

From: WebMaster WebMaster@Wofford.Edu
Subject: Wofford College Faculty/Staff Daily Announcements - Monday, August 05, 2002
Date: August 5, 2002 at 9:58 AM
To: Wofford College WebMaster WebMaster@Wofford.Edu



Wofford College Faculty/Staff Daily Announcements - Monday, August 05, 2002

- Accounts Payable will be unavailable 8/5-9/02
- 2002-2003 Administrative Holiday Schedule
- New Office Hours for the Registrar's Office

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 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.

2002-2003 Administrative Holiday Schedule

The 2002-2003 holiday schedule, per approval by the President's staff is as follows:

November 28/29 2002 - Thanksgiving and the day after
December 24/25 2002 - Christmas Eve and Christmas Day
December 31, 2002/January 1, 2003 - New Year's Eve and New Year's Day
April 18, 2003 - Good Friday (administrative offices open)
May 26, 2003 - Memorial Day
July 4, 2003 - Independence Day (administrative offices open)

Employees should consult their supervisor as to whether it is practical to take the scheduled holiday off or to arrange an alternate day off if they are needed to work on the scheduled holiday.

Holidays must be earned before they are taken.

The College reserves the right to modify the holiday schedule .

This blast message is being sent in lieu of all employees receiving individual copies of the holiday schedule. If there are employees who report to you who do not have access to e-mail please print off a copy, make copies and distribute to them.

Please contact me at ext. 4230 if you have any questions.

New Office Hours for the Registrar's Office

Beginning Monday, August 5, the Registrar's Office will be open for business from 8:30 a.m. until 2:00 p.m. daily. You are invited to contact us prior to 2:00 p.m. each day or leave telephone messages after 2:00 p.m. Voice mail messages will be returned on the next working day. We apologize for any inconvenience the new office hours may cause you, but they are necessary in order that we may begin conversion to the new Banner software that will enable us to serve each of you better in the future.

Wofford College Daily Announcements may be submitted to the following address: <http://www.woffordcollege.org/blastemail>

Messages must be received before 7 am the morning the announcement is to be posted.

All announcements are subject to approval

Lost and Found Items may be submitted to the following address: <http://www.woffordcollege.org/blastemail/lost.asp>

From: WebMaster WebMaster@Wofford.Edu
Subject: Wofford College Faculty/Staff Daily Announcements - Tuesday, August 06, 2002
Date: August 6, 2002 at 10:38 AM
To: Wofford College WebMaster WebMaster@Wofford.Edu



Wofford College Faculty/Staff Daily Announcements - Tuesday, August 06, 2002

2002-2003 Holiday Schedule Correction (extra day)

Holiday Schedule Correction
For your information:

Monday, December 23, 2002 was omitted from the previous e-mail on the 2002-2003 Holiday Schedule.

I am pleased to inform you that the **Christmas Holiday Schedule** is
Monday, December 23rd
Tuesday, December 24th &
Wednesday, December 25th


All other information as noted on the previous holiday schedule remains unchanged.

Please contact me at ext. 4230 if you have any questions.

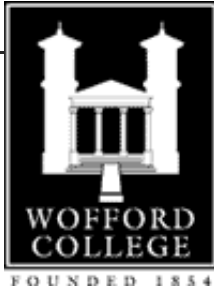
I remind supervisors to print a copy

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From: Lawton, Boyce M. LawtonBM@wofford.edu 
Subject: Wofford College Daily Announcements
Date: August 7, 2002 at 9:48 AM
To: Stone, R. Phillip StoneRP@Wofford.Edu

BL



WOFFORD COLLEGE DAILY ANNOUNCEMENTS

Wednesday, August 07, 2002
Especially created for: R. Phillip Stone

Internship with the City of Spartanburg

This is a paid, twenty-hour-per-week position in the City's Neighborhood Program. Call Ms. Cheryl Harleston's office at 596-2052 for details.

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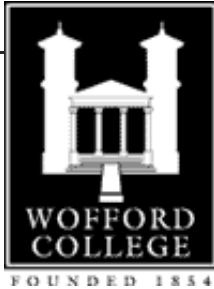
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From: Lawton, Boyce M. LawtonBM@wofford.edu 
Subject: Wofford College Daily Announcements
Date: August 13, 2002 at 2:38 PM
To: Stone, R. Phillip StoneRP@Wofford.Edu

BL



WOFFORD COLLEGE DAILY ANNOUNCEMENTS

Tuesday, August 13, 2002

Especially created for R. Phillip Stone

Help Center Support Specialist Position Open

The Wofford Information Technology Help Center is seeking a full-time staff member. Benefits, retirement, etc. apply.

Hours will be Monday-Friday 8:30-5:00 with an hour for lunch. Duties and responsibilities will focus on providing various levels of technological support to all members of the campus community via telephone and face-to-face interaction. Support will include responding to inquiries regarding Wofford's data, cable television, and telephone system networks, and will also include some basic software support (primarily Microsoft operating systems, Office applications; Macintosh experience would be welcome).

E-mail resumés to help@wofford.edu or fax to 597-4549

Information Technology would like to express its best wishes to Bobby Steed, who is departing the college community to pursue other career opportunities. It has been a pleasure to work with Bobby, and we here in the Help Center will all miss his companionship and professional expertise.

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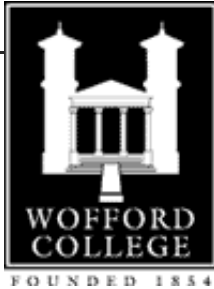
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From: Lawton, Boyce M. LawtonBM@wofford.edu 
Subject: Wofford College Daily Announcements
Date: August 26, 2002 at 12:23 PM
To: Stone, R. Phillip StoneRP@Wofford.Edu

BL



WOFFORD COLLEGE DAILY ANNOUNCEMENTS

Monday, August 26, 2002

Especially created for R. Phillip Stone



Jenni Page accepts new position

Effective September 1, Jenni Page will transition from Assistant Director of Admissions to a new role as Assistant Director of Institutional Research and Evaluation/Assistant College Webmaster.

Jenni's new phone number will be extension 4171. Her email will remain pagejb@wofford.edu.

Martin Elvington will be leaving the college to pursue a full-time position in campus ministry.

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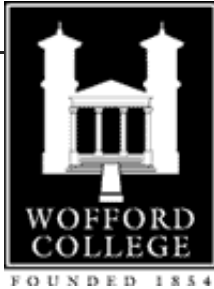
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From: Lawton, Boyce M. LawtonBM@wofford.edu
Subject: Wofford College Daily Announcements
Date: August 28, 2002 at 1:09 PM
To: Stone, R. Phillip StoneRP@Wofford.Edu



WOFFORD COLLEGE DAILY ANNOUNCEMENTS

Wednesday, August 28, 2002
Especially created for R. Phillip Stone

- Faculty Achievements
- Student Phone Numbers Available on Web



Faculty Achievements

Let us know your good news! Faculty members should let the Office of Communications know of any recent achievements -- publications, presentations, awards, etc. -- for use in *Wofford Today*.

Please email those to Laura Corbin at corbinlh@wofford.edu by the end of the day on Friday, Aug. 30, for use in the upcoming issue of *Wofford Today*.

Student Phone Numbers Available on Web

The Student Directory on the Wofford Website has been updated to include all students attending during the Fall 2002 semester. Email addresses will be added soon.

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