

In This Issue

Webmail users [click here](#)

Official News

- [Signatory Authority Policy](#)
- [Where Are My Icons On The Updated MyAU?](#)

General Announcements

- [Deadline to Change Meal Plans for Fall 2019 Semester](#)
- [Joyce Walton Center Maintenance Thursday 8/29](#)
- [Student Worker Payroll Documents](#)
- [Lost and Found](#)
- [HR Tip of the Month](#)
- [Welcoming New Employees Training](#)
- [THEATRE AUDITIONS COMING FOR TARTUFFE!!](#)
- [Materiality: Masterworks from The Miller Ceramic Art Collection](#)
- [Changes to Library Searching](#)
- [Intervarsity Christian Fellowship Weekend Events](#)
- [Respirator Training Fall 2019 & Spring 2020 Semesters](#)
- [Wellness Center Hours](#)
- [Artist In Residence - Ziyang Wu](#)
- [New Library Overdue Notices](#)
- [*****Are you looking for a job opportunity this semester?*****](#)
- [Celebration of Life Sunday for Brian Dodge, Physical Plant director](#)
- [Experience German College, Culture, and Cars](#)

What's Happening?

[More Events...](#)

TODAY	TOMORROW	SATURDAY
3:45 Women's Tennis vs. Oneonta		1:00 Women's Tennis vs. Brockport
5:00 Artist Talk: Michael Bernard Stevenson Jr.		

Signatory Authority Policy

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](#)

Submitted by: Mary McAllister

[back to top](#)

Where Are My Icons On The Updated MyAU?

Where are the icons for AU Report IT, Email, BannerWeb, Canvas, U:drive, Handshake, Beacon, People Search on the updated MyAU?

Icons are in the horizontal navigation under the Quick Links tab on my.alfred.edu. See attached for more information on Useful Links.

Link: [MyAU Portal](#)

Attachment: [Quick Links](#)

Submitted by: Judy Linza

[back to top](#)

Deadline to Change Meal Plans for Fall 2019 Semester

The Deadline to Change Meal Plans for the Fall 2019 Semester is this Friday, August 30 at 4:00 pm. No exceptions!

To change your meal plan log into Banner Web, click on Student Services, click on Residence Life and complete and submit a Meal Plan Change Request Form for Fall 2019.

If you have any questions about meal plans or the process to change your plan, please contact the Office of Residence Life in Bartlett Hall, 607-871-2186.

Submitted by: Karen Porter

[back to top](#)

Joyce Walton Center Maintenance Thursday 8/29

The Joyce Walton Center will be offline on Thursday 8/29 from 6:00 am - 10:00 am due to service on the mechanical systems. Regular open recreation/scheduled activities will continue on Thursday, 8/29 at 10:00 am

Submitted by: Tony Aquilina

[back to top](#)

Student Worker Payroll Documents

Are you a brand new student worker to campus who has never completed new hire paperwork with Human Resources in Greene Hall?

If so, you need to know that before you can begin work you need to stop down to Greene Hall between the hours of 8:30-4:30 M-F to complete your new hire paperwork with us.

To complete your I-9, which says you have the right to work in the US, you must provide acceptable I-

9 documents from the list attached. It should be noted that these documents must be unexpired and original (no copies are accepted).

Documents to bring to your meeting with HR:

- Make sure you have forms of identification
- Bank account and routing number if you wish to have direct deposit
- Wage statement filled out from your Supervisor and with your signature on it
- If this will be a Work Study position, bring your EAC Card from Financial Aid that is filled out from your Supervisor

If you are an international student, additional documents will be required:

- Passport
- Visa
- Social Security Card or Letter of Application
- I-94
- I-20

If you have any questions as they relate to being a new student employee, please contact Tamara Green at schweigart@alfred.edu

Attachment: [Acceptable I -9 Documents](#)

Submitted by: Kayleigh Misner

[back to top](#)

Lost and Found

If you have an item you lost or found, please post it on the Lost and Found Board using the link below.

Link: [Lost and Found Board](#)

Submitted by: Judy Linza

[back to top](#)

HR Tip of the Month

Did you know that if you are a regular full time or part time employee of AU that you have Bereavement time available to you immediately after hire?

Up to five paid days of Bereavement Leave are provided to allow the employee to mourn and otherwise attend to the death of an immediate family member. Immediate family members are defined to include: spouse or spousal equivalent; child, stepchild, or grandchild; grandparent or parent; sibling; or parent-, son-, daughter- or sibling-in-law.

One work day of Bereavement Leave is provided to allow the employee to mourn the death of a cousin, aunt, uncle, niece or nephew.

