

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

In This Issue

Webmail users [click here](#)

Official News

- [Signatory Authority Poilicy](#)
- [Science Center Elevator Shut Down](#)
- [New Scam Phone Call](#)

General Announcements

- [Athletics Facilities Summer Hours](#)
- [No Weight Watchers Meeting This Week](#)
- [May 30 Memorial Set for Caroline Littell](#)
- [Shredding Service Day - June 29](#)
- [Call for Artists](#)

What's Happening?

[More Events...](#)

TODAY

- 12:00 [Retiree Recognition and Service Award Luncheon](#)
- [Outdoor Track - Away](#)

TOMORROW

- [Outdoor Track - Away](#)

SATURDAY

- [Outdoor Track - Away](#)

Signatory Authority Poilicy

In July, 2014, the Board of Trustees affirmed its commitment to the maintenance of prudent corporate governance, sound risk management, and effective budget control by limiting the number of individuals authorized to sign contracts on behalf of the University.

Please take a few moments to review the attached Signatory Authority Policy and specifically make note of the individuals authorized to sign contracts on behalf of the University. Thank you for your attention to this important policy.

Attachment: [Signatory_Authority_-_Policy_2014.pdf](#)

Submitted by: Laura Crain

[back to top](#)[Send Email Reminder](#)

Science Center Elevator Shut Down

The elevator in the Science Center will be shut down until Tuesday, May 26 for repair work. Sorry for any inconvenience.

Physical Plant

Submitted by: Deborah Clark

[back to top](#)[Send Email Reminder](#)

New Scam Phone Call

A company has been calling offices on campus offering points and rewards for items like digital cameras, Apple TVs, and sports equipment. The caller ID is identified as "Nevada Call" and has a 702 area code.

Please do not accept any gifts from this company, or any other companies like this. Nothing is free and they are trying to scam your office into purchasing office supplies that we already have contract prices on.

It is difficult to end this conversation with this company, so please simply hang up. Thank you.

Submitted by: Cheryl Foster

[back to top](#)

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Athletics Facilities Summer Hours

Please see below summer hours for Athletics Facilities, effective immediately:

Health & Wellness Center:

Open Monday-Friday 11 A.M.-1 P.M. and 3 P.M.-7 P.M.

Open Saturday - Sunday Noon-4 P.M.

Fitness Center:

Open Monday - Friday 11 A.M.-7 P.M.

Open Saturday - Sunday Noon-4 P.M.

Submitted by: Tony Aquilina

[back to top](#)

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No Weight Watchers Meeting This Week

There will be no Weight Watchers meeting this week as both Alfred University and Alfred State employees are celebrating their respective retiree recognition and service award luncheons.

Please join us next Thursday, May 28, for our next Weight Watchers At Work meeting.

Thank you!

Submitted by: Anne Cornell

[back to top](#)

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May 30 Memorial Set for Caroline Littell

The life of the late Caroline Littell of Alfred, travel photojournalist and a former director of Alfred University's language laboratory, will be celebrated in a remembrance ceremony Saturday, May 30 at 3 p.m. in the Church Center of the Union University Church, Church Street, in Alfred. All are invited to attend.

Mrs. Littell died March 18, 2015 in Pasadena, CA, where she had been in hospice care because of complications of acute leukemia. She was 75.

Born in Egypt of English parents, she was educated in England and later studied languages in France, Spain, Austria and Greece. For more than 30 years, her black-and-white and color photography illustrated articles on tourism and travel in dozens of newspapers and magazines in this country and in Europe.

Mrs. Littell immigrated to the United States in 1962. She moved to Alfred in 1968, when her husband, Alan Littell, a radio editorial writer in New York City, was appointed to the administrative staff of Alfred University.

The May 30 memorial will include a display of her published work.

Submitted by: Deborah Clark

[back to top](#)

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Shredding Service Day - June 29

The Division of Business & Finance is hosting a summer shredding event for your office's sensitive and confidential documents. Enrollment Management has kindly offered Alumni Hall's parking as the shredding location once again. This will take place on Monday, June 29 from 8:30 a.m. to noon.

Shred-it (formerly Cintas) will supply a secure truck equipped with state-of-the-art shredding technology that will destroy all confidential or sensitive Alfred University documents before leaving our site. The only requirement of the department would be to transport documents to the Alumni Hall parking lot for the on-site truck. This service is being offered at no cost to the departments.

Submitted by: Cheryl Foster

[back to top](#)

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Call for Artists

The 2015 Plein Air Arts Fest will be held on Saturday, July 25 on the eastern side of Seneca Lake. To Sign Up: pay a \$40 artist fee through Monday, June 1. After June 1 the fee will be \$50.

Call 607.546.5557 for registration information.

For many years the Finger Lakes region has inspired many local artists with its bountiful natural beauty and world-class wines. Since the first annual Plein Air Arts Festival in 2012, the eastern shore of Seneca Lake has provided a warm atmosphere and stunning backdrop for many artists' works. Now in its 4th year, the festival will once again invite local artists to create artwork en plein air (in open air) throughout the day, followed by an art reception and auction later in the evening, accompanied by live music with local food and wine.

The Plein Air Art Festival is a public event scheduled for Saturday, July 25, 2015, along the eastern side of Seneca Lake. Between 7 a.m. and 3 p.m., artists will be scheduled to create works of art at various partner wineries. A silent auction and reception for the day's plein air artwork will take place from 5 until 7 p.m. at Damiani Wine Cellars.

Throughout the evening, local food will be available for purchase from Smoke on the Water, including meat BBQ and vegetarian dishes. An eclectic assortment of wines will be available to purchase by the glass from all participating wineries. Live music from local jazz band Professor Tuesday's Jazz Quartet will accompany the evening's silent auction.

Submitted by: Deborah Clark

[back to top](#)

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