



Dec. 5, 2016

## News

### **University Union grants holiday wishes for children, families battling HIV/AIDS**

Economic hardships have affected us all, and the spirit of giving is more important than ever to help those less fortunate. The University Union and Sunburst Projects are working together in the annual Wish Upon a Star gift drive to help make wishes come true.

Visit the Wish Upon a Star display in the University Union main lobby during building hours, choose a star, purchase the wish listed on the star, and then share the very special holiday gift with a child. Gifts can be dropped off between 9 a.m. and 4 p.m. today through Friday at the Union administration office (third floor). Donated gifts benefit Sunburst Projects, which provides ongoing family support services for HIV/AIDS-affected families with children.

The display will be at the Union through Friday, Dec. 9, during regular building hours. A special gift-wrapping party will be hosted from 10 a.m. to 1 p.m. Friday in the Union Exhibit Lounge (second floor). For more information, call 278-6997.

*Submitted by the University Union*

### **The Buzz is closing soon in the Union**

The Buzz, the popular campus Java City coffeehouse, is scheduled to close at the end of the semester due to the upcoming University Union expansion project. A Starbucks-licensed store is anticipated to open in its place in 2018.

The Buzz has been a favorite gathering spot for students to relax, study, and enjoy a favorite coffee beverage or good meal. To thank the campus community for its patronage, The Buzz is offering a free farewell espresso shot with a purchased coffee beverage today through Friday, Dec. 16.

*Submitted by University Enterprises Inc.*

### **Final fall activities for Dreamers and students of mixed-status families**

The Dreamer Resource Center (DRC) is hosting the following activities for the final time in the fall semester this week. The spring calendar is coming soon.

- Immigration legal services: Today in the College Assistance Migrant Program (CAMP) Lounge, River Front Center: In partnership with the California Rural Legal Assistance Foundation, the DRC is hosting an "Open Q&A w/Immigration Attorney" from noon to 1 p.m. and individual consultations from 1 to 2 p.m. The Q&A will cover Deferred Action for Childhood Arrivals (DACA), advance parole, California legislation, and a know-your-rights briefing. Consultations are on a drop-in and first-come, first-served basis.
- Healing circles: 12:30 to 2 p.m. Thursday, Dec. 8, CAMP Lounge: A health professional from Student Health and Counseling Services will discuss healthy mechanisms to cope with stress, anxiety, and uncertainty, as well as other forms of self-care to promote wellbeing.

*Submitted by the Dreamer Resource Center*

### **Community session on food access Tuesday in Colonial Heights**

Join a listening session and discussion from 6 to 8 p.m. Tuesday, Dec. 6, at the Colonial Heights Library (4799 Stockton Blvd., Sacramento) to learn from people in our community facing food insecurity head-on. Speakers from communities of faith, schools, local farms, and refugee and veteran support agencies will share their thoughts and experiences. Student manager Billie Hale of the Associated Students Inc. Food Pantry will be among them. The session is hosted by the Community Food Access Working Group of the Sacramento Food Policy Council.

Join us to better understand how our county and the Sacramento Food Policy Council can support food access. Free catered food and refreshments will be provided. RSVP at [foodaccesslisteningsession.eventbrite.com](http://foodaccesslisteningsession.eventbrite.com).

