



July 30, 2018

**Ballot is open for University Staff Assembly special election**

University Staff Assembly's special election is open for voting. Visit [csus.co1.qualtrics.com](https://csus.co1.qualtrics.com) to vote. Your vote will help determine staff representation on various campus committees.

General election ballot

- Committee for Persons with Disabilities

Directions for voting

- Please ensure cookies are enabled on your internet browser.
- Nomination statements are provided for each nominee; please vote for only one candidate.
- You will be able to vote only once.
- If you or a colleague do not have access to a computer and are unable to vote online, please contact the USA Elections Committee at 278-5447 or [usa@csus.edu](mailto:usa@csus.edu). A hard copy of the ballot will be provided to you by the next business day.
- Send the completed hard copy ballot to campus ZIP 6145.
- Please address the envelope to USA.

Voting closes at 4 p.m. Friday, Aug. 3. Please note that some committees are voted on by the USA Board members only. Thank you for your participation.

*Submitted by the USA Elections Committee*

**Summer Bridge programs to celebrate summer achievement**

The Educational Opportunity Program will celebrate its freshman, sophomore and transfer bridge scholars by holding two Crossing Ceremonies, noon-2 p.m. Tuesday, July 31, and Thursday, Aug. 2, in the University Theatre at Shasta Hall. A theme of "Where Dreams Begin" will mark both celebrations. This year the program served more than 400 students, faculty and staff. Join these programs of excellence to celebrate the achievements of our Sacramento State students.

*Submitted by the Educational Opportunity Program*

**Free DACA renewal workshop Wednesday**

World Relief Sacramento is hosting another DACA renewal Wednesday, Aug. 1, at 4600 Roseville Road Suite 100, North Highlands. They have 21 slots available and are able to cover the \$495 renewal application fee for income-eligible California residents. They will be assisting individuals with DACA expiration dates between now and December 2019. Please share this information with students, faculty, staff and the community.

To make an appointment, visit [sacdaca.eventbrite.com](https://sacdaca.eventbrite.com) or call (916) 640-2617. Facebook event page: [facebook.com/events/257828924947089](https://facebook.com/events/257828924947089).

All advice will be from non-CSU employees, and CSU cannot make any representations about the substance of the advice given.

*Submitted by the Dreamer Resource Center*

### **Records management campus forum is Thursday**

Ray Cunningham, a records management consultant, has been hired to initiate the process of bolstering our records management program. To ensure broad and comprehensive feedback regarding current records management practices, the campus will hold a forum from 11 a.m.-noon Thursday, Aug. 2, in the University Union, Redwood Room. Light refreshments will be served. Please send questions to [recmgt@csus.edu](mailto:recmgt@csus.edu).

*Submitted by the Office of the Vice President for Administration/CFO*

### **Candidate forums: Office of the University Registrar, associate registrar**

The campus community is invited to attend presentations and open forums with the candidates for associate registrar in the Office of the University Registrar. Both forums are in the Welcome Center at Lassen Hall.

- 9-10 a.m. Tuesday, Aug. 7: Heather Skocilich, interim registrar, Concordia University
- 9-10 a.m. Thursday, Aug. 9: Jason Heidenfelder, assistant registrar, UC Riverside

If you would like to submit comments regarding the candidates, please email [azra.kikanovic-gmyr@csus.edu](mailto:azra.kikanovic-gmyr@csus.edu) by Friday, Aug. 17. All comments are confidential. We appreciate your feedback on this important search.

*Submitted by the Office of the University Registrar*

### **Summer blood drive is Wednesday-Thursday**

Sacramento State will host a summer blood drive from 10 a.m.-3 p.m. Aug. 1-2, between the University Union and the Hornet Bookstore. The blood drive is co-sponsored by Associated Students Inc., the Green Army, the Hornet Bookstore, the University Union, The WELL, and Student Health and Counseling Services.

The blood drive is free and to the University community and the general public. Participants will receive a BloodSource T-shirt and will automatically be entered into a weekly drawing for a Yeti ice chest, \$100 gas gift card, and \$100 grocery gift card. If interested in volunteering for the event, contact [sacstateblooddrive@gmail.com](mailto:sacstateblooddrive@gmail.com) to sign up. For more information about the blood drive, visit [bloodsource.org](http://bloodsource.org) or call 866-822-5663.

