

[Submit](#)[Employment](#)[News](#)[Calendar](#)[Classifieds](#)[Spiritual Life](#)**In This Issue**Webmail users [click here](#)**Official News**

- [Notice to All Hourly Paid Employees \(including Students\) and Supervisors](#)
- [College Work-Study Procedure Changes 2013-14](#)
- [University Policy and Guidelines for Gifts, Prizes and Awards](#)

**General Announcements**

- [Bergren Forum - WILD Events in Alfred](#)
- ['Open Press' Exhibit](#)
- [Alzheimer's Glass and Iron Pour Info Sessions](#)
- [Bowling Event this Saturday Night](#)
- [Women's Leadership Conference](#)
- [Intramural League Starting - Sign Up This Week!](#)
- [Map and Info, Community Involvement Fair](#)
- [First-Year Graduate Student Presentations](#)
- [Internal Job Posting - Administrative Assistant](#)
- [AU's Suggestion Box for Faculty, Staff and Students](#)
- [Environmental Studies Seminar - 'Into the Wild'](#)
- [Business Office Student Club Package](#)
- [Homecoming 2013](#)
- [Weight Watchers At Work Meetings - Location Info](#)
- [Zumba Fitness classes move to new time](#)
- [Participate in Handel's 'Messiah'](#)

**What's Happening?**[More Events...](#)

TODAY	TOMORROW	SATURDAY
9:00 Tai Chi Master is Back in Alfred!	9:00 Tai Chi Master is Back in Alfred!	3:00 Alzheimer's Glass and Iron Info Session
12:10 Bergren Forum -WILD Events in Alfred	11:00 'Open Press' Art Exhibit	9:00 Dodgeball
4:45 Zumba Fitness Classes	12:20 Environmental Studies Seminar 'Into the Wild'	9:30 Bowling Event this Saturday Night
6:30 Leadership Week 2013: True AU	4:00 AU Dance Team Auditions	
7:00 AU Dance Team Auditions	6:00 First Friday Night Hike	
	7:00 'Open Press' Open Reception	
	8:00 Dance Artist in Dance - Kyle Abraham	
	Film: 'The Internship'	
	10:00 Music: Matt Beilis	

### Notice to All Hourly Paid Employees (including Students) and Supervisors

#### Discontinuation of Paper Time Sheets

Effective Aug. 1, 2013, the Payroll Department will no longer accept paper time sheets from hourly employees (including students). Therefore, all time must be recorded on Banner Web in the prescribed manner.

Employees must submit their time electronically for their supervisor to approve no later than midnight on the Wednesday following the end of a pay period. Occasionally, due to Holidays, an early deadline may be imposed but will always be preceded by an announcement in Alfred Today.

Failure to submit time electronically will result in a delay of payment and will require the supervisor to prepare and personally deliver a paper time record to the payroll department, with the employee's signature certifying the accuracy of the time worked. Paper records will not be accepted from anyone other than the employee's supervisor. Those who habitually fail to record their time using Banner Web will be contacted by the Director of Human Resources.

Submitted by: Mark Guinan

[back to top](#)

[Send Email Reminder](#)

### College Work-Study Procedure Changes 2013-14

Federal regulations have changed with regard to when an employee may complete the Form I-9. The new rules state the Form I-9 may not be completed until the individual is offered and accepts employment. This requires the following changes for the College Work-Study Green Cards.

#### NEW STUDENTS (First-time Freshmen and Transfer Students Fall 2013)

- 1) Once you and a student have agreed to fill a position, you will complete the Green Card as you have in prior years.
- 2) The completed Green Card is not to be returned to the Financial Aid Office.
- 3) The completed Green Card should be given to the student with these instructions
  - Take the Green Card and the attached form LS 54 to Human Resources (HR) in Greene Hall during normal business hours.
  - Complete a Form I-9 at HR. (Remind the student to take their identity/citizenship documentation with them)
  - Do the above within 48 hours.
- 4) Reminder to employers: students are not permitted to work before taking the Green Card to HR and completing the Form I-9.