*Submitted by Family and Consumer Sciences*

### **One World explores 'Inheritance' in Korean seminar and dance performances**

- Seminar on Korean History, Culture, and Education: 3 to 6 p.m. Wednesday, Dec. 7, in the Global Lounge, Library 1000: Sponsored by the Korean Consulate General and hosted by the Korean Concentration Committee of the Asian Studies Program. Presenters include Dr. Greg Kim-Ju on "Korea in 21st Century," Valerie Becker and Jody Cooperman on "Building bridges: Education Collaboration Between the U.S. and South Korea," and Dr. Mimi Coughlin on "Inquiry Approaches to Teaching About Korea's Past and Present." A Korean dinner and performance are included. RSVP by emailing [oneworld@csus.edu](mailto:oneworld@csus.edu).
- Annual University Dance Company – Dance Sites: Dec. 7-11, various dates and times, University Theatre. Faculty choreographers will present diverse perspectives on the theme. Presented by Dr. Linda Goodrich, Philip Flickinger, Nolan T'Sani, Nhan Ho, Osvaldo Ramirez, Aubri Siebert, and Lorelei Bayne, and a special guest artist, San Jose State Professor Emeritus Gary Masters. (For details: <http://bit.ly/2gSPLxS>.)

*Submitted by the One World Initiative*

### **Open candidate forum for executive director, Union WELL Inc.**

The campus community is invited to the following open forum for the final candidate for the position of executive director, Union WELL Inc.

- Linda Buonanno, associate athletic director for recreation and community outreach, University of Pennsylvania: 3 to 4 p.m. (please note time change) Thursday, Dec. 8, University Union, Hinde Auditorium

*Submitted by Student Affairs*

### **Candidate forums for director of the Centers for Diversity and Inclusion**

The campus community is invited to the following open forums for candidates for the position of director, Centers for Diversity and Inclusion:

- John Johnson, Ph.D., coordinator, African American Center for Academic Excellence, Humboldt State University: 11 a.m. to noon Monday, Dec. 12, University Union, Folsom Room
- Krystle Tonga, assistant program coordinator, Cross-Cultural Leadership Center, CSU Chico, 11 a.m. to noon Tuesday, Dec. 13, University Union, Folsom Room

- Koby Rodriguez, associate director, Cross Cultural Center, UC Davis: 11 a.m. to noon Wednesday, Dec. 14, University Union, Auburn Room
- Rebecca Hernandez Rosser, Ph.D., director, American Indian Resource Center, and interim director, Women's Center, UC Santa Cruz, 11 a.m. to noon Thursday, Dec. 15, University Union, California Suite

*Submitted by Student Affairs*

### **Celebrate the retirement of Deborah James**

Please join us for a retirement celebration for Deborah James from 2 to 4 p.m. Thursday, Dec. 8, in the University Union, Orchard Suite. Debbie is retiring after 28 years of dedicated service to Sacramento State. If you would like to contribute to a campus gift, please send donations to Kristen Anderegg (Lassen Hall 2008, mail stop 6122). Contact Kristen with any questions at [kristena@csus.edu](mailto:kristena@csus.edu) or 278-5343.

*Submitted by Liberal Studies and Social Science Programs*

### **ECS Senior Design Showcase is Friday**

The College of Engineering and Computer Science will host its Senior Design Showcase on Friday, Dec. 9. Design project product demonstrations, poster presentations, and PowerPoint presentations by senior students in civil engineering, computer science, electrical and electronic engineering, and mechanical engineering will be open to the public for members of the campus and professional communities.

Presentations will start at 9 a.m. and are scheduled throughout the day at Riverside Hall, Santa Clara Hall, and the University Union. More information, including a schedule of times and locations by course, can be found at [ecs.csus.edu](http://ecs.csus.edu).

*Submitted by the College of Engineering and Computer Science*

### **Join us for 'Order of the Engineer' Ring Induction Ceremony on Friday**

The College of Engineering and Computer Science will host the "Order of the Engineer" Ring Induction Ceremony at noon Friday, Dec. 9, in the University Union, Hinde Auditorium, as part of its college-wide Senior Design Showcase. The ceremony is a public vow to practice integrity, fairness, and respect in all aspects of engineering practice, and the ring signifies a promise to uphold the standards and qualities of the engineering profession. Participants in the ceremony must be engineering students within one year of graduation or returning engineering graduates.

Sign up and order your ring at the ECS Dean's Office. More information can be found at [ecs.csus.edu](http://ecs.csus.edu) (under "Student Resources") or by contacting [order@ecs.csus.edu](mailto:order@ecs.csus.edu). Stingers up!

