

Bulletin

THE OFFICIAL COLLEGE NEWSLETTER

Wednesday, August 5, 2009

Vol. 39 No. 42

SUNY College at Oneonta

BULLETIN REMINDERS

This edition of the *Bulletin*, **today, Wednesday, August 5**, is the last summer edition. The first Fall 2009 *Bulletin* edition will be published on the first day of classes, **Wednesday, August 26**. The deadline for submissions is **noon on Thursday, August 20**. You may send items anytime up to the deadline. If you have questions contact **Mona Hughes** at hughesml@oneonta.edu.

ALL SUNY EMPLOYEES

Attached to the end of this edition of the *Bulletin* is the schedule of TIAA-CREF campus visits during the Fall 2009 semester. A TIAA-CREF representative will be here as per the dates/times/locations indicated in the attachment. Follow the instructions in the attachment to make an appointment to meet with him. For your future reference, save attachment on your computer or refer to the online *Bulletin* archives. If you have questions about this or any other benefit, contact **Human Resources** at **x2509**.

VISITING SCHOLAR

During the upcoming academic year and the following summer, Professor **Mofang Ji** from the College of Foreign Languages, Shanxi University, Taiyuan, Shanxi Province of the People's Republic of China will be a visiting scholar at SUNY-Oneonta. An Associate Professor of English and Associate Dean, Professor Ji's specialty is in translation. While on the Oneonta campus, Professor Ji will be making several presentations and classroom visits. Thanks to Carol Mandzik, Director of the Office of International Education, who facilitated her application process and the logistics of her arrival in NY. For information about the agreement between Shanxi University and SUNY-Oneonta and about Professor Ji's visit, please contact **Hanfu Mi** at **x3000** or **Carol Mandzik** at **x3363** for information.

OFFICE OF INTERNATIONAL EDUCATION

The Office of International Education (OIE) is launching four new study abroad programs this fall:

- Jyvaskyla University of Applied Sciences (JAMK), Finland
- SolBridge International School of Business – Daejon, South Korea
- Yonsei University at Wonju - South Korea
- Chungnam National University – Daejon, South Korea

These high quality programs offer unique opportunities for our students such as exposure to globally recognized businesses, teaching English overseas, earning stipends while abroad, community service while studying at respected universities. Expanding our study abroad venues for a broader presence in Europe is also underway, matching countries to our degree programs for a best fit academically and culturally.

Welcome New Employees

• **Fran Sala** joined the OIE team July 23, as Secretary. Fran brings solid administrative skills, a generous amount of coursework from SUNY Cobleskill, credentialing experience, and years of experience in multi-faceted, successful office work. Transitioning from the Greater Binghamton Health Center and working with diverse healthcare professionals, Fran is excited about being part of the SUNY

system and contributing to the OIE office and campus while also continuing work toward her bachelor's degree.

• **Jared Stearns** is the new Study Abroad Coordinator for OIE effective July 27. Earning a bachelor's degree from Miami University at Oxford, Ohio and a Master of Arts degree in English from Syracuse University, his credentials are complemented by his extensive study abroad experience while concurrently serving as the Resident Director at Hartwick College. His energy, enthusiasm, and insights into student life both here and abroad will serve our Oneonta students exceptionally well.

HOMECOMING AND FAMILY WEEKEND 2009

Mark your calendar now for Homecoming and Family Weekend 2009, **Friday - Sunday, October 23-25**. Oneonta students, family, friends, alumni, faculty, and staff will come together to celebrate the College and enjoy a variety of social, cultural, and athletic events. We have a weekend of exciting activities planned for all ages. A full schedule will be available on-line in early September. Please visit www.oneontaalumni.com for more information.

OAS INFORMATION

The Shipping Room Opens - Oneonta Auxiliary Services would like to inform the campus community that on Monday, August 17, student package handling and mail services will shift from the mail room back to The Shipping Room located at the **Hunt College Union**.

Fall Hours of Operation include:

| | |
|--|---------------|
| Monday – Friday, August 17-21 | 9AM – 1PM |
| Sunday, August 23 | 12Noon-2PM |
| <i>Regular hours resume on August 24</i> | |
| Monday – Friday, August 24-28 | 8:30AM-5:30PM |
| Saturday, August 29, | 12Noon-2PM |

SARATOGA DAY AT THE RACES – AUGUST 8

Please join us on **Saturday, August 8**, for Saratoga Day at the Races. Gates open at **11AM**. Gather at the Paddock Tent at **11:30AM** for a buffet luncheon. Post Time is **1PM**. Cost: \$35 per person. Price includes track admission, hot and cold buffet luncheon, racing program, paddock tent seating with access to clubhouse (no clubhouse seating available). Cash bar, closed circuit television, and betting window available under the tent. Proper dress required—collared shirt, dress shorts, slacks, skirt or dress. Participants must provide their own transportation to and from the event. To register for the event go to www.oneontaalumni.com.

