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TODAY	TOMORROW	WEDNESDAY
		12:20 Math Club Talk "Decision Making: A Golden Rule"
		6:00 House Calls
		Global Leaders in Innovation Video Conference

Open Enrollment - All Employees Nov. 12-30

The Open Enrollment period allows employees to make changes to or enroll in benefits effective Jan. 1, 2008. Unless the employee experiences a "change of family status," this is the only time of year to change these benefits.

The following benefits you may enroll in, drop coverage, or make changes to current level of coverage:

Health Insurance
 Life Insurance
 Accident Insurance
 Dental Insurance
 Vision Plan

The VSP vision plan, Assurant dental plan, and non-statutory medical plans all have rate increases effective

Jan. 1, 2008. The rate chart is attached below. The statutory rates for medical insurance have not been released, but should be soon. However, statutory employees wishing to change their coverage may do so now.

Please remember that non-statutory employees with a two-employee rate will see a reduction of employer contribution from 80% to 75% in 2008.

The premium on your optional life insurance may increase effective Jan. 1, 2008, as the result of a change in your base salary since last January, or if you have moved into a new age bracket (changes at 40, 45, 50, 55, 60, 65). If you wish to change the amount of optional coverage you presently have you may do so during this Open Enrollment period.

Flexible Spending Accounts - You must enroll for the 2008 year to participate in Medical or Dependent Care Flex Spending.

If you have any questions or would like to make changes to your coverage, please contact the Human Resources Office.

Attachment: [OPEN_ENROLLMENT_Rates_20082.doc](#)

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E-mail will not be available during December break

The University's data center is moving to a newly renovated location on the ground floor of the Science Center over the holiday break, from Saturday, Dec. 22 through Wednesday, Jan. 2. "During that time period, most central information technology resources such as Banner, U:Drive, E-mail and most Web pages will be unavailable."

ITS will maintain a temporary system to collect incoming e-mails as they are sent to the UUniversity. However, users will not be able to send e-mails through their regular University account.

We anticipate that some of you may need to maintain professional and personal e-mail communications during the break. ITS encourages you to set up an external account with a provider such as Hotmail, Gmail or Yahoo Mail. The helpdesk would be glad to assist you in setting one up; please call x2222 or helpdesk@alfred.edu.

Please also note that it is important to let friends, family members, and colleagues know (in advance) that you will not be using your regular University account during that time. You may wish to contact these people to let them know how they can reach you over the December holiday break.

One way to spread the word is to put several sentences in your e-mail signature. If you have additional questions or need assistance, please contact the ITS Help desk.

ITS thanks you in advance for your patience as we work through this important and necessary data center move. This data center is being built with important Disaster Recovery/Business Continuity components such as a back-up generator, a fire suppression system, and a new HVAC system to ensure sufficient cooling of our central computing facilities. Once this new data center has been established, we will have a much greater chance of maintaining our internal business processes and systems in the event of a natural disaster or power disruption.

In planning this move, ITS chose the December break because it was the least inconvenient time for most campus community members. The holiday break is a time when most faculty, staff and students are not on campus.

We realize that critical communications will need to be maintained even during this generally slow educational/business period. As a result, we will set up a number of resources for critical communication. Although we will not be able to maintain our full list of Web sites and services we will set up a small external Web site that will let prospective students and alumni know that we are moving our data center and that our full suite of technology services will once again be available on Thursday, Jan. 3.

Sincerely,

Gary O. Roberts
Director of Information Technology Services

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Director of Honors Program Search

Provost Buckley announces that the search for Director of the Honors Program to replace Paul Strong, who is retiring at the end of spring 2008 semester, has begun.

Please review the attached document for information about the position and the application process.

Attachment: [Director of the Honors Program](#)

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ITS Equipment Lending

ITS Equipment Lending reminds you that all student equipment is due back Tuesday 11/27 by 4 p.m.

Thank you!

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Wanted: 40 Squares

With the upcoming holiday season, the Alfred Knitting Studio is sponsoring a charity knitting/crocheting project. We are asking local knitters and crocheters to make 7"x9" squares to be knit together into a community afghan. Once the afghan is complete we will donate it to a local charity. You can use any stitch patten you like, but we request that you use a washable yarn: acrylic, wool-acrylic blends, superwash wool, or cotton. If you have any questions, stop in the Knitting Studio, in Alfred Station across from the Bicycle Man. Our hours are Tuesday 12-8, Wednesday 12-5, Thursday 12-8, Friday 10-4, and Saturday 10-5. If you need ideas for your square stop in or give us a call, 587-8002, we'll be glad to help! Squares will be due on Saturday, Dec. 15.

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Independent College Research Forum planned

The Commission on Independent Colleges and Universities is planning the first Independent Sector Undergraduate Research Exposition is for January 22, 2008 from 10 a.m. to 3 p.m. in the Legislative Office Building in Albany. This one-day event will bring together college students and faculty from throughout the state to showcase high quality undergraduate research projects.

The abstract submission deadline for those who would like to participate is November 26, 2007. To submit a research project abstract for consideration, visit <http://www.cicu.org/regis...> A template is provided online to guide your submission as well as a copy of the original invitation text.

