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TODAY

TOMORROW

WEDNESDAY

7:00 [Free Bridge Lessons](#)

Special Academic Services, Writing Center, Math Department Moves

Special Academic Services, the Writing Center, and the Math Department are moving effective Wednesday, Dec. 16, 2015.

Special Academic Services and The Writing Center are being reorganized to become the new Center for Academic Success. The Center for Academic Success will be permanently located on the second floor of Herrick Library in the East wing of the library (closest to Alumni Hall).

The Math Department offices will be undergoing renovations during the winter break and spring semester and so will be temporarily relocated to Howell Hall on the first floor, effective Dec. 16, 2015. Thank you.

Michael A. Neiderbach
Executive Director, Capital Operations & Legal Affairs

Submitted by: Deborah Clark

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Submit Invoices to Business Office by Wednesday, Dec. 16

Due to the Holiday break, the last Accounts Payable check run of the year will be on Friday, Dec. 18.

Please have any invoices that require payment before Jan. 5, 2016 to the Business Office by end of day Wednesday, Dec. 16.

The next Accounts Payable check run will not be until Jan. 5.

If you have any questions or concerns, please call us at 871.2128.

Submitted by: Jodi Howe

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Students - Where Do You Want Your Payroll Checks to Go?

Due to the Holiday break, the checks for pay period 11/22-12/5 (check date 12/18) and 12/6-12/19 (check date 12/31) will automatically be sent to your home address on file.

Please email payroll@alfred.edu or stop into the Payroll Office in Greene Hall if you need to make alternate arrangements for the delivery of these two paychecks.

Submitted by: Kathy Costello

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Request for Contract Form

An updated Request for Contract form is now available on the Business Office Web page. This form should be used when an independent contractor (e.g. performer, artist, lecturer, etc.) will be providing services for the benefit of Alfred University.

Please complete the form electronically and submit to the Office of the Vice President for Business & Finance at lloydgm@alfred.edu at least three (3) weeks prior to the event. A determination will be made upon receipt of the Request as to whether a formal agreement will be needed and the individual making the request will be notified.

It should be noted that in order for the Business Office to process a check request for payment or reimbursement of expenses, a fully executed agreement or waiver of an agreement via the Request for Contract form will need to be attached.

Should you have any questions, or if your event is less than three (3) weeks away, please contact us via phone at 607.871.2966 for direction.

Attachment: [Request_for_Contract.pdf](#)

Submitted by: Lisa Clark

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Carnegie Offices Re-open

The offices of President, Provost and Vice President for Business and Finance, as well as the Business Office have relocated to their new quarters in the just-remodeled Carnegie Administration Building.

Submitted by: Susan Goetschius

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Protect Your Belongings

The Holiday Break exodus from campus is generally the time of year when belongings seem to disappear if rooms, offices, and cars are not locked. Please take an extra moment to lock all rooms, offices, and vehicles.

If you see an suspicious activity please report it immediately to the Office of Public Safety at 607.871.2108 or 911.

John M.Dougherty
Office of Public Safety at Alfred University

Submitted by: Deborah Clark

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Congratulations to December Grads!

Please take a minute to fill out the Career Development Center's graduate survey. If you have already secured employment or are enrolled in 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 info is confidential and is not reported in a personally identifiable way.

If you have questions about the survey or need career assistance of any kind, please contact us at 607.871.2164 or cdc@alfred.edu

Link: [Graduate Survey](#)

Submitted by: Susan Meacham

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Drum Set and Percussion Lessons

Drum Set and Percussion Lessons are available from Dr. Vicki Eaklor and Dustin Woodard for the Spring Semester. Lessons are available for 30 minutes (Beginner) and 1 hour (Advanced) per week.

Please feel free to sign up for any of the 106 sections or either of the 306 sections. Note that fees for 306 are double those for 106 but you can be an advanced player and sign up for 106.

If you have any questions regarding lessons do not hesitate to contact Dr. Eaklor at feaklor@alfred.edu or Dustin Woodard at Woodard@alfred.edu.

Submitted by: Dustin Woodard

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Support Staff Panelist Discussion: Submit Your Questions

Are you a support staff employee with questions on how your job affects our students? Questions like, "Who do I go to if I know a student is in need of personal help?" or "How do you handle sensitive situations between students, faculty, or staff?"

Submit your questions to fosterc@alfred.edu. Your question will be asked anonymously to our panelists during our Student Success Impact panelist session on Dec. 17. Thank you for your participation!

Submitted by: Cheryl Foster

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HP 2605 Toner (Free)

Available

Full set of color toner for HP 2605 printer (free) #'s Q6000A, Q6001A, Q6002A, Q6003A

Call Frank at Summer Programs 871-2612

Submitted by: Frank DiRaimondo

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Concert: Andover Ecumenical Choir

Monday, Dec. 14 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

This favorite regional choir has performed regularly on the Auditorium's stage for several years with their inspirational Advent and Lenten programs. Join the members on Monday, Dec. 14 at 7 p.m. for their Advent concert with a selection of instrumental accompaniments under the direction of Marcy Bledsoe.

This library-sponsored concert is free and open to the general public.

Submitted by: Deborah Clark

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After School Film: 'Elf' (2003) PG

Tuesday, Dec. 15 at 3:30 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

One of Santa's elves discovers he is a human being and travels to NYC to meet his father. Actors in this 2003 comedy include Will Ferrell, James Caan, Zooey Deschanel and Peter Dinklage.

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

Submitted by: Deborah Clark

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