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What's Happening?

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TODAY	TOMORROW	FRIDAY
9:00 Tai Chi Master is Back in Alfred!	9:00 Tai Chi Master is Back in Alfred! 10:00 Do You Know Your Numbers?	9:00 Tai Chi Master is Back in Alfred!

Modified Office Hours: 5/23 Business & Finance Division

On Thursday, May 23 the following offices will be unavailable, and/or services modified, from 10 a.m. until 3:30 p.m. We apologize in advance for any inconvenience.

- * Business Office - No cashiering services. Pay checks will be available beginning Friday, May 24. Any special circumstance requiring a check prior to this time should be discussed with Payroll prior to 10 a.m. on Thursday.
- * Environmental Health and Safety
- * Human Resources and Payroll
- * Mail Room, Office and Procurement Services - No incoming/outgoing mail services
- * Physical Plant (Non-Statutory Main Office)
- * Sponsored Research Administration
- * Student Service Center (Student Accounts only) - No cashiering services

Submitted by: Judith Green

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Water Meter Installations Thursday

Alfred Village crews will be installing new water meters beginning at 9:30 a.m., Thursday, May 23, at 6 Sayles St., and 15 & 17 Terrace St.

Submitted by: Deborah Clark

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PCC Mailroom Summer Hours/Noon-12:30 p.m.

The Powell Campus Center Mailroom will be on summer hours from 8 a.m. - 3:30 p.m., closing from noon-12:30 p.m. daily, beginning Monday, May 20 and ending Aug. 9. If you have any questions please contact the Mailroom at x2666.

Submitted by: Susan Peck

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USPS Mail Pickup Change

Effective May 8, 2013 the U.S. Postal Service will begin picking up the U.S. mail at Office & Procurement Services located in Greene Hall at 3 p.m. Monday - Friday.

Departments should have their outgoing mail to Greene Hall between 1-2 p.m. for it to be metered that day.

The postal service will also begin picking up the mail from their recepticle in front of Carnegie Hall at 3 p.m. as well.

Should you have any questions please contact Mary Schaumberg at x2955.

Submitted by: Susan Peck

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Purchases over \$1,000 Must Go Through OPS

Office & Procurement Services (OPS) would like to remind everyone that purchases over \$1,000 will need to be processed through our office. However, there are a few exceptions.

Click on the link to view a list of items not needing review (purchase order). All other items will need to go through our office.

For purchases over \$1,000, please fill out a requisition form. All requisitions must have the following: FOAP (Fund, Organization, Account, Program)

Signature of budget supervisor

Sponsored Research approval (if applicable)

Requester's name, email & phone number

Suggested vendor's name, address, phone/fax number (if unsure of what vendor to use contact OSPS)

Quotation (if applicable)

Complete detailed description of products and cost

Please feel free to call x2698 if you have any questions.

Link: [Items Not Requiring Review](#)

Attachment: [Requisition Form](#)

Submitted by: Kathy Price

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Career Development Center closed May 22, 2013

The CDC will be closed for a staff retreat all day on Wednesday, May 22, 2013. We apologize for any inconvenience.

Submitted by: Susan Meacham

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Chemical Waste Removal

The spring/summer chemical waste removal will occur during May 2013. Both hazardous and non-regulated waste will be accepted.

All chemical waste must be received in your respective Central Accumulation Area (CAA) no later than Tuesday May 28, 2013. NYSCC contact Dean x3020 (Harder Hall CAA) or Shanti x2497(McMahon CAA); non-statutory AU contact Dean x3020 to arrange for receipt of your waste in Myers Hall CAA.

Completed Hazardous Waste and Non-Regulated Waste Log Forms MUST be sent to Dean Perry no later than Tuesday, May 28 and may be mailed (117 Myers Hall), faxed to x2086, or scanned and e-mailed to: perrydr@alfred.edu. Advanced Waste must have this information prior to packing in order to obtain required approvals from the TSDF.

