



July 18, 2016

News

Affirmative Action/Equal Opportunity Representative training sessions coming

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 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 if you have 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

Student Financial Services Center becomes Bursar's Office

On Friday, July 1, the Student Financial Services Center officially changed its name to the Bursar's Office. This name change will benefit the campus community by providing a distinction from the Student Service Center, also located on the first floor of Lassen Hall. The functions of the office will remain the same, so you will still be able to take advantage of the following services for staff and faculty:

- Cashiering and check disbursement services
- OneCard services
- Parking permits and commuter sleeves
- Petty cash reimbursements
- Financial Literacy presentations
- Payroll overpayments

You may contact the Bursar's Office at 278-6736 or visit Lassen Hall 1001/1003 if you have questions.

Submitted by the Bursar's Office

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: Accidents happen

What should you do if you accidentally forwarded an email that contains protected information – for example, a student’s disability accommodation request? Immediately address the situation by contacting the Information Security Office and your department head. Records regarding a student’s disability are subject to the protections of FERPA and several other laws. Rely on the instructions of the Information Security Office and your department head regarding how to handle the situation. For more information, contact the Information Security Office by visiting www.csus.edu/irt/is/contactus.html.

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:

- Brian Sarantopoulos – Reprographic Services
- Suzette Riddle – University Advancement (Development)