

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

## In This Issue

Webmail users [click here](#)

### Official News

- [Notice: Closing Harder Hall Parking Lot](#)
- [No Parking in Front of Openhym](#)
- [Upcoming Training Exercise](#)
- [Non-Statutory Early Retirement Options](#)
- [Business Office Year-end Cutoffs](#)
- [Please Note New Name](#)

### General Announcements

- [Staying Motivated in Higher Ed](#)
- [Bicentennial Barbeque and Open House](#)

## What's Happening?

[More Events...](#)

TODAY

TOMORROW

FRIDAY

12:00 [Bicentennial Barbeque](#)

### Notice: Closing Harder Hall Parking Lot

As of Monday, May 26, 2008, the Harder Hall parking will be closed for at least the summer months, due to the construction projects scheduled to start in Harder Hall. The parking lot will be used for the staging of materials and equipment needed for the various jobs.

A fire and emergency lane will be established and maintained, during the construction phase, no thru traffic will be allowed. Thank you for your cooperation.

[back to top](#)[Send Email Reminder](#)

### No Parking in Front of Openhym

Starting Tuesday, May 20 through Friday, June 13, there will be NO Parking in front of Openhym due to roof replacement. Thank you.

[back to top](#)[Send Email Reminder](#)

### Upcoming Training Exercise

Notice of upcoming police training EXERCISE and building closure:

On Tuesday, May 27, between 8 a.m. and 4 p.m., there will be a police training exercise at Alfred State College in the EJ Brown building requiring that the building be closed to other employees or visitors. Police vehicles, ambulance crews, and law enforcement students participating in the training (posing as students, witnesses, victims, etc.) will be present. Please do not be alarmed by this activity.

Thank you and we apologize for any inconvenience this may cause.

[back to top](#)

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### Non-Statutory Early Retirement Options

Non-Statutory employees, upon meeting certain age and service criteria, may be eligible to participate in one of the University's Early Retirement Plans.

There are several options available to employees who meet certain requirements. One of the most popular plans, retirement at age 62, states that employees are eligible to enroll at the beginning of the fiscal year (July 1 through June 30) in which they turn age 56. Beginning July 1, 2009 this option will require 10 years of service just as the other ERI options do. There are also other options available.

If you wish to have early retirement information sent to you, please e-mail [johnsong@alfred.edu](mailto:johnsong@alfred.edu) or phone the Human Resources Office at (607)-871-2389.

Upon receiving copies of the options available, please review them carefully and note when, if applicable, you will need to enroll. Please contact the HR Office if you have any questions.

[back to top](#)

[Send Email Reminder](#)

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### 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!

[back to top](#)

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### Please Note New Name

The Counseling and Student Development Center has revised its name to reflect its wellness mission. We are now the Counseling and Wellness Center. Please make any changes in your publications that mention the CSDC. All services and contact information remains the same.

[back to top](#)

[Send Email Reminder](#)

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### Staying Motivated in Higher Ed

All AU staff are invited to attend a training on Staying Motivated to Work in Higher Education on Wednesday, May 28 by Nancy Hunter Denney of Potential Leadership Training and Lectures. The training will be from 9 - 11:30AM in Nevins Theater.

President Edmondson encourages everyone to attend.

Brought to you by the Staff Development Committee.

[back to top](#)

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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](#)

[back to top](#)

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