

[Submit](#)[Employment](#)[News](#)[Calendar](#)[Classifieds](#)[Spiritual Life](#)**In This Issue**Webmail users [click here](#)**Official News**

- [Alfred University Telephone Work Orders](#)
- [Annual Conflict of Interest Form](#)
- [More Web Time Entry Reminders](#)

**General Announcements**

- [Visiting Artists/Speakers Series - Eve Andree Laramee](#)
- ['King Lear' Auditions!](#)
- [Federal Express Shipments](#)
- [Note-Taking Tutorial Workshop](#)
- [Global Awareness Roundtable - Peru](#)
- [Kerry Kautzman - January Women's Studies Roundtable](#)
- [The Lyceum This Week](#)
- [Super! Hockey! Weekend! Extravaganza!](#)
- [Time Management Tutorial Workshop](#)
- [Students: Job Opportunity & Chance for a \\$100 Visa Card](#)
- [Save Energy by Turning Off Your Computer and Printer When Not in Use](#)
- [Temporary Part-Time Housekeeping Position](#)

**What's Happening?**[More Events...](#)

TODAY	TOMORROW	SUNDAY
12:20 <a href="#">January Women's Studies Roundtable</a>	1:00 <a href="#">Saturdance</a>	2:00 <a href="#">'Nick and Nora's Infinite Playlist'</a>
<a href="#">Kerry Kautzman - January Women's Studies Roundtable</a>	3:00 <a href="#">'Fanny and Alexander'</a>	5:30 <a href="#">Chinese New Year Celebration</a>
6:00 <a href="#">Women's Basketball Game</a>		
8:00 <a href="#">Men's Basketball Game</a>		
<a href="#">'Nick and Nora's Infinite Playlist'</a>		
10:00 <a href="#">Music: The Oxford Collapse with The Demos</a>		
11:00 <a href="#">'Nick and Nora's Infinite Playlist'</a>		

**Alfred University Telephone Work Orders**

Please remember that AU telephone issues and workorders need to be submitted in writing to

[auphone@alfred.edu](mailto:auphone@alfred.edu). Please include the telephone number in question, the current location of the phone (building and room number) and a description of the work that is being requested. (i.e. relocation, voicemail change, display change, etc.)

The monthly departmental telephone statements are now being sent by e-mail. Please be sure to notify AU Telephone of changes in staff that receive the statements.

[back to top](#)

[Send Email Reminder](#)

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### Annual Conflict of Interest Form

The Link and Attachment below will take you to the University's Conflict of Interest form and policy. We encourage you to read the policy in order to familiarize yourself with the language as well as the intent.

In order to be in compliance with the laws and regulations associated with the receipt of state and federal funds (OMB Circular A-110, Item C42), the University is required to have you complete this form.

As a University with highly respected academic and research programs, it is important that we adhere to this regulation. By disclosing any possible conflicts of interest we may have which could potentially impair our judgment in the decision making process associated with carrying out our responsibilities, we continue to assure the government of the integrity of our programs.

To ensure that we meet the compliance regulations as monitored by our auditing firm, it is important that you complete the form. Please return the completed form signed by your supervisor to the Office of Human Resources in Greene Hall by Monday, Feb. 27, 2009.

Thank you very much for your assistance.

Link: [Conflict of Interest Form](#)

Attachment: [AU Conflict of Interest Policy](#)

[back to top](#)

[Send Email Reminder](#)

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### More Web Time Entry Reminders

Please be reminded that all undergrad and grad students are now required to do Web Time Entry. Paper timesheets will only be allowed if a processing or timing error on BannerWeb prohibits the student from entering the actual hours worked on the correct days. If paper timesheets need to be submitted, they will be processed in the next available payroll.

Timing is critical for entry, submission and approval of electronic time sheets. If deadlines are ignored or missed, timesheet hours are not pulled into payroll to be processed. We have created automated e-mails which are generated to all students and approvers to remind you of these impending deadlines.