COLLEGE AT ONEONTA NIGHT WITH THE ONEONTA TIGERS – AUGUST 27

Please join us for College at Oneonta Night with the Oneonta Tigers on **Thursday, August 27** when the **Oneonta Tigers vs. Brooklyn** at **7PM** at **Damaschke Field, Neahwa Park**. *Show your Oneonta spirit and wear our College colors — red and white!* Reserve your tickets by **Monday, August 24**, online at www.oneontaalumni.com, or contact the **Office of Alumni Affairs** at **x2526**. Tickets are limited, so be sure to make your reservation as soon as possible. Tickets include admission to the game and a concession stand package including a hot dog, chips, drink, and cookie.

BLOOD DRIVE AT THE HUNT UNION – SEPTEMBER 3

On **Thursday, September 3**, CSRC and The American Red Cross are sponsoring a Blood Drive at the **Hunt Union Ballroom** from **12Noon-5PM**. This is one of four blood drives CSRC will be sponsoring this semester. Last year volunteers on our campus donated 372 pints of blood, helping over 1016 people. Because we increased our donations, our campus received a onetime scholarship in the amount of \$1400. CSRC applauds our blood donors. Please help us increase our goals again this year! In past drives, we have not seen a lot of faculty and staff as donors. CSRC invites you to please check your schedules and become a model for our students. You can phone CSRC at **x2098** to set up an appointment. Walk-ins are welcome, but appointments will come first and walk-ins often have to wait for some time. Did you know that one-pint of blood saves three lives? Please give the gift of life and volunteer to donate.

FALL 2009 OPEN HOUSES – OCTOBER 10 & NOVEMBER 7

The Fall 2009 Open Houses have been scheduled for **Saturday, October 10** and **Saturday, November 7**. The Spring 2010 *Academic Exploration Day for Accepted Students* will take place on **Saturday, March 27**. For a complete list of these dates and other special recruitment programs visit the Admissions homepage at: www.admissions.oneonta.edu. Specific emails will be sent to faculty, staff, and students who participate in these events with more detailed information as the event dates approach. Please note that this information will be in place of the campus memo that is usually delivered to the campus community as an effort to go green. Please direct any questions to **Rebecca S. Lynch**, Associate Director of Admissions at **x3004** or email lynchrs@oneonta.edu.

DUPLICATION SERVICES BECOME MORE CENTRALIZED

On **Monday, August 3**, the **Instructional Support Center** in **IRC 120C** became the **Instructional Support and Copy Center (ISCC)**. **Mona Hughes (x2490)** will continue to be the coordinator. **Clover Bobnick (x2012)** will move to the ISCC to support this new operation. **Marty Burke, Andy Carr, and Barry Haney** will remain in **Netzer**, continuing to do their fine work at the presses. Jobs that are normally handled through the **Graphic Design and Publications** department will remain unchanged and should be brought to that department as usual. For all other walk in and daily requests, instead of bringing your jobs to the Print Shop, you will take them to the ISCC. If any requests require presswork, we will take them to the pressroom for you. All exam services will be provided at the ISCC under the same security as before. Walk up service is available for emergency class material duplication. You may also drop off your duplicating jobs and we will deliver them when ready. In the fall and spring semesters, the Instructional Support and Copy Center will be open **weekdays from 7AM to 5:30PM, while classes are in session** to better serve those teaching early morning and early evening classes. If you have any questions about this expanded service, please contact **David Geasey**, Director of Creative Media Services, at geaseydw@oneonta.edu or **x3314**.

SPI & ECONOMICS COURSE EVALUATION REPORTS ONLINE

Faculty SPI and Economics Course Evaluation reports are now available online at <http://www.oneonta.edu/stats> > Faculty Data link > Faculty SPI & ECON Evaluation Zip files. The zip files contain all electronically transmitted evaluation results since spring 2008. Access to the files requires use of your college usercode and password for the Faculty Data link AND a personal password to open the files contained within your zip file. All faculty in the listing of zip files have either provided a password or been assigned one. If you do not know your password, please check your e-mail as assigned passwords were mailed to faculty in **late June/early July**. Instructions for opening the files, as well as links to zip file programs are provided online. Reports for future semesters will be added to these zip files. Mac users should check that they are included on the "known Mac user list." If you are on that list I will include .pdf versions of reports, as some Mac's don't seem to like the Word documents. If you have questions or are having problems accessing files, contact me at: johnsod@oneonta.edu or **x3592**.

