

From: Wofford College Daily Announcements webmaster@wofford.edu
Subject: Wofford College Faculty/Staff Daily Announcements - Monday, July 01, 2002
Date: July 1, 2002 at 3:12 PM
To: Wofford College WebMaster WebMaster@Wofford.Edu



Wofford College Faculty/Staff Daily Announcements - Monday, July 01, 2002

- Summer Positions

Summer Positions

The Physical Plant needs students to work on the following summer teams: Marsh Demolition (Demo) Team and Panthers Training Camp Team.

Two students are needed immediately for the Marsh Demo Team. Primary duty will be loading scrap lumber from Marsh Dorm into dumpsters. The Marsh Demo job will last approximately 2-4 weeks. A flexible work schedule is possible for students attending summer school.

Three to five students are needed to assist with housekeeping for the Panthers Training Camp beginning July 15, 2002. Physical Plant will assign duties. Work schedule is half days in the mornings with some possible weekend work, depending on the Panthers Training schedule. Interested students should contact Mr. Tom Rocks, Director of Physical Plant by phone at 597-4381, or email, rockstl@wofford.edu. Wofford College is an Equal Opportunity Employer.

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All announcements are subject to approval

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From: Wofford College Daily Announcements webmaster@wofford.edu
Subject: Wofford College Faculty/Staff Daily Announcements - Tuesday, July 02, 2002
Date: July 2, 2002 at 11:46 AM
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Wofford College Faculty/Staff Daily Announcements - Tuesday, July 02, 2002

- Messages from Human Resources
- Summertime Safety
- Summer Positions
- Abbreviated Olin Help Center Hours for July 4-5
- Change in Accounts Payable Processing Schedule
- A Learning Community Resource

Messages from Human Resources

As the newly appointed Director of Human Resources at Wofford, I wish to extend an invitation to all faculty and staff to contact me for any general human resources related inquiries. If you need to obtain information regarding benefits, or other inquiries, I am located in Snyder House and my ext. is 4230 and my e-mail address is blackleyjp@wofford.edu . I will use the blast email communication as one means of distributing general information to employees of Wofford. If there are topics you would like me to address in this forum please call or e-mail me and I will review.

An update on a benefit for which all Wofford employees are eligible to participate - new **SC Methodist Conference Credit Union** materials are in my office. The office of this credit union is not local. However, they offer some financial programs that may be of interest to you.

Prescription Drug Survey - As a Wofford employee, you may have received a recent notification from our health care provider about a prescription drug survey. This survey is an attempt by the provider to guard against an employee receiving medications for which he or she may have a negative reaction. This is an optional survey.

You are not required to complete it but I encourage you to do so as a precautionary measure when getting new prescriptions . If you have any questions about the survey please contact me.

Summertime Safety

During the summer months, faculty, staff and students keep different schedules. Please remember, the Public Safety officers are on duty 24-hours a day, seven days a week. Please contact them if you need assistance. Remember to exercise good judgement and personal safety. Keep your vehicles locked; keep your offices locked; keep purses and other personal valuables out of sight. Please report suspicious people to Public Safety at ext. 4911.

Summer Positions

Three to five students are needed to assist with housekeeping for the Panthers Training Camp beginning July 15, 2002. Physical Plant will assign duties. Work schedule is half days in the mornings with some possible weekend work, depending on the Panthers Training schedule. Interested students should contact Mr. Tom Rocks at 597-4381 or Mr. Ed Hall at 597-4382. Wofford College is an Equal Opportunity Employer.

Abbreviated Olin Help Center Hours for July 4-5

The Olin Building Help Center and PC/Mac Labs will be open abbreviated hours in observance of Independence Day. Hours of operation will be from 9am until 1 pm for July 4 and 5.

Change in Accounts Payable Processing Schedule

The Business Office officially went live with their portion of the new campus software, Banner Finance, on July 1, 2002. Because of this system change, we are suspending all previously published accounts payable processing schedules. Updated schedules will be published once a viable schedule is determined within the constraints of the new system. To ensure timely payment of invoices and check requests, please provide this information to Accounts Payable with at least one week to process. We will have to deny any 'last minute' check requests. Thank you for your patience and understanding as we move forward with the new system.

A Learning Community Resource

Here's a topic that spans our liberal arts curriculum and supplies significant material for our Learning Community courses.

The book 'Technically Speaking. Why All Americans Need To Know More About Technology' gives us motivation and material to examine how society shapes technology and how technology shapes society. Responsible citizenship and effective leadership demand that we understand how this reciprocity works.

For a quick look at the book, go to <http://webs.wofford.edu/scottdm> . Or, contact me directly.

