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TODAY	TOMORROW	SUNDAY
6:00 Women's Basketball @Home 8:00 Men's Basketball @Home	1:00 Men's & Women's Swimming & Diving - Away 2:00 Women's Basketball @Home 4:00 Men's Basketball @Home	

Human Resources and Payroll Offices Closed

The HR and Payroll offices will be closed on Friday, Jan. 9 from 11:30 a.m. until 2:30 p.m. for a training event. We are sorry for any inconvenience this may cause.

Submitted by: Mark Guinan

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Business Office Hours

The Business Office will be closed 11am to 2pm Friday January 9th. We apologize for any inconvenience.

Submitted by: Jodi Howe

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Water Shut Off in Ade Monday, 5-10 A.M.

There will be a water shut off for Ade Hall on Monday, Jan. 12 from 5 to 10 a.m. for emergency repairs.

Sorry for any inconvenience.

Physical Plant

Submitted by: Deborah Clark

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2014 W-2 Forms Ready in Banner Self Service

The 2014 W-2 is ready online. Directions for retrieving your W2 form from Banner Self Service are attached.

PLEASE NOTE: to reduce paper and postage, if you chose to get your W-2 online, a paper copy will not be printed.

Those who do not retrieve their W-2 online through self service will have a paper copy printed and mailed to their home address on file during the last week of January. Paper copies will not be available for pickup in the Business Office as they have been in the past.

If you have any problems or questions, please do not hesitate to contact Payroll or Human Resources.

Attachment: [How to retrieve your Electronic W2](#)

Attachment: [2014_Notice_to_Employee.pdf](#)

Submitted by: Kathy Costello

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Recording Time in BANNER Web for Monday's Unplanned Shutdown

The payroll department has received several calls regarding the proper way to record the time missed due to the unplanned shut down on Monday, Jan. 5. The time should be recorded as "excused" and a comment made in the comment section "power outage."

Please feel free to contact the HR or Payroll offices if you have any questions

Submitted by: Mark Guinan

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Mail Room Hours

The mail room in the Powell Campus Center will be closed from noon to 1 p.m. from Jan. 5 through Jan. 16. Regular hours will resume on Monday, Jan. 19.

Submitted by: Cheryl Foster

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Please Note CSI Changes as Nancy Banker Retires from AU

Please note changes occurring within the Center for Student Involvement and the process for requesting services or assistance within Powell.

We ask that all room reservation, student organization requests, or other requests traditionally sent to Nancy now be directed to CSI@alfred.edu. The main office number will remain 607.871.2671.

Once Nancy's replacement is hired, we will share that contact information with the campus community. The position is currently posted at the link attached.

(Nancy Banker is retiring on Jan. 16 after 25 years of service. She has requested no gathering or farewell party but feel free to e-mail her your well-wishes to bankern@alfred.edu)

Thank you for redirecting your future requests to CSI@alfred.edu and your patience through our transition process.

Link: [LINK TO JOB POSTING](#)

Submitted by: Dan Napolitano

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Tony Hepburn, former professor of ceramics at AU, dies

Tony Hepburn, professor of ceramics at AU from 1976-92, died at his home in Chicago Jan. 5, 2015

Funeral services will take place at The Episcopal Church, Hammondsport, New York on Monday, Jan. 12 at 11 a.m. For further information, contact LeMarche Funeral Home, 35 Main St., Hammondsport, NY at 607. 569.2174.

Tony's contributions to the field of ceramics were wide-reaching, earning him not only the respect of his peers and students, but also awards from The American Craft Council (2008), The Virginia Groot Foundation (1991), the N Y S Council on the Arts (1986/1990), and the National Endowment for the Arts (1985). His work is included in numerous public collections around the world, from the Icheon World Ceramic Center in Gyeonggi-do, South Korea, to the Los Angeles County Museum of Art, and the Victoria and Albert Museum in London.

Tony is survived by his daughter Laura Hepburn-Para, son-in-law Kevin Para, granddaughter Elsa Milani and grandson Keegan Rawlins and daughter Abigail Kraft, son-in-law Steven Kraft and grandsons Oliver and Augustus Kraft.

Tony served as artist-in-residence and head of the Ceramics Department at the Cranbrook Academy of Art, Bloomfield Hills, MI from 1992-2008.

Paul Kotula who represented Tony later in his career through his gallery, Paul Kotula Projects, writes: "Tony Hepburn engendered hundreds of students that will continue his legacy through their work, writing and teaching.... He had an uncanny ability to know each of us before we knew ourselves. He was brilliant, sometimes frighteningly so, but our understanding of who we are and what art could be perpetually pushes us forward." Kotula crafted a detailed account of Hepburn's extensive career, which can be read in its entirety at the attachment below.

Attachment: [Former Ceramics Professor Hepburn Remembered](#)

Submitted by: Deborah Clark

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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 Friday, Jan. 30 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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December 2014: New Hire, Position Change, Retirements

New Hire -
Dana C. Bond, director, Sponsored Research

Position Change -
Gwendolyn Marvin, HEOP first-year counselor, Opportunity Programs

Retirements -
Martha G. Anderson, professor of art history, Art History
Theodore L. Morgan, professor of printmaking, Freshman Foundation

Submitted by: Deborah Clark

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Check Out AU Bookstore's New Convenience Area

Don't want to walk downtown for a snack? Come see the new snack/food/ice cream convenience area in the AU Bookstore. We will be offering coffee as well beginning next week!

We are open Monday through Friday during break.

Submitted by: Marcy Bradley

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Green Tips

Obey the speed limit. Aggressive driving can lower your gas mileage by up to 33% according to the U.S. Dept. of Energy.

Submitted by: Jordyn Williams

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