#### RETURNING STUDENTS

- 1) Returning student who have not worked on campus previously or have not worked on campus after Sept. 1, 2011 will need to complete the Form I-9. Follow the above guidance for New Students.
- 2) Returning students who have worked on campus after Sept. 1, 2011 likely have an active, valid Form I-9. You will need to check this. If the student has an active, valid Form I-9, you will complete the Green Card as you have in prior years. The completed Green Card and the attached form LS 54 can be returned to the Financial Aid Office in Alumni Hall.

#### CHECKING FOR A FORM I-9

If there is any doubt whether or not a student has a valid Form I-9 on file, you may check this. A shared folder, "shared-Student Employment," has been placed on the U: drive. It contains a file with all students who currently have an active, valid Form I-9 as of Aug. 15, 2013. The "shared-Student Employment" folder also contains a file which explains what type(s) of identification are needed to complete the Form I-9. When you click on the file, you will see a dialog box open that indicates the document is reserved by the Financial Aid Office and further asks that you "Enter password to modify or open as read only." Click on the button titled, "Read Only" to open the document.

Submitted by: Elena Wallace

[back to top](#)

[Send Email Reminder](#)

---

### University Policy and Guidelines for Gifts, Prizes and Awards

In order to comply with IRS rules and regulations regarding gifts, prizes, and awards, the University has adopted a policy that is to be followed whenever a person is given any type of cash, cash equivalent, or merchandise to recognize achievement, to honor them for performance, or for any other reason.

The attached form must be signed by the presenter, their supervisor, and the recipient and sent to the Payroll Department for approval and disposition whether or not the recipient is a University employee.

Please feel free to contact Mark Guinan, Director of Human Resources if you have any questions regarding the process.

Link: [Guidelines for gifts, awards and prizes](#)

Attachment: [Gift authorization form](#)

Submitted by: Mark Guinan

[back to top](#)

[Send Email Reminder](#)

---

### Bergren Forum - WILD Events in Alfred

The Bergren Forum sponsored by the Division of Human Studies and the College of Liberal Arts and Sciences will be meeting at 12:10 P.M. on Thursday, Sept. 5 in the Nevins Theatre, Powell Campus Center.

Bring a brown bag lunch; coffee and tea will be provided.

Speaker: Mark McFadden  
Topic: WILD Events in Alfred

"Get up, get out, and get moving. The WILD about Alfred initiative is focused on connecting all members of the Alfred community with recreational opportunities right outside our doors. This talk will provide a brief history of outdoor programming at Alfred University, what the WILD about Alfred Committee has planned for the upcoming year, and where we hope the program will go in the future."

Submitted by: Marilyn Saxton

[back to top](#)

[Send Email Reminder](#)

---

### 'Open Press' Exhibit

OPEN PRESS  
Curated by: Xiaowen Chen

Date: Sept. 6 - Oct. 11  
Location: Fosdick-Nelson Gallery  
Open Reception: Sept. 6  
Time: 7-9 P.M.

This exhibition features contemporary Chinese artists actively working in the field of printmaking. Participating artists include: Chen Haiyan, Chen Qi, Chi Peng, Fan Min, Huang Yian, Jiang Lu, Kang Jianfei, Kong Guoqiao, Li Fan, Li Yuzhi, Xiang Jing, Xu Bing, Yang Feng, Zhang Ye and Zhang Yifan

Submitted by: Shelly Grant

[back to top](#)

[Send Email Reminder](#)

---

### **Alzheimer's Glass and Iron Pour Info Sessions**

Alzheimer's Glass and Iron Info Session

Location: Terra Cotta Coffee House (Upstairs) Main Street, Alfred

Dates: Saturday, Sept. 7 and Thursday, Sept. 12

Time: 9/7 - 3 P.M. and 9/12 - 9 P.M.