NEW OPTION FOR BOOKING AIRLINE TRAVEL FOR OFFICIAL COLLEGE BUSINESS

We are pleased to announce a new optional process for booking airfare for College travel. Previously, we were required to book airline travel only through the state approved travel agents. We are now able to offer an alternative method, which may be more convenient and save travel costs. The College's overall travel policies still apply regardless of the method used. Effective immediately, travelers using College funds may employ either of the following options:

- Purchase airfare using the current procedure for booking airline tickets with the College's Central Travel Account (CTA).
- Purchase airfare using personal funds such as a credit and/or debit card and receive reimbursement for airfare after return from trip and submission of travel documents.

Process for purchasing airfare using the CTA and the State Contract Travel Agency:

1. Contact one of the State-authorized travel agencies.
2. Identify yourself as a SUNY Oneonta employee and request a flight itinerary and reservation for your destination. Request that a copy of the itinerary be e-mailed to you and to the College Airfare

Coordinator. This call is **only** to set up an itinerary and to obtain a reservation. **DO NOT** make a commitment (buy a ticket) during this call.

3. The traveler then submits a "Request to be Absent and Travel Reimbursement Application" (TRA) to one's supervisor for approval. Please attach a copy of the flight itinerary to the TRA.
4. The approved TRA is forwarded by the department or dean to the College Airfare Coordinator. Since airfare reservations expire after 24 hours, timely approval and submittal to the Airfare Coordinator is advised.
5. The Airfare Coordinator then contacts the travel agency to authorize ticketing of the reservation and to verify that the fare can be charged to the College's Central Travel Account.
6. The Airfare Coordinator forwards confirmation and/or electronic ticket receipts to the traveler. The travel agency will issue an electronic ticket whenever possible. If electronic tickets are not available, the travel agent will mail paper tickets directly to the traveler.

Process for purchasing airfare with personal funds for reimbursement after the trip:

1. A "Request to be Absent and Travel Reimbursement Application" (TRA) is completely filled out by the traveler, including estimated expenses.
2. The traveler then submits the completed (TRA) to one's supervisor and/or Account Manager, Dean and Provost, if necessary.
3. Once approved, the TRA is routed back to the traveler.
4. Traveler purchases airfare using personal funds such as a credit and/or debit card.
5. Traveler submits the TRA with a copy of the itinerary to the Airfare Coordinator.
6. TRA funding is encumbered and the copies are routed to the appropriate individuals and offices.
7. Reimbursement for the airfare with the funds encumbered on the TRA will occur after return from trip and submission of travel documents.

If you have any questions about this new optional procedure, please contact **Terri Thomas** at **x3530**.

CAMPUS DATES AND DEADLINES

- **Monday, July 6 – Friday, August 7** - Summer Session II
- **Tuesday, May 26 – Friday, August 7** - Summer Session III
- **Sunday-Tuesday, August 23-25** – New student orientation, advisement and registration begins for new students who did not attend Summer Orientation.
- **Tuesday, August 25** – Last day to register. Any student who has not registered by this date will be assessed a \$40 late registration fee.
- **Wednesday, August 26** – Classes begin. Add/Drop begins on-line and in the Registrar's Office.
- **Tuesday, September 1** – Add/Drop ends. After this date all schedule adjustments for full semester courses will result in a \$20 late fee. "W" grades are assigned for dropping a full semester course after this date. Last day to elect Pass/Fail grade option. After this date all Individual Course Enrollment, Independent Study, Internship and Teaching Assistantship forms (3 s.h. or more) will result in a \$20 late fee. Last day for students with part time enrollment to drop a course with no tuition liability.
- **Monday, September 7** – Labor Day: Registrar's Office open.
- **Tuesday, September 8** – Last day to add a full semester course. You must be registered in a course by this date to receive credit and grades. December 2009 Undergraduate Diploma and related application fee due in the Registrar's Office, Netzer 130.

REMINDERS

- **Oneonta Tigers Baseball Tickets** - Interested employees are requested to phone the President's Office at x2500 to reserve tickets. Tickets may only be reserved during the week of each game(s) on a first-come, first-served basis. *Passes must be returned the morning after each game.*
- **Department Copies Of Purchase Orders** - For the 2009-2010 fiscal year that began on July 1, Purchasing no longer will return copies of completed purchase orders to departments. The purchase order/document number will be written on the copy of the requisition that is returned. The account manager and/or department staff can search for any purchase order that was processed by signing into the SMRT system. This new process eliminates unnecessary paper in keeping with our "green" initiative.

