top L paulity Friday	y, September 18, 20	0.9		Į.	TTT
Submit	Employment	News	Calendar	Classifieds	Spiritual Life
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<b>Official Ne</b>	ws				
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	<b>nnouncements</b> pirit Days for Studen			-	
<ul> <li>Seasonal</li> <li>Law School</li> <li>Sept. 30</li> <li>Student Student Stude</li></ul>	Salute Slated Saturd I Flu Vaccine ool Night Workshop: Fair Figh Senate Meeting Minu for a tech crew y River Indian Dance	it/Fight Fai Ites			
What's H	lappening?				More Events
	TODAY		TOMORROW		SUNDAY
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# Right-to-Know Training (Mandatory), plus BBP and FE

Right-to-Know (Hazcom) training is mandatory for all employees - every year. A training session will be held Tuesday, September 22, 9:20-10:35 a.m., Howell Hall (upstairs). Other sessions to be offered this smester: September 30, 10:20-11:35, Nevins; October 8, 1:20-2:35, Howell Hal; October 12, 2-20:3:35, Howell Hall.

After RTK, training for Bloodborne Pathogen and Fire Extinguisher will be offered for indivudals whose job requires either class, September 22, 11:20-12:10, Howell Hall (upstairs). Other sessions to be offered this smester: September 30, 1:20-2:35; October 8, 3:20-4:10, Howell Hlal, October 12 (this session before RTK), 10:20-11:10, Howell Hall.

Don't forget to preregister via e-mail: **cartella@alfred.edu** or **perrydr@alfred.edu** or telephone 2196 (Beth) or 3020 (Dean).

#### Link: Training Schedule

Submitted by: Beth Cartella

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Send Email Reminder

## Have You Had Your Picture Taken for Your Photo ID Yet?

All employees will need to have their picture taken for their ID. If you haven't done this yet, we will be available to take pictures in the HR area on the first floor of Greene Hall Monday, Sept. 21, Tuesday, Sept. 22, and Wednesday, Sept. 23 from 9-11 a.m. Having your picture taken will require only a few minutes.

We are now also able to do Photo IDs for Retirees of Alfred University if you wish to have one.

If you already have an AVI issued photo ID, you will not need to have another taken unless you wish to update it.

Once the IDs have been processed and are ready you will be notified by HR. If you will be unavailable during these dates/times (in particular, if your work schedule falls outside of the times provided), please contact HR at 871.2276 to schedule an alternate time. Thank you.

Submitted by: Kathy Costello

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## Wegman's Tax Exemption Card

The Procurement Office has acquired a Wegman's tax exemption card for University employees to use along with the One Card to make tax exempt University purchases.

For those of you that do not have an Alfred University One Card, the Wegman's Credit Card will still be available for you to be signed out at the Procurement Office, Greene Hall. You may sign these cards out at anytime on a first come, first served basis.

Any questions please give us a call at x2698.

Submitted by: Sue Peck

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Send Email Reminder

## **Is Your Information Correct for the Directory?**

It is time to make sure information is correct for the publication of the 2009-10 AU Faculty/Staff Directory. To check your business phone and office location, use the Outlook Global Address list to

verify your information. This data is pulled directly from Banner and is the same infomation used for the Directory and Employee Phone List.

Corrections to your office information can be requested by using the Personnel Data Form below and forwarding it to Human Resources.

The numbers for emergencies, department phones and fax are not housed in Banner. Please review the attachments to make sure the numbers are correct for your area. Changes to department information can be e-mailed to **costello@alfred.edu**.

PLEASE MAKE SURE YOUR INFORMATION IS CORRECT SO THAT OUR DIRECTORY IS ACCURATE!

## Link: Personnel Data Form

Attachment: Office Phone List Attachment: Most Frequently Called and Emergency Numbers

Submitted by: Kathy Costello

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## Send Email Reminder

## **Toshiba Photocopier Network Lines**

The ITS Department has contracted with an outside vendor, Wolfe Communication Systems, to install new network lines for the Toshiba photocopiers (MFPs) in each department that does not have one already in place. This work will start the week of Sept. 14.

If you already have your photocopier (MFP) networked then this will not affect you. If you have any questions please contact Sue Peck.

Submitted by: Sue Peck

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Send Email Reminder

# Saxon Spirit Days for Students & Campus Offices 9/17-18

STUDENTS, FACULTY, & STAFF: Join in on the wearing of Purple & Gold during SAXON SPIRIT DAYS-THURSDAY 9/17 & FRIDAY 9/18 for our Homecoming Celebration! The office that wears the most P&G will win a cookie tray for your staff! (Sponored by AU PRIDE Organization, WALF, SAAC)

Attachment: AU\_PRIDE\_Homecoming\_Events\_091.pdf

Submitted by: Deborah Clark

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## 'Guide to Medieval Women' - Russell Lecture

Sr. Margaret Carney, the dynamic president of St. Bonaventure University, will deliver Alfred University's annual Russell Lecture on Monday, Sept. 21 at 7:30 p.m. She will speak about "A 21st Century Guide to Medieval Women" in the Nevins Theater of Powell Cancer Center. The lecture if free and the public is enthusiastically invited to attend.

Submitted by: Deborah Clark

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Send Email Reminder

Cannon Salute Slated Saturday (Sept. 19) Evening

On Saturday, Sept. 19, between 4 and 5 p.m., there will be a cannon salute at the Alfred Fire Department honoring the late Alfred University faculty member Scott Weaver as a past member of the Department. Submitted by: Deborah Clark back to top Send Email Reminder **Seasonal Flu Vaccine** WorkFit Medical is now offering Seasonal Flu Vaccinations in its office (located next to Little Sicily's Pizza.) 929 Route 244 Office # 3, Alfred Station. Phone: 607.587.8700. Appointments Only. Insurance not accepted; cash only please \$25. Submitted by: Cherise Haase Send Email Reminder back to top Law School Night Law School Night Location: University of Rochester - Wilson Commons, May Room When Monday, Sept. 21, 2009 - 6-7:30 p.m. Transportation provided by the Career Development Center. Call 607.871.2164 or e-mail us at cdc@alfred.edu to reserve a seat. Link: Schools registered to attend Law School Night Submitted by: Mark McFadden Send Email Reminder back to top Sept. 30 Workshop: Fair Fight/Fight Fair Quit fighting conflict and learn how to use it to be more creative, effective leader. We'll look at forms of conflict and some methods for how to fight fair (or at least create a fair fight.) Women's Leadership Center, 3:20-4:30 p.m. Submitted by: Deborah Clark Send Email Reminder back to top **Student Senate Meeting Minutes** Here are the minutes from the Sept. 16 Senate meeting. Senate meets every Wednesday night in Nevins Theater at 8 p.m. Enjoy the reading and Have a Great Day! Attachment: Senate\_Minutes\_from\_Sept\_16.doc Submitted by: Student Senate Send Email Reminder back to top

# Looking for a tech crew

The Center for Student Involvement in the Powell Campus Center is looking for a student tech crew who would help run sound and technology in Nevins Theater. If you are interested, please stop by the Powell Campus Center Information Desk to get an application.

Submitted by: Patricia Debertolis

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Send Email Reminder

# Allegheny River Indian Dancers

Tuesday, Sept. 22 at 7 p.m.

Nancy Howe Auditorium at the David A. Howe Public Library, 155 N. Main St., Wellsville

This Native American dance group showcases the traditional songs and dances of the Iroquois. Incorporating many aspects of the Native American culture such as music and regalia, the Smoke and the Hoop Dances will be featured.

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

Submitted by: Deborah Clark

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