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## What's Happening?

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TODAY	TOMORROW	WEDNESDAY
12:00 CSI Staff Drop-In Consultation	5:00 Women's Basketball @ home	
5:15 Yoga Classes	7:00 Men's Basketball @ home	
· Core Sample: Alfred Ceramic Art Museum	8:30 International Folk Dancing	
· Food Drive	· Core Sample: Alfred Ceramic Art Museum	

### EARLY TIME SHEETS DEADLINES

Due to the upcoming Thanksgiving holiday, there will be early time sheet deadlines. Employees should submit their time sheets by midnight on Monday, November 21; supervisors must approve them by midnight on Tuesday, November 22 to be processed on the December 2 payroll. All time sheets not approved by the deadline will not be processed, and will require submission of paper timesheets by the supervisors.  
Thank you.

Submitted by: Kim Wyant

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## Open Enrollment for Non-Statutory and University Wide Benefits

Open enrollment for all non-statutory health benefits and for all University-wide benefits (Life, Accident and Vision) will be held from Monday, November 20, 2016 through Friday, December 2, 2016 for changes to take effect Jan. 1, 2017.

In order to comply with the Affordable Care Act you must complete an enrollment form or provide an affirmative waiver, providing a reason, if you do not wish to participate in a health plan. We will not be able to automatically enroll you in your current plan if you do not fill out and return a form and you may be subject to tax penalties for failure to maintain insurance.

All flexible spending accounts must also be re-enrolled to continue that benefit for 2017.

Enrollment Materials will be emailed to all eligible employees with an AU email address or will receive a hard copy for those without University email as soon as the materials are available.

Please do not hesitate to contact the Human Resources Office if you have any questions or if we can assist in any manner.

Submitted by: Mark Guinan

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## Accounts Payable Check Payments Thanksgiving

Due to the Thanksgiving Holiday, the Accounts Payable check run will be on Wednesday November 23rd. Please have any invoices that require payment on this date to the business office by end of day Monday, November 21st.

The next check run will be on Thursday December 1st. If you have any questions or concerns, please call us at 871.2128.

Submitted by: Jodi Howe

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## CLAS Dean Candidate Campus Presentation Today

Dr. Michael Reiter, candidate for the CLAS Dean position, will be visiting campus Monday and Tuesday (Nov 21-22). We invite staff, faculty, and students for a presentation by Dr. Reiter TODAY (Monday Nov 21) at 12:15pm, in Nevins Theatre in the Powell Campus Center.

Dr. Reiter's application materials can be found on Canvas, course AU-CLAS-DEAN-2016, in the Files section.

Mark your calendar for a presentation by the next candidate on Tuesday Nov 29, location to be determined. We look forward to the participation of the University's faculty and staff in our quest for a new Dean. Thank you.

The CLAS Dean Search Committee

Submitted by: Frederic Beaudry

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### TIAA Consultant on Campus

A TIAA Consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Tuesday, December 6, 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, employees should call TIAA-CREF at 1.800.732.8353; remain on the line for assistance.

Submitted by: Kim Wyant

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### Safe Zone Training

"The Gay Alliance's SafeZone program was created to develop, enhance and maintain environments in workplaces, schools and other social settings that are culturally competent and supportive to LGBTQ (lesbian, gay, bisexual, transgender and queer) individuals, as well as straight, cisgender people who care about diversity, equality and inclusion." -

Trainings Schedule:

Thursday October 6th from 12:15-3:15pm

Friday, November 18th from 2:00 - 5:00pm

Monday, January 16th from 1:00 - 4:00pm

Wednesday, March 8th from 1:00-4:00pm

To Register or for more information contact Craig Arno at [caa2@alfred.edu](mailto:caa2@alfred.edu)

Submitted by: Eliza Ordway

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### Forum Follows Function at ACAM: a Dialogue w/Linda Sikora & Takeshi Yasuda

Date/Time: Dec. 1, 4:30-5:30pm

Location: Alfred Ceramic Art Museum

Cost: Free

Join the Art History Club for a discussion of functional ceramics on view at the Alfred Ceramic Art Museum with Division Chair and Professor of Ceramics Linda Sikora and Theodore Randall International Chair in Art and Design Takeshi Yasuda. Grant Akiyama and Max Mustardo, BS in Art History and Theory candidates, will moderate the discussion, that will address questions such as: How do studio pottery, industrial design, and fine art address notions of function? What is the relationship between function, art, and craft? What are the effects on performance resulting from mechanical and handmade processes? How do design elements in ceramics reflect cultural contexts?

