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

| TODAY |  | TOMORROW |  | WEDNESDAY |  |
|-------|--|----------|--|-----------|--|
| 9:20  | <a href="#">Reception for Alberto Fonseca</a>                  | 10:00    | <a href="#">Buy an Official Class Ring!</a>  | 4:30      | <a href="#">Buck's Rock Information Session</a>        |
| 10:00 | <a href="#">Buy an Official Class Ring!</a>                    | 6:00     | <a href="#">Women's Basketball Game</a>      | ·         | <a href="#">Women's Swimming &amp; Diving Meet (A)</a> |
| 7:30  | <a href="#">History of the Rural Free Mail Delivery System</a> | 8:00     | <a href="#">Men's Basketball Game</a>        |           |  |
|       |  | 8:30     | <a href="#">International Folk Dancing</a>   |           |  |
|       |  | ·        | <a href="#">Reunion 2009 - Save the Date</a> |           |  |

## **New Policy on Management of Sensitive Personal Information**

In an effort to better protect Personal Identification Information (PII), Alfred University has developed a policy on managing sensitive personal identification information that is transmitted across the network to any internal/external device or other portable media.

'Personal Identification Information' means an individual's name in combination with any of the following related information: (a) Social Security number; (b) date of birth; (c) driver's license number; or (d) credit card or financial account number.

It is the responsibility of all employees to read and comply with the policy as related in the attached document, which can also be accessed via a link on Alfred University's Policy Page.

In addition to this new policy, all contracted agencies that electronically receive AU data for testing/training/business purposes must sign the Alfred University Consultant Agreement to Prevent Information Theft. This form must be signed by a company's representative before access to sensitive data can occur. It will be the responsibility of the department that is requesting data for an outside agency to have the agreement signed and sent to the Business Office. This policy is in effect starting Dec. 1, 2008.

Attachment: [Policy on Management of Sensitive Personal Info](#)

Attachment: [Consultants Agreement](#)

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## **Federal Express Contract**

Office Services and Procurement Services have teamed up to offer the best FedEx pricing to the University.

We have partnered with FedEx through a contracted agreement for the best rates for priority, standard, and ground. This contract will be a big savings to the University (72% of current dollars spent).

The departments that don't have an account already may contact Procurement Services to set up an account for your department or you may send your Federal Express mail to Office Services for processing.

Any questions please call Procurement Services for account setup and/or Office Services to process your FedEx out-going shipment at 871-2698.

Note: You must use the appropriate FedEx account to receive the discounted rates.

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## **Employee Phone List Spring 2009**

The updated employee phone list is now available on the HR Web site at the link below. You may locate it on the Web, add it to your favorites, create a short-cut on your desktop, or print a hard copy, whichever works best for you.

Remember the phone list has been updated based on information pulled from Banner. Should your phone information not be correct, please use the Personnel Data Form to change your information and forward it to Human Resources for correction.

Link: [Employee Phone List Spring 2009](#)

Attachment: [Personnel Data Form](#)

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### Zakia Robana - February Women's Studies Roundtable

Zakia Robana, assistant professor of French, will be presenting at the Women's Studies Roundtable, on Friday, Feb. 20, from 12:20-1:10 p.m. in the Knight Club.

Professor Robana's topic will be: "The Widow: a Pariah or a Messiah?" Professor Robana's area of research has been North African women.

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### AU Official Class Rings on Sale Today

On the Second floor of Powell Campus Center order your Alfred University class ring. Sales representative will be here Monday 2/16 & Tuesday 2/17 from 10 a.m.-3 p.m.

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### Internship & Summer Job Fair

\*over 40 organizations participating\*  
Internship & Summer Job Fair  
Thursday, Feb. 19, 2009  
Noon - 2 p.m.  
Knight Club

\*Please note, over 30 employers will be at the event with the remaining employers requesting a resume collection. The latter will not be at the event, but have requested resumes and applications from Alfred University students.

Link: Participating companies/organizations

Attachment: Current Draft of directory (Draft\_Directory\_2009.pdf)

Link: [Registered Employers](#)

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### 'An Evening of Dance'

"An Evening of Dance," featuring the work of Marlin and Ginger Miller Guest Artist Ursula Payne and AU Dance Faculty and Students will begin at 8 p.m. Thursday, Feb. 19 - Saturday Feb. 21, with an additional matinee at 2 p.m. on Saturday, in the Miller Performing Arts Center.

Please make your reservations soon by e-mailing [performs@alfred.edu](mailto:performs@alfred.edu) or calling 871.2828.

