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TODAY

TOMORROW

WEDNESDAY

Banner INB Navigation and Budget Training

There will be a joint training session offered for Banner INB Navigation immediately followed by Banner budget training. These training sessions will be located in The Training Center located in the left wing of Susan Howell Hall.

Tuesday, Jan. 11 - 1:30 p.m. Navigation
2:45 p.m. Budget

Attending Navigation is a pre-requisite for any access to Banner INB (including budgets). If you are planning on attending either of these sessions, please contact Denise Kirschner at #2602 or kirschdj@alfred.edu by Monday, Jan. 10

If you would like to access your specific budget information during budget training, you will need to register for class by Monday morning, and indicate that you will also be attending budget training.

Submitted by: Denise Kirschner

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AU Anti-Harassment Policy

All members of the Alfred University Community deserve to be able to work, learn, and participate in activities free from harassment and intimidation. The Alfred University Anti-Harassment Policy has been established to outline our stand on harassment of all types and to provide a resource to eliminate harassment on our campus.

Please take a few moments to familiarize yourself with its contents. Questions or comments may be directed to the Office of Human Resources Services at xt. 2909.

Link: [Alfred University Anti-Harassment Policy](#)

Submitted by: Mark Guinan

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ITS Faculty Winter Institute 1/12-1/14

ITS is pleased to offer three days of workshops for faculty before spring classes begin. All topics will have an instructional focus. There is no minimum attendance requirement; faculty may attend as many or as few sessions as they choose.

Please see the attached flyer for information on each session. Some dates and times have been changed; the current flyer reflects those changes.

All classes will be held in 306 Perlman Hall. To sign up for a session, please contact Meghanne Freivald at 607.871.2363 or via e-mail.

Attachment: **Winter Institute 2011**

Submitted by: Meghanne Freivald

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Buy or Rent Your Textbooks Today at the AU Bookstore!

You can BUY new, used, digital OR RENT textbooks. Order your textbooks TODAY and we will have them boxed for you when you return. Save 25% on used books, save over 50% on rentals!

Link: alfred.bncollege.com

Submitted by: Marcy Bradley

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Travel Expense Report Reminder

A Travel Expense Report (TER) needs to be completed within ten (10) days of returning from your trip.

If you used your AU One Card during your trip a copy of the TER form only is required to complete your reconciliation of your credit card which is due to your card manager by the 12th of each month. There is no need to submit copies of receipts, unless you have pre-trip expenses on your one card. You should retain the original receipts for submission to the Business Office.

All original receipts are required to be with the original TER and sent to the Business Office for processing.

Should you have any questions regarding the One Card reconciliation contact Office and Procurement Services at x2698. Questions regarding your TER contact the Business Office at x2770.

Submitted by: Shelly Grant

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Tai Chi Workshop

Tai Chi Master Kai Hu from China University of Geosciences (Wuhan) is coming to Alfred in the spring semester and will have a two-month workshop of Tai Chi. It will explore the traditional Chinese exercise of Tai Chi and provide for the development of basic skills and techniques that lead toward an integration of the mind-body-spirit trilogy.

The workshop will be held from 6 to 8 p.m. every Monday and Tuesday starting Jan. 17 at the Knight Club, Powell Campus Center. It is open to the public and it is free.

Submitted by: Jing Zhu

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Internal Job Posting - Secretary

Employment Opportunity:
Secretary, Modern Languages
Grade C

Link: [Secretary, Modern Languages Posting](#)

Submitted by: Kim Wyant

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