Cost to Attend: Free

Sponsored by Committee or Division: Foundry Guild and Golden Years Club

Alzheimer's Glass and Iron is a multi-step, cross-generational art project that will benefit the Alzheimer's Association. The project consists of four steps: production of artwork by elderly community members, interpretation and rendered sculptures (by iron castors, glass castors and glass blowers) and gallery shows that culminate in an auction of the featured art pieces.

Elderly residents from Western New York who are suffering with Alzheimer and Dementia will use watercolors and iron oxides paints create artworks. In turn, members of the Alzheimer's Glass and Iron project will use glass and iron to create sculptures in response or homage to the painting.

Submitted by: Shelly Grant

[back to top](#)

[Send Email Reminder](#)

---

### **Bowling Event this Saturday Night**

The AU Biz student group, Enactus, is holding a bowling event at the Maple City Bowl in Hornell this Saturday, Sept. 7 at 9:30pm. The cost is \$10 per person and you can make up a team with 4-6 bowlers.

Sign up early or just show up at the bowling alley for two games of bowling and shoes will be provided. Sign up sheets are available in Olin room 429 or at the event.

There is an AU bus (free) available on a first come, first served basis meeting out in front of Olin building at 8:50 p.m. Hope to see you there!

Submitted by: Theresa Gunn

[back to top](#)

[Send Email Reminder](#)

---

### **Women's Leadership Conference**

11 A.M. Sunday, Sept. 8

Olin Building

This Women's Conference titled Safety Awareness and Femal Empowerment will provide different aspects of women's safety. There will be workshops for self-defense, travel safety, legal rights, party safety, online safety, campus safety, and safe sex.

\$10 for AU students, \$12 for all others. Lunch included.

Link: [Click to register!](#)

Submitted by: Heather Folts

[back to top](#)

[Send Email Reminder](#)

---

### **Intramural League Starting - Sign Up This Week!**

TEAMS AND LEAGUES FORMING --- SIGN UP NOW

TEAM ROSTERS/SIGNUPS WILL BE ACCEPTED UNTIL Friday, Sept. 13  
GAMES WILL BEGIN WEEK OF 9/16/12

Each sport will be on a different evening so I have listed the days of participation. Please note that there are multiple sports on some evenings, so please keep that in mind when signing up.

The times listed below are tentative and are subject to change according to Varsity Sports' practice times. We will also be adjusting some locations due to the construction being done on campus.

Fall Events:

6 v 6 Indoor/ Outdoor soccer (Open) Monday Nights 7:30-11 p.m.

Tennis (Singles and Doubles) Monday Nights 8-11 p.m.

Coed 6 v 6 Indoor/ Outdoor Soccer Tuesday Nights 7:30-11 p.m.

Softball (Open) Slow pitch with softer ball for safety and less home runs Tuesday Nights 7:30-11 p.m.  
Softball Field

Coed Kickball (10 v 10) Wednesday Nights 6-8:30 p.m. Softball Field

Volleyball 6 v 6 (coed) Wednesday Nights 7-11 p.m. McLane Gym

5 v 5 (open) Basketball Thursday Nights 7:30-10 p.m.

You may register your team by dropping off your completed roster to the drop-off box at the Intramural Bulletin board in the lower level of the McLane Center. Blank roster forms are available at the bulletin board as well. You may also e-mail your roster to [millerst@alfred.edu](mailto:millerst@alfred.edu)

All rosters must be submitted by the "due date."

FAQ's

Open = Can be all male, all female or a mix.

Coed= Must include at least 2 females and 2 males while participating.

How do I join a team to sign up?

AU Intramurals Sports and Recreation invites all AU students, faculty and staff to participate. You are encouraged to create your own teams with friends, classmates and neighbors. If you are unable to connect with a group you may contact the director of IM Sports and Recreation for assistance in joining another team.

Who can I have on my team?

Current Varsity/JV Athletes. No more than 2 (on the field at the same time) varsity/junior varsity athletes may participate on IM Sports teams in the sport, or associated sport, in which they competed at the intercollegiate level. An athlete that appeared on an intercollegiate roster at any time during the current academic year is considered a varsity/junior varsity athlete. You may have more than 2 on the roster but only 2 can compete at the same time.