Spaces are limited to 20 persons and reservations are essential: email [arth@alfred.edu](mailto:arth@alfred.edu) by November 28th. Sponsored by: Art History Club

Submitted by: SOAD Events

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### Percussion / Drum Lessons

If you are interested in taking drum or percussion lessons please sign up for MUSC 106 or MUSC 306 Private Lessons-Percussion. Lessons are available for all ages and ability levels. If you have any

questions feel free to contact Dustin Woodard at [Woodard@Alfred.edu](mailto:Woodard@Alfred.edu).

Submitted by: Dustin Woodard

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### **\*\*Spring Career Expo!\*\***

The Spring Career Expo, sponsored by Kohler Co., will take place on Friday, February 17 from 11am-2pm, in the Joyce and Walton Recreation Center (McLane Annex). For an overview of the event and a growing list of employers, please visit the Saxon JobLink from the CDC website at: [www.alfred.edu/cdc](http://www.alfred.edu/cdc). If you need assistance with preparing for the fair, you can schedule an appointment on the Saxon JobLink, or you can call 871-2164 or email [cdc@alfred.edu](mailto:cdc@alfred.edu) to schedule an appointment.

Submitted by: Jill Crandall

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### **Basket Raffle for Haiti**

The FYE Short Story class will be selling Tickets for the Basket Raffle for Haiti this week from 11am-2pm on the third floor of Powell. The basket includes donations from Alfred businesses such as gift cards and snacks. Tickets will be 1 for \$5.00, 2 for \$8.00, or 3 for \$10.00 and the drawing for the Basket will take place on November 22nd. All proceeds will be going toward the Alfred University Water for Haiti Project. For more information or to purchase tickets please email [Leg2@alfred.edu](mailto:Leg2@alfred.edu).

Submitted by: Logan Gee

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### **ALL Champion Brand Clothing 25% OFF**

Don't miss this sale! ALL Champion brand clothing is 25% OFF at the AU Bookstore. Now through 11/27/16. We have a great selection of pants, hoodies, tees, and long sleeve tees.

Submitted by: Marcy Bradley

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### **Watercolors and paintbrushes needed for Community Paint & Sip**

Cohen Gallery  
Sponsored by: Painter's Alliance

The Painter's Alliance is requesting donations of your old watercolors and brushes for a Community Paint & Sip to be held at the Cohen Gallery. Thanksgiving is the perfect time to do some digging in your studio! Please drop off donations in the art office. Email Natalie at [nsb2@alfred.edu](mailto:nsb2@alfred.edu) or Allison at

[atp2@alfred.edu](mailto:atp2@alfred.edu) with questions.

Thank you!

Submitted by: SOAD Events

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### Facebook Live Gallery Talk with Director Wayne Higby

Monday, November 28th 4:30pm  
Sponsored by: Alfred Ceramic Art Museum

Go to [facebook.com/ceramicsmuseum.alfred.edu](https://facebook.com/ceramicsmuseum.alfred.edu)

Enjoy the exhibition and take a private tour from the comfort of your own phone! Director and Chief Curator Wayne Higby will give a live gallery tour of the exhibition Core Sample: Selections from the Permanent Collection via Facebook Live

Go to: [facebook.com/ceramicsmuseum.alfred.edu](https://facebook.com/ceramicsmuseum.alfred.edu)

Submitted by: SOAD Events

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### Job Posting

Employment Opportunity:  
Coordinator, Judson Leadership Center

Link: [Coordinator, JLC Posting](#)

Submitted by: Connie Lewis

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