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**What's Happening?**[More Events...](#)

TODAY	TOMORROW	WEDNESDAY
9:30 <a href="#">Senior Show</a>	5:00 <a href="#">Reading and Reception</a>	12:30 <a href="#">Religious institute</a>
		4:30 <a href="#">BAFA Foundation Exhibition + Opening</a>
		9:00 <a href="#">Relay For Life Kick-Off!</a>

**Chemical Waste Removal**

A campus-wide chemical waste removal will occur during the week of 12/17/07. Both hazardous (regulated by EPA, DEC, or other government agency) and non-regulated (not regulated by said agencies but not approved for local landfill or drain disposal) waste will be accepted for removal.

The waste must be received in your Central Accumulation Area by 12/17/07. NYSCC contact Kenny X2460 or Shanti X2497; the rest of AU contact me X2540 to arrange for receipt of waste.

In order to obtain TSDF approvals and estimate the cost for the removal I will need a waste log sheet of your current waste sent to me ASAP. FAX 2086 or e-mail [mitchel@alfred.edu](mailto:mitchel@alfred.edu). You may still accumulate waste and add to your list notifying me of the additional waste by 12/12/07.

Waste log sheets are available at <http://our.alfred.edu/ind...>  
Contact me with any questions.

[back to top](#)[Send Email Reminder](#)**Holiday Luncheon Invitation**

The Holiday Luncheon invitations have been distributed through interoffice mail. All University employees (full-time, part-time, temporary, AVI employees, Health Center, Bookstore, etc.) are

invited to attend.

The Luncheon will be held on Friday, Dec. 14 at 12:30 p.m. in Ade Hall. If you plan to attend, please respond by returning the bottom half of the invitation, by calling 871-2101, or by e-mail to [mcallister@alfred.edu](mailto:mcallister@alfred.edu) by Thursday, Dec. 6. HAPPY HOLIDAYS!

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### December Payroll changes for Everyone

Due to the ITS Data Center move which will require the Banner system to be off-line over the holidays, the payroll scheduled to be paid on Dec. 28, will be paid a week early on Friday, Dec. 21, 2007. The next regularly scheduled payroll will be processed on Jan. 11, 2008 as usual.

All paper timesheets must be received by noon on Monday, Dec. 17. If Web-time-entry timesheets must be submitted to supervisors by 4:30 p.m. on Saturday, Dec. 15, and supervisors must approve them by 9 a.m. on Monday, Dec. 17. There will be no exceptions to these deadlines.

All paper timesheets received after noon for students and temporary employees will be processed with the Jan. 11 payroll; all Web-time-entry timesheets approved after 9 a.m. will have to be submitted on paper time sheets and also processed with the Jan. 11 payroll.

Employees with direct deposit will receive an e-mail on Thursday, Dec. 20. Those employees who receive paper paychecks may pick them up in the Carnegie Business Office on Friday, Dec. 21.

If you prefer to have a paper paycheck mailed, please e-mail your request to PAYROLL with your full mailing address by noon on Dec. 17.

Please note that the first 2008 payroll will be dated Jan. 11; this is three weeks from the Dec. 21st pay date, so please plan accordingly.

If you have any questions, you can contact the Payroll Office by e-mailing PAYROLL or by calling x2481 (Statutory) or x2961/2962 (Private).

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### Alfred University Faculty Staff Directory

Human Resources is pleased to announce that the AU Faculty Staff Directory is now ready! It is available on the HR Web Page at the link below to access online or to print a copy if you wish.

Please remember that all information contained in the directory is pulled directly from Banner. We have attempted to accommodate all recommendations and suggestions but there are some things we were unable to do based on the limitations of Banner. (For example, Banner only allows one department to be attached to an employee, so you cannot be listed under 2 departments)

If you requested a title change and it does not show in the directory it is because the current information in your personnel file is the same as the title in the directory. Changes to titles may be requested using the Personnel Action form: <http://contribute.alfred....> with justification attached for review and approval.

