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TODAY	TOMORROW	WEDNESDAY
7:30 Early Life in WNY Through Diaries		12:30 Religious institute

Scholes Library Thanksgiving Week Hours

Mon 11/19 8 am-12 mid
 Tue 11/20 8 am-4:30 pm
 Wed 11/21 8 am-4:30 pm
 Thu 11/22-Sat 11/24 Closed
 Sun 11/25 5-9 pm
 Regular hours resume Monday, 11/26.

Link: http://scholes.alfred.edu//index.php?option=com_content&task=view&id=40&Itemid=88

[back to top](#)[Send Email Reminder](#)**Reminder - Open Enrollment - Nov. 12-30**

The Open Enrollment period allows employees to make changes to or enroll in benefits effective Jan. 1, 2008.

The following benefits you may enroll in, drop coverage, or make changes to current level of coverage:

Health Insurance
Life Insurance
Accident Insurance
Dental Insurance
Vision Plan

If you have any questions or would like to make changes to your coverage, please contact the Human Resources Office.

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E-mail will not be available during December break

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."

ITS will maintain a temporary system to collect incoming e-mails as they are sent to the UUniversity. However, users will not be able to send e-mails through their regular University account.

We anticipate that some of you may need to maintain professional and personal e-mail communications during the break. ITS encourages you to set up an external account with a provider such as Hotmail, Gmail or Yahoo Mail. The helpdesk would be glad to assist you in setting one up; please call x2222 or helpdesk@alfred.edu.

Please also note that it is important to let friends, family members, and colleagues know (in advance) that you will not be using your regular University account during that time. You may wish to contact these people to let them know how they can reach you over the December holiday break.

One way to spread the word is to put several sentences in your e-mail signature. If you have additional questions or need assistance, please contact the ITS Help desk.

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.

We realize that critical communications will need to be maintained even during this generally slow educational/business period. As a result, we will set up a number of resources for critical communication. Although we will not be able to maintain our full list of Web sites and services we will set up a small external Web site that will let prospective students and alumni know that we are moving our data center and that our full suite of technology services will once again be available on Thursday, Jan. 3.

Sincerely,

Gary O. Roberts
Director of Information Technology Services

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New Policy - Extra Compensation Guidelines

Attached is a new policy that details the circumstances that allow extra compensation to be paid to

salaried employees. The policy, a special timesheet, and instructions will be posted on the HR web site in the near future.

Attachment: [Extra_Service_Comp_Guidelines_Final.doc](#)

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AU Charities Drive - Missing Information

The Payroll Office has received two 2008 charities drive forms which do not include the individuals' names or signatures. One form is for the Alfred-Alfred Station Community Chest for \$52; the other is for the United Way of Southern Tier (Humane Society) for \$78. If one of these forms belong to you, please stop in the Payroll Office in Greene Hall so these deserving charities will receive the donations. Thank you.

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Director of Honors Program Search

Provost Buckley announces that the search for Director of the Honors Program to replace Paul Strong, who is retiring at the end of spring 2008 semester, has begun.

Please review the attached document for information about the position and the application process.

Attachment: [Director of the Honors Program](#)

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2008-09 Academic Calendar

The attached Academic Calendar for 2008-09 is now final and official. Contact registrar@alfred.edu with any questions.

Attachment: [2008-09.pdf](#)

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Credit Union Holiday Hours

Listed below are the scheduled hours over the holidays.

Thanksgiving:
Wednesday. day before--regular hours
Thursday--closed
Friday day after--closed

Christmas:
12/24--closed
12/25--closed
12/26--regular hours

New Years
12/31--regular hours
1/1--closed
1/2--regular hours

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NYS Trooper Exam Deadline Dec. 1

NYS Trooper Examination Deadline is Dec. 1, 2007

The Dec. 1 deadline is fast approaching. The opportunity to take the entrance examination for the position of NY State Trooper comes around just once every four (4) years. Don't miss this opportunity! This examination, held in early 2008, will cover the hiring period of 2008 through 2012. Apply now!

Link: [NY State Police](#)

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Help Troops Overseas

Help the Outdoor Club send overseas troops care packages for Christmas by donating the following:

- Shipping money, \$5 sends one package
- Small Food Items
- Small Hygiene Items

Items are being collected at various locations downtown, and in the dining halls.

If you or your club want to get more involved please let us know!

Items will be collected until Dec. 3.

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House Calls

New Student Programs invites faculty, administrators, and staff to participate in "House Calls," a program that allows you to tour the first-year residence halls and meet new students!

Join us on Wednesday, Nov. 28 from 6-9 p.m., for a dinner in Susan Howell Hall to eat and learn the details behind "House Calls." After dinner, we will team up to speak with students and hand out cookies.

To RSVP and for any questions, e-mail Jessica Ecock, New Student Programs graduate intern, at JLE2@alfred.edu.

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ARGUS proposals due Dec. 1

ARGUS (Alfred Research Grants for Undergraduate Students) are due Dec. 1. This program is open to all undergraduate students at the University.

Proposals can be sent to ARGUS@alfred.edu. Two letters of recommendation are required, which can also be sent to ARGUS@alfred.edu. General info about ARGUS can be found at <http://las.alfred.edu/arg...> Some minor changes will be made to the Web site in the next few weeks, but overall procedures are still the same!

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Charities Drive Needs Your Help!

About a month ago you received an appeal letter for the AU Charities Drive. Many of you have made generous pledges or donations. However we have achieved only half of our goal. WITHOUT YOUR HELP

THE DRIVE WILL FAIL.

Please send your pledge form in soon. If you have lost your pledge form, send a note to fbentz@alfred.edu and Wes will bring you a new pledge form.

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2008 Owens Corning Diversity Leadership Conference

Owens Corning will be holding its 2008 Diversity Leadership Conference Jan. 24-26, 2008. It will take place at the Owens Corning World Headquarters in Toledo, OH.

Last year Alfred University had two students accepted to this conference and both received internship offers.

Application Criteria

- * Sophomore or Junior class status
- * Demonstrated leadership experience in a student organization promoting diversity
- * GPA of 3.0 or above
- * Majoring in Business, Engineering or Communications
- * Career interest in: Sales, Supply Chain, Finance, Human Resources, Information Systems, Customer Service, Manufacturing Engineering or Research & Development
- * 2 essay questions
- * Current resume
- * Application

For more information, testimonials from last year's participants & application form, please visit our Web site listed below.

Deadline for applications is Friday, Nov. 23, 2007.

Link: [Owens Corning 2008 Diversity Leadership Conference](#)

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AAC&U News - Fall issue now online

Provost Buckley calls your attention to the availability online of the latest issue of the Fall 2007 AAC&U News. Please see link below.

Link: <http://www.aacu.org/liberaleducation/index.cfm>

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Early Life in WNY Through Diaries

The next meeting of the Baker's Bridge Historical Association of Alfred Station will be a program by Donna Miller and Franklyn Krusen on their family diaries depicting early life in nearby Greenwood, NY.

Monday, Nov. 19, 7:30 p.m.

Meetings are free, open to the public and held at the society's meeting house on Hamilton Hill Road in Alfred Station (1/2 mile from Rte. 21).

For questions and more information, please contact Laurie McFadden, mcfadden@alfred.edu

Link: [Baker's Bridge Historical Assoc. of Alfred Station](#)

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