June 30, 2014

News

Meet candidates for CCE associate dean
Candidates for associate dean of the College of Continuing Education will be on campus this week. Faculty, staff and students are invited to meet with them. All visits are from 3:15 to 4:30 p.m. in Napa Hall; please visit the Napa Hall front desk for room locations. The schedule is outlined below; résumés are available for review in Napa Hall.

- Today: Kenya Tyson, associate dean at Trinity Washington University.
- Tuesday, July 1: Susan Catron, vice chair and director at the University of California, Davis, Extension.
- Wednesday, July 2: Jenni Murphy, interim associate dean, College of Continuing Education.

Comments should be submitted to the attention of Committee Chair Nikki Parker, Human Resources analyst, Office of Human Resources, Del Norte 3005, zip 6032, or emailed to nikki.parker@csus.edu (subject line: “CCE Associate Dean Comment”) by 5 p.m. Thursday, July 3.

Submitted by the College of Continuing Education

Reminder: Java City at the Roundhouse closing
Today is the last day of operation for Java City at the Roundhouse, which is closing permanently to prepare for the construction of a new eatery, scheduled to open in the fall. Hot and cold Java City coffee beverages and a variety of grab-and-go breakfast and lunch items are available at The Buzz, located in the University Union. For more information, including hours of operation, visit www.dining.csus.edu/eateries/the-buzz/ on the Campus Dining website.

Submitted by University Enterprises Inc.

Professor’s artwork on display through July
View an art exhibition at Ancient Future Urban Sanctuary, 2331 K St., featuring the work of Sacramento State professor of social work Santos Torres Jr. “Petraglyph Artifacts” is free and open to the public from 11 a.m. to 5 p.m. Wednesdays and Thursdays, 11 a.m. to 9 p.m. Fridays, 10 a.m. to 9 p.m. Saturdays and 10 a.m. to 3 p.m. Sundays.

A special champagne reception and opportunity to meet the artist will be held at 8 p.m. on Second Saturday, July 12. A portion of all proceeds goes to The Gift Relationship Inc., a Sacramento nonprofit serving the homeless. For more information, call 475-5452 or 476-3754.

Submitted by the Division of Social Work

EFT reimbursements now available
Electronic funds transfer (EFT) for employee reimbursements is now available to the campus. EFT is another way (besides a paper check) to receive your travel advance, travel
reimbursement or any other employee reimbursement processed through the Accounts Payable Department. (Note: not for payroll direct deposit.)

The EFT fill-and-print form, with instructions on how to sign up, is available on the ABA forms page at www.csus.edu/aba/forms.html on either the “Accounts Payable” or “Procurement” link.

For questions, please contact Accounts Payable & Travel at aba-fin-ap-travel@csus.edu or 278-6476; or Procurement & Contracts Services at aba-fin-procure@csus.edu or 278-7810. Submitted by Accounts Payable and Procurement & Contract Services

Faculty professional activities
The latest faculty professional activities are available at www.csus.edu/sacstatenews/Articles/2014/06/ProfessionalActivites06-09-14.html. Submitted by the Office of Public Affairs and Advocacy

Faculty Senate schedule
The Faculty Senate calendar is available at www.csus.edu/acse. Submitted by the Faculty Senate

Security tip: Be very careful with emails
Email communications – even internal emails – are inherently insecure because they can be readable as they travel over the network. When sending any email, consider how you can keep information from falling into the wrong hands. This can include determining precisely who needs to see the information and sending it only to that person; considering other forms of communication that might be more secure, such as the mail or hand-delivering a paper or electronic copy; or encrypting the email. Submitted by the Information Security Office

Human Resources

Notice of new CSU systemwide policies and procedures
The California State University is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. It is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation and veteran status.

As of June 3, several new CSU Executive Orders went into effect. The new Executive Orders address federal legislation on sex discrimination, sexual harassment and sexual violence. We highly encourage you to read the new Executive Orders at www.csus.edu/sacstatenews/Briefing/documents/CSU%20Systemwide%20Policies%20and%20Procedures.pdf.

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 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:

Marty Diaz, Graduate Studies
James Jackson, Facilities Services