*Submitted by the College of Engineering and Computer Science*

### **ASI External Grant Application deadline is Friday**

Associated Students Inc. is committed to creating an active and engaged campus community. Each fiscal year, ASI allocates funds that are to be disbursed to on-campus programs dedicated to our common goal of serving students. The ASI External Grant Application is available on the ASI website, [asi.csus.edu/scholarships-grants/external-grants](http://asi.csus.edu/scholarships-grants/external-grants). An applicant must be a University-sponsored program or activity in good standing; student clubs and organizations are not eligible.

If your department/program wishes to be considered for funding, the completed application must be submitted electronically and received no later than 5 p.m. Friday, Dec. 9. If you have questions regarding the application, please contact Director of Finance and Administration Mark Montalvo at [montalvo@csus.edu](mailto:montalvo@csus.edu) or 278-7917.

*Submitted by Associated Students Inc.*

### **Union Games Room to host faculty/staff 8-ball, table tennis tournament**

The University Union Games Room will host a special faculty and staff 8-ball tournament at 1 p.m. Friday, Dec. 9. Participants must be current Sac State faculty or staff with a valid OneCard and must register online by 11:59 p.m. Thursday, Dec. 8. Registration is free. Winners will receive a trophy and be featured on University Union social media. To register, please visit [theuniversityunion.com/games-room/information/tournaments](http://theuniversityunion.com/games-room/information/tournaments).

*Submitted by the University Union*

### **Application deadline is next week for 2017-18 RCA Faculty Grants Program**

Approximately \$150,000 has been received from the CSU Chancellor's Office for academic year 2017-18 to support faculty research, and scholarly and creative activity, as well as to encourage faculty contributions to their disciplines. Grant recipients must produce a scholarly deliverable, such as an article or manuscript to be submitted for peer-reviewed publication, or a grant proposal, juried exhibition, or performance. Faculty may apply for a combination of up to four units of assigned time, \$5,000 for summer salary during 2018, or up to \$7,500 for research support expenses, provided that the total budget request does not exceed \$7,500.

The application can be found at [csus.infoready4.com/](http://csus.infoready4.com/) and must be submitted by 11:59 a.m. Monday, Dec 12. Questions? Contact Dr. Nancy Sweet, RCA chair, at [rcachair@csus.edu](mailto:rcachair@csus.edu).

*Submitted by the Office of Research Affairs*

### **Senior Showcase evening of films is Dec. 14**

The Film Department proudly presents an evening of short films written, directed, and produced by seniors in the Digital Media/Video Production Program from 8 to 9 p.m. Wednesday, Dec. 14, in the University Union, Hinde Auditorium. These capstone films were created over the course of the semester in Senior Practicum in Video Production and run the entertainment gamut from comedy to suspense to experimental narrative. A Q&A will follow the program. Filmmakers will be in attendance. Hope to see you there!

*Submitted by the Film Department*

### **Project INSPIRE taking applications for two mini-grant programs**

The Developing Hispanic-Serving Institution (DHSI) Project INSPIRE is accepting applications for two mini-grant programs: Student Peer Programs and Analytics. DHSI Project INSPIRE's goal is to increase the number and proportion of Hispanic and high-need students who are successful in college and attain timely degree completion. The Student Peer Program mini-grants support existing and emerging peer programs in their effort to attain this goal. The Analytics mini-grants will support research and exploratory studies that utilize program and institutional data to understand and address inequities in student success.

Visit [csus.edu/ctl](http://csus.edu/ctl) for applications. The submission deadline is Monday, Dec. 19.