Former Varsity/ JV Athletes. Former varsity/junior varsity athletes may participate on IM Sports teams without restriction provided they have not appeared on varsity/junior varsity rosters at any time during the current academic year.

Submitted by: Scott Miller

[back to top](#)

[Send Email Reminder](#)

---

### Map and Info, Community Involvement Fair

Alfred University and Alfred State are teaming up for the Inaugural Community Involvement Fair (previously known to AU as the Service & Leadership Fair).

The Fair will be held at Alfred State's new Student Leadership Center on Wednesday, Sept. 11 from 1-4 p.m. See map below for directions! (There will also be a shuttle from Powell Campus Center if you'd rather not walk).

Representatives from community organizations will be available to share ways for faculty, staff, and students to get involved and volunteer in the community.

Questions? Contact Jessica Jennings, Service Learning Coordinator, at [Jennings@alfred.edu](mailto:Jennings@alfred.edu)

Come on out and find your place!

Link: [website and event links](#)

Attachment: [Map to Fair](#)

Submitted by: Jessica Jennings

[back to top](#)

[Send Email Reminder](#)

---

### First-Year Graduate Student Presentations

#### FIRST YEAR GRADUATE STUDENT PRESENTATIONS

Location: Holmes Auditorium

Date: Wednesday, Sept. 11

Time: 4:30 P.M.

Cost to Attend: Free/Open to public

The School of Art & Design invites you to come support and view the first year graduate student presentations. Students that will be presenting include:

Ceramic Art - Rafael Corzo, Henry Crissman, Scott Jelich, Kelly Justice, William Preman, Jesse Ring, Dennis Ritter, Kate Roberts

Sculpture/Dimensional Studies - Kevin Dartt, Timothy Gonchoroff, Ronda Phipps, Elizabeth Potenza, Olga Rozin

Electronic Integrated Arts - Daniel Anderson, Mingli Jiang, Shuiun Jiang, Yuxuan Kong, David Palacios

Submitted by: Shelly Grant

[back to top](#)

[Send Email Reminder](#)

---

### Internal Job Posting - Administrative Assistant

Employment Opportunity:  
Administrative Assistant to the Dean  
Grade E

Link: [Admin Asst Posting](#)

Submitted by: Kim Wyant

[back to top](#)

[Send Email Reminder](#)

---

### **AU's Suggestion Box for Faculty, Staff and Students**

In 2012, AU inaugurated a "Suggestion Box." All suggestions are received by the University's Ombuds Officer, and from there are directed to the appropriate administrative or faculty office. The following points outline the system suggested by the President and Ombuds Officer:

- 1) Place "Suggestion Box" in the subject line of your emailed suggestion;
- 2) Keep suggestions civil and constructive;
- 3) Depending on the volume of email received, the Ombuds Officer may not be able to acknowledge suggestions. However, your suggestion will be forwarded to the appropriate office(s);
- 4) If you want your suggestion to be anonymous, please specify that in your email. Anonymity will be respected;
- 5) Finally, community members should feel free to offer suggestions about how to improve the "Suggestion Box."

All suggestions should be sent to: [suggestionbox@alfred.edu](mailto:suggestionbox@alfred.edu)

Submitted by: Laura Crain

[back to top](#)

[Send Email Reminder](#)

---

### **Environmental Studies Seminar - 'Into the Wild'**

Jake Brenner, assistant professor, Environmental Studies and Sciences Department, Ithaca College, will present "Into the Wild: Using the Forest as your Classroom" for the Environmental Studies Seminar on Friday, Sept. 6 at 12:20 in Roon Lecture Hall (247), Science Center.

Everyone is welcome to this CLAS event. Refreshments will be served.

Submitted by: Andrea Fioretto

[back to top](#)

[Send Email Reminder](#)

---

### **Business Office Student Club Package**

The Business Office in Carnegie Hall has put together a Student Club package to help the Clubs with any Business Office forms, hoping this information would be helpful and less confusing regarding our procedures.

