



July 11, 2016

News

'U' Mentor program seeks potential mentors for students

The DEGREES Project invites you to sign up to become a mentor through "U" Mentor. The "U" Mentor program is designed to mobilize efforts to better support students throughout their academic tenure at Sacramento State.

Mentorship helps build connection and community, and creates an atmosphere of belonging and self-directedness through the resources that the mentoring relationship provides.

We have more than 200 students in need of a mentor who can foster their holistic growth during their time at Sacramento State. Sign up today at csus.edu/sacstateumentor/mentorapp and have an impact on a student's life this upcoming academic year. If you have questions about our program, please contact us at degreesproject-03@csus.edu.

Submitted by the DEGREES Project

Affirmative Action/Equal Opportunity Representative training sessions

Affirmative Action/Equal Opportunity Representative (AA/EOR) training sessions for faculty will be held Aug. 8 and 15, and Sept. 19, in Library 11. Two sessions will be offered each day: 9 to 11 a.m. and 1 to 3 p.m. You need only to attend one of these sessions.

All faculty are encouraged to take this 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 of and sensitivity to diversity issues in the hiring process.

To RSVP or ask a question, please contact Regeena Lewis at rklewis@csus.edu with your name, department, and the training session for which you are registering.

Submitted by the Office for Equal Opportunity

College of Continuing Education to hold fall open house July 20

Whether you're looking to go back to school to finish your degree or advance your career with professional development, Sacramento State's College of Continuing Education understands that continuing your education is a big decision. It's important to be comfortable and familiar with the college you select.

Get to know us better at our next open house! We invite you to be our guest from 5:30 to 7:30 p.m. Wednesday, July 20. Come to Napa Hall, enjoy some refreshments and browse through program information. You also can drop by our information sessions if you'd like a deeper look into our offerings.

Starting at 5:30 p.m., there will be an exhibit hall format in the Napa Hall lobby with tables hosted by staff ready to answer questions. Information sessions begin at 6 p.m. in our classrooms upstairs. RSVP at eventbrite.com/e/cce-fall-open-house-tickets-26186545663.

Submitted by the College of Continuing Education

IRT's Summertime Blues training workshops continue through July 29

Kick the Summertime Blues and sharpen your skills at free training workshops. Classes are ongoing through Friday, July 29, and include Microsoft Office, presentation and project management, design, web, video, and more. View offerings at csus.edu/training/ongoing/. Questions? Contact Sean Walsh at seanwalsh@csus.edu or 278-2267.

Submitted by the IRT Technology Learning Center

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.

Submitted by the Sacramento State Police Department

Building coordinator/floor marshal training

An annual two-hour training session will be held from 1:30 to 3:30 p.m. 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.

Submitted by the Sacramento State Police Department

Faculty professional activities

The latest faculty professional activities are available at csus.edu/news/articles/2016/7/1/Professional-activities,-July-September-2016.shtm.

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: Limit access

Does doing your communication off the computer mean you don't have to worry so much about information security? No. Information security applies to more than just computer use. You must always secure protected information by limiting access to those who need to know. When talking on the phone about protected information, be sure unauthorized people cannot overhear the conversation. When sending protected faxes, be sure an authorized person is on the receiving end to pick them up as soon as they are sent. When leaving voice mails about confidential issues, you must be sure the system can't be accessed by others. (It should be password-protected and not a department office voice message box where multiple people can access the message, but an individual message box.)

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 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:

- Monica Patterson, Mail Services Center
- Suzette Riddle, University Advancement (Development)
- Brian Sarantopulos, Reprographic Services