

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

## In This Issue

Webmail users [click here](#)

### Official News

- [Policy Implementation](#)
- [Year-end Cut-off Dates for Business Areas](#)

### General Announcements

- [ITS Faculty/Staff Trainings](#)
- [Ergonomics Training Opportunity and Accident Reporting](#)
- [Faculty/Staff Meal Plans](#)
- [Select Vera Bradley Styles on Sale @ Bookstore](#)
- [All Nook and Nook HD Products on Sale @ AU Bookstore](#)
- [Lecture: 'Return of the Cougars?'](#)

## What's Happening?

[More Events...](#)

TODAY	TOMORROW	WEDNESDAY
3:45 <a href="#">Zumba@ Fitness Class</a> <ul style="list-style-type: none"> <li>· <a href="#">Ceramic &amp; Glass Engineering Summer Institute</a></li> <li>· <a href="#">Creative Writing Institute</a></li> <li>· <a href="#">Equestrian Day Camp</a></li> <li>· <a href="#">Theatre Day Camps</a></li> <li>· <a href="#">Astronomy Camp</a></li> </ul>	<ul style="list-style-type: none"> <li>· <a href="#">Ceramic &amp; Glass Engineering Summer Institute</a></li> <li>· <a href="#">Creative Writing Institute</a></li> <li>· <a href="#">Equestrian Day Camp</a></li> <li>· <a href="#">Theatre Day Camps</a></li> <li>· <a href="#">Astronomy Camp</a></li> </ul>	9:30 <a href="#">Ergonomics Training and Accident Reporting</a> <ul style="list-style-type: none"> <li>· <a href="#">Ceramic &amp; Glass Engineering Summer Institute</a></li> <li>· <a href="#">Creative Writing Institute</a></li> <li>· <a href="#">Equestrian Day Camp</a></li> <li>· <a href="#">Theatre Day Camps</a></li> <li>· <a href="#">Astronomy Camp</a></li> </ul>

### Policy Implementation

Dear Campus Community,  
 The implementation and revising of policies have always been performed by each unit acting independently. Occasionally this has resulted in unanticipated impacts on units not brought into the policy review process.

We would like to change this; a process to be used when creating a policy, or when revising any policy, will be implemented on July 1, 2013. As of that date, you will be able to find the directions for creating and revising policies on the Web at <http://my.alfred.edu/poli...>

The Policy Coordinating Committee will be appointed by the President and will be composed of representatives from the Office of the Provost and each of the vice presidential areas. The Committee provides oversight for the process of policy dissemination and works to ensure that the guidelines in this implementation process are made known to and followed by members of the University community.

Bill Hall

Link: <http://my.alfred.edu/policies>

Submitted by: Cheryl Monroe

[back to top](#)

[Send Email Reminder](#)

---

### Year-end Cut-off Dates for Business Areas

**BUSINESS OFFICE:**

JULY 12 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2012-13.

**OFFICE AND PROCUREMENT SERVICES:**

MAY 17 - All requisitions are due for fiscal year 2012-13.

JUNE 28 - All merchandise must be received for fiscal year 2012-13.

**ACCOUNTS PAYABLE:**

JUNE 28 - All merchandise must be received and services performed and invoiced to the University for fiscal year 2012-13.

JULY 10 - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2012-13.

JULY 12 -All June 30 invoices must be received for fiscal year 2012-13

**UNIVERSITY ONE CARD RECONCILIATION FOR JUNE:**

JUNE 21 - Last day for purchases on credit card for fiscal year 2012-13.

JULY 10 - Card holder review & paperwork submitted to card manager.

JULY 12 - Card manager approve & paperwork submitted to Program Administrator.

For additional detail please visit the following link to our website.

