

## In This Issue

Webmail users [click here](#)

### Official News

- [Notice: Closing Harder Hall Parking Lot](#)
- [Cashiering Transactions During Summer Hours](#)
- [Upcoming Training Exercise](#)
- [Business Office Year-end Cutoffs](#)
- [Please Note New Name](#)

### General Announcements

- [CDC closed on May 22-23 for retreat.](#)
- [Plastic Grocery Bags Needed for Dump and Run](#)
- [Women's Leadership Conference at AU on June 13 - Register Today!](#)
- [AAC&U New Publication](#)
- [Weight Watchers at Work - Location Change](#)

## What's Happening?

[More Events...](#)

TODAY

TOMORROW

SATURDAY

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](#)

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### Cashiering Transactions During Summer Hours

Beginning Monday, May 19 until Friday, Aug. 8 all cashiering transactions (deposits, reimbursements and payments) must be completed by 3 p.m. M - Th and 11:30 a.m. on Friday for the Business Office in Carnegie Hall and the Student Service Center in Seidlin Hall.

On Friday, June 13 and Friday, Aug. 15, cashiering transactions are available until 3 p.m.

Any questions please call x2128

[back to top](#)

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### 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](#)

[Send Email Reminder](#)

### 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](#)

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### CDC closed on May 22-23 for retreat.

The Career Development Center will be closed all day on Thursday, May 22 and Friday, May 23 while staff attend a retreat. We apologize for any inconvenience.

[back to top](#)

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### Plastic Grocery Bags Needed for Dump and Run

Asking for plastic bags to be used for the Dump and Run yard sale on Friday and Saturday. Please drop them off at Davis Gym on Thursday (1-3:30 p.m.), Friday (9 a.m.-3 p.m.), and/or Saturday (9 a.m.)

Thank you for supporting this charitable cause.

The Support Staff Council

[back to top](#)

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### Women's Leadership Conference at AU on June 13 - Register Today!

Transitions: a Women's Leadership Conference at AU on June 13 - only \$20 - REGISTER TODAY at [wlc@alfred.edu](mailto:wlc@alfred.edu).

AU faculty and staff are invited to join us for an afternoon of inspiring speakers and informative workshops. Over lunch, hear nationally-known speaker Valerie Young explain "How to Feel as Bright and Capable as Everyone Seems to Think You Are" and in the afternoon choose from the following workshops: "Financial Planning for Your Future," "Code-breaking: Making Personal Connections to Benefit Career / Life Transitions," "Self-Defense Workshop for All Ages," "Transformational Life Coaching (TLC)," and "Starting Over: Making the Most of Mid-Life Transitions."

\$20 covers lunch and all workshops. Can't stay the entire afternoon? Come to what you can! For more information click on the link below.

Attachment: [Reunion\\_Conference\\_Schedule1.pdf](#)

[back to top](#)

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### AAC&U New Publication

Provost Buckley calls your attention to a new AAC&U Publication, Civic Engagement at the Center: Building Democracy through Integrated Cocurricular and Curricular Experiences.

Please see link below.

Link: [http://https://secure.aacu.org/source/Orders/index.cfm?section=unknown&task=3&CATEGORY=CE&PRODUCT\\_TYPE=SALES&SKU=CIVICCTR&DESCRIPTION=&FindSpec=&continue=1&SEARCH\\_TYPE=](http://https://secure.aacu.org/source/Orders/index.cfm?section=unknown&task=3&CATEGORY=CE&PRODUCT_TYPE=SALES&SKU=CIVICCTR&DESCRIPTION=&FindSpec=&continue=1&SEARCH_TYPE=)

[back to top](#)

[Send Email Reminder](#)

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### Weight Watchers at Work - Location Change

Interested in participating in Weight Watchers over the summer?

We need 15 paying members to renew the next 12-week series, which would run from noon-12:45 p.m. May 29 thru Aug. 28 (with July 3 being a blackout date). Location will be Mackenzie Conference Room on the Alfred State College Campus. **\*\* Notice\*\*** location has been changed from previous announcement.

If you are interested in joining/renewing for the next series, payment must be made prior to the first meeting (May 29 ). Please contact Martha Colella, Weight Watchers leader at (814) 598-4275 (cell) / [colella93@atlanticbb.net](mailto:colella93@atlanticbb.net) OR Karen Meade (Alfred State Residential life office) to set up these pre-payment arrangements before attending the meeting on May 29th .(Money would actually be sent to Weight Watchers the following week.)

Weight Watchers accepts cash, checks and credit cards. If desired, checks could be as follows: (3) checks in the amount of \$48/each all dated May 29th . The deposit dates would be May 29, June 29 and July 29.

[back to top](#)

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