

## In This Issue

Webmail users [click here](#)

### Official News

- [Reminder: Time Sheets Due TUESDAY - JULY 2nd](#)
- [Payroll Redistribution Form](#)

### General Announcements

- [Business Office Year-End Due Dates](#)
- [Precision Scales and Balance Visit](#)
- [Artist In Residence Paloma Barhaugh-Bordas.](#)
- [New System for the AU Libraries](#)
- [Instrumental Ensembles](#)
- [Artist In Residence Eiko Otake.](#)
- [Accounts Payable Check Run - July 3rd](#)
- [Alfred Ceramic Art Museum is selling MostArts Festival Tickets!](#)
- [Toner cartridges](#)
- [Athletic Facility 4th of July Holiday Hours](#)
- [MS/ME Thesis Defense by Ramin Faraji](#)

## What's Happening?

[More Events...](#)

TODAY

TOMORROW

SATURDAY

### Reminder: Time Sheets Due TUESDAY - JULY 2nd

Due to the 4th of July Holiday: Time Sheets are due Tuesday, July 2 for Pay Period starting 6/16/19 - 6/29/19. If you have not started your Time Sheet please be sure to start and submit electronically by Midnight on Tuesday, July 2nd to your Supervisor for approval.

Please refer to the Bi-Weekly Lagged Payroll Schedule found on our web page for more details.

Link: [Payroll Schedule](#)

Submitted by: Jessica Clinger

[back to top](#)

### Payroll Redistribution Form

With the Fiscal year end fast approaching, Payroll is asking that departments send in their redistribution requests as soon as possible. Payroll has created a new Redistribution form in an effort to make redistribution requests more streamlined. Please use the new form found on the Payroll web page. All future requests will need to be completed on this form and sent to the Payroll department for processing.

Link: [Payroll - Redistribution Form](#)

Submitted by: Jessica Clinger

[back to top](#)

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### **Business Office Year-End Due Dates**

Accounts Payable:

June 30th - All merchandise and services must be received and invoiced to the University for fiscal year 2018-19.

July 12th - Invoices for fiscal year 2018-2019- merchandise received or services performed by June 30th.

Travel:

July 10th - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2018-19.

University One Card Reconciliation for June:

July 8th - Card holder review & send paperwork to card manager.

July 12th - Card manager approve & send paperwork to Program Administrator.

Business Office:

July 17th - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2018-2019.

Submitted by: Jodi Howe

[back to top](#)

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### **Precision Scales and Balance Visit**

We are in the process of scheduling the annual visit from Precision Scales and Balances to have campus scales and balances serviced in early July. If you have equipment you would like serviced, please send the make, model, serial number, and location as well as a contact name and FOAP to [procurement@alfred.edu](mailto:procurement@alfred.edu) by Friday, June 28.

Please call Procurement at x2698 with any questions.

Submitted by: Valerie Ewald

[back to top](#)

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### **Artist In Residence Paloma Barhaugh-Bordas.**

Date of Event: July 8 - 12, 2019

Location: The Institute for Electronic Arts

Cost: Free

Sponsored by: The Institute for Electronic Arts / NYSCA

Paloma Barhaugh-Bordas is an artist living and working in Upstate New York. Originally from Denver, Colorado, she received a BA in liberal arts from Carleton College in Northfield, MN, and an MFA in Printmaking at Rhode Island School of Design in Providence, RI. Paloma's work adapts and appropriates the vernacular of the many regions she's called home and traces the self-conscious search for cultural roots as a first-generation American.

The Institute for Electronic Art's Experimental Projects Residency is made possible by the New York State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature.

Submitted by: SOAD Events

[back to top](#)

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### New System for the AU Libraries

The AU Libraries are pleased to announce an upcoming systems migration in early July that will improve services to the campus. A new library services platform, called Alma, manages all of the libraries' back-office functions, including circulation, the acquisition and cataloging of print and electronic resources, and resource sharing within SUNY.

The library staff have been working over the last year to prepare for this transition. While we expect disruptions to be minimal, we appreciate your patience and understanding as we make this upgrade.

Library patrons will have access to an improved public search interface called Primo which has several new features:

- \* Mobile-friendly design
- \* An integrated search of physical and print materials at both Scholes and Herrick (videos, articles, books, databases, etc.)
- \* The ability to save favorite searches or articles as well as manage personal accounts for renewals and other circulation functions
- \* The ability to search across the collections of all SUNY Libraries (and beyond) with links to request materials for inter-library loan

If you have any questions, please feel free to ask any of the librarians: <https://libguides.alfred....>

Link: [Librarian Contact](#)

Submitted by: Laurie Lounsberry McFadden

[back to top](#)

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### Instrumental Ensembles

The Department of Music at Alfred University has three instrumental ensembles that are looking for new members. All are welcome to join whether you are a student, faculty, staff, or community member. No auditions necessary, and instruments are available if you do not own your own.

