

[Submit](#)[Employment](#)[News](#)[Calendar](#)[Classifieds](#)[Spiritual Life](#)

In This Issue

Webmail users [click here](#)

Official News

- [Emergency Response Drill, Tuesday, Oct. 18](#)
- [Mandatory Anti-Harassment Training - All Faculty, Staff, Administrators](#)
- [Fund/Org Signature Authorization Form](#)
- [Please Use New Revised Forms for Hiring!](#)

General Announcements

- [Staples Office Productivity Show](#)
- [Bookstore Will Close Early Tuesday, Oct. 18](#)
- [Fall 2011 Employee Phone List](#)
- [Bergren Forum - Inclusive Communities](#)
- [New Issue! Inamori School of Engineering Newsletter](#)
- [TIAA-CREF Consultant on Campus](#)
- [Used Electronics and Scrap Metal Removal](#)
- [CSA Talent Show](#)
- [New Edition of Alfred Online Magazine](#)
- [Recycle Your Printer/Toner Cartridges](#)
- [Drop-In French Tutoring](#)
- [***Walk-In Hours*** @ The Career Development Center](#)
- [Lecture: The Genesee River Wilds Project](#)

What's Happening?

[More Events...](#)

TODAY	TOMORROW	WEDNESDAY
7:00 Swimming Dragon-style Tai Chi Class <ul style="list-style-type: none"> · Ceramic Artist's Visit · Exhibition of Beijing Opera Costumes · The Art Behind Chinese Opera: Costume and Makeup 	7:00 Swimming Dragon-style Tai Chi Class 8:30 International Folk Dancing <ul style="list-style-type: none"> · Exhibition of Beijing Opera Costumes · The Art Behind Chinese Opera: Costume and Makeup 	1:00 ***Walk-In Hours*** - Career Development Center 6:00 Listening Skills for Leadership <ul style="list-style-type: none"> · Exhibition of Beijing Opera Costumes · The Art Behind Chinese Opera: Costume and Makeup · Wear Purple for Domestic Violence Awareness

Emergency Response Drill, Tuesday, Oct. 18

On Tuesday, Oct. 18, Alfred University will be conducting an emergency response drill. The drill will use Barresi Hall, Olin, and State Street from noon until 5 p.m. This will be an active drill with role players and emergency equipment on scene.

Please mark your calendars to remind yourself that this is only a drill. If you have any questions contact the Office of Public Safety at (607) 871-2108 or by e-mailing dougherty@alfred.edu

Submitted by: Deborah Clark

[back to top](#)

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Mandatory Anti-Harassment Training - All Faculty, Staff, Administrators

In order to comply with Federal and State Laws, as well as University Policy, all employees (excluding student employees) are required as a condition of employment to attend one of the six (6) scheduled training sessions on Anti-Harassment. The sessions are 1 - hours long and are scheduled over two days in order to accommodate the various schedules. Attendance will be taken at each of the sessions so please mark your calendar.

Meetings are scheduled in Nevins Theater , Powell Campus Center on:

Thursday 10/20: 9-10:30 a.m.; 2:30-4 p.m. and 4:30-6 p.m.

Friday 10/21: 9:30-11 a.m.; 1-2:30 p.m. and 3- 4:30 p.m.

Questions can be directed to the Human Resources Director at extension 2909.

Attachment: [ANTI-HARASSMENT_POLICY_rev_01-05-20111.pdf](#)

Submitted by: Mark Guinan

[back to top](#)

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Fund/Org Signature Authorization Form

Financial managers who would like to give other employees the authority to approve transactions for their Fund or Org are now required to complete the Signature Authorization Form annually. The Business Office will require this form to be completed in order to process any requests that come in without appropriate signatures from the financial manager. Final Due date is Friday, Oct. 28, 2011.

Please complete the online form and return to the Business Office.

Contact Jodi Howe at x2325 or howe@alfred.edu with any questions.

Link: [Signature Authorization Form](#)

Submitted by: Jodi Howe

[back to top](#)

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Please Use New Revised Forms for Hiring!

Once again we have found it necessary to revise our Personnel Action and Student Payroll Authorization forms.

The revisions to the Personnel Action form were done to grant requests from you to add items that were missing in the current form. Hopefully the new version will be more user-friendly.

The Student/Summer PA was changed because we now are required to use a separate NYS Labor Law form, which made the employee signature line unnecessary. By eliminating this, the students do not have to sign twice acknowledging the same thing.

We also made some other minor adjustments that will make the form easier for our internal use; the offices of HR and PR would appreciate it if everyone starts using the new versions!

The forms are available on the HR Website at the following link and are data-enterable for your

convenience.

Please discard any copies of the old versions of the forms so that we can get them out of circulation.

Link: [Hiring Forms on HR Webpage](#)

Attachment: [Personnel Action Form PDF](#)

Attachment: [Student/Summer Payroll Authorization](#)

Submitted by: Kathy Costello

[back to top](#)

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Staples Office Productivity Show

Office and Procurement Services is sponsoring an office productivity show on Tuesday, Oct. 18 from 11 a.m. - 2 p.m. in the Kenyon-Allen-Davis room in the Powell Campus Center.

Please click on the Staples Invitation link to register.

Mark your calendars!

Attachment: [Staples Invitation](#)

Submitted by: Sue Peck

[back to top](#)

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Bookstore Will Close Early Tuesday, Oct. 18

The AU Bookstore will close at 2 p.m. Tuesday, Oct. 18 for wiring to be done. We apologize for this inconvenience.

