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What's Happening?

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TODAY	TOMORROW	FRIDAY
5:20 Yoga class	12:10 Bergren Forum - Robyn Goodman	5:00 Hawk Creek Wildlife Center Presentation
5:30 French Movie Night	5:00 Hawk Creek Wildlife Center Presentation	7:30 Theatre Production "EURYDICE", by Sarah Ruhl; make your reservations!
6:00 Workshop: Writing about Art	5:30 French Club	
7:00 ASME Weekly Meeting	7:00 Pangaea's International dinner.	
7:30 Theatre Production "EURYDICE", by Sarah Ruhl; make your reservations!	7:30 Theatre Production "EURYDICE", by Sarah Ruhl; make your reservations!	EURYDICE; Theatre Dept. production THIS WEEK - don't miss it!
		· Relay for Life Fundraiser
EURYDICE; Theatre Dept. production THIS WEEK - don't miss it!	EURYDICE; Theatre Dept. production THIS	· Errant Landscapes
		· Exhibit at the Cohen

<ul style="list-style-type: none"> · Relay for Life Fundraiser · Errant Landscapes · Exhibit at the Cohen Gallery: Residue · Landscape Residue 	<p style="text-align: center;">WEEK - don't miss it!</p> <ul style="list-style-type: none"> · Relay for Life Fundraiser · Errant Landscapes · Exhibit at the Cohen Gallery: Residue · Landscape Residue 	<ul style="list-style-type: none"> Gallery: Residue · Landscape Residue
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Accounts Payable Check Payments Thanksgiving

Due to the Thanksgiving Holiday, the Accounts Payable check run will be on Wednesday, November 22nd. Please have any invoices that require payment on this date to the business office by end of day Monday, November 20th.

The next check run will be on Thursday November 30th. If you have any questions or concerns, please call us at 871.2128.

Submitted by: Jodi Howe

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Open Enrollment for Non-Statutory Medical/Dental and Univ. Wide Benefits

The open enrollment for changes to the Non-Statutory (Private side) 2018 Medical and Dental Plans as well as Vision, Life, Accident and Short Term Disability Programs for all Alfred University employees will commence on October 30, 2017 and end on November 17, 2017. The Human Resources Office was able to negotiate a zero percent increase for all coverages for the 2018 year without any plan changes. The Statutory benefit open enrollment dates have not been announced by NYSHIP but we anticipate that we will know shortly and we will announce those dates as soon as we have them.

This year it will be necessary for all employees to return a benefit election form to the HR office. The brochures with the form will be available soon. Meetings will be scheduled to inform employees about changes to the Short Term Disability program and the new NY State Paid Family Leave that will start January 1. Watch Alfred today for times and locations.

Submitted by: Mark Guinan

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Alfred University Website Updates

Please take a look at webpages on our external marketing site (www.alfred.edu) for your area and send any necessary updates by December 1st through the online web request form. Because of the need to build the new web site, we will only be making critical changes to our current site after December 1st.

Please contact Jodi Bailey with any questions.

We greatly appreciate your understanding and support of the web redesign efforts.

Link: [Web Request Form](#)

Submitted by: Jodi Bailey

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Early Time Sheet deadline Thanksgiving week

Due to the Thanksgiving holiday, Banner Web Time Sheets for hours worked 11/5 - 11/18 will be due by 12:00 AM, midnight on Monday, November 20, 2017.

Submitted by: Cathy Brown

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This is the Final Week of Open Enrollment for Non-Statutory Benefits

This is a reminder that you must submit a benefit election form by Friday, November 17 for your 2018 Health Insurance elections. Even if you do not want to make changes we must have an election form from you to comply with the Affordable Care Act. If you wish to participate in a Flexible Spending account you must also fill out a separate form. Please call or come by the Human Resources Department in Greene Hall if you would like to discuss your options.

Submitted by: Mark Guinan

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INCLEMENT WEATHER PROCEDURE

INCLEMENT WEATHER PROCEDURE

Occasionally, emergency situations require that classes and/or activities to be cancelled. All decisions related to closing University offices and/or canceling classes and activities will be made by the President.

Supervisors are not authorized to close offices except at the explicit instruction of the President.

CLOSURE PRIOR TO THE START OF THE WORKDAY

Decisions about cancellation of classes and/or activities will be conveyed using radio, email, voice mail and text messages.

Radio announcements will be conveyed to local radio stations. Announcements will normally occur several times between approximately 6:00 and 9:00 a.m.

E-mail messages will be sent to students, faculty and staff.