Don Scott

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From: Wofford College Daily Announcements webmaster@wofford.edu
Subject: Wofford College Faculty/Staff Daily Announcements - Monday, July 08, 2002
Date: July 8, 2002 at 1:24 PM
To: Wofford College WebMaster WebMaster@Wofford.Edu



Wofford College Faculty/Staff Daily Announcements - Monday, July 08, 2002

- Concert to Benefit East Africa
- The Mark of an Uneducated Person
- New Library staff member
- Adjustments Due Date for July Monthly Payroll
- Lost and Found

Concert to Benefit East Africa

Disciples United Methodist Church will host a benefit Gospel/Jazz Prayer Breakfast for the 'East Africa Project' in ministry, July 13, 2002, 9-11 a.m. at Sisk Hall in Buncombe Street United Methodist Church, Greenville, SC.

Featured Ensembles:
Brad Majors and 'The Cause,' a local Jazz Band
And St. Mark/St Matthew United Methodist Parish Ensemble

Proceeds will benefit the Burundi divinity school and hospital construction project, which is already in progress under the auspices of United Methodist Bishop J. Alfred Ndoricimpa, East Africa Annual Conference - Nairobi Area. Plan to attend and encourage others to come and pray for the mission of defining the role of technology in the ministry of reconciliation within war torn countries. The food and music will be great and representative of the East Africa culture - American style.

The Mark of an Uneducated Person

"The mark of an uneducated person is that nothing ever reminds that person of anything else"

Our product is the course we offer or the learning community we create

What outcome do we intend for the students? It's the outcome that we assess to learn whether our product is successful.

Go to <http://webs.wofford.edu/scottdm> and click on 'The mark of an uneducated person...!' for some good ideas on outcome.

Don Scott

New Library staff member

Ms. Denise M. Barcomb has joined the library staff as Inter-Library Loans Assistant. A native of Connecticut, Ms. Barcomb holds the BA from USC and has experience at the libraries of Spartanburg Technical College and Furman University. Her extension is 4300 or 4320. Please join us in welcoming her to the Wofford Community.

Adjustments Due Date for July Monthly Payroll

The Business Office will be involved in SCT-Banner HR/Payroll training sessions during the week of July 22, 2002 through July 26, 2002. In order to facilitate the timely processing of the monthly payroll, we are moving the due date for any adjustments for the July payroll back to Wednesday, July 10, 2002. Please have the documentation for any adjustments to Jean Blackley by 5:00 p.m. on Wednesday, July 10, 2002. Any adjustments received after the cutoff will be reflected in the August monthly payroll.

Thank you for your assistance.

Lost and Found

Lost: silver watch--mother of pearl face and a band of silver links
Please contact Katie Jennings at 843-899-3603 or kat297@hotmail.com with any information.

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Date: July 15, 2002 at 11:00 AM
To: Wofford College WebMaster WebMaster@Wofford.Edu



Wofford College Faculty/Staff Daily Announcements - Monday, July 15, 2002

- Incomplete Shipping Addresses
- Richardson Building Closing
- Change in the Business Office

Incomplete Shipping Addresses

This request is being issued to all departments. Because of incomplete addresses on shipping labels, the Physical Plant is receiving shipments meant for other departments on campus. A campus wide search has to be made to determine where it goes, and then it must be re-loaded by the Physical Plant staff, delivered, and unloaded. Please help by including the following (in addition to our street address) on shipping instructions: Your name, department name, and the name of your building. Thank you!

Richardson Building Closing

The Richardson Physical Activities Building will be closed starting July 15 so the Carolina Panthers can begin setting up for their summer training camp. The entire building will be off limits to all students, faculty, staff and others until August 26. In the meantime, the Pine Street YMCA has offered a six week membership to all Wofford faculty, staff and students for a rate of \$31 starting on July 15. We apologize for the inconvenience, and thank you for your cooperation.

Change in the Business Office

Denise Seay has resigned from Wofford to accept a position in the corporate world. We wish her well in her future endeavors. Friday, July 12, will be her last day. In the interim, we have hired Lynn Mitchell to support payroll as we search for a permanent replacement. Please address all payroll inquires to payroll@wofford.edu or ext. 4221.

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To: Wofford College WebMaster WebMaster@Wofford.Edu



Wofford College Faculty/Staff Daily Announcements - Tuesday, July 16, 2002

- Through the Years
- Network Outage on Sunday, July 21st

Through the Years

Spend a few minutes this week connecting with Wofford history. Our 'Through the Years' Web site has four new entries: (1) Dunc's Globe (1908); (2) A 1968 College Snapshot with interesting verse from Peter Moore, who will be director of the chamber players in 2002-2003; (3) A Ministry of Presence (1987); and (4) a 2001 Science Retrospective based on Geoff Thomas' interview with Dr. B.G. Stephens. Suggestions for new topics are always welcome. Contact Doyle Boggs or Phillip Stone.

