



June 20, 2016

## News

### **Summer Dreamer Ally Training session coming July 6**

The Dreamer Resource Center invites you to a Summer Dreamer Ally Training designed for staff and student employees, scheduled for 9 to 11:30 a.m. Wednesday, July 6, in the University Union, Summit Room. Additional trainings will be offered in the fall.

Dreamer Ally Training is designed for staff, faculty, and student employees who work with undocumented students and students with mixed-status families. The training provides an overview of federal and state policies that affect undocumented students daily, the unique conditions experienced by these students, activities to better understand the needs of this population, and tools to become allies of and, ultimately, advocates for undocumented students and students with mixed-status families at Sacramento State.

To RSVP, please contact us at [saseep-sa10@csus.edu](mailto:saseep-sa10@csus.edu). For other services available to students, please visit [csus.edu/sernacenter](http://csus.edu/sernacenter).

*Submitted by the Serna Center*

### **Student Financial Services Center becoming Bursar's Office**

On Friday, July 1, the Student Financial Services Center will officially become the Bursar's Office. The term "bursar" is associated with higher education and is used on several other CSU campuses. This name change will benefit the campus community by providing a distinction with the newly formed Student Service Center, which will open in the fall across the hall from our office in Lassen Hall. The functions of our office will remain the same, so you still will be able to take advantage of the following services provided to staff and faculty:

- OneCard services
- Travel checks
- Parking permits and commuter sleeves
- Petty cash reimbursements
- Financial literacy presentations
- Payroll overpayments

Please contact us at 278-6736 or visit us in Lassen Hall 1001/1003 if you have questions.

*Submitted by Student Financial Services*

### **ICYMI: Introducing the quarterly *Made at Sac State Magazine***

The Office of Public Affairs and Advocacy is proud to introduce a new quarterly online showcase of the world-class innovation, research, and accomplishments of our students, faculty, staff, and alumni. The inaugural issue of *Made at Sac State Magazine* features the University's groundbreaking sustainability efforts, Sequoia Hall's Living Gallery, Sac State's renowned Jazz Program, and much more. Take a look at [csus.edu/made/magazine](http://csus.edu/made/magazine) – and be

sure to sign up to receive the magazine quarterly via email. You can subscribe at [confirmsubscription.com/h/t/91F471F3813DBDC1](http://confirmsubscription.com/h/t/91F471F3813DBDC1).

*Submitted by the Office of Public Affairs and Advocacy*

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

A two-hour overview of disaster preparedness on campus will be conducted from 1:30 to 3:30 p.m. Tuesday, July 12, in Del Norte Hall 1004. 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*

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

Annual two-hour training sessions will be held from 1:30 to 3:30 p.m. Tuesday, June 28, and Tuesday, July 26, in Del Norte Hall 1004, 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 50. Register by emailing [gnagywb@saclink.csus.edu](mailto:gnagywb@saclink.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/2016/4/1/Professional-activities,-April-June-2016.shtml](http://www.csus.edu/news/articles/2016/4/1/Professional-activities,-April-June-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*

## **Network upgrade continues through July 1**

Information Resources and Technology has begun an upgrade of the campus network infrastructure to better meet the changing needs of students, faculty, and staff. This important upgrade will provide our entire network with state-of-the-art capability and security.

The network upgrade for major buildings goes through Friday, July 1. Building network upgrades will be performed after normal business hours on weekdays between 4 and 7 p.m., during which times building occupants will experience a 30-second network outage as we move each user to the new network switch infrastructure. The outage will be slightly longer for wireless devices due to the time it takes for the wireless access points to restart, usually less than five minutes.

To see when your building will be affected and for more information, please check out the upgrade project site at [www.csus.edu/irt/News-2/CampusNetworkUpgrade.html](http://www.csus.edu/irt/News-2/CampusNetworkUpgrade.html). The schedule may change due to campus needs, but the project site will be kept up to date. If you have questions or concerns, please contact the IRT Service Desk at 278-7337 or email [itfeedback@csus.edu](mailto:itfeedback@csus.edu).

*Submitted by Information Resources and Technology*

## **Security tip: What can malware do, and why do we need protection?**

First, worms or viruses can infect computers. Protected information then is harvested from the computer and disseminated. The computer also can be used as a "zombie" to send out moneymaking spam or to propagate a virus or worm. Eventually, thousands of zombie computers are collected and can be sold to the highest bidder or used to threaten to attack corporate or government websites. Having constant and updated protection on your computer is essential at all times. For more information, contact the Information Security Office. You will find contact information on its webpage, [www.csus.edu/irt/is](http://www.csus.edu/irt/is).

*Submitted by the Information Security Office*

## **Human Resources**

### **Whistleblower Protection Act 2016**

California Government Code Section 8548 requires the California State University to inform its employees of the California Whistleblower Protection Act (WPA Government Code Section 8547 et seq.). Pursuant to this section of the Government Code, the University is required to distribute electronically the State Auditor's written explanation of the California Whistleblower Protection Act. This was done on Thursday, June 16.

Christine D. Lovely, vice president for Human Resources, has been designated as the person on campus to receive protected disclosures and answer questions about these policies. Her office is in Del Norte Hall 3001D, and she can be reached at 278-6078, [clovely@csus.edu](mailto:clovely@csus.edu), or through campus mail using ZIP code 6032. You may also call the California Attorney General's Whistleblower Hotline at (800) 952-5665.

The statutorily required notice from the State Auditor can be found at [csus.edu/hr](http://csus.edu/hr) (click on "Quick Links").

### **New procedure required for temporary employment requests**

Due to staff changes in the Employment Services area in the Office of Human Resources, you now will need to contact the appropriate support staff for your specific area regarding

your temporary employment requests. Please go to [csus.edu/hr/departments/employment\\_services/tempemployment.html](http://csus.edu/hr/departments/employment_services/tempemployment.html), which will direct you to the appropriate contact person for your temporary employment requests. Further questions may be directed to Veronica Hodge, associate vice president for Human Resources, at 278-4488 or [veronica.hodge@csus.edu](mailto:veronica.hodge@csus.edu). Thank you.

### **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:

- Edna Chiu, Custodial Services
- Kimberly Donaville-Davis, Facilities Management
- Suzette Riddle, University Advancement (Development)