Timesheets are LEGAL DOCUMENTS which require the student to report his/her actual hours worked and it is the supervisor's responsibility to verify that the information is accurate. Also, remember that if you are required to enter time in and time out and you leave and return to work on the same day (such as your lunch hour), you must record it as such. Labor laws require that hourly workers take at least one half-hour break if working more than six hours in one day. HR and Payroll are required to respond to inquiries from agencies, insurance companies, and auditors and our information is based on time sheet reporting.

[back to top](#)

[Send Email Reminder](#)

---

### Visiting Artists/Speakers Series - Eve Andree Laramee

Laramee has been exploring the mutable, triadic relationship among art, science, and nature for over 20 years

Location: Holmes Auditorium, Harder Hall

Event Date(s): 02/09/2009

Time: 5:00 PM - 7:00 PM

[back to top](#)

[Send Email Reminder](#)

---

### 'King Lear' Auditions!

Auditions for the spring Theater Department's production of Shakespeare's "KING LEAR" will be held on Thursday and Friday, Jan. 22 and 23, in the Miller Performing Arts Center CD SMITH III Theatre at 7:30 p.m. Auditions are open to everyone.

Please download the attached "sides" (audition materials) to review before you come to the auditions. For additional information, contact Steve Crosby at [fcrosby@alfred.edu](mailto:fcrosby@alfred.edu)

The production dates are April 22-25 with rehearsals beginning after Spring Break.  
Attachment: [KING\\_LEAR\\_Audition\\_sides.doc](#)

[back to top](#)

[Send Email Reminder](#)

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### Federal Express Shipments

Departments without a Federal Express account please bring any of your outgoing Federal Express shipments (letters or packages) that need to be processed using Office Services account to Greene Hall by 1:30 p.m. Monday - Friday to insure that you receive the special FedEx rate.

[back to top](#)

[Send Email Reminder](#)

---

### Note-Taking Tutorial Workshop

Do you struggle taking notes? Are you unsure how to organize them? Do you have trouble determining what you should write in your notes?

Attend our tutorial workshop and develop an effective approach to note-taking. This workshop is available for all AU students.

When? Friday, Feb. 6 from 10:-11 A.M.

Where? Scholes Library, Room 221

How do I register? E-mail [Academicssupport@alfred.edu](mailto:Academicssupport@alfred.edu).

If you have any questions, please contact Dr. Elmore at 607.871.2153.

[back to top](#)

[Send Email Reminder](#)

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### Global Awareness Roundtable - Peru

Sophie Westacott  
Monday, Jan. 26, 2009  
Knight club Campus Center @ 7 p.m.

Sophie will talk about her observations and experiences of Peru, specifically the Sacred Valley, where she spent a semester as a teaching intern.

"It's a fascinating society, an interesting blend of Incan, Spanish colonial, and Western cultures. The mountains preserve a great deal of history and warp time in a surreal way. The landscape is dramatic, the food unbeatably bland, and the music persistently Huayno."

Sophie's talk will include pictures of life in the highlands, and she will bring artifacts from the area.

The Global Awareness Roundtable is a monthly event designed to introduce the Alfred community to a variety of cultures from around the world. This informal gathering gives our international faculty, students, and alumni the opportunity to introduce participants to countries as diverse as Japan, Guatemala and Tunisia.

Students who have lived, studied or worked abroad also share their experiences and observations. Presentations cover a wide range of topics including history, traditions, art, music and food.

If you are interested in participating or have any questions please contact Zakia Robana @ 871-2880.

[back to top](#)

[Send Email Reminder](#)

---

### **Kerry Kautzman - January Women's Studies Roundtable**

Kerry Kautzman, the director of Alfred University's Women's Studies Program and associate professor of Spanish, will be presenting at the January Women's Studies Roundtable. Professor Kautzman's topic will be: "Porn and Purity in America."

The roundtable will be on Friday, Jan. 23, 2009, from 12:20-1:10 p.m., in the Knight Club, Powell Campus Center. All roundtables are free and open to the public.

If you are interested in presenting at a roundtable or have any questions about the roundtables, please contact Sandra Singer at [fsinger@alfred.edu](mailto:fsinger@alfred.edu)

[back to top](#)

[Send Email Reminder](#)

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### **The Lyceum This Week**

This week at the Lyceum, we'll be discussing the blind leading the blind. Through understanding and companionship can we help our fellow man through the difficulties we ourselves face, or are we all just stumbling around together in a darkened room?

