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What's Happening?

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TODAY

TOMORROW

WEDNESDAY

10:00 [Walk-in Hours at the CDC](#)

Science Center Water Off Tuesday, Dec. 17

The Science Center water will be turned off starting at 7 a.m. Tuesday, Dec. 17 and will remain off most of the day while valves are being replaced.

Sorry for the inconvenience.

Physical Plant

Submitted by: Deborah Clark

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Early Deadline to Submit & Approve Timesheets Before Holiday Break!

Due to the Holiday Schedule, the deadline for submission and approvals of timesheets for the pay-period 12/8-12/21 has been moved up to Friday, Dec. 20.

Since the payroll period 12/8-12/21 will be paid the Friday following the Holiday, P/R will coming in during the break to process this payroll.

Timesheets that are not in approved status cannot be processed and paid on the Jan. 3 pay date. Any timesheets not submitted and approved will be paid in the next available payroll.

Thanks in advance for getting this done early!

Submitted by: Kathy Costello

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Submit All Invoices to Business Office by Tuesday, Dec. 17

Due to the Holiday break, the last Accounts Payable check run of the year will be on Thursday, Dec. 19. Please have any invoices that require payment before Jan. 7, 2014 to the Business Office by end of day Tuesday, Dec. 17.

The next Accounts Payable check run will not be until Jan. 7.

If you have any questions or concerns, please call us at 871.2128.

Submitted by: Jodi Howe

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Exempt Staff - Please Remember to Submit Your December Leave Report

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 month and the Leave Report is not approved, Banner will not accrue next years FH and Personal Day.

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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Non-Statutory Support Staff

Please remember to use your Personal and Holiday Leave days before Friday, Dec. 20, 2013. They do not carry over into next year.

Thank you and have a great day.
Susan Wellington and Shanti Jonche, co-chairs, SSC

Submitted by: Susan Wellington

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Mailroom Closing During Lunch

The PCC Mailroom will be closing from noon until 1 p.m. beginning Monday, Dec. 16, 2013 and ending Friday, Jan. 17, 2014.

Submitted by: Susan Peck

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Fitness Center Winter Break Hours

The fitness center will run on the following hours during winter break. The hours begin on December 14th and run through January 20th.

Monday - Friday 11:30am-1:30pm & 3-6pm
Saturday & Sunday 12-3pm
CLOSED - December 23rd through January 5th

Submitted by: Samantha Patton

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Two-Year Post-Doctoral Teaching Position

Social Sciences - Criminal Justice

Link: [Criminal Justice](#)

Submitted by: Sue Brannan

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Internal Posting - Barn Assistant PT

Part Time Barn Assistant

Link: [Part Time Barn Assistant](#)

Submitted by: Sue Brannan

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2014 Spirit of Service Award!

Submit a nomination for the 2014 Spirit of Service Award!

The award recognizes and celebrates those who are actively living out the principles that Martin Luther

King, Jr. stood for including equality, social justice, community, and service.

Eligible nominees include students, faculty, and staff at Alfred State and Alfred University as well as Alfred community members.

The nomination deadline is Friday, Jan. 17. Submit your nomination via the attached document to celebrate and honor someone you know who is engaged in the community.

Award winners will be announced at the Spirit of Service celebration on Thursday, Jan. 23.

Attachment: [Nomination Form](#)

Submitted by: Jessica Jennings

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Drum Set and Percussion Lessons

If you are interested in taking lessons for drum set, classical percussion, hand percussion, or anything else percussion-related you can sign up for lessons through Alfred University!

Sign up for MUSC 106 (14336) with Dustin Woodard.

If you have any questions do not hesitate to contact him by email: Dustinjwoodard@gmail.com

Dustin Woodard received his master of music degree at Houghton College in percussion performance. He earned his bachelor of music degree in percussion at California State University-Northridge, Los Angeles.

He has been playing drum set and percussion for about 15 years with different ensembles including orchestras, churches, Latin jazz ensembles, and many others.

Submitted by: Dustin Woodard

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Outgoing FedEx Packages

Effective Thursday, Jan. 2, 2014, all outgoing FedEx packages that have been processed through Office Services in Greene Hall will be processed and shipped from the Powell Campus Center Mailroom. The forms for FedEx are available on the Office Services website or at the Powell Campus Center Mailroom.

If you have any questions please feel free to contact Sue Peck.

Link: [Office Services Website](#)

Submitted by: Susan Peck

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Holiday Classic Film: 'The Bishop's Wife'

Monday, Dec. 16 at 6:45 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585.593.3410

This Christmas fantasy is of an angel who comes to earth to help a bishop and his wife raise funds for a new church. The 1947 holiday film's actors include Cary Grant, Loretta Young, David Niven, and Gladys Cooper.

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

Submitted by: Deborah Clark

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New Hires/Position Changes November 2013

New hires:

Chelsea M. Ames, student service representative, Student Service Center

Brandon C. Austin, Public Safety officer

Brianne J. Evingham, custodian, Physical Plant

Rachelle L. Remchuk, janitor, College of Ceramics

Laurie E. Rygiel, data assistant, Admissions

Christopher D. Ward, custodian, Physical Plant

Position changes:

Deborah L. Ohara, secretary, Social Sciences Department

Raegen S. Updyke, custodian, Physical Plant

Kenneth C. Youngren, Public Safety officer

Submitted by: Deborah Clark

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Personal Finance Quick Fact

Question: If you had a \$3,000 balance on a credit card that charges 18% annually, how long will it take you to pay off the balance, assuming you made the minimum payment of \$60 every month?

Answer: Almost 8 years, and after all that time you'll end up paying \$2,600 in interest.

Learn more about credit cards and debt at CashCourse.

Link: [Click Here for more Info](#)

Submitted by: Christina Laughlin

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