(For CSEA Union Members, please check your handbook)

Time awarded for Bereavement Leave will be pro-rated for regular employees who work less than full-time.

Bereavement should be recorded on the timesheet as excused time with a comment in the comments section. If you normally work 7 hours a day, you put 7 hours under excused time for the days that you missed. If the days that you missed surpass what is allotted, you will code that time as vacation/personal/floating holiday/merit time.

Submitted by: Kayleigh Misner

[back to top](#)

Welcoming New Employees Training

This is the first training in a 9 month series targeted at any AU employee who has supervisory roles in their department. This training can also be especially helpful for any staff who support the supervisors in their department.

This training will encompass: guiding principles to an effective orientation, before the new employee arrives, the first day, week, and month on the job, and follow up meetings with your newly hired employee

Supervisors who may be new in their rolls or need a refresher are encouraged to come. This is also open to anyone in the department who helps orient new hires to your department.

This training will be held on September 9, 2019 from 11:15am-12:00pm and on September 26, 2019 from 11:15am-12:00pm both located in the Kenyon/Allen Room in the PCC. This is the same training both days.

Attachment: [Flyer for Supervisor Training](#)

Submitted by: Kayleigh Misner

[back to top](#)

THEATRE AUDITIONS COMING FOR TARTUFFE!!

A savage comedy from 17th Century France, full of melodrama, seduction, sinister clergy and crazy costumes ... what could be better to kick off the new year in Performing Arts at Alfred?!

Auditions are open to EVERYONE, and we will enjoy a rigorous, hilarious, ensemble experience as we put together this fabulous work. SO COME AND AUDITION!!!!!! No preparation necessary.

Rehearsal period will begin Saturday September 7 and end with the final strike on Saturday November 9th.

Show dates: Wednesday November 6 - Saturday November 9th.

AUDITIONS to be held in the C.D. Smith Black Box theatre in Miller Performing Arts:

Saturday, August 31 from 1:00 pm - 4:00 pm
Sunday, September 1 from 1:00 pm - 4:00 pm
Call backs Monday, September 2 at 7:00 pm

Submitted by: Niki Tulk

[back to top](#)

Materiality: Masterworks from The Miller Ceramic Art Collection

Opening Reception: Thursday, September 26, 5:00 pm - 7:00 pm

The Miller Ceramic Art Collection features masterpieces highlighting the artistic ideals of numerous luminaries of mid-twentieth century to early twenty-first century American ceramic art. In addition, the collection includes important examples of European and Japanese ceramic artworks of the same period. The Alfred Ceramic Art Museum will present selected highlights from this important collection. Also by popular request, the Museum is pleased to reinstall choice selections from its permanent collection ranging from Pre-Columbian pieces, Asian, African and European works as well as unique works from the MFA collection and those made by visiting artist who various times enhanced the programming of

the Division of Ceramic Art at Alfred University.

Link: [Alfred Ceramic Art Museum](#)

Submitted by: Alfred Ceramic Art Museum

[back to top](#)

Changes to Library Searching

The AU Libraries have migrated to a new search interface called Primo, which will improve library services to the campus. The Library staff will also be using a corresponding new platform, called Alma, which manages all of the libraries' back-office functions, including circulation, the acquisition and cataloging of print and electronic resources, and resource sharing within SUNY.

Alma/Primo offers library users with several new features, including:

- * Mobile-friendly design
- * An integrated search of physical and print materials at both Scholes and Herrick (videos, articles, books, databases, etc.)
- * Ability to login to your account and renew materials from your home or office.
- * Ability to save favorite searches or articles as well as manage personal accounts for renewals and other circulation functions
- * Ability to search across the collections of all SUNY Libraries (and beyond) with links to request materials for inter-library loan
- * Ability to return AU Library materials to either Herrick or Scholes

The library staff have been working over the last year to prepare for this transition and ensure only minimal disruptions to our patrons. This transition brings exciting changes, so we appreciate your patience as we expand and improve our services. We are aware of some issues with Primo and are working with SUNY and the vendor, Ex Libris, to improve performance.

If you have any questions, please contact us. If you would like to a walk-through regarding Primo and its new features or if you need to report a problem, please don't hesitate to contact the libraries directly at libraries@alfred.edu or 607-871-2184 (Herrick) or 607-871-2492 (Scholes).

Submitted by: Mechele Romanchock

[back to top](#)

Intervarsity Christian Fellowship Weekend Events

Intervarsity hosts a large group Bible study every Friday night at 7:30 p.m. in the Kenyon Allen Room located in Powell Campus Center.

Student Chapel is held every Sunday at 11:00 a.m. in Susan Howell Hall. The service includes student-led worship and a variety of speakers from around the area.