All Satellite Accumulation Area labels MUST be filled-out completely with EPA# for respective college, building name, Room # or area name, start date, initials, chemical name(s) of constituents in the accumulation container with volume or weight, and waste characteristics prior to receipt in Central Accumulation.

Note: Per EPA regulations you have only 72 hours from an SAA full date to transfer the container to the proper CAA. SAA containers must be capped or sealed with container lid, have clean exterior, and SAA label easily legible. If you have any questions contact Dean Perry.

All Satellite Accumulation Areas must be empty prior to May 29, with a notation to that effect made on your submitted May or June 2013 Satellite Accumulation Area Weekly Inspection sheet. Reminder: Any SAA's which collect waste during the summer and are not empty over the summer must have the weekly inspection log maintained and submitted to EH&S on a weekly basis.

Hazardous and Non-Regulated Waste Log Forms are available at <http://our.alfred.edu/ind...> under the heading "AU EH&S Forms".

Link: [EHS Website](#)

Submitted by: Dean Perry

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AU Summer Programs for Kids!

Summertime will soon be here! If you are beginning to think about constructive ways to keep your kids or grandkids occupied this summer, I encourage you to check out the wide variety of academic programs, sports camps, and day camps offered right here on campus.

A list of this year's programs, along with information regarding discounts for the children and grandchildren of AU faculty and staff, is attached.

Please note that most of our residential programs now have a commuter option for local students.

For further information, please visit the Summer Programs Web site. (Some programs are already full, as indicated on the attached, but many are still accepting campers.)

Link: [Summer Programs Webpage](#)

Attachment: [Updated List of Summer Programs](#)

Submitted by: Melody McLay

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Theatre Day Camp!

It's Theater Day Camp Time! This year, as last, we will be offering two sections. One for children who have completed grades 3-6 and the other for children who have completed grades 7-9.

The groups will work separately as well as together to prepare for a production to be presented at the end of Theater Camp II. All performances will be open to the public.

Campers may sign up for the first week (June 25 - 28) or for first AND second week (July 1 - 5). The camp is directed by Dr. Becky Prophet. The fee is \$150 per child with a discount for children of employees.

Contact the Division of Performing Arts performs@alfred.edu or 871-2562 for details.

Submitted by: Nancy Freelove

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Alfred Community 5k Run/Walk on Reunion Weekend

The Annual 5k Run/Walk will be held on Saturday June 8, 2013 at 9 a.m.

Registration costs:

\$10 before June 1

\$15 after June 1 or on Race Day

Prizes will be awarded to the top 3 runners overall, as well as the top male and female in each age group. Door prizes and complimentary refreshments will be available after the race!

For more information, or to register, check out the 5K Registration form below!

(All proceeds benefit the Gary Horowitz Service Learning Program at Alfred University)

Attachment: [5K Registration Form](#)

Submitted by: Jessica Jennings

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Summer hours, summer Zumba!

Zumba Fitness classes will be held in McLane Center gym, Mondays and Thursdays at 3:45 this summer. Come join the fun and get fit at the same time. Classes are open to anyone. Fee is \$3 per class for AU and Alfred State faculty, staff and students.

No class on Memorial Day.

Submitted by: Susan Goetschius

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Jansport Clothing Sale 25% Off

May 13-26, all Jansport clothing is 25% OFF at the AU Bookstore. We have 1/4-zips, hoodies, crews, and tees!

Submitted by: Marcy Bradley

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Documentary: 'Inside Grand Central' (National Geographic, 2006)

Wednesday, May 22 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

Explore New York's Grand Central Station in National Geographic's journey into the heart of the transportation hub that became a legendary architectural icon. Learn about the history and the technology of this "city within a city."

The documentary continues the library's mini railroad month. This library-sponsored film is free and open to the general public.

(The author visit of Bill Rezak that was on this date has been postponed.)

Submitted by: Deborah Clark

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