Voice mail messages will be sent as priority voice mail to all individual voice mailboxes. Voice mail subscribers may hear such messages by dialing (607)-871-2888 and following instructions for accessing one's personal mailbox.

Text Messages will be sent to all those enrolled in the emergency alert program (RAVE alert).

CANCELLATION OF CLASSES/ACTIVITIES DURING THE WORKDAY

Should the President find it necessary to cancel classes or activities during the workday (with only essential staff being asked to report or stay), he will inform the Director of Communications, who will deliver all priority voice, text and e-mail messages as described earlier.

GENERAL INFORMATION

During emergency closings, some offices and services may remain open even though most are closed. Information will be updated on the Alfred University website throughout the day as conditions change.

Submitted by: Jen Guarasci

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Dignity For All Students (DASA) Training

DASA Training will be held from 11:20 a.m. - 12:35 p.m., Tuesday, November 28 & Thursday, November 30 in Myers Hall room 340. Questions please email burdickcb@alfred.edu

*There is an on-line portion that must be completed before the training. Please see the attachment.

Attachment: [Online portion of training](#)

Submitted by: Bobbi Jo Hooker

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ARGUS Proposals - Deadline approaching!

Interested in obtaining funding for a research project?

Proposals for spring 2018 funding from the Alfred Research Grants for Undergraduate Students (ARGUS) program are due by midnight Friday, November 17. Instructions for preparing and submitting a proposal and the supporting application materials can be found at the link below. Please be aware that proposals not following the required format will be returned without review.

If you have questions, email Dr. Fred Beaudry (beaudry@alfred.edu).

Link: [ARGUS application information](#)

Submitted by: Frederic Beaudry

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HR Tip of the Month

Did you know, that through CIGNA, who is our Life & Disability Insurance carrier, they offer several programs to you as an employee of Alfred University?

Programs:

- *CignaWillCenter.com: Online tools for employees and spouses to create state-specific legal documents for wills and powers of attorney, and valuable resources for estate and funeral planning.
- *Cigna Identity Theft: Identity theft prevention and resolution services, including personal assistance and guidance, education and tools to help prevent identity theft in the future.
- *Cignassurance: Free, interest-bearing account for beneficiary payments of \$5,000 or more, and support from expert resources in financial, legal and bereavement counseling services.
- *Cigna Secure Travel: A comprehensive worldwide travel assistance program that includes pre-trip planning, assistance and other benefits to covered employees while traveling
- *Cigna Life Assistance Program: Work/life support, referrals to counseling and community services for employees' and household members' life challenges.

Disclaimer These programs are NOT insurance and do not provide reimbursement for financial losses. Customers are required to pay the entire charge for any discounted products or services available through these programs. Some Cigna Secure Travel emergency assistance benefits may be insured under the Group Accident Insurance policy. Cignassurance counseling, legal, or financial assistance programs are not available under policies insured by Cigna Life Insurance Company of New York. Programs are provided by third party vendors, and not by Cigna. Contact your Cigna representative for details.

Link: <https://www.cigna.com/group-voluntary/insurance-solutions>

Attachment: [Will Prep](#)
Attachment: [Identify Theft](#)

Submitted by: Kayleigh Misner

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"Residue" at Cohen Gallery through Dec 8

The Cohen Gallery presents the work of Caroline Hayes Charuk (BFA '08), Terry James Conrad (BFA '03), Ron Lambert (MFA '04), and SV Randall (BFA '10) in "Residue."

As humans we leave a trail behind us- a record of our personal histories. Some of these marks are egregious like the oil spills in the oceans, others are poetic like the subtly scuffed paint surrounding a well-used door knob. The artists in this exhibition are using residue as a tool for making their art. By making objects to create stains, mimic stains, or employ stains for creative reflection, these four artists reflect how residue can create a metaphor for life's experience.

Learn more about the artists' work here:

[www.carolinehayescharuk.c...](http://www.carolinehayescharuk.com)
[http://www.terryjamesconr...](http://www.terryjamesconrad.com)
[http://www.ronlambertart....](http://www.ronlambertart.com)
[http://www.stevenrandalls...](http://www.stevenrandalls.com)

[https://art.alfred.edu/fa...](https://art.alfred.edu/fall)

Submitted by: Cindy DeFelice

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We're Hiring Resident Assistants!

We're hiring Resident Assistants for the Fall 2018-Spring 2019 semester!

Throughout the month of November, we will be holding Interest Sessions around campus where we talk about being a Resident Assistant, the job responsibilities and the perks! If you're interested - check out the attached flyer for dates, times, and locations for these sessions.