Network Outage on Sunday, July 21st

There will be a campus-wide network outage on Sunday, July 21st, 2002, from 6:00AM until, at least, 9:00AM.

On Sunday, the core network switch in the Olin building will be shutdown for some regular maintenance. While these modifications are in progress, each and every building on campus, with the exception of the Olin Building, will be cutoff (isolated) from the rest of the campus network. The Olin Building itself will have no network access at all, period.

Just about every network resource/service that is normally available on campus will be unavailable during this outage, including:

- a.. INTERNET ACCESS (this includes all Internet web servers and external e-mail accounts such as HOTMAIL, Yahoo, AOL, and so forth)
- b.. Wofford e-mail (sending to or receiving from ____@wofford.edu accounts). Wofford e-mail should be temporarily queued/held during the outage so that messages that are already *en route* will not need to be re-sent
- c.. the Wofford VAXes (both CHARM and TRUTH)
- d.. the Wofford SCT/Banner servers
- e.. personal web pages on the VAX
- f.. personal web pages on the new Windows2000 domain
- g.. OWA 'web-browser-based' e-mail access from off campus
- h.. the Sandor Teszler Library's online card catalog
- i.. the Sandor Teszler Library's other electronic resources
- j.. Every network printer in the Olin Building and most other printers on campus
- k.. INTERNET ACCESS

It should not be necessary to change or modify the network configuration of any computers or printers on campus. After the outage is over, web browsers, chat clients, e-mail programs, and all other network applications should behave just like they always did.

While we hope for a smooth restoration of network service by mid-morning on the 21st, changes like these do, occasionally, produce unexpected complications. If you seem to be having new network problems on the 22nd and beyond, please report your problems to the Help Desk at x4357 and be as patient and forgiving as possible.

Watts Hudgens
Network Support Specialist
Information Technology

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Date: July 19, 2002 at 4:34 PM
To: Wofford College WebMaster WebMaster@Wofford.Edu



Wofford College Faculty/Staff Daily Announcements - Friday, July 19, 2002

- Requests for Reports or Data

Requests for Reports or Data

The next offices to go live on Banner will be Admissions and Financial Aid in September and the Registrar in October/November. The schedule for the weeks leading up to these go-live dates contains deadlines that must be met in order for the Banner implementation to be successful. We have allowed time in the schedule for Reba Epton to honor requests from other offices for "must-do" tasks leading up to the beginning of the school year. However, because of the rigid deadlines in the schedule, she will not always have the freedom to honor ASAP requests on demand. To avoid delays, offices must give Reba at least two weeks lead time on all requests for reports and data. Any tasks that are submitted with less lead time than this may not be returned as quickly as requested.

We are sorry for any inconvenience the necessity for advanced planning may cause other offices. In the next few months, the competing demands on our time frequently will make it impossible for us to respond promptly to last-minute requests.

Please be advised that Reba will not be here during the week of July 29 - August 2.

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Date: July 31, 2002 at 1:52 PM
To: Wofford College WebMaster WebMaster@Wofford.Edu



Wofford College Faculty/Staff Daily Announcements - Wednesday, July 31, 2002

- Events for Campus Calendar Sought
- Drop-In for Ronnie Black
- Accounts Payable will be unavailable 8/5-9/02

Events for Campus Calendar Sought

The general Wofford campus calendar is located on the Web site at <http://www.wofford.edu/whatsnew/calendar.htm> . All events that have been submitted to the Office of Communications are included.

Please be sure to email additions, deletions or other changes to Laura Corbin at corbinlh@wofford.edu . No printed calendar will be published this fall, so to keep the online calendar as up to date as possible, it is important that you inform Laura of any new dates or changes as soon as they are known.

The campus calendar contains all Academic Calendar dates as well as sports dates and other activities occurring on campus. It includes links to the Academic Calendar, the Interim Calendar and the Athletics Calendar.

To find dates beyond September 2002, go to the bottom of the calendar page and click on October, November, December or 2003.

Drop-In for Ronnie Black

A drop-in will be held on Wednesday, July 31, from 3 to 4 p.m. in the AAAS Room in Burwell to honor and thank Ronnie Black of Campus Safety for his 11-year service. Everyone is invited and encouraged to come.

Accounts Payable will be unavailable 8/5-9/02

The Banner system is scheduled to be down the week of 8/5/02 through 8/9/02 for hardware upgrades. During this system downtime, the Business Office will be unable to process any Accounts Payable checks. Please plan ahead for any checks that have a due date during the week of system unavailability.

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