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## What's Happening?

[More Events...](#)[TODAY](#)[TOMORROW](#)[WEDNESDAY](#)

### Its 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](mailto: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: [honoree-lunch-515.pdf](#)

Submitted by: Deborah Clark

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

Business Office:

July 10 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2014-15.

Office & Procurement Services:

May 20 - All requisitions are due for fiscal year 2014-15.

June 30 - All Merchandise must be received for fiscal year 2014-15.

Accounts Payable:

June 30 - All merchandise and services must be received and invoiced to the University for fiscal year 2014-15.

July 8 - The cutoff date for travel expense forms that account for travel through June 30 for fiscal year 2014-15.

July 10 - Invoices for fiscal year 2014-15

University One Card Reconciliation for June:

June 19 - Last day for purchases on credit card for fiscal year 2014-15.

July 10 - Card holder review & send paperwork to card manager.

July 14 - Card manager approve & send paperwork to Program Administrator.

Submitted by: Jodi Howe

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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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## IEA Visiting Artist: Traci Molloy

Date: May 18-22, 2015

Location: The Institute for Electronic Arts at the School of Art and Design, College of Ceramics

Cost to Attend Event: Free

Sponsored by Committee or Division: The Institute for Electronic Arts and the Division of Expanded Media

Traci Molloy of Brooklyn will be participating in the artist-in-residence program of the Institute for Electronic Arts over the week of May 18. Receiving her MFA from the University of Ohio, Molloy sees herself as an artist and social activist, exploring adolescent culture, loss, and violence through photography, digital arts, installation, painting, and printmaking.

Throughout her residency, Molloy will be working on a series of digital prints in partnership with adolescents from the surrounding community, superimposing their responses to the prompts "I Am, I Will, I'm Afraid" in their handwriting over photographs of themselves, obscuring their image and, with the body of work as a whole, representing the collective feelings of the adolescents of the Southern Tier region. These images will be printed larger than life-scale as well as life-scale for exhibitions.

More information and Molloy's work can be found on her website: <http://www.tracimolloy.co...>

The Institute for Electronic Art's Visiting Artist Program is sponsored in part by the NYS Council on the Arts with the support of Gov. Andrew Cuomo and the NYS Legislature.

Submitted by: Shelly Grant

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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](mailto:cdc@alfred.edu)

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

Submitted by: Susan Meacham

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### **TIAA-CREF Consultant on Campus**

Sign up today. A TIAA-CREF consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Thursday, June 11 in the Human Resources Conference Room in Greene Hall. Let him help you make financial decisions that are right for you.

To schedule an appointment, Non-Statutory employees should call TIAA-CREF at 1.877.209.3144 and Statutory employees should call TIAA-CREF at 1.800.732.8353; remain on the line for assistance.

Submitted by: Kim Wyant

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### **Summer Outdoor Lifeguards Needed for Foster Lake**

Summer Outdoor Waterfront Lifeguards needed at Foster Lake: Under general supervision, ensures the safety of patrons at an outdoor waterfront/ recreation area by preventing and responding to emergencies.

Contact Cherise Haase, Myers Hall 117, [haasec@alfred.edu](mailto:haasec@alfred.edu), 607.871.2190 for more information or Human Resources for an employment application.

**DUTIES AND RESPONSIBILITIES:** Provide secure safety of patrons in the event of emergency. Provides emergency care and treatment as required until the arrival of emergency medical services. Presents professional appearance and attitude at all times, and maintains a high standard of customer service. Performs various maintenance duties as directed to maintain a clean and safe facility. Prepares and maintains appropriate activity reports. Performs miscellaneous job-related duties as assigned. Greets and validates all Foster Lake Access Pass Holders. Provides information to visitors on obtaining a Foster Lake Access Pass. Assists manager with office/administrative duties prior to and during the Summer Season from May 13-Aug. 23, 2015.

**MINIMUM JOB REQUIREMENTS:** Current certifications by a recognized source of training: Professional Rescuer CPR, First Aid, Waterfront Lifeguarding. Must have reliable transportation. Preference will be given to those over 18 years of age due to work requirements.

Attachment: [job\\_description\\_lifeguard-newspaper.doc](#)

Submitted by: Cherise Haase

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### Former AU professor dies in California

William (Billy) J. Cassidy III died unexpectedly at home in Bodega, CA April 28, 2015. He taught at AU as a professor of religion in the Human Studies Division from 1987-2008. Following his retirement, he returned to California and settled in Bodega where he further pursued his lifelong interest in Eastern religions and enthusiastically practiced tai chi.

William is survived by his daughters Charlotte and Justine, sister Ann, and numerous cousins.

Submitted by: Deborah Clark

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