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## What's Happening?

[More Events...](#)

TODAY	TOMORROW	THURSDAY
<ul style="list-style-type: none"> <li>· <a href="#">SAGE: Write a Piece for the Vagina Monologues!</a></li> </ul>	10:00 <a href="#">Walk-in Hours at the CDC</a> <ul style="list-style-type: none"> <li>· <a href="#">SAGE: Write a Piece for the Vagina Monologues!</a></li> </ul>	10:00 <a href="#">Walk-in Hours at the CDC</a> 4:45 <a href="#">Zumba classes with licensed instructor</a>  Zumba classes with licensed instructor <ul style="list-style-type: none"> <li>· <a href="#">SAGE: Write a Piece for the Vagina Monologues!</a></li> </ul>

### Water Shut-Offs Today

Today, Tuesday, March 11, beginning at 7 a.m., the water will be shut off first in Herrick Library followed by the Saxon Inn (approximately 10 a.m.). Each building will be without water for approximately two-three hours.

Submitted by: Deborah Clark

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### MasterCard and Procurement Training Scheduled

There will be a required MasterCard training session along with Procurement training on Wednesday,

March 12, 2014 in the Banner Training room located at the side entrance of Howell Hall. The entire session will be from 1-2 p.m.

The first part of the session, 1-1:45 p.m. is designated for One Card training for new cardholders and reviewers. If you have applied or are interested in applying for a credit card you are required to attend a training session before receiving your credit card.

The second part of the session 1:45-2 p.m. will be designated for Procurement training. This session is for new cardholders and user to attend.

Help for current Smartdata users will be available upon request.

Submitted by: Susan Peck

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### **New Car Rental Fee**

Beginning March 15, 2014 the Enterprise car rental agency located in Hornell will be charging a \$15 delivery fee when a vehicle is delivered to Alfred University. This fee will be included on your invoice. If the vehicle is picked up at Enterprise then there is no fee charged.

Effective back in 2013 New York State has implemented a law that states any sales tax charged by a vendor (Enterprise) to a personal credit card will not be refundable if the purchase is for a tax exempt organization. So, remember to use your AU One Card or have Enterprise invoice the University directly.

Please note: A motor pool vehicle is required to be the first vehicle of choice unless there are special circumstances approved in advance by the area Vice President. The reservation of such vehicle should be made at the time travel arrangements are known; last-minute requests resulting in denial may be subject to reimbursement at the reduced costs.

There will be more information forthcoming regarding Enterprise/National Car Rentals at a later date.

Submitted by: Susan Peck

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### **Process for Ordering Business Cards Has Changed**

The process for ordering official Alfred University business cards has changed. The local print shop that has produced most of our business cards, Sun Publishing, is in a transitional phase due to economic changes. Based upon their new business model, they will only do business card orders in batches of 10 or more different names. It is not cost effective for them to do one person's card at a time.

Since orders for AU business cards are typically one or two at a time, we have located an alternative print shop and process to ensure a seamless transition. The Alfred State College Document Center is prepared to handle business card requests through a virtual storefront that has been developed specifically for ordering AU business cards online.

The link to that storefront is:

<https://v2.printsys.net/>

Log on: AlfredUniversity

Password: AlfredUniversity1

There are two templates from which to choose: the first template is indicated for only Admissions and Financial Aid offices because they require specific phone number options; and the second template is designed to accommodate all other offices.

When you double click on your selection, a new window will open that contains a form with fields to

enter your information. As the fields are filled, the information will show up on the template at the right so you will see how the business card will look upon completion. Once all the information has been entered, you will proceed to a shopping cart that has options for quantity and payment, using your AU One Card.

In order to maintain the brand identity of the University, a PDF of the card will be emailed to the Office of Communications for review/approval. Once the cards are printed, you will be notified so that you can pick them up at the ASC Document Center, 10 Upper College Drive (607.587.3532). ASC does not deliver at this time. The design and specifications of color and paper are based upon the official AU business card format that is currently in use.

**IMPORTANT:** For situations where you do not have access to an AU One Card, or a required deviation from the standard format cannot be included within the two template options, you will need to contact Rick McLay at [mclay@alfred.edu](mailto:mclay@alfred.edu) so that a design can be created and provided to the ASC Document Center. In those situations, the online purchase option will not be available and a paper invoice will be sent to you by the ASC Document Center.