If you're interested in becoming a Resident Assistant, you must attend at least 1 Interest Session.

Link: [Click here for additional information on AU Connect](#)

Attachment: [See Flyers for Information!](#)

Submitted by: Lacey Gosnell

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Relay for Life Fundraiser

Hello Faculty & Staff,

Colleges Against Cancer, a recently created club on campus, is collaborating with Alfred State College in organizing their annual Relay for Life event! Relay for Life is an event created by the American Cancer Association to raise money for cancer research and treatments.

Colleges Against Cancer will be holding their first fundraiser for Relay for Life this month, from November 13-17. The fundraiser is Thanksgiving-themed: a large, inflatable turkey will move from

office to office around campus. The turkey will start in President Zupan's office! Faculty and staff may have the turkey removed for a small ransom. The turkey can be removed for a \$2 donation, sent to a specific department for \$5, or sent to a specific person's office for \$10. Students will be available to move the turkey from place to place throughout the week.

Thank you in advance for your participation! Please feel free to send pictures of the turkey's journey to the Colleges Against Cancer email account, CAC@alfred.edu. If you would like to make a specific donation, please feel free to send an email to CAC@alfred.edu. (You can also email Colleges Against Cancer to opt out of participating in this fundraising event.) All proceeds will go directly to Relay for Life.

Let's give this turkey the run of its life!

Colleges Against Cancer

Submitted by: Gabrielle Warren

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Students-Check out Courses in Performing Arts for the Spring !

Check out these courses in Performing Arts for Spring 2018 !

THEATRE

Featuring two courses with NYC based guest director, Eliza Beckwith*

THEA 200 Audition for TV, Theatre & Life! *

THEA 205 The Play's the Thing! Playwriting*

THEA 240 Acting I

THEA 431 Directing II

Performance Design and Technology

Featuring two courses with NYC based visiting designer, Izmir Ickbal*

PDAT 200 Scenic Art for State*

PDAT 200 Visual Storytelling*

PDAT 200 Costuming on the Half Scale

PDAT 224 Entertainment Lighting

PDAT 225 Woodworking for the Stage

DANCE

DANC 120 Fundamentals of Dance

DANC 200 Laban Movement Practice

DANC 200 Laban Movement Plenary

DANC 222 Modern I

DANC 331 Site Specific Composition

MUSIC

Private Lessons available on Guitar, Piano, Strings, Winds, Brass, Percussion and Voice

MUSC 110 Music Appreciation

MUSC 120 Music Theory

MUSC 130 Piano I

MUSC 131 Piano II

MUSC 132 Beginning Voice Class I

MUSC 133 Music of the Guzheng

MUSC 200 Song Writing

MUSC 213 Introduction to Jazz

MUSC 214 Reel Music in America - Music & Film

MUSC 271 University Chorus

MUSC 272 Chamber Singers

MUSC 273 Symphonic Band

MUSC 274 Jazz Ensemble

MUSC 275 University Symphony Orchestra

MUSC 279 Chamber Music

Submitted by: Lisa Lantz

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#100kThankYous

This is a nation wide initiative in which the goal is to collect 100,000 Thank you cards for our military during this season of thanks! Cards can be handmade or store bought and can be dropped off at residence life or the box of books library on main street. The deadline for card collecting is November 17th that way soldiers can receive them before thanksgiving. Let our troops know you care by making them a thank you card! You can make as many cards as you want.

The 100K thank yous initiative is hosted by tykellyandchuck.com. More information about this challenge can be found there. You can also email me at Mtr5@alfred.edu for more information. Thanks in advance for your support!

Link: <http://tykellyandchuck.com>

Attachment: [#100kthankyous](#)

Submitted by: Marissa Ramirez

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Workshop: Writing About Art

Writing Center tutors Anna Gray, Charlie Best, and Greg Lastrapes will be hosting a workshop on Wednesday, November 15th from 6:00 p.m. - 7:00 p.m. in the Moka Joka. We will cover several topics, including key vocabulary integration, writing with an artist's perspective, and research processes. Pizza will be provided. RSVP to Greg at GDL1 so we know how much to order. We hope to see you there!

Submitted by: Vicky Westacott

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AU Fresh Pie Sale

Take a pie home for Thanksgiving, made by the AU Fresh bakery!

Apple - \$10.95
Pumpkin - \$8.95
Sweet Potato - \$8.95

Order at Art's Spot, Powell Café, or call 871-2285.
Order by Friday, November 17
Pick up at Art's Spot, 9:00 a.m. - 5:00 p.m., Tuesday, November 21.

