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**What's Happening?**

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TODAY	TOMORROW	FRIDAY
<p>10:00 <a href="#">Walk-In Hours - Career Development Center</a></p> <ul style="list-style-type: none"> <li>· <a href="#">End-of-Semester Food and Clothing Drive</a></li> <li>· <a href="#">The Giving Tree</a></li> </ul>	<p>10:00 <a href="#">Walk-In Hours - Career Development Center</a></p> <p>7:30 <a href="#">Frank Sinatra: Celebrating 100 Years - A Cabaret</a></p> <ul style="list-style-type: none"> <li>· <a href="#">End-of-Semester Food and Clothing Drive</a></li> <li>· <a href="#">The Giving Tree</a></li> </ul>	<p>7:30 <a href="#">Frank Sinatra: Celebrating 100 Years - A Cabaret</a></p> <ul style="list-style-type: none"> <li>· <a href="#">End-of-Semester Food and Clothing Drive</a></li> <li>· <a href="#">The Giving Tree</a></li> </ul>

**Undergraduate Students - Financial Aid Application Procedures 2016-17**

The AU Financial Aid Application and filing instructions for the 2016-17 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 2015 or May 2016 in the system, a financial aid application was not placed in your mailbox.

If you plan to return to AU for the 2016-17 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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### Chemical Waste Removal

The fall/winter chemical waste removal will occur during December 2015. Hazardous and non-regulated (non-hazardous) waste will be accepted.

All chemical waste must be received in your respective Central Accumulation Area (CAA) no later than Thursday, Dec. 10, 2015. Ceramics college (statutory AU) contact EHS at x2190 for Harder Hall CAA and McMahon CAA; non-statutory AU also contact EHS at x2190 to arrange for receipt of your waste in Myers Hall CAA.

Completed Hazardous Waste and Non-Regulated Waste Log Forms MUST be sent to EHS no later than Wednesday, Dec. 9 and may be intercampus mailed (117 Myers Hall), faxed to x2086, or scanned and emailed to: [envhealthsafety@alfred.edu](mailto:envhealthsafety@alfred.edu) .

The packers must have this information prior to packing in order to obtain required approvals from the disposal facility. No waste will be accepted in any CAA after Dec. 10.

All Satellite Accumulation Area labels MUST be filled out completely with the following information prior to bringing to a CAA for disposal: 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.

All Satellite Accumulation Areas (SAAs) must be empty prior to Dec. 11, with a notation to that effect made on your submitted December Satellite Accumulation Area Weekly Inspection sheet.

Reminder: Any SAA's which collect waste during semester breaks and are not empty must have the weekly inspection log maintained and submitted to EHS on a weekly basis. If information on your SAA weekly inspection sheet needs to be changed, contact EHS.

Lab supervisors (LS), Principle Investigators (PI), and all AU faculty and staff responsible for areas generating hazardous and non-regulated waste are responsible for making sure SAA inspections are performed, SAA inspection sheets are filed weekly with EHS as required by law, waste logs are completed and that waste is properly labeled for disposal and transferred to the respective CAA.

If you have any questions contact EHS. Hazardous and Non-Regulated Waste Log Forms are available at <http://our.alfred.edu/ind...> under the heading "AU EH&S Forms". Additional information regarding all University waste streams can be found on the EHS website.

Link: [EHS web site](#)

Submitted by: Dean Perry

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### Exempt Staff - Make Sure Your Leave Reports are Up-to-Date!

Please make sure any outstanding Banner Monthly Leave Reports and the one for December are submitted and approved by your supervisor before you (or they) leave for Holiday break. If you used your FH and/or Personal Day during a previous month or in December and the Leave Report is not approved, Banner will not accrue next year's FH and Personal Day and you will lose them.

Getting caught up and submitting December early will ensure the accrual process of these 2 days

works as it should.

Thanks in advance for your cooperation!

Submitted by: Kathy Costello

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### Scheduled ITS Maintenance

On the night of Saturday, Dec. 26, starting at 10 p.m., ITS has scheduled an essential maintenance procedure on the electrical systems that provide power and cooling to the University Data Center. As part of that maintenance, we will need to shut off all University information systems, including email, Banner, University Web sites, and Blackboard. All systems will be brought back online by 6 a.m., Sunday morning.

If you have any questions, please feel free to contact the ITS Helpdesk at x2222 or [Helpdesk@alfred.edu](mailto:Helpdesk@alfred.edu).

We realize that this essential maintenance may be inconvenient. We have made every effort to schedule it at a time when it will be the least disruptive.

Submitted by: Gary Roberts

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### Protect Your Belongings

The Holiday Break exodus from campus is generally the time of year when belongings seem to disappear if rooms, offices, and cars are not locked. Please take an extra moment to lock all rooms, offices, and vehicles.