Please contact the Alfred University Office of Communications at 2103 if you have any questions.

Submitted by: Deborah Clark

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### May Grads - Take the Survey for Senior Week

All May graduates (undergrad and graduate): Have a voice for events for Senior Week. Take the SURVEY on [my.alfred.edu](http://my.alfred.edu) and choose what events YOU would like to do for the week.

Link: <http://my.alfred.edu>

Submitted by: Marcy Bradley

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### Mechanical Engineering Faculty Candidate on Campus

All Engineering Faculty, Graduate Students, and Undergraduate Students are invited to attend Dr. Seong-Jin Lee's presentation on Thursday, March 13, 2014, 11 a.m. - noon in Binns 108. Topic is "Development of an autonomous system for high altitude ballooning"

Submitted by: Rosalie DiRaimondo

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### Long-time employee dies

Word has been received of the death of Sandra L. Ward of Andover, a former AU employee, on Feb. 16, 2014. Sandra retired from the University custodial staff in 2009.

She especially enjoyed time spent with her family and close friends. Sandra is survived by two daughters, two sons, eight grandchildren, two great-grandchildren, a sister, and a brother.

To read a full obituary, please visit:

<http://www.legacy.com/obi...>

Submitted by: Deborah Clark

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### Green tip of the week

Learn when food goes bad-"Sell-by" and "use-by" dates are not federally regulated and do not indicate safety, except on certain baby foods. Rather, they are manufacturer suggestions for peak quality. Most foods can be safely consumed well after their use-by dates. Check out [www.StillTasty.com](http://www.StillTasty.com) for more information on how to store your food and know when it's bad.

Submitted by: Autumn McLain

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### Sale at the AU Bookstore

Stop in to check out the clearance table at the AU Bookstore. 50% OFF items, March 6-11. General reading books, bargain books, art supplies, and more.

Submitted by: Marcy Bradley

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### New Hires February 2014

Jill M. Folts, custodian, Physical Plant

Chad M. Hunt, leader/custodial services, Physical Plant

Markus O. Martin, administrative systems support specialist, Information Technology

Cory M. Perkins, multi-trades, College of Ceramics maintenance

Megan J. Ryan, front desk clerk, The Saxon Inn

Kimberly M. Sherman, barn assistant, Equestrian Center

Matthew A. Smith, head men's soccer coach, Athletics Department

Susan M. Wood, secretary, dean's office, College of Liberal Arts and Sciences

Submitted by: Deborah Clark

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### Buy and Sell Board

Have an item you want to buy or sell. Check out the buy and sell board by using the link below.

Link: [Buy and Sell Board](#)

Submitted by: Judy Linza

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### **Alfred Village Playground Renovations!**

Alfred Montessori, a little school with a big heart, is planning an art auction for Saturday, April 5, 2014 to help raise funds to renovate the Alfred Village Playground.

Artists of local and national acclaim have already committed to donate pieces for the event, which will be held from 10 a.m. until 1 p.m. at the Alfred Village Hall.

One can expect to bid on ceramic, glass, sculptural and functional pieces by artists including Angus Powers, Amy Powers, Betsy Kent, Steve Edwards, Matt Metz, Linda Sikora, Mike Griffin, Kristin Buchholz, Angie To, Sarah Powers, J. Michael Powers, Robin Howard, Pat Edwards, Marcia Lichtman, Randi Fridmann, Katie Greene, and many more.

Tickets are \$15 each or 2 for \$25, and are available now. Admission includes brunch appetizers, beverages, and live music for the first hour, with child care available at the Montessori School for a nominal fee.

To purchase tickets, or make a donation, call Carman Banzaca, Montessori School Director, at 607.587.9334, or visit [www.alfredmontessori.com](http://www.alfredmontessori.com).

Funds raised by the auction will help renovate and improve the Mike Kenyon community playground in Alfred, a cause that will benefit all of the children in the community. Twenty years ago, the community rallied to create the existing playground and the time has come to update the structure. We have consulted the original playground designers for direction as we plan renovations.

Link: <http://www.alfredmontessori.com>

Submitted by: Jill Crandall

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