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TODAY	TOMORROW	FRIDAY
		12:00 Merry and Brrrright.....Warm Your Holiday Soul!

Early Deadline for Time Sheets for Current Pay Period

Due to the Holiday Break, there will be an early deadline imposed for submission of timesheets for this pay-period 12/7-12/20. Timesheets must be submitted by noon Friday 12/19 and approved by midnight Sunday 12/21.

Staff will be running payroll on Monday the 22nd to produce paychecks dated Friday, Jan. 2, 2015.

Any time sheets not approved by these early deadlines will be processed in the next available pay period.

Submitted by: Kathy Costello

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Exempt Staff - Make Sure Your Leave Reports are Up to Date!

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 previous month or in December and the Leave Report is not approved, Banner will not accrue next year's FH and Personal Day and you will lose them.

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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Mail Room Hours

The mail room in the Powell Campus Center will be closed from noon to 1 p.m. from Jan. 5 through Jan. 16. Regular hours will resume on Monday, Jan. 19.

Submitted by: Cheryl Foster

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Business Hours: Office of Procurement Services & Mail Room

On Friday, Dec. 19, the Mail Room in Powell Campus Center will close at 2 p.m. It will reopen after the break on Monday, Jan. 5.

Office and Procurement Services in Greene Hall will be closed from 2 to 4 p.m. on Friday, Dec. 19.

Submitted by: Cheryl Foster

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15-Minute Survey - Not Sponsored by AU Office & Procurement

Individuals on campus are receiving emails from "Office Services Survey" at officeservicessurvey@us.confirmit.com.

Please note, this survey is not sponsored by Office & Procurement Services. Delete the message. Procurement will respond if necessary to such requests. This survey is to solicit data about your spending habits with specific office supply companies.

Any survey sponsored by Office & Procurement Services will be clearly noted. If you have questions, do not hesitate to contact us at ext. 2698 or email at procurement@alfred.edu.

Submitted by: Donna Sturdevant

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Ebola Awareness for University Faculty, Staff, Students

The likelihood that someone may be on the Alfred University campus with Ebola virus is very low. The potential for transmission in the United States outside of health care facilities is also very low. However, with the continued spread of Ebola virus infection in Guinea, Liberia, and Sierra Leone, along with ongoing international travel, Alfred University faculty, staff, and students should be fully aware of the hazards associated with Ebola virus and influenza, as they share some similar flu-like symptoms.

The Wellness Center/Health Services and the Environmental Health and Safety Office are actively monitoring the current Ebola situation with guidance from the Allegany County Health Department, the NYS Department of Health, and the Centers for Disease Control and Prevention (CDC). The University's infectious disease/health emergency procedures include protocol for the management and care of individuals who may have been exposed to or have symptoms consistent with the Ebola virus disease. You may find more information on Ebola virus by visiting the CDC's guidance for higher education at: www.cdc.gov/travel/page/a...

The CDC has issued a warning to avoid non-essential travel to the West African nations of Guinea, Liberia, and Sierra Leone and Alfred University will follow that directive. University-sponsored travel to these countries is postponed until further notice.

Travelers returning from these regions in Africa, or who have had contact with anyone known to be infected by the Ebola virus, are advised to monitor their own health for 21 days - post exposure - by checking their temperature twice a day (morning and evening). Students who have had an exposure and are experiencing flu-like symptoms should CALL the Wellness Center/Health Services immediately. Employees should CALL their local health care provider or visit the nearest emergency room. Notify the provider that you have had a potential exposure with an Ebola source, so they may afford you with the most appropriate care as isolation may be warranted.

As always, the best defense against any infection is prevention. Careful and frequent hand washing, good hygiene, proper nutrition, and rest are important. Please follow proper hand-washing techniques; posters with these procedures are posted throughout campus.

If you have questions or concerns, please contact the Wellness Center/Health Services at 607.871.2400

Submitted by: Deborah Clark

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Paris in May!

There are still spots available in Global Perspectives: Paris.

In this faculty-led travel course, we will be examining the history of the city of Paris through various interdisciplinary perspectives, including: cultural, religious, political, economic, and social. B-block course in Alfred during Spring 2015, followed by two weeks in Paris in May.

We've extended the deadline for the first payment but we would need to know whether you will be participating a.s.a.p.

Alumni, faculty, staff, and community members are welcome to participate.

See attached info sheet for more information. Please feel free to contact us if you have questions: fbeach@alfred.edu or dimitrova@alfred.edu.

Attachment: [Paris_2015.pdf](#)

Submitted by: Cecilia Beach

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Summer Undergraduate Research Opportunity

Edgard G. Rivera-Valentin, AU Class of 2008 and staff scientist, Arecibo Observatory, National Astronomy and Ionosphere Center, Department of Planetary Studies, Arecibo, Puerto Rico, would like to inform AU students of the observatory's summer undergraduate research program. Please visit: http://www.naic.edu/reu_p... Applications are due Jan. 26, 2015.

He adds, "I am also starting up my research group at the observatory and would love to hear from perspective students! I am also a huge advocate for underrepresented minorities in STEM research and would like to leverage my Ph.D. to help others enter these fields. I would be more than happy to be contacted by students for advice or connections. My work email is ed@naic.edu "

Submitted by: Deborah Clark

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Calling all Eligible Juniors or Seniors for ODK!

