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## What's Happening?

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### TODAY

### TOMORROW

### WEDNESDAY

12:00 [Support Staff & Admin-Tech-Spec Seminar Series](#)

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

Attached are the details regarding year-end cut-offs.

Questions should be directed to the Business Office or Office & Procurement Services.

Attachment: [EOY\\_Notice\\_for\\_Alfred\\_Today\\_2012.doc](#)

Submitted by: Sue Peck

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### Off-Campus Work Policy

Scope: All Non-Exempt Alfred University Employees

Guidelines for Non-Exempt Employees Working Off Campus

To assure compliance with the Federal Fair Labor Standards Act (FLSA) CFR29 - 516.2(7); Alfred University's policy prohibits employees who are not exempt from the overtime premium requirements (those who are paid by the hour) from working off campus except for specifically authorized business trips or when authorized to do so during an emergency situation. This includes, but is not limited to, answering University emails while on vacation, home sick, or on off-duty hours; taking work home and/or working "off-the-clock" for any reason. Accurate time records are a requirement of both the University and the FLSA. Time records are a legal document which must be accurate and complete.

Submitted by: Mark Guinan

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### Cyber Fresh Cafe Summer Hours

Cyber Fresh Cafe summer hours:  
Monday-Friday  
8:30 a.m.-1:30 p.m.  
Closed Saturday & Sunday

This is effective until Friday, June 22 when we will close until August and Powell Dining Hall opens for summer camps, beginning Monday, June 25.

Submitted by: Michelle Miller

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### Support Staff & Admin-Tech-Spec Seminar Series

Noon, Wednesday, May 23, Nevins Theater

"Future Development Reports" (15 minutes each):

- AU's financial outlook/forecasts (Giovina Lloyd)
- Fundraising Efforts and Endowment (Stan Colla)
- Anticipated building projects & planning (Mike Neiderbach)

Submitted by: Peggy Broderick

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### No Hot Water in McLane

All domestic hot water for McLane building will be off until July 1 due to new boiler replacement. Thank you.

Submitted by: Kelly Moore

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### Alfred Community 5k Walk/Run on Reunion Weekend

The Annual 5k Run/Walk will be held on Saturday June 9, 2012 at 9 a.m.

Registration costs:  
\$10 before June 1  
\$17 after June 1 or on Race Day

Prizes will be awarded to the top 3 runners overall, as well as the top male and female in each age group. Door prizes and complimentary refreshments will be available after the race!

For more information, or to register, check out the 5K Registration form below!

(All proceeds benefit the Gary Horowitz Service Learning Program at Alfred University)

Attachment: [Registration Form](#)

Submitted by: Jessica Jennings

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### **Zumba Fitness classes coming to AU soon!**

Zumba Instructor Denise Eck will be offering classes for Alfred University faculty, staff and students at 3:45 p.m. Tuesdays and Thursdays in McLane Center, beginning May 22, if we have sufficient interest. Cost for AU employees and students will be \$3 per person per class. Cost for others will be \$5 per person per class.

While we are not asking for a firm commitment at this time, we do need to know that there will be at least 10 people per class. If you are interested in participating, please email Sue Goetschius at [goetschius@alfred.edu](mailto:goetschius@alfred.edu)

Submitted by: Susan Goetschius

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