- **Saturday, August 15** – *Dining with Champions*, 6-9PM, Dewar Arena, Alumni Field House. Fundraiser for student athlete travel initiatives and facility enhancements. For information, phone Athletics at x3594 or go to the event web site by accessing the athletics homepage and clicking on the *Dining with Champions* logo.
- **Monday, October 5** – Poster Session Proposals Deadline for the *Sixth Annual Celebration of Teaching*.
- **Saturday, October 17** – Regional Conference on Autism & Asperger's Syndrome, Hunt College Union. Diane Twachtman-Cullen, Ph.D., CCC-SLP will lead the conference. To read the mission statement/information from previous conferences or to download conference brochure/registration form, please visit: RCAAS.ORG. For further information, phone Mark Schneider, Psychology, at 607-434-1069 or email: registration@rcaas.org.
- **Thursday, November 5** – *Sixth Annual Celebration of Teaching*.

THANK YOU

- My family and I would like to thank SUNY-Shine, my co-workers and friends for their generous donations, gifts, calls and support after the recent loss of my mother, **Dorothy Stimpson**. The support we received makes me realize how fortunate I am to be a part of the SUNY Oneonta community.

Donna Baker, Instructional Resource Center (IRC)

- SUNY Shine Friends: Thank you so much for the beautiful basket of flowers. A welcome sight on a rainy day. My surgery on the foot went well and I'll soon be back in regular shoes. You are an awesome group of people to remember me!!! Thanks again.

Gloria Hall, Residence Life and Housing

- I would like to thank the SUNY-Shine Committee for the floral arrangement sent to me after my recent emergency appendectomy. It certainly speeded my recovery.

Larry Guzy, Psychology

CONGRATULATIONS

- **Congratulations** to **Yolanda Sharpe**, Art, on her current exhibition at the B. Sharp Gallery located at 736 State Highway 28 South, Oneonta. The exhibition that runs from August 4-16, also features works by Stephen & Bunny Joseph. For additional information go to: <http://www.bsharpstudio.net>.

FACULTY/STAFF ACTIVITIES

- **Steve Perry** and **Roger Sullivan** presented a webinar on July 22, 2009 titled *Utilizing Institutional Assessment Data To Help Drive An Enrollment Management Initiative*. Sponsored by Innovative Educators, the webinar was attended by colleges from across the United States and Canada.
- **John Relethford**, Anthropology, was one of several scientists interviewed for a news story in the July 17th issue of the journal *Science*. The news article dealt with a paper published in that issue on the complete mitochondrial DNA genomes from five Neandertal fossils that lived 38,000 to 70,000 years ago.

BULLETIN INFORMATION

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MARK YOUR CALENDAR!

TIAA-CREF ANNOUNCES INDIVIDUAL COUNSELING SESSIONS AT SUNY ONEONTA.

INDIVIDUAL COUNSELING

OUR RETIREMENT SPECIALISTS ARE NONCOMMISSIONED.

Our advisors receive no commissions. Instead, they are compensated through a salary-plus-incentive program that emphasizes client service excellence. This system is the result of core values that haven't changed in our 90-year history.

This Individual Counseling Session will help you simplify your retirement by:

- Providing objective advice and asset allocation based on your individual needs
- Showing you how you can obtain a personalized actionable plan
- Recommending fund selections to keep you on track to and through retirement
- Reviewing your retirement income options

| Date(s) | Time(s) | Location(s) |
|-------------------|-----------------------|------------------------------|
| Thu, Aug 20, 2009 | 9:00 a.m. - 5:00 p.m. | Morris Conference Center 121 |
| Wed, Sep 16, 2009 | 9:00 a.m. - 5:00 p.m. | Morris Conference Center 105 |
| Thu, Sep 17, 2009 | 9:00 a.m. - 5:00 p.m. | Morris Conference Center 105 |
| Tue, Oct 20, 2009 | 9:00 a.m. - 5:00 p.m. | Morris Conference Center 105 |
| Wed, Oct 21, 2009 | 9:00 a.m. - 5:00 p.m. | Morris Conference Center 105 |
| Wed, Nov 4, 2009 | 9:00 a.m. - 5:00 p.m. | Morris Conference Center 105 |
| Thu, Nov 5, 2009 | 9:00 a.m. - 5:00 p.m. | Morris Conference Center 105 |
| Tue, Dec 15, 2009 | 9:00 a.m. - 5:00 p.m. | Morris Conference Center 105 |
| Wed, Dec 16, 2009 | 9:00 a.m. - 5:00 p.m. | Morris Conference Center 105 |

SIGN UP TODAY:

To discuss your plan and options for managing your retirement savings or to schedule an appointment with a TIAA-CREF Individual Consultant, please call us at **(800)732-8353**, Monday through Friday, from 9:00 a.m. to 8:00 p.m. (ET).

TIAA-CREF does not offer tax advice. See your tax advisor regarding your particular situation. Investing in securities involves risk, including possible loss of principal.



FINANCIAL SERVICES
FOR THE GREATER GOOD®

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