Please do not hesitate to contact the Business Office with any questions.

If you are a Student Group representative, please have a signing rights information sheet filled out ASAP, with signatures, so that we may have the updated information on file for our records.

Attachment: [Complete\\_Student\\_Club\\_Package\\_Revised\\_8\\_27\\_13.doc](#)

Submitted by: Marty Fuller

[back to top](#)

[Send Email Reminder](#)

---

## Homecoming 2013

Alfred University Homecoming 2013, Oct. 5

Tailgate Picnic

11 A.M. - 12:30 P.M.

Tickets: \$12 for adults, \$6 for AU Students, Faculty/Staff and children under 12. (The tailgate picnic will be located on the north end of Merrill Field. You will need to purchase your game ticket prior to coming onto the field for the tailgate picnic.)

Alfred Saxons vs. Buffalo State Bengals at 1 P.M.

Tickets: \$5 for adults, \$2 for children under 12, free for AU Students (with ID), Faculty and Staff.

Carillon Recital at the Davis Memorial Carillon, 4:00 PM

Hall of Fame Reception, Kenyon-Allen at 5 P.M. and Dinner, Knight Club of Powell Campus Center at 6 P.M.

Tickets: \$30 per person

Celebrate AU's Hall of Fame with the induction of the following new members:

Wes Carr '82 - Men's Track and Field

Joe Havens '91 - Football

Conor Walsh '02 - Men's Skiing

Lindsay deCsipkes '02 - Women's Lacrosse & Tennis

Pat Kerwin '03 - Men's Swimming

RSVP by 9/27/13 at: [www.alfred.edu/alumni/reg...](http://www.alfred.edu/alumni/reg...)

GO SAXONS!

Submitted by: Audrea Sirianni

[back to top](#)

[Send Email Reminder](#)

---

## Weight Watchers At Work Meetings - Location Info

Alfred University and Alfred State College are getting fit! Join our At Work meetings each Thursday from noon to 1 p.m. We will now be holding meetings in the new Student Leadership Center on the Alfred State campus, in Room 310, located behind the Express Caf<sup>e</sup> on the 3rd floor.

This location is effective starting Thursday, Aug. 22 and for the foreseeable future. (The building is referred to on the Alfred State campus map as SLC.)

Lose weight and feel great in the community of friends from Alfred University and Alfred State! Join your fellow faculty, staff, and students in working toward a healthier lifestyle today.

For further information, please contact Beth Turner by email at [turnerea@alfredstate.edu](mailto:turnerea@alfredstate.edu) or by phone at 607-587-4080.

Link: [Alfred State campus map](#)

Attachment: [Weight Watchers At Work Meeting flyer](#)

Submitted by: Anne Cornell

[back to top](#)

[Send Email Reminder](#)

---

## Zumba Fitness classes move to new time

Summer hours are over and Zumba Fitness classes are moving to a new time -- 4:45-5:45 p.m. Mondays and Thursdays in Davis Gym. Instructor is Denise Eck. Classes are \$3 each for Alfred



University faculty and staff. No need to sign up in advance. Just come ready to join the party!

Link: [Alfred Zumba Fitness Facebook page](#)

Submitted by: Susan Goetschius

[back to top](#)

[Send Email Reminder](#)

---

### Participate in Handel's 'Messiah'

SING HANDEL'S MESSIAH!

Olean Community Messiah 2013 is now accepting singers. Sing-up today by sending a message with your name and vocal part (S.A.T.B) to:

[OleanChorus@verizon.net](mailto:OleanChorus@verizon.net)

Piece: Oratorio, HWV 56, The Messiah by George Frederic Handel

Concert Date: Sunday, Nov. 17, 2013 at St. Mary of the Angel, Olean

Weekly Rehearsals: Wednesdays, 6:30-8:30 p.m. (starting on Wednesday, Sept. 11, location TBA)

Olean Community Orchestra Academy

Dr. Mark Hijleh, Music Director

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)