



Aug. 8, 2016

## News

### **University Library partially reopens today**

The University Library is partially reopening today following asbestos abatement on the first floor and breezeway. Work will continue on the lower level from 5 p.m. to 3 a.m. daily for the next two weeks so that the library can be fully reopened by the start of the fall semester. The project has allowed the University to move forward with much-needed future improvements, such as upgrades to the fire alarm system, electricity, and lighting.

The first through fifth floors of the library are open today. For the next two weeks, while the lower level is closed, there will be no physical access to library collections on that level. Since the main library elevators are not operating, materials may be paged from the fourth floor. Ask for assistance at the Circulation Desk.

Staff and faculty of International Programs and Global Engagement, the Multi-Cultural Center, First Year Experience, the Center for College and Career Readiness, the Center for Teaching and Learning, and the Community Engagement Center will be moved in over the next three weeks. Please call those offices before visiting to ascertain where they are in the moving process.

The campus has contracted with a licensed abatement specialist to complete the work. Additionally, an outside third-party expert will oversee the project to make sure the abatement is appropriately completed. The work is contained in a manner that will prevent any exposure to the campus community. Regular air tests will be completed throughout the abatement process to ensure that no fibers become airborne.

For more information and updates on the project and library services available during the closure, please visit <http://library.csus.edu/summer16/>.

*Submitted by the University Library*

### **Park and walk smarter: New features on Sac State Mobile!**

With back-to-school beckoning and the campus population about to surge, it's a great day to share that the Sac State Mobile app now features real-time parking structure availability and a responsive campus map you can filter to find classrooms and campus amenities. A "where's the Hornet Express" feature is also in the works. It's all part of efforts by IRT and UTAPS to make campus travels (on two feet, two wheels, or two axles) easier. Download it at [csus.edu/mobile/](http://csus.edu/mobile/). Questions/comments? Please contact UTAPS at 278-7275 or [parking@csus.edu](mailto:parking@csus.edu).

*Submitted by Information Resources and Technology, and University Transportation and Parking Services*

### **Network upgrade coming Saturday**

To provide a secure and up-to-date network experience, Information Resources and Technology will update the campus network firewalls from 4 to 8 a.m. Saturday, Aug. 13. The upgrade will provide network capability and security enhancements. Campus users may

experience intermittent access or outages with applications such as campus email, My Sac State and SacCT during the upgrade window. Wireless and Internet connectivity will not be affected.

Thank you for your patience, and please direct any questions or comments to the IRT Service Desk at 278-7337 or [itfeedback@csus.edu](mailto:itfeedback@csus.edu).

*Submitted by Information Resources and Technology*

### **Graduate Writing Assessment Requirement has new website**

Information regarding the Graduation Writing Assessment Requirement (GWAR) can be found on the new website, [csus.edu/GWAR](http://csus.edu/GWAR). This website provides information regarding the undergraduate and graduate GWAR requirement, including frequently asked questions and future exam dates for the WPJ and WPG.

Please update any material your department may have regarding GWAR information to show this new and current website. Questions can be directed to the Writing Programs Office at 278-5746 or [english@csus.edu](mailto:english@csus.edu).

*Submitted by the Writing Programs Office*

### **Affirmative Action/Equal Opportunity Representative training sessions coming**

Affirmative Action/Equal Opportunity Representative (AA/EOR) training sessions for faculty will be held today, Aug. 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 [rkewis@csus.edu](mailto:rkewis@csus.edu) with your name, department, and the training session for which you are registering.

*Submitted by the Office for Equal Opportunity*

### **Brand identity workshops for Fall 2016**

Due to popular demand, additional workshops on the Sacramento State identity style guide have been scheduled. These workshops review the University's basic visual identity requirements and explore design options and resources for easily bringing the spirit of Sacramento State into materials – everything from invitations, posters, fliers, and advertisements to web pages, video, and more.

You should attend this workshop if you:

- Want to know the official University names, logos, and colors, and how to use each of them properly.
- Create any visual materials for your unit, college, department, or program (students may attend, but must be accompanied by their supervisor).
- Are a campus designer, photographer, videographer, marketer, or communicator.

