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What's Happening?

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TODAY	TOMORROW	SUNDAY
6:00 1/4/13 M/W Basketball AWAY @ Ithaca - 6 & 8pm	2:00 1/5/13 M/W Basketball AWAY @ Utica - 2 & 4pm	

Police/Public Safety Training at Science Center 1/10

On Thursday, Jan. 10, 2013 between 9 a.m. and 1 p.m., there will be a Police/Public Safety training exercise in the Science Center requiring portions of the building to be closed to all employees and visitors. Police vehicles and local law enforcement officers will be participating in the training.

Please do not be alarmed by this activity. Please mark your calendars to remind yourself that this is only a drill.

If you have any questions, contact the Office of Public Safety at 607-871-2108 or email dougherty@alfred.edu

Thank you and we apologize for any inconvenience this may cause.

John M. Dougherty
Office of Public Safety at Alfred University

Submitted by: Deborah Clark

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November & December One Card Reconciliations

In order to facilitate the preparation of mid-year financial statements and budget reports, all cardholders must have the transactions coded correctly in paymentnet and the original receipts for NOVEMBER One Card charges to your card manager by Friday, Dec. 7, 2012. The Card Managers must have all transactions approved and the paperwork to Sue Peck by Friday, Dec. 14, 2012.

Additionally, cardholders must have all transactions coded correctly in paymentnet and the original receipts for DECEMBER One Card charges to your card manager by Friday, Jan. 4, 2013. The Card Managers must have all transactions approved and the paperwork to Sue Peck by Friday, Jan. 11, 2013.

Submitted by: Susan Peck

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January 2013 Master Card Mandatory Training

The training schedule has been set for the new Master Card Program. The mandatory training will be for cardholders as well as card reviewers (anyone that logs into the paymentnet website).

Attendance to the training is required before a credit card will be given and for access to the new MasterCard website.

Cardholders are required to turn in their current Visa cards at the training session they attend.

The trainings will take place in the Olin Building, room 214.

The dates are: Jan. 14 - 18, 10 a.m.-noon OR 1 - 3 p.m. each day. Please note, there are two sessions offered each day for you to choose the best time for you.

Please email pecksm@alfred.edu with the date that you will be attending the MasterCard training session.

Submitted by: Susan Peck

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Mailroom Closing During Lunch for Remainder of Semester

The PCC Mailroom will be closing from noon until 1 p.m. beginning Monday, Dec. 17, 2012 and ending Tuesday, Jan. 22, 2013.

Submitted by: Susan Peck

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ITS Winter Break Trainings for Faculty & Staff

ITS is pleased to offer the following trainings prior to the start of spring classes:

Microsoft Publisher 2010
Create Newsletters, Flyers, and other Publications.
Thursday 1/10, 10 - 11 a.m.

Microsoft Excel 2010 Advanced Features
This training will cover pivot tables, charts, dropdown lists, and other helpful tools.

Friday 1/11, 9 - 10 a.m.

Turning Point Student Response

This session will demonstrate AU's "clicker" system as it integrates with Microsoft PowerPoint 2010. Attendees will learn how to get started.

Tuesday 1/15, 1 - 2 p.m.

Blackboard 9.1: Overview of AU's Course Management System

Thursday 1/17, 2 - 3 p.m.

All trainings will be held in 306 Perlman Hall. To sign up for one of these sessions, please contact Meghanne Freivald at 607.871.2363 or via email.

Submitted by: Meghanne Freivald

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Swain Discount Rates for Faculty/Staff, Students

Swain is extending discounted rates for Alfred University Faculty, Staff and their families plus AU Students. University employees and their families and AU students may ski at Swain Resort any day after 3 p.m. at reduced rates.

In order to participate in the program please register with Judith Green. Discounted rates available through the ski season.

Questions may be addressed to Judith Green at jgreen@alfred.edu or 607.871.2966

See attachment for 2012-13 rates.

Attachment: [Swain_Form.doc](#)

Submitted by: Deborah Clark

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AU Faculty, Staff and families: Twilight Skiing at Swain

Alfred University faculty, staff and their immediate families may take advantage of reduced-price ski passes at Swain by participating in the Twilight Club.

For more information, contact club advisor Judith Green: (607) 871-2966, jgreen@alfred.edu.

Attachment: [Twilight Club for AU Faculty and Staff](#)

Submitted by: Susan Goetschius

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Online Web Request Form

In order to insure that requests for new web pages or changes to existing pages are directed to the appropriate individuals and handled in a timely manner, please use our online request form.

This is the only request format that will be accepted. If you have questions regarding the form or its use please contact Webmaster, Judy Linza, at x2727 or e-mail webmaster@alfred.edu.

Link: [Online Web Request Form](#)

Submitted by: Judy Linza

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TIAA-CREF Consultant on Campus

You're invited! Jason Sciotti, Individual TIAA-CREF Consultant, will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Jan. 9, Feb. 7, and March 5 in the Human Resources Conference Room in Greene Hall. Let him help you make financial decisions that are right for you.

To schedule an appointment with Jason, Non-Statutory employees should call TIAA-CREF at 1.877.209.3144 and Statutory employees should call TIAA-CREF at 1.800.732.8353; remain on the line for assistance.

Submitted by: Kim Wyant

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Job Posting - Women's Soccer Coach

Employment Opportunity:
Head Women's Soccer Coach

Link: [Women's Soccer Coach Posting](#)

Submitted by: Kim Wyant

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Broadway Cabaret

An evening of the best of Broadway's music, presented by Hornell Community Theater! Come enjoy music from "Phantom of the Opera," "Avenue Q," "Wicked," "Book of Mormon," "Rent," "Mamma Mia," and much more!

The cast includes Deb Bossie, Carina Telesca, Kristy Siriani Woolridge, Mickey Flansburg Stone, Chris van Leeuwen, Zach Woolridge, Tom Boyle, and Jeremy Speed-Schwartz!
Musical Director - Eric Prentice

Admission is \$10 at the door.

Submitted by: Elena Wallace

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