

In This Issue

Webmail users [click here](#)

Official News

- [IMPORTANT: Change of Venue for Police/Public Safety Training](#)
- [November & December One Card Reconciliations](#)
- [January 2013 Master Card Mandatory Training](#)
- [Mailroom Closing During Lunch for Remainder of Semester](#)

General Announcements

- [Online Suicide Prevention Training](#)
- [Flu Season](#)
- [TIAA-CREF Consultant on Campus](#)
- [Swain Discount Rates for Faculty/Staff, Students](#)
- [New Hire December 2012](#)
- [Broadway Cabaret](#)

What's Happening?

[More Events...](#)

TODAY	TOMORROW	THURSDAY
6:00 1/8/13 M/W Basketball HOME vs. Elmira - 6 & 8pm		7:30 Broadway Cabaret

IMPORTANT: Change of Venue for Police/Public Safety Training

On Thursday, Jan. 10, between 9 a.m. and 1 p.m., there will be a Police/Public Safety training exercise in Myers Hall (2nd floor) requiring portions of the building to be closed to all employees and visitors. Police vehicles and local law enforcement officers will be participating in the training.

Please do not be alarmed by this activity. Please MARK your calendars to remind yourself that this is only a drill.

If you have any questions contact the Office of Public Safety at 607-871-2108 or by emailing dougherty@alfred.edu

Thank you and we apologize for any inconvenience this may cause.

John M. Dougherty
Office of Public Safety at Alfred University

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[back to top](#)

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November & December One Card Reconciliations

In order to facilitate the preparation of mid-year financial statements and budget reports, all cardholders must have the transactions coded correctly in paymentnet and the original receipts for NOVEMBER One Card charges to your card manager by Friday, Dec. 7, 2012. The Card Managers must have all transactions approved and the paperwork to Sue Peck by Friday, Dec. 14, 2012.

Additionally, cardholders must have all transactions coded correctly in paymentnet and the original receipts for DECEMBER One Card charges to your card manager by Friday, Jan. 4, 2013. The Card Managers must have all transactions approved and the paperwork to Sue Peck by Friday, Jan. 11, 2013.

Submitted by: Susan Peck

[back to top](#)

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January 2013 Master Card Mandatory Training

The training schedule has been set for the new Master Card Program. The mandatory training will be for cardholders as well as card reviewers (anyone that logs into the paymentnet website).

Attendance to the training is required before a credit card will be given and for access to the new MasterCard website.

Cardholders are required to turn in their current Visa cards at the training session they attend.

The trainings will take place in the Olin Building, room 214.

The dates are: Jan. 14 - 18, 10 a.m.-noon OR 1 - 3 p.m. each day. Please note, there are two sessions offered each day for you to choose the best time for you.

Please email pecksm@alfred.edu with the date that you will be attending the MasterCard training session.

Submitted by: Susan Peck

[back to top](#)

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Mailroom Closing During Lunch for Remainder of Semester

The PCC Mailroom will be closing from noon until 1 p.m. beginning Monday, Dec. 17, 2012 and ending Tuesday, Jan. 22, 2013.

Submitted by: Susan Peck

[back to top](#)

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Online Suicide Prevention Training

The Alfred University Wellness Center is pleased to announce that it has received a grant for a limited number of licenses for QPR (Question, Persuade, Refer), gatekeeper training for suicide prevention.

QPR is a relatively simple, common-sense method for identifying and responding to students at risk for suicide. As we are a small institution that prides itself in individualized care for students, they will often come to staff members, faculty, friends, and other community members with personal concerns, which may include thoughts about suicide. Responding appropriately to these students can save someone's life.

Please consider completing this training in the next week or so. It is delivered online and takes about an hour to complete (see below for instructions). Upon completion, you will receive a certificate of completion and links to other suicide prevention resources.

The log in/account creation interface can be found here: <http://www.qprtraining.co...>

Your organizational code is: AUWC

Simply enter the organizational code and click submit. On the next page, the program will ask for name and email address. Once entered, an account will be created for you.

If you have any questions, please do not hesitate to contact me or any of the Counseling Services staff.

Link: <http://www.qprtraining.com/setup.php>

Submitted by: Steve Byrne

[back to top](#)

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Flu Season

Flu season is in full swing and, unfortunately, most of us know someone who has had the Flu already this year. Here are some prevention tips from the CDC to help you stay healthy:

Get the Flu vaccine.

Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it, don't recycle and re-use it.

Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.

Avoid touching your eyes, nose and mouth. Germs spread this way.

Try to avoid close contact with sick people.

If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.)

While sick, limit contact with others as much as possible to keep from infecting them.

Flu-like symptoms include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Some people also may have vomiting and diarrhea. People may be infected with the flu, and have respiratory symptoms without a fever.

For more information go to www.cdc.gov/flu or www.flu.gov

Submitted by: Amber Hardy

[back to top](#)

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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 Jan. 9, Feb. 7, and March 5 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

[back to top](#)

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Swain Discount Rates for Faculty/Staff, Students

Swain is extending discounted rates for Alfred University Faculty, Staff and their families plus AU Students. University employees and their families and AU students may ski at Swain Resort any day after 3 p.m. at reduced rates.

In order to participate in the program please register with Judith Green. Discounted rates available through the ski season.

Questions may be addressed to Judith Green at jgreen@alfred.edu or 607.871.2966

See attachment for 2012-13 rates.

Attachment: [Swain_Form.doc](#)

Submitted by: Deborah Clark

[back to top](#)

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New Hire December 2012

Jennifer K. Baker, secretary/archives assistant, Herrick Memorial Library

Submitted by: Deborah Clark

[back to top](#)

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Broadway Cabaret

An evening of the best of Broadway's music, presented by Hornell Community Theater! Come enjoy music from "Phantom of the Opera," "Avenue Q," "Wicked," "Book of Mormon," "Rent," "Mamma Mia," and much more!

The cast includes Deb Bossie, Carina Telesca, Kristy Siriani Woolridge, Mickey Flansburg Stone, Chris van Leeuwen, Zach Woolridge, Tom Boyle, and Jeremy Speed-Schwartz!
Musical Director - Eric Prentice

Admission is \$10 at the door.

Submitted by: Elena Wallace

[back to top](#)

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