If any other information is missing or incorrect, please use the Personnel Data form: <http://contribute.alfred....> and forward to Human Resources.

Please feel free to offer any comments.

Link: [AU Faculty Staff Directory 2007-2008](#)

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## Professional Grant Proposal Writing Workshop

Professional Grant Proposal Writing Workshop (December 2007: Seneca College - Toronto)

The Grant Institute's Grants 101: Professional Grant Proposal Writing Workshop will be held at Seneca College Residence & Conference Centre, December 5 - 7 , 2007. Interested development professionals, researchers, faculty, and graduate students should register as soon as possible, as demand means that seats will fill up quickly. Please forward, post, and distribute this e-mail to your colleagues and listservs.

All participants will receive certification in professional grant writing from the Institute. For more information call (213) 817 - 5308 or visit The Grant Institute at [www.thegrantinstitute.com](http://www.thegrantinstitute.com).

Please find the program description in the attached:

Attachment: [The\\_Grant\\_Institute\\_Workshop.doc](#)

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## Nominate an Innovative Student for Recognition

Do you know someone who saw a need and created a solution?

Each year, the Alfred University Board of Trustees awards students who take initiative and make Alfred a better place. If you know of such a student, please e-mail a short description of the student and their effort to Dan Napolitano at [napolitano@alfred.edu](mailto:napolitano@alfred.edu).

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## Jobsapalooza! 2008

Jobsapalooza! 2008

Looking for a job or internship?

Want to live and work in Rochester or Buffalo?

TIME: 4-7 p.m.

DATE: THURSDAY, JAN. 3, 2008

Rochester: Doubletree Inn, Jefferson Road

Buffalo: Buffalo Convention Center, 153 Franklin St.

For a list of participating employers:

Buffalo: [www.Jobsapalooza.com](http://www.Jobsapalooza.com)

Rochester: <http://www.rochesterbusin...>

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## Reading and Reception

Tuesday, Dec. 4, 2007

5 p.m.

Women's Leadership Center

Our Written Selves.

Glance into the minds of several women faculty and students as they reveal themselves through their own personal writings.

~Listen as they read excerpts from their own life experiences.

~Examine their journals and other writing samples.

~Converse with the writers in an interactive reception, complete with refreshments and open discussion.

Tuesday, Dec. 4, 2007  
5 p.m.  
Women's Leadership Center

Collection of "Future Autobiography" titles gathered around campus to be on display (with room to add your own!)

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### Help our Troops Overseas

Help our troops overseas by donating small items to be packaged into holiday care packages. Donations can be dropped in boxes by the checker stand at Ade and Powell or at the info desk in Powell Campus Center.

Also money going towards shipping will also be collected.

Items will be collected until Dec. 3.

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### WNY Student Leadership Conference

The Division of Student Affairs is co-sponsoring a student leadership conference at University at Buffalo on Saturday, Feb. 23, 2008. The theme is "transforming ourselves, our organizations and our communities."

Space is limited, and your registration fee will be picked up by the Student Affairs Division. Contact Kathy Woughter for more information - [woughter@alfred.edu](mailto:woughter@alfred.edu)  
Link: [Event information](#)

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### Bergren Forum

The Bergren Forum sponsored by the Division of Human Studies will be meeting at 12:10 p.m. on Thursday, Dec. 6 in the Nevins Theatre, Powell Campus Center.

Bring a brown bag lunch; coffee and tea are complimentary.

Speaker: Tom Peterson  
Topic: A Shaman on the Inca Trail: Encountering Religion in Peru

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### Volunteers needed to help Dr. Clare

Dr. Alix Clare, who was seriously injured in a car accident Aug. 20, is settling in at home, and is continuing her recovery with physical therapy.

Volunteers are needed to visit Dr. Clare at scheduled times, and to provide meals during her continued recuperation. If you would like to volunteer, please contact Marlene Wightman at 2425 or e-mail her at [wightman@alfred.edu](mailto:wightman@alfred.edu)

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