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What's Happening?

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TODAY	TOMORROW	FRIDAY
10:00 Walk-in Hours at the CDC	10:00 Walk-in Hours at the CDC	

Controller Appointed

Jodi Howe, who has been serving in the interim controller position since October 2012 has been appointed to the regular position following a regional search.

The search committee and staff who participated in the review of resumes and interview process overwhelmingly recommended Howe.

Howe joined Alfred University in 2010 as the senior financial analyst. She received her master's degree from St. Bonaventure University and worked as a staff/senior accountant for a Certified Public Accounting (CPA) firm prior to her tenure in the health care industry where she was a senior accountant/budget analyst.

She successfully completed the University's audit in 2013 and is currently pursuing her licensure as a CPA.

Please join me in congratulating Jodi in her new role.

Submitted by: Giovina Lloyd

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Early Deadline to Submit & Approve Timesheets Before Holiday Break!

Due to the Holiday Schedule, the deadline for submission and approvals of timesheets for the pay-period 12/8-12/21 has been moved up to Friday, Dec. 20.

Since the payroll period 12/8-12/21 will be paid the Friday following the Holiday, P/R will coming in during the break to process this payroll.

Timesheets that are not in approved status cannot be processed and paid on the Jan. 3 pay date. Any timesheets not submitted and approved will be paid in the next available payroll.

Thanks in advance for getting this done early!

Submitted by: Kathy Costello

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Exempt Staff - Please Remember to Submit Your December Leave Report

Please make sure any outstanding Banner Monthly Leave Reports and the one for December are submitted and approved by your supervisor before you (or they) leave for Holiday break. If you used your FH and/or Personal Day during a month and the Leave Report is not approved, Banner will not accrue next years FH and Personal Day.

Getting caught up and submitting December early will ensure the accrual process of these 2 days works as it should.

Thanks in advance for your cooperation!

Submitted by: Kathy Costello

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Non-Statutory Support Staff

Please remember to use your Personal and Holiday Leave days before Friday, Dec. 20, 2013. They do not carry over into next year.

Thank you and have a great day.
Susan Wellington and Shanti Jonche, co-chairs, SSC

Submitted by: Susan Wellington

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Mailroom Closing During Lunch

The PCC Mailroom will be closing from noon until 1 p.m. beginning Monday, Dec. 16, 2013 and ending Friday, Jan. 17, 2014.

Submitted by: Susan Peck

McLane Gymnasium Closed Through 12/20

The McLane Gymnasium will be closed this week: 12-16- 12/20 for floor refinishing. The fitness center will remain open for scheduled break hours.

Submitted by: Tony Aquilina

Take a Moment to Recognize an Outstanding AU Alumnus/a!

We know that there are countless AU alumni who, since leaving Alfred, have achieved extraordinary things in their lives and careers. Each year during Reunion Weekend in June, the University recognizes honored alumni for their service to the institution and/or achievements.

There are up to four awards given recognizing distinguished service, lifetime service to AU, distinguished achievement and a new award to honor the unique achievements of a young graduate of the last decade.

The process by which nominees are chosen for awards is the responsibility of the AU Alumni Council's Awards Committee working with the Office of Alumni Relations. It is our mission to identify individuals whose exemplary actions, careers, and/or support significantly enhances the vitality of Alfred University's prestigious reputation.

The process of collecting and vetting the field of nominations is an intensive and very important process. As an Alfred University alumnus/a, you are a valuable resource for this process. We hope that, as a result of your contacts, you might have information regarding at least one or two alumni who might be deserving of special recognition. Please nominate them for consideration by downloading and returning a nomination form.

Nominations are due by Wednesday, Jan. 15, 2014 for the 2014 Reunion Weekend Awards. However, we welcome your nominations at any time throughout the year.

Please contact the Office of Alumni Relations with any questions or comments by email at alumni@alfred.edu or by phoning 607.871.2144. Nominations may also be forwarded to the following address:

Office of Alumni Relations
Welcome Center
One Saxon Drive
Alfred, NY 14802

Thank you, sincerely, for all your help and support.

Attachment: [2014Awardsform.pdf](#)

Submitted by: Audrea Sirianni

2014 Spirit of Service Award!

Submit a nomination for the 2014 Spirit of Service Award!

The award recognizes and celebrates those who are actively living out the principles that Martin Luther King, Jr. stood for including equality, social justice, community, and service.

Eligible nominees include students, faculty, and staff at Alfred State and Alfred University as well as Alfred community members.

The nomination deadline is Friday, Jan. 17. Submit your nomination via the attached document to celebrate and honor someone you know who is engaged in the community.

Award winners will be announced at the Spirit of Service celebration on Thursday, Jan. 23.

Attachment: [Nomination Form](#)

Submitted by: Jessica Jennings

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Outgoing FedEx Packages

Effective Thursday, Jan. 2, 2014, all outgoing FedEx packages that have been processed through Office Services in Greene Hall will be processed and shipped from the Powell Campus Center Mailroom. The forms for FedEx are available on the Office Services website or at the Powell Campus Center Mailroom.

If you have any questions please feel free to contact Sue Peck.

Link: [Office Services Website](#)

Submitted by: Susan Peck

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Saxon Inn Closing Dates Over the Holiday Break

The Saxon Inn will close on Friday, Dec. 20, 2013 and will reopen on Monday, Jan. 6, 2014. If you would like to make a reservation please e-mail saxoninn@alfred.edu or call 871.2600 to leave a message. Messages and emails will be checked periodically over the break.

Happy Holidays!

Submitted by: Saxon Inn

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Healthy Living Tips for the Upcoming Holidays

It is easy to over indulge during the holidays when goodies are everywhere. Here are some tips from Blue Cross Blue Shield and our insurance advisers BWD to help keep things in perspective.

Attachment: [0026_Healthy_eating_guide_WNY.pdf](#)

Attachment: [December_Top_Health_Newsletter.pdf](#)

Submitted by: Mark Guinan

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Employment Opportunity - Math Lecturer

One-Year Position

Link: [One-Year Lecturer](#)

Submitted by: Sue Brannan

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New Hires/Position Changes November 2013

New hires:

Chelsea M. Ames, student service representative, Student Service Center

Brandon C. Austin, Public Safety officer

Brianne J. Evingham, custodian, Physical Plant

Rachelle L. Remchuk, janitor, College of Ceramics

Laurie E. Rygiel, data assistant, Admissions

Christopher D. Ward, custodian, Physical Plant

Position changes:

Deborah L. Ohara, secretary, Social Sciences Department

Raegen S. Updyke, custodian, Physical Plant

Kenneth C. Youngren, Public Safety officer

Submitted by: Deborah Clark

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