*Submitted by the Center for Teaching and Learning*

### **AIRC/Data Center will be closed Dec. 26 for maintenance**

Every five years, the electrical equipment supporting our campus network and data systems must undergo comprehensive maintenance, which involves a full-system shutdown. These systems are housed within the AIRC building. To minimize campus inconvenience, the period from 6 a.m. to 9 p.m. Monday, Dec. 26, was selected for this required maintenance. The campus will not have Internet, telephone, wireless networking, or hosted campus applications such as SacCT, Office 365, and My Sac State during the maintenance window. There also will be no access to the AIRC building for the duration of the day. We appreciate your patience and understanding while this necessary maintenance is completed and we ensure services are back online. Questions about specific systems involved? Contact [servicedesk@csus.edu](mailto:servicedesk@csus.edu) or call 278-7337.

*Submitted by Information Resources and Technology*

### **College affordability advocate Sara Goldrick-Rab to speak Jan. 27**

The problem of paying for college is causing thousands of young adults to drop out before earning a degree, a disheartening truth that must change if the nation is to have the educated workforce it needs, argues sociologist Sara Goldrick-Rab. She comes to the University Union, Hinde Auditorium at 4:30 p.m. Friday, Jan. 27, to share solutions to the problem of college affordability and financial aid access. The event, sponsored by the Doctorate in Educational Leadership program, is free and open to the public.

*Submitted by the Doctorate in Educational Leadership/College of Education*

### **AA/EOR training sessions offered**

Affirmative Action/Equal Opportunity Representative (AA/EOR) training sessions for faculty will be held Tuesday, Jan. 31; Monday, Feb. 6; and Thursday, March 9, in Library 11. Two sessions will be offered each day: 9 to 11 a.m. and 1 to 3 p.m. You need to attend only one session.

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 and sensitivity to diversity issues in the hiring process.

To RSVP or if you have a question, please contact 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.

*Submitted by the Office for Equal Opportunity – Human Resources*

### **Next Generation LMS Evaluation: Your feedback counts**

The Next Generation Learning Management System (LMS) Evaluation project has begun. A campus-wide steering committee, including several of your colleagues, will evaluate industry leaders in the marketplace and recommend the best replacement LMS option for Sacramento State.

We are looking to gather broad feedback about our current LMS – Blackboard Learn 9.1 (SacCT) – to understand your likes and dislikes, and to find out what you'd like to see in the future. Your perceptions and experiences, with the voices of other staff, students, and faculty, will combine to deliver a solution that better meets current and future teaching and learning needs.

Please make your voice heard by completing a brief survey at [csus.edu/nextgenlms/engage](http://csus.edu/nextgenlms/engage). And browse the website to learn more about the evaluation project. There will be future opportunities for you to stay connected and provide feedback – stay tuned. If you have questions or concerns, please contact [nextgenlms@csus.edu](mailto:nextgenlms@csus.edu).

*Submitted by Academic Affairs and Information Resources and Technology*

### **Volunteer for the Writing Across the Curriculum Rubric Pilot Program**

The Writing and Reading Subcommittee is calling on faculty to volunteer for the Writing Across the Curriculum Rubric Pilot Program during the Spring 2017 semester. Why participate?

- Faculty are the professionals best equipped to assess our students, due to familiarity with the University's programs and institutional needs.
- Your involvement will provide service to the University and give you the opportunity to provide your input, feedback, and critiques on the writing rubric being developed.

Participation will include an orientation session during the week of Dec. 12 and professional development sessions during the Spring 2017 semester aimed at learning how to match programmatic and institutional writing rubrics to writing assignments.

If you have a writing assignment in one of your Spring 2017 courses, please consider participating. To participate or obtain more information, please contact Marcy Merrill at [merrills@skymail.csus.edu](mailto:merrills@skymail.csus.edu).

*Submitted by the Writing and Reading Subcommittee*

### **2016 University Factbook available online**

The 2016 University Factbook is now available from the Office of Institutional Research. The Factbook is a comprehensive, official data source for the campus community. It features student profiles as well as faculty and staff profiles. It also highlights statistics on admission, class size, degrees awarded, retention, progression, graduation, and alumni. Many sections are broken down by college. All data were collected on census date and include a five-year range.