If you would like to join or have any questions please contact the director of the ensemble:

MUSC 275 - University Symphony Orchestra

Dr. Lisa Lantz ([llantz@alfred.edu](mailto:llantz@alfred.edu))

MUSC 274 - Jazz Ensemble

Dr. Raul Barcenés ([Barcenés@alfred.edu](mailto:Barcenés@alfred.edu))

MUSC 273 - Concert Band

Dr. Raul Barcenés ([Barcenés@alfred.edu](mailto:Barcenés@alfred.edu))

Submitted by: Dustin Woodard

[back to top](#)

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### **Artist In Residence Eiko Otake.**

Date: June 17 - 28

Location: The Institute for Electronic Arts

Cost: Free

Sponsored by: The Institute for Electronic Arts / NYSCA

Born and raised in Japan and a resident of New York since 1976, Eiko Otake is a movement-based, interdisciplinary artist. She worked first for more than forty years with her partner Koma, creating 46 interdisciplinary performance works, two career exhibitions and numerous media works. Always performing their own choreography, Eiko & Koma usually designed and handcrafted all aspects of their works including sets, costumes and sound. They presented their works in theaters, universities, museums, galleries, outdoor sites and festivals worldwide but since 2014 has been performing her own solo project A Body in Places. These activities brought her a special Bessie citation, an Art Matters grant and the Anonymous was a Woman Award. Eiko & Koma were the first collaborative pair to share a MacArthur Fellowship (1996) and the first Asian choreographers to receive the Samuel H. Scripps American Dance Festival Award (2004) and the Dance Magazine Award (2006). Eiko teaches Delicious Movement in communities, colleges and art schools. Using movement study as a means of inquiry along with readings and media studies, she also teaches interdisciplinary college courses about the atomic bombings and other environmental issues such as mountain top removal coal mining and nuclear power plants. Eiko is a think tank fellow in Wesleyan's College of the Environment on the theme of "From Disruptions to Disasters: A Lens on the Human Environment Relationship. The Institute for Electronic Art's Experimental Projects Residency is made possible by the New York State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature.

Submitted by: SOAD Events

[back to top](#)

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### **Accounts Payable Check Run - July 3rd**

Due to the July 4th holiday, the Accounts Payable check run will be on July 3rd. Please plan accordingly and have your invoices to the Business Office by noon on Monday, July 1. If you have any questions or concerns, please call us at 871.2128.

Submitted by: Jodi Howe

[back to top](#)

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### **Alfred Ceramic Art Museum is selling MostArts Festival Tickets!**

Don't Miss a Minute of the Magic ! July 7-13

Tickets for the 2019 MostArts Festival are on Sale at the Alfred Ceramic Art Museum AND at the AU Bookstore, or order them Online ! Visit our new website for more information about soloists, workshops, lodging, and more: [www.alfred.edu/MostArts](http://www.alfred.edu/MostArts)

Link: <https://www.alfred.edu/about/news/pressreleases/viewrelease.cfm?ID=21245>

Submitted by: Lisa Lantz

[back to top](#)

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### **Toner cartridges**

We have free to a good home toner/printer cartridges.  
HP 56 (black) and HP 57 (Color)  
HP 74 (black) and HP 75 (color)

Please contact me by email if you can use them. [hillmank@alfred.edu](mailto:hillmank@alfred.edu)

Submitted by: Kathleen Hillman

[back to top](#)

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### **Athletic Facility 4th of July Holiday Hours**

The Gibbs Fitness Center & Joyce Walton Health & Wellness Center will maintain regular summer hours (below) for the 4th of July Holiday week.

Gibbs Fitness Center:  
Mon-Fri 6am-6pm  
Saturday 12pm-4pm  
Sunday: CLOSED

Joyce Walton HWC:  
Mon-Fri: 10am-2pm  
Saturday: 12pm-4pm  
Sunday: CLOSED

Submitted by: Tony Aquilina

[back to top](#)

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### **MS/ME Thesis Defense by Ramin Faraji**

We are pleased to announce that Ramin Faraji will be defending his MS Mechanical Engineering thesis entitled "Optimization Methods in Power Market and Machine Learning Algorithms with Sustainable Energies Penetration" on Monday, July 1st at 11:30 a.m. in Binns-Merrill Hall, room 106. Copies of Ramin's thesis are on display in the Dean's Office, Binns-Merrill Hall, room 160 and in the Seidlin Annex, room 206. All are welcome.

Attachment: [Abstract by Ramin Faraji](#)

Submitted by: Laura Grove

[back to top](#)

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