edu/news/articles/Professional-activities](http://csus.edu/news/articles/Professional-activities). To submit an activity, email [briefing@csus.edu](mailto:briefing@csus.edu).

*Submitted by University Communications*

## **Faculty Senate schedule**

The Faculty Senate calendar is available at [csus.edu/senate](http://csus.edu/senate).

*Submitted by the Faculty Senate*

# **Human Resources**

## **Catastrophic leave donation**

Sacramento State employees may voluntarily donate up to a maximum of 40 hours of sick or vacation leave credits in one-hour increments each fiscal year to another employee who has been deemed eligible for catastrophic leave. Bargaining Units 1, 10 and 11 may donate only up to 16 hours per fiscal year. If you are interested in donating time, the form can be obtained at [csus.edu/hr/forms.html#disability](http://csus.edu/hr/forms.html#disability), by visiting the Benefits Office in Del Norte Hall, Suite 3004, or by calling 278-3522.

The following employee has been approved to receive donations through the Catastrophic Leave Donation Program:

- Shannon McDonald, Custodial Services