

## In This Issue

Webmail users [click here](#)

## General Announcements

- The Community Table Faculty & Staff Coffee Hour
- Lecture by Dr. Hongxia Zhang ♦ Body of Desires: Beneath Porcelain Skin
- Scholes open until 10pm this Friday only!!WOW!!
- Dan Duggan & Peggy Lynn Concert on Friday
- Articles for Parents E-Newsletter
- Caribbean Student Association (CSA)
- Non-Work Study Student Hires
- HR Supervisor Tip of the Month
- Join the AU Alpine Skiing Team!
- Soulfull Sit-downs
- Basketball Night
- Study Skills & Exam Prep Workshop
- Jazz HR (Electronic Recruitment System)
- BOGO on caps at the AU Bookstore
- \*\*\*\*\*2018 Engineering Career Fair \*\*\*\*\*
- \*\*\*\*\*Resume Days\*\*\*\*\*
- Environmental Studies Speaker- Gabrielle Gaustad
- The Utilization of Health Care Services Survey

## What's Happening?

[More Events...](#)

TODAY	TOMORROW	SUNDAY
3:00 The Community Table Faculty & Staff Coffee Hour	11:00 Men's Cross Country at Mike Woods Invitational	
7:30 Peggy Lynn & Dan Duggan in Concert	Women's Cross Country at Mike Woods Invitational	
	12:00 Football at Morrisville State College	
	Women's Tennis vs. St. John Fisher	
	1:00 Men's Soccer vs. Elmira	
	4:00 Women's Soccer at Hartwick College	

## The Community Table Faculty &amp; Staff Coffee Hour

AU faculty and staff, join us at The Community Table (second floor of Powell) on Friday, September 28th, 3-4 PM!

Learn about our new space and mingle with AU Fresh staff!  
Refreshments will be available.

Submitted by: Marie Williams

[back to top](#)

---

### **Lecture by Dr. Hongxia Zhang ♦ Body of Desires: Beneath Porcelain Skin**

Date of Event: October 4, 2018

Time of Event: 4:30pm

Location of Event: Binns-Merrill 106C

Cost: Free

Sponsored by: Art History Division

This lecture will explore expression in porcelain of the human body within the larger contexts of contemporary Chinese ceramic art. In particular, it will analyze how this art concerns desire and the contemplation of existential states. A professor at the College of Arts of Chongqing University, since November 2017 Dr. Zhang has been a Visiting Researcher at Alfred as a recipient of a research grant from the Ministry of Education of the People's Republic of China. After receiving master's degrees from Zhongnan University of Economics and Law and the Jingdezhen Ceramic Institute, in 2012 she received a doctorate degree from the Chinese National Academy of Arts. Dr. Zhang's scholarship centers on modern and contemporary ceramics history and theory.

Submitted by: SOAD Events

[back to top](#)

---

### **Scholes open until 10pm this Friday only!!WOW!!**

Scholes Library will be open this Friday 9/28, until 10pm for a special event-Headphone Disco! 6pm-10pm. Sponsored by SAB. Dance party not your thing? Come by and study late in one of our many dance-party free spaces. See you there...

Submitted by: Mechele Romanchock

[back to top](#)

---

### **Dan Duggan & Peggy Lynn Concert on Friday**

On Friday, September 28, singer/songwriters Dan Duggan and Peggy Lynn will present a concert of traditional and original folk music in the BookEnd Caf ♦ in Herrick Library. The concert begins at 7:30 and will also feature a few songs composed by students in the FYE Music class "Tell Me a Story".

Dan Duggan is an award winning hammer dulcimer player and his wife Peggy is well known for her warm and expressive singing.

Join us for an evening of great music. The event is free. FYE students will have light refreshments for sale as a fundraiser for the DigDeep project. DigDeep seeks to provide clean, running water for Navajo families in the southwest and is an ongoing project for the "Water World" FYE class.

For more information contact Luanne Crosby [fclarke@alfred.edu](mailto:fclarke@alfred.edu)

Submitted by: Luanne Crosby

[back to top](#)

---

### Articles for Parents E-Newsletter

The Office of Parent & Family Programs is gearing up to send out our first Parent E-Newsletter of the fall semester. If you have an article, update, event or news you'd like to share with our parents, please send it to me ([dunganbj@alfred.edu](mailto:dunganbj@alfred.edu)) no later than October 5. If possible, we ask that you include photos with your article. Please don't hesitate to contact me if you have any questions. Thank you in advance for your participation.

Submitted by: Bonnie Dungan

[back to top](#)

---

### Caribbean Student Association (CSA)

All are welcome!  
Divided by Sea, United by Culture!!