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Open Campus Interviews, Sutherland Global Service

Sutherland Global Services will be conducting interviews on Tuesday, Nov. 27, 2007, for the following career opportunities:

- Inside Sales
- Technical Support
- Customer Service
- Lead Generation
- Management

These are an open sign-ups. Interviews will be granted on a first-come, first served basis and are open to December 2007 graduates, May 2008 graduates and alumni. Deadline to sign up is midnight, Sunday, Nov. 25, 2007.

All majors welcome.

Positions will be located in Rochester, NY. Currently Sutherland owns and operates multiple delivery centers across the United States, Canada, Mexico, India and the Philippines.

Any interested candidate can sign up for an interview time slot via our Web site. www.alfred.edu/cdc/ Click on "Students." Next click on "Find a Job" and log into Saxon JobLink using your ID and password per the instructions. Next click on "On-Campus Recruiting, Resume Collections, Employer-In-Residence, and Mock Interview Week."

If you have any questions regarding On-Campus Recruiting please review the On-Campus Interview Guidelines <http://www.alfred.edu/cdc...> and/or contact Nancy Williams, Recruiting Coordinator at 871-2164.

Link: [Saxon JobLink](#)

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Archery Lessons

AAC is now accepting requests for archery lessons. The cost is \$7 for four half-hour sessions. E-mail the AAC account if you are interested.

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Career Development Centers New Website

The Career Development Center's Web site has a new look. Please contact us with your comments or concerns regarding the new site.

Link: <http://www.alfred.edu/cdc>

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Bergren Forum

Bergren Forum sponsored by the Division of Human Studies will be meeting at 12:10 p.m. on Thursday, Nov. 29 in the Nevins Theatre, Powell Campus Center.

Bring a brown bag lunch; coffee and tea are complimentary.

Speaker: Petra Visscher

Topic: Heart and Seoul: a Fulbright experience in Korea

Petra Visscher, director of the International Programs at AU, received a Fulbright grant to visit South Korea (and for a few minutes North Korea as well), in June 2007. She will discuss her experiences in Korea as well as what she learned about applying for a Fulbright.

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Global Leaders in Innovation Video Conference

Wednesday, Nov. 28

6-7 p.m.

Nevins Theatre

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Professional Grant Proposal Writing Workshop

Professional Grant Proposal Writing Workshop (December 2007: Seneca College - Toronto)

The Grant Institute's Grants 101: Professional Grant Proposal Writing Workshop will be held at Seneca College Residence & Conference Centre, December 5 - 7 , 2007. Interested development professionals, researchers, faculty, and graduate students should register as soon as possible, as demand means that seats will fill up quickly. Please forward, post, and distribute this e-mail to your colleagues and listservs.

All participants will receive certification in professional grant writing from the Institute. For more information call (213) 817 - 5308 or visit The Grant Institute at www.thegrantinstitute.com.

Please find the program description in the attached:
Attachment: [The_Grant_Institute_Workshop.doc](#)

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Informal Dance Showing

Nov. 29 - Dec. 1, 7 p.m., in CD Smith Theater
Free Admission

Informal showings of what the dancers on the AU campus have been working on all semester will be presented Thursday, Nov. 29, Friday, Nov. 30, and Saturday, Dec. 1 at 7 p.m. in the CD Smith Theater at the Miller Performing Art Building.

There will be performances by AU Dance Classes including the repertory class performing original choreography by D. Chase Angier and an historical etude by Donald McKayle, and performances by the composition class taught by Robert Bingham and the ballet class taught by Dr. Linda Mitchell.

Dance clubs such as the Alfred Steppas, Dance Team, and The Middle Eastern Dancers will also be performing, as well as individual pieces by independent student choreographers.

Each night will present a different program, and the admission is free. Any questions please contact Chase Angier at angierc@alfred.edu.

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ARGUS proposals due Dec. 1

ARGUS (Alfred Research Grants for Undergraduate Students) are due Dec. 1. This program is open to all undergraduate students at the University.

Proposals can be sent to ARGUS@alfred.edu. Two letters of recommendation are required, which can also be sent to ARGUS@alfred.edu. General info about ARGUS can be found at <http://las.alfred.edu/arg...> Some minor changes will be made to the Web site in the next few weeks, but overall procedures are still the same!

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House Calls

New Student Programs invites faculty, administrators, and staff to participate in "House Calls," a program that allows you to tour the first-year residence halls and meet new students!

Join us on Wednesday, Nov. 28 from 6-9 p.m., for a dinner in Susan Howell Hall to eat and learn the details behind "House Calls." After dinner, we will team up to speak with students and hand out cookies.

To RSVP and for any questions, e-mail Jessica Ecock, New Student Programs graduate intern, at JLE2@alfred.edu.

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Open Position - Library Asst Web Serv - Herrick

Open position for Library Assistant for Web Services and Digitization Projects. Please see link for more information.

Link:

http://our.alfred.edu/authenticated/index.cfm/fuseaction/hr_internal.viewPost.cfm/ID/492/Cat/6

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