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TODAY	TOMORROW	SATURDAY
9:00 <a href="#">Support Staff Conference - Student Success Impact</a>		

### 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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### **Don't miss it- Faculty/Staff appreciation sale THIS Friday**

Don't miss the last faculty/staff sale of the semester THIS Friday, Dec. 18th. 20% OFF all clothing & Bargain books, 25% OFF Godiva, 30% OFF Burt's Bees. We have some great stocking stuffers! We are open 9-4, hope to see you!

Submitted by: Marcy Bradley

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### **Summer Events**

Summertime here on campus has become a very busy season filled with many different programs including summer term classes, academic and sports camps, sports clinics, conferences, wedding receptions, and other special meetings and events. In fact, the schedule for Summer 2016 is already filling up.

If you are planning to hold a summer program or activity on campus and have not already notified the Office of Summer Programs, please do so as soon as possible. It is important that you contact us to check on space availability prior to confirming any events that will take place between May 15 and Aug. 6, 2016.

We maintain a master summer calendar and will work with everyone involved to avoid scheduling conflicts.

Your understanding and cooperation are much appreciated. We look forward to another busy, successful summer!

Submitted by: Bonnie Dungan

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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 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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### Bookstore Holiday Hours

The AU Bookstore is open during break! Hours through Dec. 23 9 a.m.-4 p.m., Dec. 24 9 a.m.-1 p.m.

We will be closed the 25th - 28th, open Dec. 29 & 30 9 a.m.-4 p.m. and closed Dec. 31.

We are open Monday-Friday 9 a.m.-4 p.m. starting Monday, Jan. 4.

Have a great holiday season everyone!

Submitted by: Marcy Bradley

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### Marcia Good, Former Receptionist in Admissions

Word has been received of the death of Marcia Good, who, as the receptionist in the Admissions Office, was the first person to welcome hundreds of prospective students to Alfred University. A resident of Wellsville, she died Friday, Dec. 11, in Strong Memorial Hospital following a brief illness. She worked at AU from 2000-06 during the time her son Michael Mertsoc '05 was a student.

Link: [Marcia Good obituary](#)

Submitted by: Susan Goetschius

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### Need a Cup of Coffee? Stop Over to the AU Bookstore

Looking for a cup of coffee? The AU Bookstore sells Green Mountain coffee and some delicious snacks to go along with it! Open 9 a.m.-4 p.m. Monday-Friday.

Submitted by: Marcy Bradley

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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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### Family Film: 'The Polar Express' (2004) G

Saturday, Dec. 19 at 10:30 a.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585-593-3410

A Christmas Eve train ride helps a young boy believe in Santa. The animated film is taken from Chris Van Allsburg's book of the same name. Voices include Tom Hanks, Peter Scolar, Nona Gaye, and Steven Tyler. Join us as we continue the Auditorium's yearly tradition of showing of this film.

The library-sponsored film is free and open to the general public.

Submitted by: Deborah Clark

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