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TODAY	TOMORROW	WEDNESDAY
5:15 <a href="#">Off-Campus Living Forum</a>		12:30 <a href="#">Religious institute</a> 3:00 <a href="#">Holiday Art Bazaar</a>

**Final Off-campus Living Forum**

The last Off-campus Living Forum is scheduled for Monday, Dec. 10th from 5:15-6:15 pm in Olin, Room 302. If you have not attended a forum yet and want to live off campus next fall you should plan on attending as it is a mandatory part of the application process. Applications to live off-campus will be distributed at the forum.

[back to top](#)[Send Email Reminder](#)**Scholes Library End-of-the-Semester Hours**

Fri 12/7 8 am-10pm  
 Sat 12/8 10 am-10pm  
 Sun 12/9 10 am-1am  
 Mon 12/10 8 am-1am  
 Tue 12/11 8 am-1 am

Wed 12/12 8 am-1 am  
Thu 12/13 8am-11pm  
Fri 12/14 8 am-12:30 pm  
Sat 12/15 Closed  
Sun 12/16 Closed  
Link: [http://scholes.alfred.edu//index.php?option=com\\_content&task=view&id=40&Itemid=88](http://scholes.alfred.edu//index.php?option=com_content&task=view&id=40&Itemid=88)

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### Statutory Employees Check Your Address

Please check the mailing address on your paycheck/direct deposit advice. This is the address that your W-2 will be mailed to from NYS in January. If the address needs updating, please contact Nancy Gillette in writing at [gillette@alfred.edu](mailto:gillette@alfred.edu).

Requests for duplicate W-2's will take a longer period of time due to system changes. Thank you!

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### Invoices Due End of Day 12/13 in Business Office

In preparation for the University holiday closing, please submit all of your accounts payable invoices to the Business Office in Carnegie Hall by the end of the day on Thursday, Dec. 13. This includes all invoices, check requests, and travel requests and they need to be completed and have all approvals.

The last check runs in December will be on the 18th and 20th. The next check run will not be until Thursday, Jan. 3.

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### Herrick Library Extended Hours/24-hour Study

Dec. 6-14

Thurs. Dec. 6 8 AM - 2 AM  
Fri., Dec. 7 8 AM - 2 AM  
Sat., Dec. 8 8 AM - 2 AM  
Sun., Dec. 9 10 AM - 3 AM  
Mon., Dec. 10 8 AM - 3 AM  
Tues., Dec. 11 8 AM - 3 AM  
Wed., Dec. 12 8 AM - 3 AM  
Thurs., Dec. 13 8 AM - 3 AM  
Fri., Dec. 14 8 AM - NOON

Attachment: [24-Hour Study Room Information](#)

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### Library Web Sites Unavailable Dec. 22-Jan. 2

The Web sites of Herrick and Scholes libraries will be unavailable from Dec. 22, 2007 through Jan. 2, 2008. This is due to the upcoming data center move. There will be no access to resources normally available through the libraries' Web sites, including the online catalog, electronic journals, research databases, and interlibrary loan.

Please note that Herrrick and Scholes libraries are also closed from Dec. 22 through Jan. 2.

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### **Data Center Move How Will it Affect You?**

The University's data center is moving to a newly renovated location on the ground floor of the Science Center over the holiday break, from Saturday, Dec. 22 through Wednesday, Jan. 2. During that time period, most central information technology resources such as Banner, U:Drive, E-mail and most Web pages will be unavailable.

Please Read the attached FAQ to learn more about the data center move.

ITS thanks you in advance for your patience as we work through this important and necessary data center move. This data center is being built with important Disaster Recovery/Business Continuity components such as a back-up generator, a fire suppression system, and a new HVAC system to ensure sufficient cooling of our central computing facilities. Once this new data center has been established, we will have a much greater chance of maintaining our internal business processes and systems in the event of a natural disaster or power disruption.

In planning this move, ITS chose the December break because it was the least inconvenient time for most campus community members. The holiday break is a time when most faculty, staff and students are not on campus.

Attachment: [Data Center Move--FAQ](#)

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### **Employee Phone List Fall 2007**

The updated fall semester phone list is now available on the HR Web site at the link below. You may locate it on the Web, add it to your favorites, create a short-cut on your desktop or print a hard copy, whichever works best for you.

Remember the phone list has been updated based on information pulled from Banner. Should your phone information not be correct, please use the Personnel Data Form to change your information and forward it to Human Resources for correction.