*Submitted by the University Union*

### **Subscribe to the First Year Experience Newsletter**

Do you work with first-time college students? Subscribe to our campus First Year Experience Newsletter listserv at [csus.edu/fye-listserv](http://csus.edu/fye-listserv). The FYE Newsletter provides info on campus activities, who first-year students are, ways to increase inclusivity and equity in and out of the classroom, and tips to improving the student academic experience. If you have questions, email [fye@csus.edu](mailto:fye@csus.edu).

*Submitted by First Year Experience*

### **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](http://csus.edu/cba/mbainfosessions), or if you have

questions, please contact MBA Program Services at 278-4503 or [mba@csus.edu](mailto:mba@csus.edu).  
*Submitted by the Master of Business Administration Program*

### **Fall AA/EOR training**

Fall 2018 Affirmative Action/Equal Opportunity Representative (AA/EOR) training sessions for faculty are scheduled for 1-3 p.m. Thursday, Aug. 16; and 9-11 a.m. and 1-3 p.m. Tuesday, Sept. 11; Tuesday, Oct. 2; and Friday, Oct. 5. Please note that these are the only dates this training is being offered for fall 2018.

Per 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 and sensitivity to diversity issues in the hiring process.

To RSVP, please email the Office for Equal Opportunity at [equalopportunity@csus.edu](mailto:equalopportunity@csus.edu) and include your name, department, and the training session for which you are registering. If you have questions, you may contact the Office for Equal Opportunity at 278-5770 or email [equalopportunity@csus.edu](mailto:equalopportunity@csus.edu).

*Submitted by the Office for Equal Opportunity*

### **Friends of the Library's Book Bin is open**

The Friends of the Library operates a Book Bin on the University Library's lower level on the first full week and third week of each month from 10 a.m. to 3 p.m. Wednesdays, Thursdays, and Fridays. Gently used hardback and trade paperback books are \$2 each or three for \$5. Mass paperbacks are \$1 each. Artwork, music scores, audio recordings, long-playing records, etc. also are available. Cash or check only.

The Book Bin is open this week, Aug. 1-3. Come in and browse. All proceeds support the Library.

*Submitted by Friends of the Library Book Bin*

### **Estate Planning 101**

The Office of Planned Giving hosts Estate Planning 101 seminars throughout the year for members of the Sacramento State community who are considering their estate plans. Topics covered include wills, living trusts, estate taxes, probate, property and inheritance planning, special needs trusts, and charitable gift annuities.

The next Estate Planning 101 seminar is 11:30 a.m.-1:30 p.m. Wednesday, Aug. 15, at the Leslie and Anita Harper Alumni Center. Reservations are required by Wednesday, Aug. 8. Please RSVP to [giving@csus.edu](mailto:giving@csus.edu) or 278-6989.

Please visit [csus.planningyourlegacy.org](http://csus.planningyourlegacy.org) for more information on planned giving or the dates of future seminars. If you are interested in making a gift through your will or estate, or you have questions regarding Estate Planning 101, please call the Office of Planned Giving at 278-6989.

*Submitted by University Advancement*

### **Building coordinator/floor marshal training**

Annual two-hour training sessions are scheduled at the following dates/times:

- 9-10 a.m. Tuesday, Sept. 18, University Union, Hinde Auditorium
- 9-10 a.m. Tuesday, Oct. 9, University Union, Hinde Auditorium
- 9-10 a.m. Tuesday, Oct. 16, University Union, Hinde Auditorium
- 9-10 a.m. Tuesday, Oct. 23, University Union, Foothill Suite
- 9-10 a.m. Tuesday, Nov. 6, University Union, Forest Suite
- 9-10 a.m. Wednesday, Dec. 5, University Union, Foothill Suite

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. All members of the Building Emergency Preparedness Teams are required to attend the training on a yearly basis. Seating is limited to the first 150. Register on Learner Web at [csusac.learnerhall.com](http://csusac.learnerhall.com).

*Submitted by the Sacramento State Police Department*

### **Faculty professional activities**

The latest faculty professional activities are available at [csus.edu/news/articles/Professional-activities](http://csus.edu/news/articles/Professional-activities). To submit an activity, email [briefing@csus.edu](mailto:briefing@csus.edu).

*Submitted by University Communications*

### **Faculty Senate schedule**

The Faculty Senate calendar is available at [csus.edu/senate](http://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](http://csus.edu/hr/forms.html#disability), by visiting the Benefits Office in Del Norte Hall, Suite 3004, or by calling 278-3522.

The following employee has been approved to receive donations through the Catastrophic Leave Donation Program:

- Alexandria Jungkeit, Public Affairs and Advocacy