



Visit the new [University Scheduling](#) website which contains useful resources for [25Live](#) and [Reservations](#)!



Zero Waste for 2018

Have you heard of AB 1826? How does this pertain to event scheduling?

AB 1826 is the CA Assembly Bill that mandates the 3-stream waste collection (recycle/compost/landfill) and the University is mandated to comply with the new waste collection requirements. To learn more, here is a link to [CSUEB Sustainability](#) as well as a link to the [CalRecycle website](#).

What this means for events is that you will want to choose **H-WASTE 3-BINS WIRE FRAME SET** as the Resource for outdoor events where food is served and there are more than 20 attendees. For events in the Union, choose **UU WASTE 3-BINS WIRE FRAME SET**

We will likely be removing the single trash/recycle cans from the list of Resources, so please begin to use the WASTE 3-BINS WIRE FRAME SET as your "go-to" for the waste collection. REDUCE - REUSE - RECYCLE!

Contact Us

On the web: [University Scheduling](#)

By email

[Lucero Wallace](#), Director

[Cecilia Grima](#), Reservations Coordinator

[Mark Chan](#), Academic Scheduler

UU Website: [University Union](#)

By email: [Reservations](#)

New Resource for the Union MPR

The University Unions would like to announce a **new ramp** that can be attached to the stage that is used in the MPR. This is to be used as an accessibility option. If you would like to reserve this for your event, you will find it as [UU Stage Ramp](#) in the resources section of 25Live.

Get ready for a short summer!

Did you come to work one day in August and discover students are already here? Wondering what happened to my low-key summer?

Remind yourself that you are not alone on this important change-over to Semesters. Many of us will be dealing with deadlines that have suddenly crept up on us and most likely the stress levels will rise. Here are a few resources:

Thomas Sneed is conducting **Ergonomic activities**: thomas.sneed@csueastbay.edu

LEEP always has workshops that benefit the daily work life of the campus community!

<http://www.csueastbay.edu/leep>

University Ombudsprson <http://www.csueastbay.edu/about/diversity/ombuds-services/>

As the old saying goes: patience is a virtue!

Is 25Live going to be replaced? No.

There was some talk recently that 25Live was going to be replaced, but that is not the case in the foreseeable future. You are all doing an excellent job of scheduling your events, so, please become more familiar with 25Live and always reach out to your scheduling contacts with questions you might have and for assistance!

Where did the 25Live links go?

The links to 25Live have been removed from the University Scheduling website and the University Calendar. Please bookmark 25Live on your web browser for your log-in. Click - or copy and paste in your browser - the link below:

[https://25live.collegenet.com/csueastbay/#home_my25live\[0\]](https://25live.collegenet.com/csueastbay/#home_my25live[0])

If you have questions about this change, feel free to email [Lucero Wallace](mailto:Lucero.Wallace)

New Sign-up for 25Live Training

Do you have a new employee in your department that needs 25Live training? Anyone with a net id can now sign-up via **Training Now**.

<https://wapps1.csueastbay.edu/trainingnow/>

Future training dates are listed on the registration page.

Lights in VBT 124

Some of you may have experienced a challenge with operating the lights in VBT 124. Mostly they just wouldn't turn on!

We hope there has been a resolution to this special technology in the room. The room lights have always been connected to a mixing board in the control room (at the back of the room). This mixing board is where special lighting can be controlled if requested. However the room lights were dependent on the settings. Well, you can imagine this can get more complicated than this newsletter.

IT has now removed the connection between the control room and the room lights. So the room lights can now be turned on and off manually at the beginning and end of an event. Sounds good!

There is one catch: if you want special lighting for an event, you will need to submit a [Service Now](#) help ticket. Here is the navigation:

Log-in >> Order something >> Technical Support

If you get to VBT 124 and the lights are not working, please contact Facilities Management: 885-4444;

- or -

the classroom phone will always connect you to the Help Desk.