Submitted by: Marie Williams

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Chemical Waste Removal

The fall/winter chemical waste removal will occur during December 2017. Both hazardous and non-

regulated waste will be accepted.

All chemical waste must be received in your respective Central Accumulation Area (CAA) no later than Thursday, December 14. All colleges (Harder Hall, McMahon, and Myers CAAs) contact Dean Perry x 2196.

Completed Hazardous Waste and Non-Regulated Waste Log Forms MUST be sent to EH&S no later than Thursday, December 14 and may be mailed (117 Myers Hall), faxed to x2086, or scanned and e-mailed to: perrydr@alfred.edu. The hazardous waste packers must have this information prior to packing in order to obtain required approvals from the disposal facility.

All Hazardous Waste/Satellite Accumulation Area labels MUST be filled-out completely with EPA# for respective college, building name, Room # or area name, start date, initials, chemical name(s) of constituents in the accumulation container with volume or weight, and waste characteristics prior to receipt in Central Accumulation. Note: Per EPA regulations you have only 72 hours from an SAA full date to transfer the container to the proper CAA. SAA containers must be capped or sealed with container lid, have clean exterior, and SAA label easily legible. If you have any questions contact Dean Perry.

All Satellite Accumulation Areas must be empty by Dec 14th, with a notation to that effect made on your submitted December 2017 Satellite Accumulation Area Weekly Inspection sheet. Reminder: Any SAA's which collect waste during the break and are not empty must have the weekly inspection log maintained and submitted to EH&S on a weekly basis.

Hazardous and Non-Regulated Waste Log Forms are available at <https://my.alfred.edu/ehs...> under the heading "EH&S Forms".

Link: <https://my.alfred.edu/ehs/>

Submitted by: Dean Perry

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School Supply Drive!

The School Psychology Graduate program is hosting a school supply drive in honor of School Psychology Awareness Week!

Donated items should be in new condition. Examples include colored pencils, construction paper, glue, notebooks, binders, pencils, markers, crayons, etc.

All donations will be going to families and children from the Hornell City School District.

Donations boxes are located at the Center for Academic Success (2nd floor Herrick Library), outside the Campus Bookstore, and on the 4th floor of the Science Center.

Thank you in advance for your generosity!

Submitted by: Nicole Schmidinger

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EURYDICE; Theatre Dept. production THIS WEEK - don't miss it!

"Eurydice", by Sarah Ruhl, is an enchanting retelling of the ancient myth of Orpheus and Eurydice focusing on Eurydice's time in the Underworld after her untimely death and the surprise awaiting her. Lush with dark humor, lyrical beauty and wit, "Eurydice" transforms this Greek classic into a visceral, contemporary meditation on love and death. Directed by J. Stephen Crosby; CD Smith Theatre, Miller Perf. Arts Ctr.; 7:30 p.m., Nov. 15-18. Make reservations at 871-2828 or email:

performs@alfred.edu

Attachment: [EURYDICE Press Release](#)

Submitted by: Stephen Crosby

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St. Jude's thanks those who helped with dinner for Johnson family

Thank you to everyone who so generously donated a dish for Cathy Johnson's funeral reception. Cathy will be sorely missed in our community. We will all hopefully keep her memory alive as we go about attempting to pick up a little part of the many activities she performed so well.

If you have a container/dish to retrieve know that St. Jude's basement is open most all the daytime. Many of the dishes are on a table near the entry without steps. If your dish is not on the table PLEASE feel free to look in the kitchen. We tried to pull all dishes that were labeled with a name or that we recognized.

Thank you again,

Jane Cochran

Submitted by: Susan Goetschius

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Calling All Students- Would you like to work in the Admissions Office??

The Admissions Office is looking for reliable, outgoing students with excellent communication skills who are willing to serve in various positions within our office and to become ambassadors for the University. We are looking for tour guides, student callers and overnight hosts. No admissions experience needed, just a welcoming attitude and a sincere desire to represent Alfred University.

If you are interested, please fill out an application for the desired position and return to Alumni Hall no later than 11/22. Interviews will be held the week of November 27. If you have any questions, please contact Michelle at pomeroym@alfred.edu or by calling x2015.

**Please note the student caller and overnight host applications are in the same attachment- you can submit one, or both!

Attachment: [Overnight Host AND Student Caller Applications](#)

Attachment: [AU Ambassador Application](#)

Submitted by: Michelle Pomeroy

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