



## In This Issue

Webmail users [click here](#)

### Official News

- [Year-end Cut-off Dates for Business Areas](#)

### General Announcements

- [Temporary Entrance for Health & Wellness Center](#)
- [Health and Wellness Center Parking Lot to be Closed This Week](#)
- [Shredding Service Day](#)
- [TIAA-CREF Consultant on Campus](#)
- [New Hires, Promotions June 2014](#)
- [Family Film: 'Monsters Inc.' \(2001\) G](#)

## What's Happening?

[More Events...](#)

TODAY	TOMORROW	THURSDAY
12:00 <a href="#">Sound Bite Sampler</a>	12:00 <a href="#">Sound Bite Sampler</a>	12:00 <a href="#">Sound Bite Sampler</a>
1:00 <a href="#">Theatre Day Camps</a>	1:00 <a href="#">Theatre Day Camps</a>	1:00 <a href="#">Theatre Day Camps</a>
7:00 <a href="#">Carillon Recital - Vera Wuensche</a>	2:00 <a href="#">Recitals by the Young Piano Competition Finalists</a>	7:30 <a href="#">Concert by the Young Piano Competition Finalists and Orchestra</a>
7:30 <a href="#">Andreas Klein in Concert - MostArts Summer Music and Arts Festival</a>	9:30 <a href="#">Music Under the Stars!</a>	· <a href="#">Elementary Engineering Day Camps</a>
· <a href="#">Elementary Engineering Day Camps</a>	· <a href="#">Elementary Engineering Day Camps</a>	· <a href="#">Swim Camp</a>
· <a href="#">Swim Camp</a>	· <a href="#">Swim Camp</a>	· <a href="#">Computer Engineering Camp</a>
· <a href="#">Computer Engineering Camp</a>	· <a href="#">Computer Engineering Camp</a>	· <a href="#">Football Camp I</a>
· <a href="#">Football Camp I</a>	· <a href="#">Football Camp I</a>	· <a href="#">Summer Theatre Institute for High School Students</a>
· <a href="#">Summer Theatre Institute for High School Students</a>	· <a href="#">Summer Theatre Institute for High School Students</a>	

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

Business Office:

July 11 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2013-14.

Office & Procurement Services:

May 16 - All requisitions are due for fiscal year 2013-14.

June 27 - All Merchandise must be received for fiscal year 2013-14.

Accounts Payable:

June 27 - All merchandise and services must be received and invoiced to the University for fiscal year 2013-14.

July 8 - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2013-14.

July 11 - Invoices for fiscal year 2013-14

University One Card Reconciliation for June:

June 20 -Last day for purchases on credit card for fiscal year 2013-14.

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

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

Attachment: [Year-end Cut-off Dates for Business Areas](#)

Submitted by: Susan Peck

[back to top](#)

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### Temporary Entrance for Health & Wellness Center

The back parking lot entrance to The Health & Wellness Center will be closed this week due to construction. Please enter the facility through the back parking lot entrance of McLane, and follow signs to the facility.

Submitted by: Tony Aquilina

[back to top](#)

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### Health and Wellness Center Parking Lot to be Closed This Week

Contractors will be working this week to pave and stripe the parking lot at the Health and Wellness Center, adjacent to McLane Center. The parking lot will be closed until the work is completed. The project is expected to take about a week, depending upon weather conditions.

Submitted by: Susan Goetschius

[back to top](#)

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### Shredding Service Day

Office and Procurement Services has scheduled the annual Shredding Service Day. Alumni Hall staff have very graciously offered their parking lot as the shredding site. This will take place on Monday, July 21 from 8:30 a.m. to noon.

Cintas Document Management 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 location identified for the on-site truck. This service is being offered at no cost to the departments.

Questions? Contact OPS at x. 2698 or [procurement@alfred.edu](mailto:procurement@alfred.edu).

Submitted by: Cheryl Foster

[back to top](#)

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

You're invited! Jason Sciotti, Individual TIAA-CREF Consultant, will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Wednesday, July 9 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 with Jason, 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

[back to top](#)

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### **New Hires, Promotions June 2014**

New Hires:

Lindsey K. Chamberlain, Admissions Counselor, Alumni Hall  
Eileen M. Cody, Admissions Counselor, Alumni Hall  
Victoria B. Gebel, associate director, Residence Life, Bartlett Hall  
Sharon L. Givens, custodian, Physical Plant  
Brandon J. Knefley, barn assistant, Equestrian Center  
Autumn D. McLain, assistant director, Residence Life, Bartlett Hall  
Elizabeth C. Moore, desktop technician, Information Technology Services, Herrick Library  
Tracy R. Valentine, Admissions Counselor, Alumni Hall

Position Changes:

Bonnie J. Dungan, director, Summer Programs, Greene Hall  
Sara S. Love, Admissions Counselor, Alumni Hall

Submitted by: Deborah Clark

[back to top](#)

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### **Family Film: 'Monsters Inc.' (2001) G**

Wednesday, July 9 at 10:30 a.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585-593-3410

Computer-animated comedy of life in Monstropolis, where the city is powered by children's screams from the monsters coming out of their closets. A little girl invades their world and havoc ensues. Voices include John Goodman, Billy Crystal, and Mary Gibbs. Rated G.

The library-sponsored film is free and open to the general public.

Submitted by: Deborah Clark

[back to top](#)

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