

In This Issue

Webmail users [click here](#)

Official News

- [Exempt Staff - Make Sure Your Leave Reports are Up to Date!](#)
- [Early Deadline for Time Sheets for Current Pay Period](#)
- [Office of Procurement Services & Mailroom Winter Deadlines](#)
- [Mailroom Keys](#)
- [Undergraduate Students - Financial Aid Application Procedures 2015-16](#)
- [Mail Room Hours](#)
- [Ebola Awareness for University Faculty, Staff, Students](#)

General Announcements

- [Don't Miss The Deadline Today!](#)
- [Health & Wellness Center and Fitness Center Winter Break Hours](#)
- [Faculty/Staff Bookstore Holiday Appreciation Sale](#)
- [Students - Remember to Return Your Rented Textbooks](#)
- [New Positions, Position Change November '14](#)
- ['The Nutcracker' - Performed by the Genesee Dance Theatre](#)
- [Concert: Andover Ecumenical Choir Advent Program](#)

What's Happening?

[More Events...](#)

TODAY	TOMORROW	SATURDAY
<p>10:00 Walk-In Hours - Career Development Center</p> <p>6:30 Guiding Eyes Dog at Scholes</p> <ul style="list-style-type: none"> · Free Coffee and Cookies Dring Finals Week! · Food and Clothing Drive 	<ul style="list-style-type: none"> · Free Coffee and Cookies Dring Finals Week! · Food and Clothing Drive 	<p>7:30 'Holiday Joy' Community Concert</p>

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

[back to top](#)

[Send Email Reminder](#)

Early Deadline for Time Sheets for Current Pay Period

Due to the Holiday Break, there will be an early deadline imposed for submission of timesheets for this pay-period 12/7-12/20. Timesheets must be submitted by noon Friday 12/19 and approved by midnight Sunday 12/21.

Staff will be running payroll on Monday the 22nd to produce paychecks dated Friday, Jan. 2, 2015.

Any time sheets not approved by these early deadlines will be processed in the next available pay period.

Submitted by: Kathy Costello

[back to top](#)

[Send Email Reminder](#)

Office of Procurement Services & Mailroom Winter Deadlines

Due to the upcoming winter break, please be prepared to send any bulk mailings and printing to the Procurement Office at Greene Hall by Thursday, Dec. 18, if you would like them completed prior to the break.

For our last day of the year, any outgoing U.S. mail must be at the Procurement Office by noon on Friday, Dec. 19. All outgoing FedEx and UPS packages must be at the Powell Campus Center Mailroom by 1 p.m. on Friday, Dec.19.

Submitted by: Cheryl Foster

[back to top](#)

[Send Email Reminder](#)

Mailroom Keys

If you are graduating or not returning to Alfred University next semester, please remember to turn your mailbox key into the Powell Campus Center Mailroom before you leave.

Please remember you will be charged if you do not return your key.

Thank you and have a great holiday season!

Submitted by: Cheryl Foster

[back to top](#)

[Send Email Reminder](#)

Undergraduate Students - Financial Aid Application Procedures 2015-16

The AU Financial Aid Application and filing instructions for the 2015-16 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 2014 or May 2015 in the system, a financial aid application was not placed in your mailbox.

If you plan to return to AU for the 2015-16 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

[back to top](#)

[Send Email Reminder](#)

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

[back to top](#)

[Send Email Reminder](#)

Ebola Awareness for University Faculty, Staff, Students

The likelihood that someone may be on the Alfred University campus with Ebola virus is very low. The potential for transmission in the United States outside of health care facilities is also very low. However, with the continued spread of Ebola virus infection in Guinea, Liberia, and Sierra Leone, along with ongoing international travel, Alfred University faculty, staff, and students should be fully aware of the hazards associated with Ebola virus and influenza, as they share some similar flu-like symptoms.

The Wellness Center/Health Services and the Environmental Health and Safety Office are actively monitoring the current Ebola situation with guidance from the Allegany County Health Department, the NYS Department of Health, and the Centers for Disease Control and Prevention (CDC). The University's infectious disease/health emergency procedures include protocol for the management and care of individuals who may have been exposed to or have symptoms consistent with the Ebola virus disease. You may find more information on Ebola virus by visiting the CDC's guidance for higher education at: www.cdc.gov/travel/page/a...

The CDC has issued a warning to avoid non-essential travel to the West African nations of Guinea, Liberia, and Sierra Leone and Alfred University will follow that directive. University-sponsored travel to these countries is postponed until further notice.