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### Relay for Life Kick-Off!

It's Relay's 25th Birthday! Come party with us! Wednesday the 18th, 7-10 in the Student Organization Suite. (bottom floor of Powell, on the left right when you walk in) Come eat cupcakes, learn anything you need to know about relay, sign up your team, play games, and win raffles!

Link: <http://www.relayforlife.org/alfreduniversity>

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### Turning Data into Spatial Information: From Google Earth to MS Excel

ITS is pleased to offer the next installment of its Topics in Information and Digital Media series. This next workshop will be presented by Justing Grigg and will focus on data mapping.

Join us on Tuesday, Feb. 24 from 12:20 to 1:10 p.m. in the Banner Training Center. All students, faculty, and staff are welcome to attend. No reservations are necessary.

For more information, contact Meghanne Freivald at 871.2363 or via e-mail.

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### Academic Support Workshop: Study Skills and Test-Taking Strategies

It's hard to believe, but midterms are right around the corner! Get the help you need with study-skills and test-taking strategies at our free workshop. This workshop is available for all AU students, faculty, and staff.

When?

Tuesday, Feb. 17, from 10-11 a.m.

OR

Thursday, Feb. 26, from 10:30-11:30 a.m.

Where? Scholes Library, Room 221

How? Register by sending an e-mail with your name, the workshop you would like to attend, and the date of the workshop to [AcademicSupport@alfred.edu](mailto:AcademicSupport@alfred.edu)

Questions? Contact Dr. Elmore at 607.871.2148.

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### Under The Table - Theatre Guest artist

"The Only Friends We Have" is comedy with heart and depth, created by performers Sarah Petersiel, Josh Matthews, and Matt Chapman. Together they offer audiences a highly entertaining work which features slapstick, puppetry, and improvisation. Designer Victoria Bradbury brings the bugs to life while the original music of AcHT(eN) is chaotic and fun.

"The Only Friends We Have" premiered at the Berkshire Fringe Festival in the summer of 2008 where it broke a festival box-office record. This success was followed by a sold-out run in New York City. The show went on to make its European debut, in Aarhus, Denmark, delighting the Danish audience and receiving attention from the National Theatre school.

Sunday, Feb. 22 and Monday, Feb. 23 at 8 p.m.  
CD Smith Theatre, Miller Performing Arts Center  
Admission is free.

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### History of the Rural Free Delivery Mail System

Everyone is invited to attend the next meeting of the Baker's Bridge Historical Association to hear the Allegany County Historian, Craig Braack, give a lecture on the history of the Rural Free Delivery Mail system in the U.S. and its effect on Allegany County. Mr. Braack is a very entertaining and

knowledgeable speaker - well worth attending to hear him!

Date: Monday, Feb. 16  
Time: 7:30 - 9 p.m.

The meeting is held at the association's Meeting House (built in 1831) located on Hamilton Hill Road in Alfred Station, one-half mile from the post office/fire hall.  
Meetings are free and open to the public. Refreshments are served.  
Link: [Baker's Bridge Historical Association, Alfred Stn.](#)

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### Repo hours

Repo is open from 11am to 1 pm weekdays and 1-3pm on Saturdays. Bring your excess material to be reused for art, or come to find useful cast-off material from Harder Hall. We are located behind Harder in the faculty parking lot.

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### Walk-In Hours at the Career Development Center

The Career Development Center will have walk-in hours from 1-4:30 p.m., Tuesdays-Thursdays, during the semester when school is in session. Stop in to see a counselor to talk about any career concerns/issues/questions that you may have. [Http://www.alfred.edu/cdc](http://www.alfred.edu/cdc).

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### Art Job Info Session

Greetings from the Alfred University Career Development Center:

We wanted to make you are aware of our upcoming info sessions and Internship & Summer Job Fair. Here are the details:

Wednesday, Feb. 18  
Harder Hall room 220

5 p.m. -Salem Art Works internship and residency information session  
6:30 p.m. - Buck's Rock camp summer employment information session

Internship & Summer Job Fair  
Thursday, Feb. 19, 2009  
Noon to 2 p.m.  
Powell Campus Center Knight Club  
Over 40 organizations will either attend or have requested a resume collection.  
More information: <http://www.alfred.edu/cdc...>

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### Reception for Alberto Fonseca

Alberto Fonseca, a candidate for the assistant professor in Spanish position, will be on campus for interviews Monday, Feb. 16. His dissertation is titled "Cuando llovi dinero en Macondo: literatura y narcotrifico en Colombia y Mexico."

