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What's Happening?

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TODAY	TOMORROW	THURSDAY
1:00 ***Walk-In Hours*** - Career Development Center	1:00 ***Walk-In Hours*** - Career Development Center	12:00 Art Major Student Exhibition
7:00 Swimming Dragon-style Tai Chi Class	4:30 Art Major Student Exhibition	12:10 Bergren Forum - Fiction Reading
8:30 International Folk Dancing	6:00 Conflict/Negotiation	1:00 ***Walk-In Hours*** - Career Development Center
· Admissions is Seeking Student Callers!	7:00 12/7 - MBB AWAY vs. Cobleskill - 7pm	6:00 12/8 - Swimming HOME vs. RIT - 6pm
	Senior Poster Session	7:00 Swimming Dragon-style Tai Chi Class
	· Admissions is Seeking Student Callers!	· 12/8 - Indoor Track AWAY at RIT - TBA
		· Admissions is Seeking Student Callers!

Every Approver Needs a Proxy!

Now that everyone on campus is doing Web Time Entry using Timesheets or Leave Reports, it is time to re-emphasize the need to have a Proxy set up if you are an approver. (A proxy is someone who will approve your timesheets or leave reports in your absence.)

Due to vacations, holidays and early deadlines over the past weeks, we have had various instances when an approver is not here and there is no one set up to approve on their behalf. You must remember that if timesheets are not approved, they will not be pulled into payroll and the employee will not get paid!

It is a simple process; in BannerWeb at the bottom of the TIME REPORTING SELECTION page, click the [Proxy Set Up](#) link. Using the drop down arrow to the right of the names, highlight the name of your proxy from the list and select the 'add' box, then save. To complete the process e-mail costello@alfred.edu with the name of the employee and I will grant the necessary security to allow that person to see your timesheets and act as your proxy.

If you have any questions about how to set up your proxy, call X2276.

Submitted by: Kathy Costello

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Undergraduate Students - Financial Aid Application Procedure for 2012-13

The AU Financial Aid Application and filing instructions for the 2012-13 academic year have been placed in your Powell Campus mailbox. Please be sure to stop by your mailbox to pick up these documents before you leave campus.

If you had an expected graduation date for December 2011 or May 2012 in the system, a financial aid application was not placed in your mailbox.

If you plan to return to AU for the 2012-13 academic year and did not receive an application packet, please pick one up at the Financial Aid Office in Alumni Hall. The Financial Aid Office is open 8:30 a.m. to 4:30 p.m. Monday through Friday.

Submitted by: Elena Wallace

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Students - Where Do You Want Your Payroll Checks to Go?

Student employees' checks dated 12/9 will automatically be sent to your Powell Campus Center mailbox. Due to the Holiday break, the pay-period 11/27-12/10 will be processed 2 days early on 12/21 and will automatically be sent to your home address on file.

Please e-mail payroll@alfred.edu or stop in the Payroll Office in Greene Hall if you need to make alternate arrangements for the delivery of these two paychecks.

Submitted by: Kathy Costello

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2011 AU Holiday Luncheon- Sign-Up

President Charley Edmondson and Professor Laura Greyson would like to extend an invitation to all faculty and staff, including part-time and temporary employees, to attend the AU Holiday Luncheon. It will be held on Friday, Dec. 16 from Noon to 1:30 p.m. in the Ade Hall dining room.

Our AVI Chef Gretchen Lohnes and her talented staff will prepare a delicious buffet for us. There will be music provided by the Alfred Volunteer Choir Company and a chance to mingle with friends and co-workers.

Please respond to Mary McAllister at mcallister@alfred.edu by Monday, Dec. 12, if you plan to

attend.

MENU

Carved Roasted Herb Eye of Round with Au Jus
Grilled Mediterranean Chicken
Provençal Israeli Cous Cous (vegan)
Mixed Greens with Red Pepper Vinaigrette and Pesto Ranch
Sugar Snap Peas with Cranberries
Sautéed Butternut Squash
Roasted Garlic & Shallot Whipped Red Potatoes
Assorted Fresh Artisan Rolls

Apple Walnut Crumb
Triple Chocolate Crunch Cake
Almond Chocolate Cake
Bread Pudding

Submitted by: Laura Crain

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Admissions is Looking for Student Callers!

The Admissions Office is seeking reliable and energetic individuals to connect with prospective students and their families. Callers must be comfortable speaking with high school students and their families, as well as working independently.

There are both Work Study and non-Work Study positions available. Hours are 4:30 to 6:30 p.m., Monday through Thursday. The calling campaign starts Monday, Jan. 23 and ends Thursday, April 26.

If interested please send resume and application to Tim Richman at richman@alfred.edu.

Interviews will be conducted the week starting Monday, Dec. 5.

Attachment: [CallingApplication20123.doc](#)

Submitted by: Tim Richman

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Presentation of 'The Laramie Project'

Join two theater classes as they present their final project of the semester. THE LARAMIE PROJECT will be read in Nevins in Powell, Tuesday, Dec. 6 and Wednesday, Dec. 7 at the unusual time of 5 p.m.

This is a powerful play about the Matthew Shepard beating and murder and how Laramie, WY and one theater group responded to the brutal crime and its aftermath.

