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TODAY

TOMORROW

WEDNESDAY

Chemical Inventories Due June 15/ Update your MSDS's

All areas on campus which use or store chemicals are required to annually submit a chemical inventory to EH&S. You may submit your form no later than June 15. Use the excel form available on the EH&S webpage for all submissions.

This is also a reminder to update your MSDS online database. This information is required for reporting and compliance regulations with OSHA, NFPA, NYS DEC and EPA.

Thank you for your attention to this matter. Feel free to call EH&S with questions 607-871-2190 or 3020.

Link: [EHS Webpage](#)

Submitted by: Cherise Haase

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Retiree Recognition and Service Award Luncheon June 22

They University will hold its annual Service Award and Retiree Recognition Luncheon on Friday, June 22, 2012 from noon-1:30 p.m. in the Knight Club at the Powell Campus Center. All employees are invited to attend this event where we honor those employees who have attained milestones in their service to the University and to honor and say goodbye to those who have retired during the past year.

In order to assure that we have enough food prepared we ask that you advise us of your plans to attend by emailing Mark Guinan, Director of HR at Guinan@alfred.edu no later than Friday, June 15, 2012. Space is limited so be sure to get your reservation in early.

Submitted by: Mark Guinan

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Year-end Cut-off Dates for Business Areas

Attached are the details regarding year-end cut-offs.

Questions should be directed to the Business Office or Office & Procurement Services.

Attachment: [EOY_Notice_for_Alfred_Today_2012.doc](#)

Submitted by: Sue Peck

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Off-Campus Work Policy

Scope: All Non-Exempt Alfred University Employees

Guidelines for Non-Exempt Employees Working Off Campus

To assure compliance with the Federal Fair Labor Standards Act (FLSA) CFR29 - 516.2(7); Alfred University's policy prohibits employees who are not exempt from the overtime premium requirements (those who are paid by the hour) from working off campus except for specifically authorized business trips or when authorized to do so during an emergency situation. This includes, but is not limited to, answering University emails while on vacation, home sick, or on off-duty hours; taking work home and/or working "off-the-clock" for any reason. Accurate time records are a requirement of both the University and the FLSA. Time records are a legal document which must be accurate and complete.

Submitted by: Mark Guinan

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Summer Blood Drive and Chance To Win Concert Tickets

Alfred University will sponsor its annual Summer Blood Drive on Tuesday, June 26 from 11 a.m. until 3 p.m. in the Knight Club located in the Powell Campus Center (PAC).

This drive is very special in that all the blood donated during this drive will be used at local hospitals. As part of the drive, all donations will qualify the donor to enter a drawing for a pair of tickets to the Saturday, June 30 "Brothers of the Sun" concert featuring Kenny Chesney, Tim McGraw, Grace Potter and the Nocturnals with Jake Owen.

Please e-mail Mark Guinan at Guinan@alfred.edu or call the HR office to make a reservation to donate and SAVE A LIFE!

Volunteers are also needed to man the registration and snack tables for the event. If you can donate your time to this worthwhile cause we would be very appreciative.

Submitted by: Mark Guinan

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Clothing Sale-All Jansport 25% Off

We have Jansport sweatpants, hoodies, tees, and crews now 25% OFF thru June 15. Looking for a graduation present? Get Jansport on SALE at the AU Bookstore.

Submitted by: Marcy Bradley

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Chinese Language and Culture Day Camp at Alfred University

July 23-27, 2012
Monday-Friday, 9 a.m.-3:30 p.m.
Confucius Institute, 10 Park St., Alfred
Camp Fee: \$150 (includes lunch)
Enrollment Deadline: July 13, 2012

Attachment: [Day Camp](#)

Submitted by: Sue Brannan

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Cyber Fresh Cafe Summer Hours

Cyber Fresh Cafe summer hours:
Monday-Friday
8:30 a.m.-1:30 p.m.
Closed Saturday & Sunday

This is effective until Friday, June 22 when we will close until August and Powell Dining Hall opens for summer camps, beginning Monday, June 25.

Submitted by: Michelle Miller

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Tai Chi

Please join us! New classes will begin Monday, June 25 and run through Friday, July 27. Classes will be held at the Village Band Stand at 9:30 a.m. for those who already know the 24-step. From 10-11 a.m. we will be learning the Swimming Dragon style.

It's fun, calming, and great exercise! If you have questions, please contact Daisy at wuz@alfred.edu

Submitted by: Sue Brannan

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Internal Posting-Technician Draw/Paint/Photo Expanded Media

Employment Opportunity
NYS College of Ceramics

Link: [Technician DPP Exp Media Posting](#)

Submitted by: Kathy Costello

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