Meetings are every Friday in the ICU at Powell Campus Center.  
Time: 7:00 pm

Submitted by: Marshae Fenton

[back to top](#)

---

### Non-Work Study Student Hires

All Supervisors hiring non-work study students for the Fall, please be advised that a Student/Summer Payroll Authorization Form must be filled out for each individual student that you are hiring. That form can be found here <https://my.alfred.edu/hr/...>

The student will also need to have the Notice and Acknowledgment of Pay Rate and Pay Day form from you. That form can be found here <https://my.alfred.edu/hr/...>

If the student has never worked for AU they will need to visit HR and bring:

1. Payroll Authorization Form
2. Notice and Acknowledgement of Pay Rate and Pay Day
3. Bank Account/Routing Number for Direct Deposit
4. Appropriate I-9 documents (Passport OR Driver's License AND Social Security Card) (these documents must be originals, no copies accepted)

If the student is international and has never worked for AU they will need to visit HR and bring:

1. Payroll Authorization Form
2. Notice and Acknowledgement of Pay Rate and Pay Day
3. Bank Account/Routing Number for Direct Deposit
4. Passport (these documents must be originals, no copies accepted)
5. Visa (these documents must be originals, no copies accepted)
6. Social Security Card or Letter of Application (these documents must be originals, no copies accepted)
7. I-94
8. I-20

Submitted by: Kayleigh Misner

[back to top](#)

---

### HR Supervisor Tip of the Month

#### What To Do When an Employee Resigns

Did you know that as a Supervisor there are steps you need to take when an employee announces they are leaving the University?

1. Fill out a PAF located at <https://my.alfred.edu/hr/...>

Please include on the PAF:

- a. Name of the employee
- b. Effective date of action (the date that they are terminating)
- c. Banner ID
- d. Check the appropriate box under Separation, please note in the comments section why they are separating employment
- e. Attach a copy of the employee's resignation letter to the PAF
- f. Once the form is complete the form needs to be sent around for approvals by the necessary people, that way everyone is in the loop.

2. Once the PAF has reached Human Resources and has approval, if you wish to refill the position, you must submit a Recruitment Requisition Form located at <https://my.alfred.edu/hr/...>

3. The Recruitment Requisition form must have all relevant information filled out. If you need help with salary information, please contact Mark Guinan, Director of Human Resources for assistance.

If you do not fill out the PAF, HR does not know that the employee has left employment. Without the Recruitment Requisition form, HR does not know that you want to fill a vacancy in your department.

Submitted by: Kayleigh Misner

[back to top](#)

---

### Join the AU Alpine Skiing Team!

No racing experience necessary--we'll show you the ropes! We work hard while having fun on and off of the slopes!

The Alpine Skiing team has a 7 week season in January and February. Our home mountain is Swain and we compete at mountains in New York. We practice on Tuesdays and Thursdays and compete on weekends.

For more information or to join, email us! You can email one of the captains, Liam ([lfm1@alfred.edu](mailto:lfm1@alfred.edu)) and Abbey ([aew8@alfred.edu](mailto:aew8@alfred.edu)), or the coach, Bob ([cilino@alfred.edu](mailto:cilino@alfred.edu)).

Attachment: [Join the AU Alpine Skiing Team!](#)

Submitted by: Abigail Wallisch

[back to top](#)

---

### Soulfull Sit-downs

Mondays from 8:00 pm - 9:00 pm in the Herrick seminar room (106). Come join us for ice cream, mindfulness discussions, and good vibes.

Submitted by: Mandela Francisocono

[back to top](#)

---

### **Basketball Night**

Come and play some rounds of Basketball! Bring Some friends and meet new ones! Refreshments will be provided.

The event will be on Saturday, September 29 from 6:00 pm to 8:00 pm in the McLane Center Annex.

Submitted by: Lighthouse Chrisitan Fellowship

[back to top](#)

---

### **Study Skills & Exam Prep Workshop**

The Center for Academic Success offers a series of workshops that address key avenues to success in college at no cost to Alfred University students.  
Learn the most effective study skills for learning across content areas on Monday 10/01/2018 @ 10:15-11:00 in the Herrick Computer Lab

Attachment: [Workshop schedule](#)

Submitted by: Alicia Zielenski

[back to top](#)

---

### **Jazz HR (Electronic Recruitment System)**

Human Resources is pleased to announce that we are going electronic with our recruitment process. We have collaborated with Jazz HR to bring us an electronic application and applicant tracking system that will be user friendly and more efficient than our current processes.

- \*Applicants will be able to apply directly online for open jobs at Alfred University.
- \*We will be able to place job postings electronically to reach the best candidates for our openings
- \*The website will send them automated acknowledgements for their application and can assist in scheduling interviews, etc.
- \*Managers, Supervisors, Directors will be able to communicate with the candidate directly through the website
- \*The system will ask and track EEO Compliance Questions for all positions

Employees, who are in charge of hiring for their departments will be receiving an email from [noreply@jazz.co](mailto:noreply@jazz.co) in the near future. Please do not delete that email, please follow the prompts to set up your account with the system.

Once Human Resources has the system completely set up we will be announcing training dates and roll out dates of when we will go live with the system.