The book is available online at [csus.edu/oir](http://csus.edu/oir). Click on "Data Center," then on "University Fact Book." You can choose to view the entire book or select only the section you are interested in viewing.

*Submitted by the Office of Institutional Research*

### **Results of the Listening to Students Study available online**

To learn more about the needs of students from a variety of backgrounds and educational paths, including this week's section, "Listening to Different Students," please visit [csus.edu/saseep/listeningtostudents](http://csus.edu/saseep/listeningtostudents).

*Submitted by the Department of Communication Studies*

### **Violence in the Workplace Prevention Training**

This is a one-hour presentation, with additional time for questions, on information regarding University policy on violence in the workplace, applicable campus statistics, crime prevention information, reporting practices, and available resources. The course will give attendees information on how to prepare, recognize, document, and report incidents in their respective areas as it pertains to violence in the workplace or unacceptable behavior.

Materials will be provided. Class participation every three years is required of all faculty, staff, and student employees by Cal-OSHA and Sacramento State. Training is in the University Union, Hinde Auditorium:

- 9 to 10 a.m. and 1 to 2 p.m. Wednesday, Dec. 7

To RSVP for the training, please email [barnettk@skymail.csus.edu](mailto:barnettk@skymail.csus.edu).

*Submitted by the Sacramento State Police Department*

### **Faculty professional activities**

The latest faculty professional activities are available at

[csus.edu/news/articles/2016/10/1/Professional-activities,-October-December-2016](http://csus.edu/news/articles/2016/10/1/Professional-activities,-October-December-2016).

*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: 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 [csus.edu/irt/is/contactus.html](http://csus.edu/irt/is/contactus.html).

*Submitted by the Information Security Office*

## **Human Resources**

### **Next HR Spotlight coming Tuesday**

The next quarterly Human Resources Spotlight is scheduled for 10 to 11 a.m. Tuesday, Dec. 6, in the University Union, Hinde Auditorium.

Realizing all of you are very busy, we hope you will find time to attend. The topic will be “Spotlight on HR 2017.” Vice President for Human Resources Christine Lovely will present about the higher education issues affecting HR and will engage in an interactive discussion on the focus of the HR Spotlights for the coming year.

Please share this communication with all managers and staff in your office who have ongoing interactions with HR and would have benefited from some of the previous HR Spotlight agenda topics. Please remember that all staff need to obtain their manager’s approval to attend.

### **Year-end pay warrants and direct deposit posting dates**

The regular master payday falls on Friday, Dec. 30; however, please be aware that the issue date is Jan. 1, 2017, and the posting date for direct deposit is Tuesday, Jan. 3, per the State Controller’s Office.

Please note that because the December payroll is the first pay warrant issued in 2017, your paycheck net may or may not be different from your previous month’s check. This may be

due to new benefit rate deductions and tax withholding changes that occur with the new year.

The Office of Human Resources – including Payroll – will be closed for the holidays from Monday, Dec. 26, through Monday, Jan. 2. If you have questions, please call Payroll Services at 278-6211.

### **W-2 forms and correct mailing address**

W-2 forms for the 2016 year will be mailed to an employee's current mailing address by the end of January. To ensure your W-2 is delivered to the correct address, please verify your current address and make necessary address changes prior to Thursday, Dec. 15. You can check the mailing address on file by logging on to My Sac State and visiting the Employee Center. View your "Personal Information Summary" and, if the information is incorrect, you may submit your change online by clicking "Change Home Address." If you are unable to access your information online, you also can change your address in Payroll Services, located in Del Norte Hall 3006. If you have further questions about the W-2 process, you can contact Payroll Services at 278-6211 and someone will be able to assist you.

### **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:

- Joshua Bakke, University Transportation and Parking Services
- Bradley Buchanan, English
- Brian Sarantopulos, Reprographic Services