If you see an suspicious activity please report it immediately to the Office of Public Safety at 607.871.2108 or 911.

John M.Dougherty  
Office of Public Safety at Alfred University

Submitted by: Deborah Clark

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### Final Exam Week Athletics Facilities Hours of Operation

Below are the hours of operation for the McLane Fitness Center and Joyce Walton Health & Wellness Center for Final Exam Week (Monday 12/7 - Friday 12/11)

Fitness Center:  
Monday 8 A.M.-8 P.M.  
Tuesday 8 A.M.-8 P.M.  
Wednesday 8 A.M.-8 P.M.  
Thursday 8 A.M.-8 P.M.  
Friday 8 A.M.-8 P.M.

Joyce Walton HWC:  
Monday: 8 A.M.-10 P.M.  
Tuesday: 8 A.M.-10 P.M.  
Wednesday: 8 A.M.-10 .PM.  
Thursday: 8 A.M.-10 P.M.  
Friday: 8 A.M.-10 P.M.

\* Winter break hours begin Saturday, 12/12. Both facilities will be open Noon-4 P.M. 12/12-12/13

Submitted by: Tony Aquilina

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### **Return Your Rentals & Cash for Textbooks**

Remember to return your textbook rentals BEFORE leaving for winter break. Also, you can sell your (non-rental) textbooks back for cash at the AU Bookstore.

Submitted by: Marcy Bradley

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### **Support Staff: Soup's On. Cookie Off**

The Support Staff Holiday Food Competition  
Prepare to meet your baker...

Who: All support staff employees are invited to compete. Or you can attend as a people's choice judge.

What: An open house to meet your Support Staff Council members. And a fun (and fierce) competition to beat people for bragging rights. Compete for the title or judge as a guest.

Where: The Herrick Library Lounge

When: Thursday, Dec. 10 11 a.m. - 1 p.m.

Why: Because it's important to meet your council members... and to win.

Submitted by: Cheryl Foster

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### **The Support Staff Conference - Student Success Impact**

The Support Staff Council, along with the support of President Edmondson, is proud to announce our first Support Staff Conference. This conference is geared specifically towards all Support Staff employees.

Sessions include Nadine Shardlow's "What Yo Momma Said," and a panelist discussion on how and why YOUR job affects student success.

Please save the date: Thursday, Dec. 17 from 9 a.m. - noon. Join us in Nevins and discover where YOU fit into the puzzle.

Attachment: [SSC\\_Conference\\_Poster.pdf](#)

Submitted by: Cheryl Foster

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### Flute, Saxophone, and Clarinet Lessons

Flute, clarinet, and saxophone lessons are available for the Spring Semester. Lessons are 30 minutes (MUSC 104) or 60 minutes (MUSC 304) per week.

Please feel free to contact Prof. Decker at [deckerr@alfred.edu](mailto:deckerr@alfred.edu) with any questions.

Submitted by: Rachel Decker

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### Faculty/Staff Holiday Appreciation Sale Thursday & Friday

The AU Bookstore will have the annual Faculty/Staff Appreciation Sale this Thursday & Friday 12/10 & 12/11. There are additional discounts on Burt's Bees 30% off, 25% off Godiva chocolate, 25% off Champion brand clothing, stocking stuffers, and bargain books.

We will have a hot chocolate bar on Friday from 11:30 a.m.-1 p.m. and other treats to eat!

Submitted by: Marcy Bradley

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### Look at the Additional Holidays Sales @ AU Bookstore

Take a look at the additional sale items at the AU Bookstore! We have great stocking stuffers, gift cards, and more!

Attachment: [Holiday\\_Sign- \\_Ashley.docx](#)

Submitted by: Marcy Bradley

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### AU Photo Library Online - Gallery Server Pro

AU has a new searchable photo library, Gallery Server Pro (<http://gsp.alfred.edu>), accessible to AU faculty/staff. This library contains a wide variety of downloadable AU images ranging from seasonal campus scenics, to classrooms/labs, to selected campus events. To access, please go to [our.alfred.edu](http://our.alfred.edu) and scroll down the left-hand side to Faculty/Staff. Click on Faculty/Staff and scroll down to Gallery Server Pro.

Gallery Server images are cataloged by semester, by month and by topic, and as new photo assignments are completed, additional images will be cataloged and posted on a regular basis. The photos are extensively tagged to assist in searches for specific subjects.