Submitted by: Marcy Bradley

[back to top](#)

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Fall 2011 Employee Phone List

The Alfred University Employee Phone List is now available on the HR Web page at the following link:

Link: [Fall 2011 Employee Phone List](#)

Submitted by: Kathy Costello

[back to top](#)

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Bergren Forum - Inclusive Communities

The Bergren Forum sponsored by the Division of Human Studies and the College of Liberal Arts and Sciences will be meeting on Thursday, Oct. 20 at 12:10 p.m. in the Nevins Theatre, Powell Campus Center.

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

Speaker: Ann Monroe-Baillargeon

Topic: Inclusive Communities: We all benefit

Submitted by: Marilyn Saxton

[back to top](#)

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New Issue! Inamori School of Engineering Newsletter

The new issue of the Inamori School of Engineering Newsletter is now available online at <http://engineering.alfred...>

This issue focuses on research, new and expanded research and processing capabilities, and welcomes our new faculty!

Submitted by: Deborah Clark

[back to top](#)

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TIAA-CREF Consultant on Campus

Jason Sciotti, Individual TIAA-CREF Consultant, will be conducting one-on-one retirement counseling sessions on Thursday, Oct. 20 in the Human Resources Conference Room in Greene Hall. Let him help you make financial decisions that are right for you.

To schedule an appointment with Jason, Non-Statutory employees should call TIAA-CREF at 1.877.209.3144 and Statutory employees should call 1.800.732.8353; remain on the line for assistance.

If you need assistance with scheduling, please call the Human Resources Office at 607.871.2118.

Submitted by: Kim Wyant

[back to top](#)

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Used Electronics and Scrap Metal Removal

Please search out all unwanted electronic equipment that would qualify for recycling based on the AU Electronic Disposal Policy. Office equipment, non-alkaline rechargeable batteries, and scrap metal will also be collected for recycling.

Submit Electronics and Scrap Metal Disposal Survey Form(s) to Dean Perry no later than Wednesday, Oct. 19, 2011 - perrydr@alfred.edu or Myers Hall, Rm. 117.

Chairperson, Supervisor, or designee should coordinate department survey efforts to eliminate duplicate submissions.

Collection of material will take place Thursday, Oct. 20, 2011. Place a sign or label material "For Electronic Recycling" and store in an easily accessible area. On the survey, provide the specific material storage location, name and phone number of contact person.

NYSOC personnel should submit survey as outlined above but place material for recycling in the hallway outside of your door.

Contact Dean Perry for questions, X3020.

Link: [EH&S Home Page](#)

Attachment: [Electronics and Scrap Metal Removal Survey Form](#)

Submitted by: Dean Perry

[back to top](#)

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CSA Talent Show

Do you know how to sing, dance, rap, play an instrument, make jokes, dj, or do something extraordinary? If yes, the Caribbean Student Association is holding open signups for their 1st Annual Talent Show.

Sign up sheets will be available at the information desk, Powell Campus Center.

Submitted by: Ashley Chow

[back to top](#)

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New Edition of Alfred Online Magazine

There's a new issue of the Alfred Magazine online. Read about why Olivia Graeve, recipient of the highest honor from the Society of Hispanic Professional Engineers, was drawn to Alfred University; how two senior math students took advantage of a summer research program to firm up their post-AU plans; how the Judson Leadership Center is changing students' lives; and what Paige Jensen, an AU student, has gained from being Miss Teen of America.

Go to: alfredmagazine.alfred.edu

Submitted by: Deborah Clark

[back to top](#)

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Recycle Your Printer/Toner Cartridges

The PrintSmart Program allows you to recycle any brand printer cartridge and copier toners.

The Toshiba recycle boxes have been placed in six locations throughout campus:

Binns-Merrill, First floor, room 107
Herrick Library, Main floor
Office Services, Greene Hall, 1st floor
PCC Mailroom Lobby, 1st floor
Scholes Library, Main floor, copy room
Science Center, 2nd floor entrance

If you have any questions please call Procurement Services at x2698.

Submitted by: Sue Peck

[back to top](#)

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Drop-In French Tutoring

Vous tudiez le franais?

Need a little extra help with your French? Drop-In French Tutoring is available Tuesday evenings, from 7-10 p.m. in the Perlman Language Lab, Room 105.

Submitted by: Michele Gaffney

[back to top](#)

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*****Walk-In Hours*** @ The Career Development Center**

The Career Development Center will have walk-in hours from 1-4:30 p.m., Tuesdays - Thursdays, during the semester when school is in session. Stop in to see a counselor to talk about any career concerns/issues/questions that you may have.

Submitted by: Peggy Broderick

[back to top](#)

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Lecture: The Genesee River Wilds Project

Speaker: Allen Kerkeslager, St. Joseph's University professor and Co-founder of Genesee River Wilds Project, Belmont

Tuesday, Oct. 18 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

Come to a program and learn about the Genesee River Wilds Project presented by Allen Kerkeslager, co-founder of the program. Part of a larger system that extends from Rochester to Williamsport, the Project recruits support for conservation of the Genesee River in Allegany County by promoting sustainable recreational infrastructure and economic revitalization. Plans include bicycle trails, riverside nature parks, canoe-kayak launches, and streamside buffers with added economic benefits of tourism, improved health and water quality, and natural flood control.

This library-sponsored program is free and open to all.

Submitted by: Deborah Clark

[back to top](#)

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