



July 25, 2016

News

Sacramento State hosts this week's Junior Olympic Championships

Hornet Stadium is the site of the USA Track & Field (USATF) National Junior Olympic Championships, which run today through Sunday, July 31. More than 7,500 young athletes are participating, and crowds of up to 14,000 a day are expected to attend. Traffic and parking on campus will be affected. See our story for details: bit.ly/29PbGn0.

Submitted by the Office of Public Affairs and Advocacy

New website focuses on Campus Safety & Security

To help keep Sacramento State a safe campus for students, faculty, and staff, the Police Department has developed a new Campus Safety & Security website. The site provides readily accessible, customized data links for public inquiries relating to campus crime and fire data (as of the 2014 data collection), as well as other information, including current security programs, safety tips, crisis planning/emergency preparedness, the Emergency Notification System, safety policies, and other available resources, such as events and training.

For more information, visit the site at csus.edu/aba/campus-safety or contact the Police Department at 278-6000.

Submitted by the Sacramento State Police Department

Parking permit fee changes for 2016-17 academic year

The cost of semester parking permits for administrators, managers, and unrepresented employees has increased by 2 percent for the 2016-17 academic year. This 2 percent adjustment occurs annually as part of the parking fee plan implemented in Spring 2009. Additional revenue will be used to offset cost increases for maintenance, construction, and operation of campus parking facilities. Permits for administrators/managers (MPP) and other unrepresented employees increased beginning July 1. The new monthly permit cost is \$50/month. Other administrator permits increased by 2 percent above their current rate.

August paychecks will reflect a parking payroll deduction of \$51, which includes the July increase. Effective Sept. 1, the deduction will go back to \$50/month.

Parking permit costs for CSUEU (Units 2, 5, 7, 9): Permit fees for represented faculty and staff are set by their respective bargaining unit contracts. Staff permits will increase by \$1/month, effective Sept. 1. Staff (CSUEU) will be raised to \$17.06/month from \$16.06/month.

Parking permit costs for all other bargaining units except CFA (Units 1, 6, 8, 10, 12, C99): Permit fees for staff in bargaining units 1, 6, 8, 10, 12, and C99 will be raised to \$16/month from \$15/month, effective Sept. 1. Faculty rates were not subject to increase this year.

University Transportation and Parking Services, which administers the parking program, is by law a self-supporting unit that receives no funding from the state. UTAPS' sole source of

revenue for operations, construction, and maintenance of parking facilities is from the sale of parking permits. For more information, visit csus.edu/utaps.

Submitted by Administration and Business Affairs

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.

Per the University ARTP policy, training is required at least every three years for each AA/EOR and each department or equivalent unit chair to prepare them for their hiring responsibilities. However, all faculty are encouraged to take the 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

University Policy Manual updates

Please note the following announcement of new policies in the University Policy Manual:

ADM-0179 – Preparing the Annual Disclosure of Crime Statistics

(csus.edu/umanual/admin/adm-0179.html): This policy is in compliance with the Jeanne Clery Disclosure of Campus Crime Policy and Campus Crime Statistics Act (20 USC 1092) (“Clery Act”) and provides guidance and structure for collecting and reporting crime statistics from the appropriate agencies and departments. This policy applies to all individuals who are designated to prepare the Annual Security Report (ASR) on behalf of the University as well as all University employees who are solicited for information for the ASR.

ADM-0180 – Missing Residential Student Notification Policy (csus.edu/umanual/admin/adm-0180.html):

This policy is in compliance with the Jeanne Clery Disclosure of Campus Crime Policy and Campus Crime Statistics Act (20 USC 1092) (“Clery Act”) and provides guidance and structure for gathering missing persons contact information, acknowledging when a residential hall student is missing, and procedures for notification. The University values the safety of all students, faculty, staff, and visitors, and is proactive in maintaining a safe and secure campus. This policy not only complies with federal and state mandates, but also acts as a reminder that the safety of residence life students is a priority.

ADM-0181 – Facility Access and Security (csus.edu/umanual/admin/adm-0181.html):

This policy is in compliance with the Jeanne Clery Disclosure of Campus Crime Policy and Campus Crime Statistics Act (20 USC 1092) (“Clery Act”) and provides guidance for ensuring that campus facilities and grounds are safe, secure, and used for their intended purpose. The policy is also intended to protect individuals and property, and to provide a safe environment for educational purposes. This policy applies to all members of the campus community as well as the general public that utilize campus facilities and grounds.

ADM-0182 – Reporting Crimes (csus.edu/umanual/admin/adm-0182.html):

This policy is established to provide guidance for prompt reporting of criminal activity and in compliance with the Jeanne Clery Disclosure of Campus Crime Policy and Campus Crime Statistics Act (20 USC 1092) ("Clery Act"). This policy applies to all individuals who are designated as Campus Security Authorities (CSAs) or have a requirement in their position to report crimes to the appropriate authority (also known as mandatory reporters). This is in addition to all students and employees who become aware of criminal activity.

Note: To ensure you are viewing the most updated version of the policy, please refresh your browser after clicking on the policy link above and confirm the "Effective Date" listed in the policy header is July 17, 2016.

Submitted by Administration and Business Affairs

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.shtml.

Submitted by the Office of Public Affairs and Advocacy

Faculty Senate schedule

The Faculty Senate calendar is available at csus.edu/acse.

Submitted by the Faculty Senate

Security tip: Protect those passwords

All CSU users must exercise care by choosing passwords that are difficult to compromise or access. Failure to do so can jeopardize CSU systems and information. For example, words commonly found in the dictionary, birthdays, or anything related to the user's personal life should not be used. This does not rule out passwords that are easy to remember; for example, combining numbers or punctuation with one or more words could produce an easy-to-remember, hard-to-guess password.

Submitted by the Information Security Office

Human Resources

Fidelity TSA office hours (one-on-one sessions with Jeff Geslison)

University employees who are eligible to participate in the 403(b) Tax Sheltered Annuity (TSA) Program have the opportunity to meet with Fidelity, the new plan administrator, in one-on-one sessions to review their TSA options, get assistance in rolling over funds to the new lineup, and much more. Fidelity will conduct one-on-one meetings from 9 a.m. to 4 p.m. Wednesday, Aug. 3, in Del Norte 3004. To schedule an appointment, please contact the campus representative, Jeff Geslison, at Jeffrey.Geslison@fmr.com. Please note that appointment slots fill quickly.

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 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:

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