NOTE: The images have been carefully selected from more extensive photo sessions that include alternative views and formats (landscape vs portrait). Those images are archived separately and you will need to contact Rick McLay, director of Creative Services at 2736 ([mclay@alfred.edu](mailto:mclay@alfred.edu)) to inquire

about those additional images. There is also a separate folder dedicated to faculty/staff portraits, many of which were completed the week of Aug. 17, 2015.

#### BEFORE YOU DOWNLOAD

The primary use of many of these images is for Admissions and University Relations marketing efforts in both printed and web formats. In order to keep track of downloads (except for faculty/staff portraits), please contact Rick McLay ([mclay@alfred.edu](mailto:mclay@alfred.edu)) or Judy Linza ([linza@alfred.edu](mailto:linza@alfred.edu)) with information on which images you are downloading, and where they are going to be used.

#### TO DOWNLOAD

Access to Gallery Server requires AU username/password to review images and to download in three formats: 1. Thumbnail (small image), 2. Web optimized (low resolution but full size), and 3. Original (high resolution). To download the image of your choice, use the download/share icon, which is the one on the left in the icon grouping above each image, and follow the directions.

#### ADDING PHOTOS TO THE AU PHOTO LIBRARY

We welcome the opportunity to obtain images from faculty and staff. Though much effort goes into documenting as many things as possible on campus, it is impossible to cover it all. When there are events such as art shows, or special lab/classroom activities that faculty/staff are photographing, we would very much like to review those images so that the library is as comprehensive as possible. Please contact Rick McLay if you have images that you think should be considered for this.

#### ATHLETICS PHOTOS

Current images of athletics events are available at (<http://gosaxons.com>). By contractual arrangement with the professional photographer, there will be a charge for athletics images. Mark Whitehouse, AU's Sports Information director ([whitehouse.alfred.edu](mailto:whitehouse.alfred.edu)), is the contact regarding usage.

If you have any questions or suggestions for photos you want cataloged and included, please contact Rick McLay at [mclay@alfred.edu](mailto:mclay@alfred.edu) or Ext. 2736. If a student requests access, please contact Rick McLay.

Submitted by: Deborah Clark

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### A Thank You From The Clothing Drive Sponsors

On behalf of the sponsors of the Winter Clothing Drive I want to pass along some information about the generosity of the Alfred University Community. The drive resulted in over 16 full bags of clothing being donated; it took a van and a pick-up truck loaded down to deliver to the end users.

Of those 16+ bags more than half were from AU showing once again that our people are among the most generous and caring folks in our area. Thank you for your generous giving and know that your donation has made a person warmer and safer for the winter.

Submitted by: Mark Guinan

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### Cat Problem- Email Me If You Want to Help Cats!

My name is Lauren Schramm and I am the village coordinator for the trap-neuter-return program. Like many others in the village, I have had trouble with the cat problem in Alfred. I sympathize with the cats and therefore wanted a solution to the problem.

After reading what other locations have done, I came to the conclusion that the most effective method to solve the problem was TNR or trap neuter and release. This has worked well for many other towns, cities, and universities.

A group called Ally Cat Allies specializes in helping towns with the process. Since the village has publicly endorsed TNR as a solution to the Alfred cat problem the group has promised financial

assistance.

In order for TNR to be effective the public needs to be involved in two ways:

1. caretakers of cats need to stop feeding cats during the trapping process
2. a list of locations and abundance of cats needs to be created.

Lastly, I plan to trap in the spring and help doing so would be greatly appreciated. If you or anyone you know is interested in helping Alfred's cats please let me know. [les5@alfred.edu](mailto:les5@alfred.edu)

Submitted by: Lauren Schramm

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### Frank Sinatra: Celebrating 100 Years - A Cabaret

Hornell Community Theatre (HCT) will recognize one of the most important music figures of the 20th century this coming Dec. 10, 11, and 12; The Main Place will play host to HCT's Cabaret entitled "Frank Sinatra: Celebrating 100 Years." This production will pay tribute to a legacy that embodies a force that will impact the entertainment industry for future generations.

Tickets for every performance can be purchased at the door for \$10 each. Doors will open at 6:30 p.m. for patrons to enjoy the bar. Saturday's performance [Sinatra's 100th birthday] will offer an [optional] Italian Buffet dinner, including the show, for \$30 per person, prior to the show at 6:30 p.m.

People wishing to take in both the dinner and Saturday's show must make reservations NO LATER THAN noon Wednesday, Dec. 9.

To reserve Saturday's dinner/show tickets, contact John Carbone by emailing him at: [jc.infinity@hotmail.com](mailto:jc.infinity@hotmail.com) or by phone at (607) 324-3608 or (607) 968-1148.

The Main Place is located at 251 Main St., Hornell

Attachment: [Frank Sinatra: Celebrating 100 Years](#)

Submitted by: Elena Wallace

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