Travelers returning from these regions in Africa, or who have had contact with anyone known to be infected by the Ebola virus, are advised to monitor their own health for 21 days - post exposure - by checking their temperature twice a day (morning and evening). Students who have had an exposure and are experiencing flu-like symptoms should CALL the Wellness Center/Health Services immediately. Employees should CALL their local health care provider or visit the nearest emergency room. Notify the provider that you have had a potential exposure with an Ebola source, so they may afford you with the most appropriate care as isolation may be warranted.

As always, the best defense against any infection is prevention. Careful and frequent hand washing, good hygiene, proper nutrition, and rest are important. Please follow proper hand-washing techniques; posters with these procedures are posted throughout campus.

If you have questions or concerns, please contact the Wellness Center/Health Services at 607.871.2400

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

Don't Miss The Deadline Today!

Submit to the CSI: Get Involved Guide

Do you have an event or activity coming up during the first half of the 2015 Spring Semester that you would like advertised in the CSI: AU Get Involved Guide?

The Center for Student Involvement is beginning to organize events for the dates of Jan. 20 - March 6, 2015.

If you would like to submit your event, please send your announcement and any attachments of photos to csi@alfred.edu by THURSDAY, Dec. 11, 2014. Thank you.

Submitted by: Nancy Banker

[back to top](#)

[Send Email Reminder](#)

Health & Wellness Center and Fitness Center Winter Break Hours

Please see below open hours for Fitness Center and Health & Wellness Center over winter break. These hours will be effective beginning Saturday, Dec. 13:

Fitness Center and Health & Wellness Center open Monday-Sunday Noon-8 P.M., daily, for open recreation.

Both facilities will be closed from Dec. 24-Jan. 2 and open again for noon-8 p.m. daily use on Saturday, Jan. 3, for the remainder of break.

Submitted by: Tony Aquilina

[back to top](#)

[Send Email Reminder](#)

Faculty/Staff Bookstore Holiday Appreciation Sale

Faculty and Staff, come enjoy the AU Bookstore Appreciation sale on Thursday AND Friday, Dec. 11 & 12. Receive 20% off clothing and memorabilia; Bargain tradebooks Buy 1, Get 1 50% OFF. All Godiva chocolates are 25% OFF. We have a lot of stocking stuffers under \$8!

Submitted by: Marcy Bradley

[back to top](#)

[Send Email Reminder](#)

Students - Remember to Return Your Rented Textbooks

Remember to return your RENTED textbooks BEFORE going home for break.

We also buy back your textbooks for CASH! AU BOOKSTORE open 8:30 a.m.-5 p.m. Monday-Friday.

Submitted by: Marcy Bradley

New Positions, Position Change November ♦14

New Hires:

Christopher D. Curry, janitor, College of Ceramics
Somer D. Rollins, barn assistant, Equestrian Program

Position Change:

Jason E. Smith, boiler tender/night watchman, Heating Plant

Submitted by: Deborah Clark

'The Nutcracker' - Performed by the Genesee Dance Theatre

Friday, Dec. 12 at 7 p.m.
Saturday, Dec. 13 at 1 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

The Genesee Dance Theatre, the official dance company of the Houghton Movement & Arts Center, will present "The Nutcracker" at the Nancy Howe Auditorium. Audiences of all ages will delight in the classic holiday ballet which tells the story of Clara's triumph over an army of mice and her journey to the land of sweets with her Nutcracker Prince.

Local dancers and guest artists from New York City will perform the original choreography set to Tchaikovsky's famous score. Learn more at geneseedance.org.

The library-sponsored event is free and open to the general public. Children are invited to participate in the Friends of the Library Trim-a-Tree Party in the Library Exhibition Room on Saturday, Dec. 13, 11:30 a.m. - 12:30 p.m. preceding the Nutcracker Ballet.

Submitted by: Deborah Clark

Concert: Andover Ecumenical Choir Advent Program

Monday, Dec. 15 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

This favorite regional choir has performed regularly on the Auditorium's stage for several years with its inspirational Advent and Lenten programs. Join us for the Advent concert with a selection of instrumental accompaniments under the direction of Marcy Bledsoe.

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

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

[Alfred University](#) | [My AU](#) | [Our AU](#) | [Events](#) | [BannerWeb](#) | [Blackboard](#) | [News](#) | [Enews](#)