



July 23, 2018

We're beefing up the University Experts Guide for when media comes calling

Local, state and national media often turn to the University Experts Guide in search of faculty and other knowledgeable sources to provide up-to-date information, opinions, commentary and analysis on a variety of topics. These requests from television, radio and print reporters provide significant opportunities to showcase Sacramento State and its leaders in many fields.

If you are interested in being included in the Experts Guide, please email your name, title, area(s) of expertise, email address and mobile phone and office phone numbers to Anita Fitzhugh, public information officer in University Communications, at fitzhugh@csus.edu. Please note the importance of including your mobile number so you can be reached outside of office hours when needed.

Submitted by University Communications

Upcoming MBA Information Session and App Labs

Want to learn more about the Sac State MBA program? Or are you ready to apply for the Spring 2019 semester but need some assistance with the application? MBA Program Services will hold an Information Session from 5:30-7:30 p.m. Tuesday, Aug. 7, at The WELL. If you're ready to apply, join us for App Labs from 6-7 p.m. Wednesday, Aug. 1, or 2:30-4 p.m. Thursday, Aug. 9, to get hands-on application help from the MBA Program Services team so that you can click "submit" by the end of the night. Register for the session of your choice on our website, csus.edu/cba/mbainfosessions, or if you have questions, please contact MBA Program Services at 278-4503 or mba@csus.edu.

Submitted by the Master of Business Administration Program

University Policy Manual Update

ACA-152, the policy on Administration of Sponsored Projects at Sacramento State, identifies roles and responsibilities related to applying for, receiving, and/or administering any grant, contract, and/or other agreement in support of sponsored research or sponsored projects. This policy has been updated to reflect current departmental names, roles, and responsibilities, and includes a hyperlink to procedures providing guidance on grant and contract proposal submission, review and approval, and the fiscal administration and performance of grants and contracts. To view this policy, visit csus.edu/umannual/ACA-152.

Submitted by the Office of the Vice President/CFO

Police conducting physical security maintenance throughout summer

The Sacramento State Police Department will conduct testing, maintenance, and repairs of intrusion alarm systems, closed circuit television (CCTV) as well as the campus "Blue Light" emergency phones. This work will conclude before the end of summer break.

If you have questions, you may contact Sacramento State Police Department at 278-3506 or email damian.lee@csus.edu.

Submitted by Sacramento State Police

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 employees have been approved to receive donations through the Catastrophic Leave Donation Program:

- Steven Borden, Custodial Services
- Alexandria Jungkeit, Public Affairs and Advocacy
- Shannon McDonald, Custodial Services