Are you a junior or senior student with a 3.3 GPA or above? Apply for the Omicron Delta Kappa Honors Society and get recognition for all your hard work! E-mail ODK@alfred.edu for more information on how to join!

Submitted by: Omicron Delta Kappa

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Submissions for SAGE on Stage

Students Advocating Gender Equality (SAGE) is putting together SAGE on Stage. We are taking submissions, whether written pieces, poetry, dance, or any other kind of performance, that explore the theme of gender. Pieces should be no longer than 8 minutes; they can be performed by the creator or performers can be found for you.

Submissions will be taken until the end of January - please submit pieces to SAGE@alfred.edu

Submitted by: Bridgette Ortiz

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Want a 'Peek' at the Holiday Handmades?

Check out the site below to see some of the items that have already been submitted for this event!

May Your Days Be Merry and Brrrrright.....An Event to Warm Your Holiday Soul!

On Friday, Dec. 19, the Center for Student Involvement invites all administration, faculty, and staff to participate in a grand event!

We are asking employees to pull out their talents and create a gift for about a \$10 value. Perhaps you knit? Make a scarf. Are you a glass blower or potter? Someone would love an ornament or pottery. How about baking? Make Grandma's famous cut-out cookies. You get the gist.

Then bring your item to the CSI office on the first floor of the Powell Campus Center by Thursday, Dec. 18. On Friday, join your fellow employees at noon in the Knight Club for a holiday penny social. The items will on display.

If you submit a gift, you will receive 10 free tickets. If you would like to come, but don't feel you have a talent you would like to brag about, \$10 will get you 10 tickets.

At 12:30 p.m., we will draw the winners. All cash proceeds will be donated to the Hornell Area Humane Society. Cookies and hot chocolate will be provided for your enjoyment. This will be the social event of the season! Don't miss it!

If you have questions or would like to confirm your participation, please contact Nancy at bankern@alfred.edu.

Attachment: [Merry_and_Brrrrrrright_pics.docx](#)

Submitted by: Nancy Banker

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New Positions, Position Change November '14

New Hires:

Christopher D. Curry, janitor, College of Ceramics
Sommer D. Rollins, barn assistant, Equestrian Program

Position Change:

Jason E. Smith, boiler tender/night watchman, Heating Plant

Submitted by: Deborah Clark

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Green Tips

Meatless Mondays: Going meatless for one week can greatly reduce your carbon footprint.

Submitted by: Jordyn Williams

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Hornell Y's Christmas Concert - Dec. 19

The Hornell Area Family YMCA's 4th annual Christmas Concert will be held Friday, Dec. 19 at 7 p.m. at Christ Church Episcopal in Hornell. Featuring Y members, music instructors and students, the concert includes performances by the Y's traditional fiddle students, New Horizons band ensemble, pianists, singers, guitarists, and more.

Admission is free with a goodwill offering to benefit the Music & Arts Program. Come hear holiday favorites like "I'll Be Home for Christmas," "O Holy Night," "Silver Bells," "Christmas in Kilarney," and many beloved traditional carols.

For more information, please contact Rebecca Weaver Hamm at 607-324-5520.

Submitted by: Nancy Freelove

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Concert: Vox Lumine

Sunday, Dec. 21 at 2 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

Enjoy this professional vocal ensemble singing a holiday program under the direction of Brandon Johnson. A free-will offering for the group will be gratefully accepted.

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

Submitted by: Deborah Clark

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Holiday Film: Miracle on 34th Street (1947)

Monday, Dec. 22 at 1:30 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

Classic Valentine Davies' tale of a Santa Claus who goes on trial to prove he's really Santa Claus to an unbelieving child.

Stars in the 1947 classic holiday film include Natalie Wood, Maureen O'Hara, John Payne, Edmund Gwenn, and Gene Lockhart. A family film for all during the school holiday recess!

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

Submitted by: Deborah Clark

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Musical Film: 'Holiday Inn' (1942)

Thursday, Dec. 18 at 6:45 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

Entertaining musical is built on the plot of the establishment of a country inn that is open only for holidays. Irving Berlin's holiday songs are prominently featured, including "White Christmas."

Stars include Bing Crosby, Fred Astaire, Marjorie Reynolds, and Virginia Dale.

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

Submitted by: Deborah Clark

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Give a Lift! Office for the Aging Needs Volunteer Drivers

Driving gives most of us the freedom to go anywhere, at any time. Driving also gives us the freedom to do the simple, but necessary things such as going to the pharmacy, visiting the doctor, and going to the grocery store. But some older adults are not able to drive anymore.

The Allegany County Office for the Aging Volunteer Transportation Program helps people age 60 and older get to medical appointments, the grocery store, pharmacy, or bank. We need volunteer drivers in all areas of our county. Just a few hours of your time can make a world of difference to the person who is unable to drive anymore. Volunteers are reimbursed 50 cents a mile from their own home and back to their own home.

Office for the Aging provides an average of 95 rides a month. That is roughly two to five rides every day. A majority of the rides that we arrange take three hours or less to complete.

We need a large corps of volunteers to be able to provide rides to all our clients. As a volunteer, you choose the days and times that are convenient for you. Giving a lift to an older adult can make a big difference.

Call the Allegany County Office for the Aging and ask for Lynn Oyer for more details at 585.268.9390, or toll-free 1.866.268.9390.

Submitted by: Deborah Clark

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