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TODAY	TOMORROW	SATURDAY
12:00 We Need You! Save Our WW At-Work Meetings!	· Outdoor Track - Away	· Outdoor Track - Away

It is Time to Honor our Retirees and Recognize Service Milestones

The Annual Retiree Recognition and Service Award Luncheon will be held in Ade Hall from noon-1:30 p.m. Thursday, May 21 2015. Won't you join us as we say good-bye and best wishes to several of our friends who are embarking on the next phase of their lives and say thank you to others who have reached milestones in their service to the University?

Please, if you haven't already done so, email guinan@alfred.edu if you plan to attend so that we can assure there will be plenty of food for all!

Attached is a list of those persons we are recognizing. We hope to see you there.

Attachment: [Honorees_YOS_Awards_2015.doc](#)

Submitted by: Mark Guinan

[back to top](#)[Send Email Reminder](#)**Mail Room Summer Hours**

Powell Campus Center Mail Room summer hours:

Monday-Friday - 8 a.m. - 3:30 p.m., closed for lunch 12-12:30 p.m.

Submitted by: Donna Sturdevant

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University Traffic/Parking Reminder

Only authorized University and Emergency vehicles are allowed to pass through or park on Academic Alley. All unauthorized vehicles parked in this area will be ticketed.

John M.Dougherty
Office of Public Safety at Alfred University
One Saxon Drive
Alfred, New York 14802
607.871.2108
dougherty@alfred.edu

Submitted by: Deborah Clark

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2015 Summer Hours Announced

Summer Hours will begin on Monday, May 18 and will continue through Friday, Aug. 7.

* While most University employees will be working according to the Administrative Office hours, some department schedules may vary. Please speak with your supervisor for your department's schedule.

Administrative Office Hours: 8 a.m. - 3:30 p.m.

Maintenance, Grounds and Custodial: No schedule change

Additional Information

- * On the door of your office, please post Summer 2015 office hours
- * Please change your voice mail message to indicate your specific summer hours
- * Any questions regarding payroll/time sheets, please contact the Payroll Department

Submitted by: Deborah Clark

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Notice to Campus Work Study (CWS) employers for 2015-16

If you are planning on hiring CWS students for the 2015-16 academic year, you will need to complete a Federal College Work-Study Position Request/Job Description. Click on the link below to access the form and instructions. The completed forms are due at the Financial Aid Office by Aug. 1 to be included when the Job Board goes active on Saturday, Aug. 22, 2015.

Contact Elena Wallace (x2159) at the Financial Aid Office if you have any questions regarding this request.

Attachment: [Position Request/Job Description Form](#)
Attachment: [Job Description Instructions](#)

Submitted by: Elena Wallace

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Support Staff - Let's Connect!

Support staff employees, do you have an event, announcement, or an idea you would like to share with the Support Staff Council? Do you want to learn more about the Council?

Then, please consider coming to our next Support Staff Council meeting, Thursday, May 14, 11 a.m. - noon. in the Powell Campus Center Board Room.

There's is absolutely no pressure to join! All Support Staff Council meetings are open to ALL support staff employees. We meet on the second Thursday of every month in the academic year.

Attachment: [Recruitment_Flyer.pdf](#)

Submitted by: Cheryl Foster

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Powell Mailbox Keys

If you are not returning to Alfred University for the fall 2015-16 semester please remember to return your mailbox key to the mailroom by Friday May 15, 2015.

If you are planning on staying here over the summer, come to the mailroom and sign up on the summer list.

Submitted by: Debra Campbell

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MS/CE Thesis Defense - Yiyu Li

Dr. Yiquan Wu is pleased to announce that Yiyu Li will defend his MS in Ceramic Engineering thesis entitled,

"PHOTOLUMINESCENT ZINC SULFIDE OPTICAL CERAMICS"

on Thursday, May 14 at 2 p.m. in Binns-Merrill Hall 106.

Copies of his thesis are on display in the Dean's Office in Binns-Merrill Hall 160 and the CACT Office in McMahon 120.

Attachment: [YLi_Abstract.pdf](#)

Submitted by: Katie Decker

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Senior Week- Senior Picnic & Comedian

Celebrate with classmates at the senior picnic sponsored by the Division of Student Affairs. Held at the Knight Club in Powell Campus Center 5-6:30 p.m.

At 9 p.m., SAB presents The Last Laugh: Night of Comedy in the Knight Club, PCC .

Submitted by: Marcy Bradley

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Congratulations to All Graduating Students!

Please take a minute to fill out the Career Development Center's graduate survey found at the link below. If you have already secured employment or are enrolled in graduate school, we'd like to hear about it. The information is not reported in a personally identifiable way.

If you have questions about the survey or need career assistance of any kind, please contact us at 607.871.2164 or cdc@alfred.edu

Link: <http://www.alfred.edu/cdc/forms/gradsurvey/>

Submitted by: Susan Meacham

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SUNY ORP Participants - Fidelity Consultant on Campus

There are now several new providers for the SUNY ORP Retirement program! Now that Fidelity is one of the official providers, they have set up one-on-one meetings on campus. If you wish to diversify your investments and see what Fidelity has to offer, here is your opportunity.

Colin Phoenix is now our Workplace Planning & Guidance Consultant and is scheduling sessions on Wednesday May 20 in the HR Conference Room, Greene Hall, from 10 a.m.-5 p.m.

Those who wish to participate can reserve a spot one of two ways:

1. Call 800.642.7131
2. Online at fidelity.com/atwork/reservations

Please note: These meetings are only intended for Statutory employees enrolled in the ORP Retirement plan currently with TIAA-Cref. Employees in the non-statutory sector who are enrolled in Fidelity have a chance to meet with Colin on a different day which will also be announced in Alfred Today.

Attachment: [Alfred SUNY Ceramics Invited](#)

Submitted by: Kathy Costello

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Ink Cartridges Free for the Taking

Three remanufactured inkjet cartridges compatible with HP 94 black. If you can use them, Email Judson Leadership Center @ leadership@alfred.edu

Submitted by: Judson Leadership Center

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Online Web Request Form

In order to ensure that requests for new web pages or changes to existing pages are handled in a timely manner, please use our online request form.

This is the only request format that will be accepted. If you have questions regarding the form or its use please contact Webmaster, Judy Linza, at x2727 or e-mail webmaster@alfred.edu.

Link: [Web Request Form](#)

Submitted by: Judy Linza

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Current Accident/Incident/Nearmiss Form

Please remember to report all Accidents, Injuries, Incidents, and Near misses to your area supervisor immediately and complete the details on the Accident form within 24 hours. *Fax to EHS 607 871-2086.

Forms can be found on the EHS website and also on the HR website at the link below.

*confidential fax line

Link: [Accident,Incident,Nearmiss Link](#)

Attachment: [Accident, Incident, Nearmiss Form](#)

Submitted by: Kathy Costello

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