As always, treats will be provided, so come on down to the McNamara room in Powell Campus Center at 3:20 on Friday to obey the turtle and feed your brain!

[back to top](#)

[Send Email Reminder](#)

---

### **Super! Hockey! Weekend! Extravaganza!**

This weekend, Jan. 23-25, the AU Hockey team will have an action-packed game weekend for you Friday, Saturday, and Sunday. On Friday the team will play Canton JV at Canton. Saturday, Alfred will play Canisius at its home rink in Olean, NY, at 5 p.m. Sunday the team will play one of its local rivals Dresser-Rand at 9 p.m. in Olean. This game is surely to be the most intense and exciting game of the year.

So come our and support your team. For driving info e-mail the club account at

[auhockey@alfred.edu](mailto:auhockey@alfred.edu) or call our toll free hotline at 1-800-ALF-HCKY

Link: [Alfred Hockey Home page](#)

Attachment: [A Map](#)

[back to top](#)

[Send Email Reminder](#)

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### **Time Management Tutorial Workshop**

It's time to manage your time. There are only 168 hours in a week. Learn how to better organize and

manage your time. This workshop is available for all AU students.

When: Thursday, Jan. 29 from 10:30-11:30 A.M.

Where: Scholes Library, Room 221

How do I register? E-mail [Academicssupport@alfred.edu](mailto:Academicssupport@alfred.edu) with your name.

If you have any questions, please contact Dr. Elmore @ 607.871.2153.

[back to top](#)

[Send Email Reminder](#)

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### **Students: Job Opportunity & Chance for a \$100 Visa Card**

Apply today for the Student Development Associate's position and have your application entered for a chance @ a \$100 Visa Card! Restrictions apply. Look for our recruiting tables all this week in PCC- 2nd Floor & Ade Dining Hall. SDA is a division of University Relations.

[back to top](#)

[Send Email Reminder](#)

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### **Save Energy by Turning Off Your Computer and Printer When Not in Use**

According to research computers can cost up to \$110 per year to operate. However, if you turn off your computer when you are finished using it (after you leave work) you can bring that cost down to as low as \$20 per year. That's a big savings when you think about how many computers there are on Alfred University's campus.

Let's just say that there are a minimum of 2000 computers on campus running 24/7. Multiply that by a savings of \$90 a year. We are talking about an \$180,000 savings per year! Wow, that's a lot of money!

So, for a greener Alfred, let's start turning off our computers and printers while they are not in use and save 1.8 million dimes!

Putting your computer on Standby also helps save energy and money.

To do this, follow these instructions:

Manually Putting Your Computer on Standby in Microsoft XP

1. First, save all of your work. Information in computer memory is not saved while your computer is on standby.
2. From the Start menu, select Control Panel>Performance and Maintenance>Power Options.
3. Choose the Advanced tab then choose from the drop down box "Stand by"
4. Push the Power button.

Manually Putting Your Computer on Standby on a Mac

1. Choose the apple in the top left corner of the screen
2. Click on System Preferences"
3. Choose Energy Saver
4. Choose the "Options" tab BR> 5. Mke shre "Allow poer button to sleep computer" is checked and exit.

Automatically Putting Your Computer on Standby in Microsoft XP

1. Save all work before leaving your computer.
2. From the Start menu, select Control Panel>Performance and Maintenance>Power Options
3. Set the times that you want your system to go on standby, to shut off the monitor and to shut off the hard disks.
4. Click OK. Your computer will go on standby according to the schedule you have entered.

Automatically Putting Your Computer on Standby on a Mac

1. Choose the apple in the top left corner of the screen

2. Click on System Preferences"
3. Choose Entergy Saver
4. Choose a time frame for "Put the computer asleep when the computer is anctive for" and exit.

[back to top](#)

[Send Email Reminder](#)

---

### **Temporary Part-Time Housekeeping Position**

Saxon Inn

Link: [HK, Saxon Inn](#)

[back to top](#)

[Send Email Reminder](#)

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