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TODAY

TOMORROW

SUNDAY

Student Undergrads Doing Web Time Entry!

You are probably aware that throughout the fall semester, Human Resources has systematically set up the undergrad students for Web-time entry of their timesheets. The goal is to have all undergrads doing their timesheets through BannerWeb Self Service when the students return from break.

If you are an approver and have not been contacted or not yet responded concerning the students you have working for you please contact costello@alfred.edu. We need to get the rest of the students set up and the approvers trained for this new functionality.

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Did you know that over 95% of all e-mail messages that are sent to Alfred University are spam! That's right, the vast majority of e-mail that comes to our network is, in fact, spam.

In an effort to keep up with the latest in spam filtering technology, ITS will be upgrading its spam filtering software on Jan. 15. This means that as we configure the new spam software in the days after Jan. 15, you may see a few more spam e-mails in your inbox. As we work through the upgrade and build new rules, you will begin to see fewer spam messages.

ITS, like all higher education technology support organizations, spends a great deal of time, money, and effort filtering these unwanted and sometimes offensive messages. However, despite ITS's best efforts, we all occasionally receive unwanted e-mail messages.

For those campus community members who have set up additional spam filtering in Microsoft Outlook by filtering out on the "[PMX:UCE]" subject heading prefix, you may want to set up an additional rule in Outlook. After Jan. 15, all e-mail that is suspected to be spam will be marked in the subject line with the "[SPAM]" subject heading prefix. You can build a new Outlook rule to include this prefix.

If you have additional questions or need help setting up an Outlook spam filter, please contact the ITS Helpdesk at x2222 or helpdesk@alfred.edu.

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Go to [WWW.WHYWAITFORBOOKS.COM](http://www.whyywaitforbooks.com) to order your textbooks and save 25% on USED textbooks. Hurry USED textbooks sell quickly. You can pick up your textbooks when returning to Alfred. It's FAST, EASY, and CONVENIENT!
Link: <http://www.whyywaitforbooks.com>

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LAS Dean Candidates -- Save the Dates

The LAS Dean Search Committee and Provost Buckley will be bringing dean candidates to the campus between Feb. 20 and Feb. 29. If you are in or have connections with LAS please keep those dates in mind. More details later.

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Student Organization Adviser Thank You Lunch

The Center for Student Involvement would like to invite any faculty, staff, or community members who advise officially-recognized student organizations to lunch. We will be hosting an informal lunch on Monday, Jan. 21 from noon to 1 p.m. in the Knight Club.

This is a great opportunity to ask questions, discuss the challenges facing advisers, and brainstorm how to help the students develop to their fullest ability. If you'll be joining us, please RSVP to Dan Napolitano at napolitano@alfred.edu.

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Dr. Will be Returning to Campus

Dr. Clare has been released to return to campus on a part- time basis. She will be teaching one class in the spring semester of 08. Dr. Clare will be continuing to receive therapy and have regular medical visits with her doctors.

Dr. Clare is very excited to return to campus and she is looking forward to seeing everyone on campus.

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OfficeMax Catalogs/Samples

Our OfficeMax representative, Bill Ross, will be here in Office Services located in Greene Hall on this Friday, Jan. 11 from 10 a.m.-Noon to hand out catalogs and free samples. There will also be door prizes so please stop down.

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Proposals for Workshops (H/EOP Leadership Conference)

If you are interested in or have already committed to conducting a workshop for the H/EOP Leadership Conference (the weekend of Feb. 15, 2008) please send in your proposals as soon as possible.

The due date for proposals is Friday, Jan. 11.

Proposals can either be sent by campus mail or in person to the H/EOP Office in Myers Hall.

Thank you very much!

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2008 Leadership Conference Lots more info

This year's H/EOP Leadership Conference will take place the weekend of Feb. 15-17. AU's Faculty, Staff and Students will be presenting various workshops on leadership success skills.

This year's Keynote Speaker will be former AU student leader, University Alum Maurice Myrie. (Will be speaking after the dinner on Sat., Feb 16, 7-7:15 p.m.)

The H/EOP Conference is open to any and all AU Students who wish to participate. Participation in the workshops is free to all AU Students.

There will be two dinners catered by a cook from NYC on Friday, Feb. 15 @ 6 p.m. and Saturday Feb. 16 @ 6 p.m., both in Susan Howell Hall. These dinners will be \$12 apiece or \$20 for both.

There will also be an after-party on Saturday night in the Knight Club from 11 p.m.-1 a.m.

TO ALL CLUBS AND ORGANIZATIONS: If you are planning on having any type of event, planning your event for the weekend of the conference would be most beneficial for you. The H/EOP Leadership conference brings in students from colleges all over New York State. We are hoping to attract a fair number of schools this year. It would also be nice for these students and faculty to have some kind of entertainment in the evening. Lets show some school spirit and not only represent our clubs and organizations but represent our school as well!

If you would like to PRESENT a workshop focused around any aspect of leadership you feel would be beneficial to students, please e-mail Shawn Isaacs at smi4@alfred.edu to get a workshop proposal.

If you do not want to present but would still like to HELP in any way, we could definitely use it. Please send an e-mail of interest to Shawn Isaacs at smi4@alfred.edu.

Registration forms for PARTICIPATION in the conference will be available at the Information Desk in the Powell Campus Center when we return for Spring Semester. If you wish to participate in the H/EOP Leadership Conference, please fill out a registration form and return it either by campus mail or in person to:

H/EOP Office
Myers Hall

Thank you! Hope you've all been enjoying the break!

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