Upcoming workshops:

- Friday, Aug. 19, 10:30 a.m. to noon
- Tuesday, Aug. 23, 2 to 3:30 p.m.

Space is limited. Please email [universitymarketing@csus.edu](mailto:universitymarketing@csus.edu) with your name, title, email, department/college, and your requested workshop time to reserve a spot. You will receive a confirmation email with the workshop location.

*Submitted by the Office of Public Affairs and Advocacy*

### **Reminder: How to submit campus news and Briefing items**

The Office of Public Affairs and Advocacy recently changed the form for sending in news tips and Briefing items. It's now easier for users to select whether to alert the office to a potential news coverage item or submit a campus update for the Briefing.

The Submit News form has been streamlined and features a description field with a 1,000-character limit. That field is followed by the familiar boxes for attaching contact information.

Users will notice more differences in the Briefing form, which now conforms to the format of the weekly newsletter for faculty and staff. A headline field with an 80-character limit tops the form, followed by a description field with a 1,000-character limit. The third field is for indicating which office is submitting the item, mirroring the italic tagline that anchors each item in the Briefing, and is followed by fields for contact information.

The forms can be found in the same place as before: [csus.edu/news](http://csus.edu/news). Scroll to the bottom of the page and click the gold button labeled "Submit News About Sac State." On the following page, click either the "Submit News" or the "Submit Briefing Item" button for the form. To go directly to the page for submissions: [csus.edu/sacstatenews/submit](http://csus.edu/sacstatenews/submit).

For questions or comments about the submission process, please contact Briefing Editor Ahmed V. Ortiz at [aortiz@csus.edu](mailto:aortiz@csus.edu) or 278-2388. If you have a more urgent news item, please contact Elisa Smith, director of News and Communications, at [elisa.smith@csus.edu](mailto:elisa.smith@csus.edu) or 278-4016.

*Submitted by the Office of Public Affairs and Advocacy*

### **Football program seeks student videographers for 2016**

The Hornet football program seeks students to do filming during the upcoming season on a voluntary basis. This would be a tremendous opportunity for anyone who is interested in sports video or is trying to break into collegiate athletics. Students' primary duties would be to film practices and, occasionally, games. If the student does a good job, there is the possibility of traveling to away games. Interested students need to be reliable and, during the season, available from roughly 7 to 10 a.m. The position begins immediately, as camp began Aug. 7. However, if there are interested parties who cannot attend camp but would like to help during the season, contact Justin Lantz at (304) 851-2733 or [justin.lantz@csus.edu](mailto:justin.lantz@csus.edu).

*Submitted by Sacramento State Football*

### **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, 4, 6, 8, 10, 12, C99): Permit fees for staff in bargaining units 1, 4, 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](http://csus.edu/utaps).

*Submitted by Administration and Business Affairs*

### **Faculty professional activities**

The latest faculty professional activities are available at [csus.edu/news/articles/2016/7/1/Professional-activities,-July-September-2016.shtml](http://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](http://csus.edu/acse).

*Submitted by the Faculty Senate*

### **Security tip: Can I lend my computer to others?**

Let's say you have a new laptop and have not used your desktop computer in more than a year. A colleague has been having computer problems and would like to borrow your desktop until her new computer is ready. Can you lend it? Not without taking great care to protect your data.

You may not lend it unless you are certain that there is absolutely no protected information stored on it or accessible through it. You must first follow campus procedures for transferring the computer and protecting your data. Both electronic and non-electronic protected information must be secured during the entire duration of its retention by CSU employees. All media containing any protected information or licensed software must be securely destroyed or properly cleansed before disposal or reuse.

Simply deleting files is generally not sufficient to prepare media for reuse. In addition to the physical transfer of the computer, other users will need a separate SaLink account and password. It's also important that any automated login or access profiles are removed from your computer before it is repurposed.

*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 [csus.edu/hr/forms.html#disability](http://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:

- Denise Boyd, CBA AD-Undergraduate
- Edna Chiu, Custodial Services
- Shannon McDonald, Custodial Services
- Monica Patterson, Mail Services Center
- Suzette Riddle, University Advancement (Development)
- Brian Sarantopulos, Reprographic Services
- Nancy Wylie, Student Affairs Technology