Submitted by: Nancy Freelove

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Kings Coat Drive!

Please donate your unwanted coats to the needy in Allegany County by bringing them to the CSI office!

The donated coats will be sent to an organization for distribution.

Please donate them before Dec 9!

Submitted by: Victor Osorio

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Art Major Student Exhibition

Painting! Drawing! Video! Performance!

Come on down to the Brick Studios to experience this semester's work from the IART program, including classes:

Seeing, Perception + Interpretation

Body, Time + Movement

The Good Stuff: Found Object

OPENING: Wednesday, Dec. 7, 4:30 - 6 p.m.

OPEN HOURS: Dec. 8+9, noon - 5 p.m.

PS. Performances and those notorious cookies only at the opening!

Attachment: [small20.pdf](#)

Submitted by: Laurel Carpenter

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Join us for Make-It-Take-It Ornament Making

Join us Wednesday, Dec. 7 in Alumni Lounge, PCC anytime from 11:30 a.m.-1:30 p.m. for Make-It-Take-It holiday ornaments. You have a chance to make two ornaments (it's FREE).

Brown bag lunch. RSVP by Tuesday 12/6 to Nancy Banker. Let's get together to "chat" while making an ornament!

Submitted by: Marcy Bradley

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Paper Planes

Help Middle school kids design paper planes to fly the greatest distance for prizes. Join us at 3:30 p.m. Wednesday, Dec. 7 in the Knight Club. If you are interested contact us at CYLI@alfred.edu.

Submitted by: Christopher Romanchock

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Meet and Greet the Support Staff Council!

The Support Staff Council is holding a Meet and Greet at the Herrick Cafe, next Thursday, Dec. 8, from 11:30 a.m. - 1 p.m. Hope to see you there!

Submitted by: Nancy Freelove

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Symphonic Band with Chamber Singers

Join us this Friday, Dec. 9, 8 p.m. in the Miller Theater for an evening of wonderful music!

The Symphonic Band is fortunate to have some of AU's talented professors, including Bill LaCourse on trumpet, and Vicki Eaklor and Otto Muller drumming away in the percussion section!

Selections will include exciting new works, such as "Ignition" and "Undertow," as well as arrangements of "Greensleeves" and music from "Harry Potter and the Deathly Hallows - Part 1"!

This performance will also feature the Chamber Singers and a Men's Chorus.

Admission is FREE and open to the public.

Submitted by: Christopher Foster

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Blackboard Upgrade Information Session

In January, AU will be upgrading to Blackboard 9.1. This upgrade brings small changes to the some of the existing features, as well as the addition of new tools to enhance teaching and learning.

An overview of the changes will be presented on Tuesdays Dec. 6 and 13 from 12:20 to 1:10 p.m. in the Training Center in Howell Hall. All students, faculty, and staff are welcome to attend; no reservations are necessary.

For more information, please visit the Blackboard Support Documents Web page.

Link: [Blackboard Support Documents](#)

Submitted by: Meghanne Freivald

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Do You Want to Go Abroad with Alfred Faculty This Summer?

Earn academic credit and see the world! There are still spaces in the Spain program (May 14-24) and the Turkey program (June 30-July 28), but time is running out. Check out these great opportunities on www.alfred.edu/studyabroa... or contact Dr. Kautzman (Spain) or Dr. Greyson (Turkey) for more information today. Community members welcome.

Submitted by: Vicky Westacott

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Two Used Rugs

The Admissions Office is replacing two, older 5x7 throw rugs in our lobby. If any campus offices are interested in the older rugs - please notify Jodi Bailey by e-mail or at ext. 2001.

Submitted by: Jodi Bailey

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Job Posting - Director Digital Fabrication Center

Employment Opportunity

NYS College of Ceramics
Temporary 3-year Technical Specialist position

Link: [Director Digital Fabrication Center Posting](#)

Submitted by: Kathy Costello

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Local History Talk - Learn about the Seventh Day Baptists in Alfred

Everyone is invited to join the Baker's Bridge Historical Society of Alfred Station for its next regular program on Monday, Dec. 12. This month the meeting will be held at the Alfred Station Seventh Day Baptist Church's community rooms (basement of the church).

For the holiday season, the society always hosts a dish-to-pass dinner and that will precede the meeting, beginning at 6:30 p.m. Please bring your own place settings; beverages and dessert will be provided.

The program will begin at 7:30 p.m. and will be presented by G. Douglas Clarke. He will use documents from his own family history, as well as other sources, to tell the story of how a "peculiar" people known as Seventh Day Baptists settled Alfred and founded Alfred University.

He will discuss how they came to found churches in many states and in 20 nations. This story stretches back to the origins of the denomination in England in the 17th century, and weaves in and out of the lives of such famous Americans as Roger Williams, Frederick Douglass, Ellen G. White, Susan B. Anthony, and President Jimmy Carter. Not that those named WERE Seventh Day Baptists, but they KNEW Seventh Day Baptists.

The dinner and meeting are open to all; no charge - just come enjoy a delicious meal and learn some interesting local history!

Link: [Baker's Bridge Historical Society](#)

Submitted by: Laurie McFadden

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