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TODAY

TOMORROW

WEDNESDAY

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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Scheduled ITS Maintenance

On the night of Saturday, Dec. 26, starting at 10 p.m., ITS has scheduled an essential maintenance procedure on the electrical systems that provide power and cooling to the University Data Center. As part of that maintenance, we will need to shut off all University information systems, including email, Banner, University Web sites, and Blackboard. All systems will be brought back online by 6 a.m., Sunday morning.

If you have any questions, please feel free to contact the ITS Helpdesk at x2222 or Helpdesk@alfred.edu.

We realize that this essential maintenance may be inconvenient. We have made every effort to schedule it at a time when it will be the least disruptive.

Submitted by: Gary Roberts

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U.S. Postal Service Rate Increases Jan. 17, 2016

As of Jan. 17, 2016, many U.S. Postal rates will increase. New rates are listed on the attached pdf. If you have questions do not hesitate to ask.

Attachment: [1-17-16 USPS Rates](#)

Submitted by: Donna Sturdevant

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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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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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Bookstore Holiday Hours

The AU Bookstore is open during break! Hours through Dec. 23 9 a.m.-4 p.m., Dec. 24 9 a.m.-1 p.m.

We will be closed the 25th - 28th, open Dec. 29 & 30 9 a.m.-4 p.m. and closed Dec. 31.

We are open Monday-Friday 9 a.m.-4 p.m. starting Monday, Jan. 4.

Have a great holiday season everyone!

Submitted by: Marcy Bradley

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Need a Cup of Coffee? Stop Over to the AU Bookstore

Looking for a cup of coffee? The AU Bookstore sells Green Mountain coffee and some delicious snacks to go along with it! Open 9 a.m.-4 p.m. Monday-Friday.

Submitted by: Marcy Bradley

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Cat Problem- Email Me If You Want to Help Cats!

My name is Lauren Schramm and I am the village coordinator for the trap-neuter-return program. Like many others in the village, I have had trouble with the cat problem in Alfred. I sympathize with the cats and therefore wanted a solution to the problem.

After reading what other locations have done, I came to the conclusion that the most effective method to solve the problem was TNR or trap neuter and release. This has worked well for many other towns, cities, and universities.

A group called Ally Cat Allies specializes in helping towns with the process. Since the village has publicly endorsed TNR as a solution to the Alfred cat problem the group has promised financial assistance.

In order for TNR to be effective the public needs to be involved in two ways:

1. caretakers of cats need to stop feeding cats during the trapping process
2. a list of locations and abundance of cats needs to be created.

Lastly, I plan to trap in the spring and help doing so would be greatly appreciated. If you or anyone you know is interested in helping Alfred's cats please let me know. les5@alfred.edu

Submitted by: Lauren Schramm

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'Chronicles of Narnia: The Lion, The Witch, and The Wardrobe

Tuesday, Dec. 29 at 1:30 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

Taken from C. S. Lewis' beloved book, four children are sent to a professor's home in the country during WWII. The youngest, Lucy, finds a magical wardrobe that leads to a mystical land called Narnia. A battle of good vs. evil ensues when she learns it has been taken over by an evil witch.

The excellent cast includes Tilda Swinton, James McAvoy, Jim Broadbent, and Rupert Everett.

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

Submitted by: Deborah Clark

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