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TODAY	TOMORROW	WEDNESDAY
6:00 Tai Chi Workshop	5:30 Language Placement Exam 6:00 Tai Chi Workshop	4:30 Fund-Raising Dinner

Use of Unpaid Time Off

Employees are reminded that they must use "paid time off" if they are unable to work on a scheduled work day. "Unpaid Time" is only available in an emergency when the employee has no "Paid Time Off" available and the University agrees to the absence.

Paid time off includes, Sick Time, Family Sick Time, Personal Day, Floating Holiday, Merit Day (for support staff positions) and Vacation. Bereavement and jury duty pay are also available in certain instances and must comply with Univeristy Policy.

More information can be found in the appropriate Employee Handbook for your classification which is available on line under the Human Resources Services Web site.

Submitted by: Mark Guinan

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First AURS Meeting of Spring!

The first AURS meeting of the spring will be Thursday, Jan. 27h @ 9 p.m. in Kenyon Allen Room in Powell.

Link: [Alfred University Rescue Squad Website](#)

Submitted by: AU Rescue Squad

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Club E-Board Training Program Team

Want to be a part of designing the leadership program this spring for new club executive board members?

While we are looking for experienced student leaders who currently hold, or have held leadership positions, we also welcome any students interested in developing a leadership program.

If you are interested, please attend one of the meetings below or contact Kacie Dean at kmd4@alfred.edu with your name and a short description of your experience and/or interest in being a part of this program.

Thursday, Jan. 20 at 5:20 p.m. in the McNamara Rm. (First floor of Powell on the way to the Mail Room)

Friday, Jan. 21 at 12:30 p.m. in the McNamara Rm.

Submitted by: Kacie Dean

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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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Join the AU Symphonic Band!

Alfred University has a wonderful band program, and you can be a part of it! The AU Symphonic Band is open to all levels of musicians who play woodwind, brass, or percussion instruments.

There are some instruments and lockers available for rent on a first come, first served basis. There are NO AUDITIONS. Rehearsals are Tuesdays and Thursdays, 5:30 - 7 p.m. in room 302 of the Miller Building, Alfred University.

The program for this semester includes: "October" by Eric Whitacre; "Incantation and Dance" by John Barnes Chance; "Elements" by Brian Balmages, as well as works by Frank Ticheli, Jack Stamp, and more!

Contact the Director of Bands, Dr. Chris Foster, for questions and details. foster@alfred.edu, 607.871-2571. Enroll today!

Submitted by: Christopher Foster

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Calling All Volunteers!

Sign up for the Community Resource Drive, one of many events to commemorate the life and work of

Dr. Martin Luther King Jr.

You can donate material resources (canned food, old clothes, etc.) or some of your time to local organizations that serve the local community.

Please see the attachment for other events occurring the week of Ja. 17-21. Questions? Contact Ryan Arroyo (Arroyo@alfred.edu or X2702).

Link: [Sign up for the Community Resource Drive](#)

Attachment: [Dream_Week_Calendar_2011_\(2\).doc](#)

Submitted by: Ryan Arroyo

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SDA Student Job Openings for Spring Semester!

Students, I have several positions to fill for the S.D.A.(Student Development Associate) campus job as a group of my seniors graduated. With over 50 strong representing all majors, find out what you're missing in a job with career benefits!

Speak with a student representative (Tuesday, Jan.18-Thursday, Jan. 27, 9 a.m.-5 p.m. @ PCC-2nd Fl) for more information or contact gorman@alfred.edu.

Submitted by: Susan Gorman

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Celebration of Partnership Event

On Thursday, Jan. 20, 2011, Alfred State College will be hosting a "Celebration of Partnership" event for both AU and ASC faculty and staff. The event begins at 8:30 a.m. and will wrap up around noon. Please see attachment for further details.

Attachment: [Celebration_of_Partnership_Draft_Agenda.doc](#)

Submitted by: Ryan Arroyo

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Office Services Tip of the Week

Mail Services Cost-Savings Tip:

If Express or FedEx is needed then use the lowest level of service available to accomplish your delivery objective.

Two-day instead of overnight, afternoon instead of morning ... etc.

Submitted by: Shelly Grant

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