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TODAY

TOMORROW

WEDNESDAY

6:15 [Dinner and an Evening of Baseball with the Rochester Red Wings](#)

Construction Activities @ Miller

Starting on Monday 8/11 and running through 8/13 our construction company will be cutting a door into the existing Miller Building. Also, on Thursday, 8/14 the water will be shut off for the day.

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Opening Session 2008 w/Continental Breakfast

All Alfred University faculty and staff are invited to attend the 2008 Opening Session w/continental breakfast. It will be held on Tuesday, Aug. 19 from 8:30 to 10 a.m. in the Ade Hall dining room. As is customary, President Edmondson will address the staff as we prepare to open the 2008-09 Academic Year.

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Time/Attendance Reports

Reminder:

Non-Exempt Employees - Approved timesheets are to be forwarded to the Payroll Department no later than noon on the Tuesday following the end of the pay period.

Exempt Employees - Approved attendance reports are to be forwarded to Human Resources Services no later than 5 days after the end of the month.

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Items for Student Mailboxes

Any department wishing to put merchandise and/or any non-mail-related items in the student mailboxes should bring their items to the PCC Mailroom by Monday, Aug. 18. After the 18th, these items will not be put in until the following week.

If you don't need to have your items in the students mailbox by the 18th then please do not bring them until you want them inserted - there will be no room to store them.

Any questions please give Sue Peck a call at x2260.

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Product Recall - BD 60ml Luer-Lok Syringes

Attention laboratory employees and students!

An urgent product recall has been issued for BD brand syringes. If you purchased such items please review the attachment to locate the LOT number. If your product has a LOT number beginning with the numbers 5,6, or 7 bring all of your inventory to Procurement Services, Greene Hall and we will complete the necessary paperwork for replacement.

Should you have any questions please call ext. 2483.

Attachment: [Product_Recall.pdf](#)

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New Staff In Instructional Technology Services

ITS is happy to announce that we have hired two new staff people in the Instructional Technology team. Andrew "Anton" Flint is our new Classroom Technology Support Specialist who among other duties will support classroom technology, videoconferencing, and instructional equipment lending.

Meghanne Freivald is our new Instructional Technologist who will support faculty in their use of Blackboard and other instructional technologies. In addition to supporting faculty, Meghanne will also be offering technology training to both faculty and staff. We are interested in hearing your suggestions about what technology training would be most helpful to the campus community.

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Several Items Available to a Good Home

The Physics Department currently has several items that it is looking to send to a good home. The list contains the following items: letter-sized, stackable metal desk trays; a lightbox; an HP Omnibook Docking Port; Epson LQ2500 Printer with manual; empty film reels & photoplate developing hangers; indoor floodlight bulbs; numerous sizes of projector bulbs; copy camera and stand; flood reflectors; safe light; 2 safelight filters; and metal slide mounts.

If anyone is interested in these items they will be located on the 2nd floor of the Science Center in the hall outside of Rm. 222 for the next few days.

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Goodie Bags/Giveaways for Incoming Students

We are preparing to get goodie bags together for our new students and transfers, which we give away at campus check-in in August. If your area would like to contribute giveaways, please contact me and I'll let you know where and when. (We'll need 600 of whatever you're giving away).

Thanks - Kathy Woughter (woughter@alfred.edu or x2132)

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