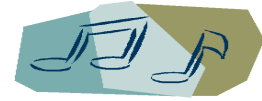




Maryanne Vigneaux/Lib
12/01/2005 07:48 PM

To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, December 1, 2005, Number 1517



UPCOMING MIND AND SPIRITS:

Dan Kinney spent part of last winter /spring on sabbatical. His area of study was related to music history. Let Mimi (2-7227) know if you are planning to attend. You will find the directions in red print!

Date: Thursday, December 8

Time: 4:00 pm presentation (afterwards we can gather for dinner at a local eatery - Brook House perhaps)

Location: All Souls Episcopal Church, Stony Brook

Directions: Take Nicolls Road north to end and go left on 25A. Continue past Stony Brook RR Station and, at Country House restaurant, make a right on Main Street. Church is just past Lotowana Lane on the right side of the street.

Description: The program will be a lecture-recital on the 1854 Henry Erben tracker organ at All Souls Episcopal Church, Stony Brook on the Harbor. The work of Henry Erben, an important nineteenth-century American organ builder, will be discussed, and the organ will be demonstrated with musical selections by nineteenth-century American composers and French organist/composer Alexandre Guilmant, who had a significant influence on American organists and organ music through his recitals in the U.S. and the Guilmant Organ School in New York City. The lecture-recital was part of Dan's sabbatical project on the history of music in the Three Village/Port Jefferson area before the university was established. He gave this presentation for the Three Village Historical Society's 2004 Candlelight Tour. The historical society asked him to do the lecture-recital again for the 2005 tour on December 2-3. The performance will be in the historic church, which was designed by noted architect Stanford White, built in 1889, and placed on the National Register of Historic Places in 2000. The church will be decorated for the 2005 Candlelight Tour. (This description was submitted by Dan.)

REMINDER FROM HUMAN RESOURCES: (Maria Jackson)

*****There are still seats available for these classes - - please use the link below to register!!*****

Effective Interviewing Techniques

This interactive program is designed to provide information on the following:

- Preparing for an interview
- Setting the tone for a successful interview
- Avoiding discrimination and illegal questioning

- Gathering appropriate job related information from the candidate
- Closing and documenting the interview

Target Audience: Managers, supervisors and search committee members

December 6, 2005 - 9:30 AM -12:30 PM

****NOTE :** This program is also a great development opportunity for employees who may be sitting on a search committee in the future!

Counseling and the Disciplinary Process for Managers

This three hour program is designed to provide information regarding the Counseling and Disciplinary processes under all Collective Bargaining Agreements on campus and for non-represented employees in the SUNY at Stony Brook University community.

The session will review the following:

- How and when to conduct a counseling session
- The difference between a verbal and a written counseling
- How to write a counseling memo
- How to identify problem situations
- How to determine when to counsel an employee and when to seek disciplinary action
- Identifying all the roles in the Labor Relations process flow

Target Audience: Managers and Department Heads

December 7, 2005 - 9:00 AM - 12:00 PM

Registration: Click on the link to register: [REGISTER](#)

TRAVEL REQUESTS:

All staff are asked to complete an Individual Staff Travel Request **prior** to registering and making reservations for business conferences and meetings. Attached is a slightly revised form which includes the date of the request.



INDIVIDUAL STAFF TRAVEL REQUEST.doc

SCHOLARSHIP OPPORTUNITY FOR GRADUATING LIBRARY STUDENT ASSISTANTS :

Information was received in the Director's Office about application to University of Tennessee School of Information Sciences. The program begins Fall 2006 and is completed August 2008. If you know a student assistant who is inclined to continue in the field of library science see Maryanne for the details.