



June 4, 2018

Subscribe to the First Year Experience Newsletter

Do you work with Sac State first-time college students? Consider subscribing to our monthly First Year Experience Newsletter listserv at csus.edu/fye. The FYE Newsletter provides info on campus activities, who first-year students are, ways to increase inclusivity and equity in and out of the classroom, and tips to improving the student academic experience. If you have questions, email fye@csus.edu.

Submitted by First Year Experience

Fall AA/EOR training

Fall 2018 Affirmative Action/Equal Opportunity Representative (AA/EOR) training sessions for faculty are scheduled for 1 to 3 p.m. Thursday, Aug. 16; and 9 to 11 a.m. and 1 to 3 p.m. Tuesday, Sept. 11; Tuesday, Oct. 2; and Friday, Oct. 5. Please note that these are the only dates this training is being offered for fall 2018.

Per University ARTP policy, training is required at least every three years for each AA/EOR and each department or equivalent unit chair to prepare them for their hiring responsibilities. However, all faculty are encouraged to take the training. The AA/EOR will serve to advise search committees on issues of affirmative action and equal employment opportunity, based on training and advice from the Office of Human Resources and the University Counsel. The goals of this training are to raise a greater awareness and sensitivity to diversity issues in the hiring process.

To RSVP, please email the Office for Equal Opportunity at equalopportunity@csus.edu and include your name, department, and the training session for which you are registering. If you have questions, you may contact the Office for Equal Opportunity at 278-5770 or email equalopportunity@csus.edu.

Submitted by the Office for Equal Opportunity

Friends of the Library's Book Bin is open

The Friends of the Library operates a Book Bin on the University Library's lower level on the first full week and third week of each month from 10 a.m. to 3 p.m. Wednesdays, Thursdays, and Fridays. Gently used hardback and trade paperback books are \$2 each or three for \$5. Mass paperbacks are \$1 each. Artwork, music scores, audio recordings, long-playing records, etc. also are available. Cash or check only.

The Book Bin is open this week, June 6-8. Come in and browse. All proceeds support the Library.

Submitted by Friends of the Library Book Bin

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 or 278-3549.

Please visit 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

Faculty professional activities

The latest faculty professional activities are available at csus.edu/news/articles/Professional-activities. To submit an activity, email briefing@csus.edu.

Submitted by University Communications

Faculty Senate schedule

The Faculty Senate calendar is available at 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, by visiting the Benefits Office in Del Norte Hall, Suite 3004, or by calling 278-3522.

The following employee(s) have been approved to receive donations through the Catastrophic Leave Donation Program:

- Shannon McDonald, Custodial Services