Link: [EOY Notice](#)

Submitted by: Susan Peck

[back to top](#)

[Send Email Reminder](#)

---

### ITS Faculty/Staff Trainings

ITS is pleased to offer trainings for faculty and staff. The following sessions are available:

Microsoft Excel 2010 Overview (Windows): Spreadsheets and Basic Tasks  
Tuesday 6/25, 1 - 2 p.m.

Microsoft Excel 2011 Overview (Mac): Spreadsheets and Basic Tasks  
Wednesday 6/26, 11 a.m. - noon

Blackboard: Overview of AU's Learning Management System  
Wednesday 6/26, 2 - 3 p.m.

Microsoft Picture Manager: Edit Images in Microsoft Office  
Thursday 6/27, 10 - 11 a.m.

All trainings will be held in 306 Perlman Hall. To sign up for one of these sessions, please contact Meghanne Freivald at 607.871.2363 or via email.

Submitted by: Meghanne Freivald

### **Ergonomics Training Opportunity and Accident Reporting**

Human Resources and EHS are pleased to announce an Ergonomics Training event provided by our insurance broker on Wednesday, June 26 at 9:30 a.m. in Nevins Theater.

Ergonomics is the science of fitting workplace conditions and job demands to the capabilities of the human body. Proper ergonomics in the workplace is important for job efficiency and productivity, workplace health, and reducing the risk of developing repetitive stress injuries.

This session will assess those work-related factors that may pose the greatest risk and offer recommendations to alleviate them. If you are interested in having a work-station evaluation of your desk/office we will have professional staff on site for consultation.

To schedule an individualized evaluation, please contact Carmen Wilkins in the HR office at x2481 to reserve a time. Individuals requesting an evaluation on this day must be in attendance at the training.

Following the presentation on ergonomics there will be a brief training on proper accident/incident/near-miss reporting.

Submitted by: Mark Guinan

### **Faculty/Staff Meal Plans**

Dining Services is once again offering meal plans for Faculty and Staff to use on campus!

Block Meals - All-you-care-to-eat meals in Ade Dining Hall. Meals are good for breakfast, lunch, or dinner during regular serving hours and are valid until May 5, 2014.

Block of 10 Meals - \$60  
Block of 20 Meals - \$100

You can begin using your Faculty/Staff Meal Plan when Ade Dining Hall opens for summer camps on Monday, June 24 - the schedule for each week varies and will be posted at the front door. Those without a Faculty/Staff plan are welcome to purchase individual meals at the regular rate.

You can purchase a meal plan at Cyber Fresh Caf from now until Friday, June 21 from 8:30 a.m. - 1:30 p.m. We accept cash, checks, and credit cards. After June 21, plans can be purchased at Ade Dining Hall through Friday, Aug. 2, 2013.

Submitted by: Michelle Miller

### **Select Vera Bradley Styles on Sale @ Bookstore**

Select Vera Bradley styles are 25% OFF at the AU Bookstore. We have wallets, all-in-one wristlets, and totes. Come check out our other sale items!

Submitted by: Marcy Bradley

[back to top](#)

[Send Email Reminder](#)

---

### All Nook and Nook HD Products on Sale @ AU Bookstore

Now through the end of June all Nook and Nook HDs, including accessories, are on sale at the AU Bookstore. You can get your employee discount on top of the sale prices!

Submitted by: Marcy Bradley

[back to top](#)

[Send Email Reminder](#)

---

### Lecture: 'Return of the Cougars?'

Speaker: Dr. John Laundre, SUNY Oswego  
Tuesday, June 25 at 7 p.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585-593-3410

Cougars are making a return to the plains regions of the Midwest. Occasional sightings in our area have led many to believe that our region may have a small population of cougars (also known as pumas or mountain lions). What would it mean to have these predators in our midst and what would be their role in our environment?

Join Dr. Laundre, wildlife biologist, as he examines these possibilities. Bring your stories of possible sightings! Dr. Laundre is currently an adjunct faculty member at SUNY Oswego.

This library-sponsored program is free and open to the general public.

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)