



Wednesday, May 14, 2008

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What's Happening?

[More Events...](#)

TODAY

- 9:00 [Assessment Workshop](#)

TOMORROW

- [Board of Trustees Meeting](#)

FRIDAY

- 9:00 [Mandatory Training for Employees - Right to Know](#)
- 12:00 [Bicentennial Barbeque](#)
- [Board of Trustees Meeting](#)

Business Office Year-end Cutoffs

All purchasing requisitions are due to the procurement offices in Greene Hall no later than June 1. Remember, even if you have an outstanding PO, if the merchandise is not received by the end of June, it will not be charged to the current fiscal year budget. It is important that you are aware of delivery times so the merchandise is received in time.

All merchandise and printing/mailing services must be received and invoiced to the University by Wednesday, June 25, in order to be processed in the current fiscal year. All invoices with the proper signature and account coding need to be submitted to the accounts payable clerks in Carnegie Hall by Wednesday, June 25 to allow time for processing.

One Card charges ~ the transactions that you charge in June and are POSTED to your account in PaymentNet by June 30 will show on your July statement. Be aware that the merchants do not always update their transactions nightly. Please plan accordingly.

The reconciliation schedule for July will be accelerated to get these expenses posted in the current 2007-08 fiscal year. Your reconciled statement needs to be given to your card manager by Tuesday, July 8. Remember, you will need to print your statement from the PaymentNet website. The card

manager needs to approve and forward the statements to Sue Peck by Monday, July 14. The transactions posting to Banner will be done on Wednesday, July 16. It is essential that the proper coding be in PaymentNet before this is posted.

Thank you!

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President Announces Summer Work Schedule

I am pleased to inform you that Alfred University will again follow a special summer work schedule. That means that our normal working day will be from 8 a.m. until 3:30 p.m., starting on Monday, May 19 and ending on Friday, Aug. 15.

In addition, we will again close our offices at noon each Friday between May 23 and Aug. 8, with the exception of June 13, when preparations for Alumni Weekend will require that offices remain open until 3:30 p.m.

As in the past, some divisions at the University will be unable to accommodate this schedule for all employees. Therefore, you should confer with your supervisor about your particular work schedule.

Attached is the Guideline for Friday Closings.

Attachment: [Guidelines_for_Fri_Clos_rev_2008.doc](#)

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Ground-breaking for Ann's House is Friday

All faculty, staff and students are invited to join the Alfred University Board of Trustees at 11 am Friday, May 16, for a ground-breaking for Ann's House. The new 48-bed residence hall will be located on Upper Campus Drive, just above the Ford Street apartments. Please join us!

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Join us for the Miller Theater Ground-breaking

We're breaking ground for The Miller Theater, to be located on the north side of the Miller Performing Arts Center, at 6:30 pm Friday, May 16. Everyone on campus - faculty, staff and students - is invited to join the Alfred University Board of Trustees for the event.

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Graduates Can Pick Up Regalia Now

May graduates can now pick up regalia at the bookstore. Picture ID is required.
Store hours M-F 8:30 a.m.-5 p.m.

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End-of-Year Sale at Bookstore

Stop in and take advantage of 20% off clothing and memorabilia at the AU Bookstore Monday-Thursday, May 12-15.
Sale does not apply to graduation frames.
Check out our sale rack as well!

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Congratulations to all Graduates!

Please take a minute to fill out the Career Development Center's graduate survey to help us get a jump-start on our annual Destinations Report for the Class of 2008. Whether you have your plans settled or not (e.g., employment or graduate school), we'd like to hear about it. The CDC uses your responses to understand the job and grad school market for AU students. The information is confidential and is not reported in a personally identifiable way.

If you have any questions about the survey or need assistance with your career plans, please contact us at 871-2164 or cdc@alfred.edu. Thank you from the CDC staff!

Link: <http://www.alfred.edu/cdc/forms/gradsurvey/>

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Ringing the Bells for Graduation

Graduates and their families and friends are invited to come to the carillon from 4 to 5 p.m. on Saturday and peal the big bells of the carillon in celebration of the Commencement of the Class of 2008. University Carillonneur Laurel Buckwalter will be there to supervise so no one gets hurt and will also play songs of Alfred to celebrate the occasion.

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Thank You for Your Generosity from Pet Pals!

Over the past couple of weeks, Pet Pals has asked for donations to the Abbe-Freeland Wildlife Sanctuary. This message is to give you all a huge THANK YOU for your generosity. We collected \$320! I'm sure the critters at the sanctuary will be very happy:)

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Bicentennial Barbeque and Open House

The Baker's Bridge Historical Association of Alfred Station is hosting a barbeque dinner and open house to coincide with the closing bicentennial ceremony and time capsule burial.

June 7, pre-order only, pickup noon-2 p.m. at the society meeting house on Hamilton Hill Road.

Meal orders due by Wednesday, May 28

See attached flyer for details.

Attachment: [Bicentennial Barbeque and Open House](#)

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Assessment Workshop

Wednesday, May 14 9-11 AM Olin 301

What is a Rubric? How was your 1st year Assessment? Did we meet our first year objectives?

Drop in when you are available for individualized discussion of your assessment questions.

Contact: Nancy Evangelista 2649

Sponsored by the Student Learning Assessment Committee

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Student Employees Not Returning in Fall

Student employees not returning in the Fall, should confirm with the Registrar's Office in Seidlin Hall that a valid mailing address is on file before leaving campus. This address will be used to mail Payroll issued 2008 W2 forms next year.

Also, if you have payroll direct deposit and will be closing your bank account, you need to notify Payroll before you close the account. You can either complete a Cancellation of Direct Deposit form or email "Payroll." Failure to do so can result in your bank rejecting the deposit and a delay in receiving your net pay and/or student refund.

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Wireless Has Been Expanded Across Campus!

ITS is happy to announce that the wireless expansion project has been completed. You should now be able to Surf the Web, IM, and e-mail from any campus building.

If you encounter wireless "dead-spots" we would like to hear about them so that we can correct any remaining problems.

We also want to thank you for your patience and good will as we have worked together on this important project. Please consider clicking on the link below and answering a brief 3-question survey. Link: [Wireless Access Survey](#)

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VISTA Member Sought for Wellsville

The American Red Cross- New York State Emergency Preparedness VISTA project (NYSEPP) is currently recruiting individuals to serve as VISTA Members in local Chapters of the American Red Cross and Office of Emergency Management.

Open position located at:
Allegany County Chapter
American Red Cross
Wellsville, New York

Madeleine Gasdik
Executive Director
Allegany County Chapter of the American Red Cross
112 North Main Street
Wellsville, NY 14895
Phone: 585-593-1531
Cell: 585-610-5732
Fax: 585-593-6451
Website: redcross-acc.org

If you would like more information about our project, please contact the program manager at 518-292-2436 or diane.eschbacher@semo.state.ny.us, inquire at the specific chapter or search on the AmeriCorps Web site: www.americorps.org under "NY" and "community outreach" "public safety" or "children/youth".

For more detail, go to the attachment below:
Attachment: [Vista_Volunteer.doc](#)

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ITS Newsletter, Spring 2008

Keep up-to-date on ITS! Read the newest edition of the ITS Newsletter.
Attachment: [ITS Newsletter 2008](#)

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