Questions, please contact, Kayleigh Misner.

Submitted by: Kayleigh Misner

[back to top](#)

---

### **BOGO on caps at the AU Bookstore**

All baseball caps are Buy 1, Get 1 50% OFF at the AU Bookstore. Come check out the wall of hats. Don't need two? Share or bring a friend! Bookstore Hours:  
Monday - Thursday 8:30 am - 5:00 pm  
Friday 8:30 am - 4:00 pm  
Sat 12:00 pm - 4:00 pm  
Sunday 12:00 - 3:00 pm  
Sale thru 9/28/18

Link: [alfred.bncollege.com](http://alfred.bncollege.com)

Submitted by: Marcy Bradley

[back to top](#)

---

### **\*\*\*\*\*2018 Engineering Career Fair \*\*\*\*\***

The 2018 Engineering Career Fair is coming soon! The fair will be held in the Joyce Walton Center (McLane Annex) on Thursday, October 4 from 12:00 pm - 3:00 pm. Representatives from a wide variety of companies and government agencies from around the country attend this fair to recruit Alfred University students for co-op, internship, and entry-level full-time positions. Make sure to attend in order to see what opportunities are available.

Thank you to our Corporate Sponsors: Owens- Illinois, Kohler, Corning, Samtec, Unifrax & The Collegiate, NSG Group

A few companies that have already registered are:

Kohler Company  
Simmers Crane Design & Services  
Unifrax I LLC  
NYS Department of Transportation  
Mercury Aircraft Inc  
ISEC, Incorporated  
Consolidated Precision Products Corp  
HarbisonWalker International  
Ferro Corporation  
Corning Incorporated  
Saint-Gobain Abrasives - US & Canada  
Zampell Refractories  
IDEX Corporation  
United States Marine Corps Officer Programs  
Owens Corning  
Owens-Illinois, Inc.  
Vitro  
CertainTeed Corporation  
Otis Eastern Service, LLC  
Dal-Tile Corporation  
BorgWarner  
ARVOS Group - Ljungstrom Division  
Napoleon Engineering Services  
Knowles  
Kennedy Valve  
Blasch Precision Ceramics  
Inscape  
NSG  
National Grid  
Refractory Sales & Service  
Saint-Gobain  
Hitchiner Manufacturing  
Rochester Precision Optics  
Alstom  
Washington Mills  
United Parcel Service (UPS)

Monofrax LLC  
Zircoa, Inc.  
Ardagh Group  
Heany Industries, Inc.  
United Precious Metals Refining Inc.  
Alcoa Corporation  
AVX Corporation  
Oxbo International  
Anchor Glass Container

Submitted by: Valerie Daciw

[back to top](#)

---

#### \*\*\*\*\*Resume Days\*\*\*\*\*

The Career Development Center will be holding Resume Days on Tuesday, October 2 and Wednesday, October 3 from 9:00 am - 4:00 pm. This event, is for those students that already have resumes and need them critiqued or need suggestions in preparation for the upcoming career fair. Please bring your resume already printed out for review.

Resume paper will be available at the front desk on these days. For those students that do not have a resume and need help creating one, please make an appointment with a career counselor prior to these dates. You may make an appointment on Handshake or stop into the CDC located in the Steinheim Castle.

For questions about Resume Days, contact the CDC at 607-871-2164 or email [cdc@alfred.edu](mailto:cdc@alfred.edu).

Submitted by: Valerie Daciw

[back to top](#)

---

#### Environmental Studies Speaker- Gabrielle Gaustad

Join us this Friday, September 28 to hear from Dr. Gabrielle Gaustad ('04) give a talk on "Secondary and Byproduct Sources of Rare Earth Metals".

Gabrielle is a 2004 Alfred University graduate and Dean Designate of the Inamori School of Engineering. Dr. Gaustad is a strong advocate for increasing opportunities for women in engineering. She has a degree in ceramic engineering, holds a master's degree and a Ph.D. in materials science and engineering from the Massachusetts Institute of Technology.

Friday, Sept. 28, 2018 from 12:20 pm - 1:10 pm  
Roon Lecture Hall- Science Center

Light refreshment are served  
Everyone is welcome!

Submitted by: Shannon Yocum

[back to top](#)

---

#### The Utilization of Health Care Services Survey

Hello everyone! We hope you have enjoyed your summer, though it sure flew by fast!

Dr. Maiden and Dr. Gagne are looking for participants to complete their survey, whether it be online or on paper.

If you are 50 years or older and would like to help with research on the utilization of health care services, please go to <https://au-aging.com> or contact Dr. Maiden at (607)871-2851 to receive a paper version of the survey!

You will also be entered into two drawings of \$250 each ?? We hope that you take the time to participate and spread the word!!

Link: [Link to complete the survey online](#)

Attachment: [Utilization of Health Care Services Information](#)

Submitted by: Summer Markajani

[back to top](#)