Link: [Employee Phone List Fall 2007](#)

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### **Holiday Art Bazaar**

You are invited to the Holiday ART BAZAAR

Wednesday  
Dec 12  
3-6 p.m.  
Harder Hall Lobby

HANDMADE ARTS & CRAFTS

This is your opportunity to support art students and give unique gifts to friends and family!

jewelry\*ceramics\*glass\*photos\*prints\*drawings\*paintings\*knits\*etc.

.... a plethora of bargains, art & love

Attachment: [poster](#)

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### Congratulations to December Graduating Students!

Please take a minute to fill out the Career Development Center's graduate survey. Whether you have your plans settled or not (e.g., employment or graduate school), we'd like to hear about it. The CDC uses this information to understand the job and grad school market for AU students. The information is confidential and is not reported in a personally identifiable way.

If you have questions about the survey or need assistance of any kind, please contact us at 871-2164 or [cdc@alfred.edu](mailto:cdc@alfred.edu)

Link: <http://www.alfred.edu/cdc/forms/gradsurvey/>

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### Pool Closing for Winter Break

The McLane Center pool will be closed for winter break beginning Saturday, Dec. 15. It will re-open Tuesday, Jan. 22, 2008.

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### Faculty/Staff Training Opportunity

The Counseling & Student Development Center and Residence Life are collaborating with the University of Buffalo Counseling Center to provide faculty and support staff with training on how to talk to distressed and potentially self-harming students.

Question, Persuade, Refer (QPR) training will be offered on 1/19/08 at 11 a.m. in Nevins. The 90-minute workshop will be led by two UB psychologists who are certified QPR trainers. The workshop is free and space is limited. If you are interested in reserving a place, please RSVP to the Counseling & Student Development Center at [csdc@alfred.edu](mailto:csdc@alfred.edu) by 12/12/07.

This training is especially set up for faculty and support staff. If you have questions, please contact the CSDC at x2300.

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### Work-Study Position Open ♦ Apply Now!

Spring 2008 WORK STUDY POSITION AVAILABLE

JOIN OUR TEAM AS A ...  
PUBLICITY INTERN

The Women's Leadership Center (WLC) seeks a dynamic and self-motivated intern to assist with writing, designing, and postering publicity materials for the WLC including flyers, newsletters, and reports. The intern will also perform general office duties such as creating/updating Excel spreadsheets, performing Internet research, and assisting with event planning. The intern will work with the Director, Office Manager, and Intern staff as part of a team.

The successful candidate will have strong writing skills, an interest in women's issues, good attention to detail, and professional etiquette. Design experience and/or familiarity with Publisher a plus.

The Women's Leadership Center follows the Alfred University equal opportunity employment policy.

This position requires a commitment of approximately 6 hours per week, and is paid at minimum wage.

Deadline to apply: Tuesday, Feb. 5. Position will remain open until filled. Resumes may be submitted

electronically to [wlc@alfred.edu](mailto:wlc@alfred.edu), or in person. Please submit a cover letter, resume and the name of one reference (preferably faculty). For more information, contact the WLC: (607) 871-2971.

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### **Wanted: Student Curator**

DEADLINE FOR APPLICATIONS:  
TUESDAY, FEB. 5

NOW ACCEPTING APPLICATIONS FOR EARLY SPRING '08 SHOW (Unpaid internship as a curator for the WLC)

The student curator will choose an exhibit theme, solicit / select student works that are in keeping with that theme, mount the exhibit, and take down the exhibit when it is over (returning the exhibit space to its original condition). The exhibit will be of one month duration, minimum.

Although the position is unpaid, as with any curator internship position, students should inquire with their academic advisor about the possibility of obtaining course credit for the experience.

FOR AN APPLICATION WITH A DETAILED DESCRIPTION OF THE POSITION, CONTACT: Women's Leadership Center at [wlc@alfred.edu](mailto:wlc@alfred.edu), Or call 607.871.2971.

Attachment: [STUDENT\\_CURATOR\\_APPLICATION\\_spring\\_082.pdf](#)

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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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### **Shredded Paper Still Wanted**

I could use quite a bit of shredded paper by Tuesday, Dec. 11. (The paper and the writing on the paper is not seen.) Please contact me if your office shreds paper and I will come and get it right away. Call for the fastest response. thanks, Elizabeth (ceramic grad) [eae2@alfred.edu](mailto:eae2@alfred.edu), 716 640 0159

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### **AAC&U News - December issue now online**

Provost Buckley calls your attention to the availability online of the latest issue of the December 2007 AAC&U News. Please see link below.  
Link: [http://www.aacu.org/aacu\\_news/index.cfm](http://www.aacu.org/aacu_news/index.cfm)

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