Please come and meet him at the open reception, the 16th, at 9:20 a.m. in the Alumni Lounge of

Powell. Refreshments will be served. His c.v. is available for review in the CLAS Dean's Office. Thank you!

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### Excellence in Teaching Awards Voting

Deadline for voting for Excellence in Teaching Awards is Monday, Feb. 16, 2009. Please make certain to submit your vote by end of the day on Monday.

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### Car Maintenance Workshop with Lauren Fix, 'The Car Coach'

Monday, Feb. 23, 7 p.m., at Holmes Auditorium. Registration-Only event!

Register by Wednesday, Feb. 18 at [wlc@alfred.edu](mailto:wlc@alfred.edu).

Lauren Fix is a nationally recognized TV automotive expert and the host of Talk2DIY Automotive on the Do-It-Yourself Network, an ASE-certified technician, and a professional race car driver. Learn the basics of car maintenance from an expert - and have fun along the way!

Lauren is also the author of the award-winning, "Lauren's Guide To Loving Your Car!" with St. Martins Press, June '08. She will be doing a book-signing immediately following the event. The first 30 STUDENT registrants will receive this book free.

Link: <http://www.laurenfix.com>

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### ITS Faculty/Staff Training Schedule Through 2/27

Microsoft PowerPoint 2007

Wednesday 2/18, 10:20 - 11:10 a.m.

Microsoft Excel 2007

Tuesday 2/17, 3:20 - 4:10 p.m.

Thursday 2/26, 9:20 - 10:10 a.m.

Turning Point Student Response (Clicker) System

Friday 2/20, 2:20 - 3:10 p.m.

Microsoft Office 2007

Monday 2/23, 11:20 a.m. - 12:10 p.m.

Multipoint Interactive Video Conferencing

Thursday 2/26, 1:20 - 2:10 p.m.

Microsoft Outlook 2007

Friday 2/27, 3:20 - 4:10 p.m.

Please view the attached document to see the training schedule for the next two weeks. All training will be held in 306 Perlman Hall. To sign up please contact Meghanne Freivald at 871.2363 or via e-mail.

Attachment: [2\\_Week\\_Training\\_Calendar.pdf](#)

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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.

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### Professional Web Content Writing Workshop Offered on Campus

Alfred University will host a day-long workshop on writing for the Web on Monday, March 9 in the Banner Training Room, Howell Hall. The Center for Professional Development, part of the State University of New York, is conducting the workshop, which is open to members of the AU community as well as participants from other campuses. Registration is limited, so to assure a place, sign up now. Link: [Register on-line: select the Calendar menu item](#)  
Attachment: [Workshop announcement](#)

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### Student Senate Minutes for Feb. 11, 2009

Senate meets every Wednesday at 8 p.m.

Attached are the minutes from Thursday's meeting.

Any questions, comments, or concerns e-mail [senate@alfred.edu](mailto:senate@alfred.edu)  
Attachment: [Student\\_Senate\\_Agenda\\_for\\_February\\_111.doc](#)

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### Attention Senior Citizen Artists

You've heard it said that "youth is a gift of nature, but aging is a work of art." The Office for the Aging's Senior Forum will be celebrating the art of aging. As part of the program, the Office for the Aging is looking for artists over age 60 to display their work at the Forum which will be held at the Genesee Valley Central School on April 17, 2009.

If you or someone you know is over age 60 and has art to share, please contact Kim Toot at 585.268.9390 or toll-free at 1.866.268.9390.

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### Free Tax Assistance Available

The Tax Counseling for the Elderly Program (TCE) offers free income tax assistance for low to moderate-income Allegany County senior citizens. Volunteer Counselors are trained and certified to help people who are 60 and over with federal, state and local returns. TCE is sponsored by the Allegany County Office for the Aging in conjunction with AARP and the Internal Revenue Service (IRS).

E-filing tax assistance is also available. This service assists filers in completing their tax forms and submits their applications electronically. E-filing is available at the Wellsville David A. Howe Library on Mondays from 10 a.m. to noon and 1-4 p.m. and at the Belmont Town Hall on Fridays from 9 a.m. to noon and 1-4 p.m. during February and March. Appointments are necessary and can be made by calling the Office for the Aging at 585.268.9390 or toll free 1.866.268.9390.

For more information on the program and additional tax sites and dates see attached.  
Attachment: [Tax\\_Assistance\\_OFA.doc](#)

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