We hope you can join us!

Attachment: [Intervarsity Weekend Activities](#)

Submitted by: Abigail Pierce

[back to top](#)

Respirator Training Fall 2019 & Spring 2020 Semesters

All training sessions will be held at Holmes Auditorium, Harder Hall

Sept. 2, 2019 Monday: 9:00 AM - 10:10 AM

Sept. 2, 2019 Monday: 1:30 PM - 2:40 PM

Sept. 3, 2019 Tuesday: 9:00 AM - 10:10 AM
Sept. 4, 2019 Wednesday: 3:20 PM - 4:30 PM
Sept. 5, 2019 Thursday: 1:30 PM - 2:40 PM
Sept. 5, 2019 Thursday: 3:20 PM - 4:30 PM

Respirator training for EMPLOYEES and STUDENTS is required annually for anyone on campus who works with hazardous materials which require the use of a respirator for class or work (attend one session).

If there is the slightest chance you will need to wear a respirator in the Spring 2020 semester, come to one of these sessions.

For questions contact Dean Perry; Office: Myers Hall 117; Phone x2196; Email: perrydr@alfred.edu.

STUDENTS, please check with your faculty, adviser, or supervisor.

Submitted by: Dean Perry

[back to top](#)

Wellness Center Hours

Reminder that the Alfred University Wellness Center is open for health and counseling services Monday through Friday 8:30 am - 12:00 pm & 1:00 pm to 4:30 pm by appointment only. Call or stop in during these hours to make appointments.

Submitted by: Sara Nostrant

[back to top](#)

Artist In Residence - Ziyang Wu

August 26-30, 2019

Location: The Institute for Electronic Arts

Sponsored by: The Institute for Electronic Arts / NYSCA

Ziyang Wu has shown his work internationally in China, USA, and Europe including the solo exhibition at CO2 Gallery in Florence, the twoperson exhibition at Nancy Margolis Gallery in New York, and group exhibitions at the Medici Palace and the Milan Design Week in Italy, the Today Art Museum and the Times Art Museum in Beijing, the Powerlong Museum in Shanghai, the Walker Art Center and the Rochester Art Center in Minnesota, the Academy Art Museum in Maryland, The Hole Gallery and Microscope Gallery in New York.

Originally from Jiangsu, China, Ziyang Wu received his MFA from Rhode Island School of Design, and his BFA from Florence Academy of Fine Arts. He currently teaches at the School of Visual Arts in the Fine Arts Department.

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](#)

New Library Overdue Notices

Alfred University Library overdue notices will now look different. Beginning Monday, Sept. 2 patrons will begin to receive notices automatically via email, regarding overdue or lost material.

If you receive an unusual or unexpected message please contact the libraries at libraries@alfred.edu.

Material can now be renewed online by going to primo.alfred.edu and logging in to your account with your ITS issued credentials.

We are also happy to make renewals in person or over the phone.

Herrick Library 607-871-2184
Scholes Library 607-871-2492

Link: <http://primo.alfred.edu>

Submitted by: Mechele Romanchock

[back to top](#)

*****Are you looking for a job opportunity this semester?*****

Attend the On-Campus Job Fair on Tuesday, September 3 from 12:00 pm - 2:00 pm in the Knight Club/Powell Campus Center

14 On-campus offices as well as 1 off campus employer will be there hiring for work-study, non work-study, volunteer and part time positions.

Questions? Reach out to Valerie Daciw at the Career Development Center at daciw@alfred.edu.

Submitted by: Valerie Daciw

[back to top](#)

Celebration of Life Sunday for Brian Dodge, Physical Plant director

Brian Dodge, director of Alfred University's Physical Plant, passed away Sunday, Aug. 25, at age 58 following a battle with cancer.

Brian began his career at Alfred University in January 1999, when he was hired as a boiler tender. He progressed through the ranks, becoming senior boiler tender and heating plant supervisor before his August 2011 promotion to director of the Physical Plant.

A Celebration of Life will be held at the Alfred Station Fire Hall on Sunday, Sept. 1, at 1 p.m. Arrangements are under the direction of Baker-Swan Funeral Home in Andover.

Link: [Complete obituary](#)

Submitted by: Mark Whitehouse

[back to top](#)

Experience German College, Culture, and Cars

Ever wonder what a day in the life of a German college student is like? (College is tuition-free,

students are paid by their employer to go to school half the year and work the other half.) How humans and robots can work together? How businesses compete for customer market share globally? What it is like to be inside a medieval city? What makes Munich one of the most popular cities to visit in Europe? How the automobile evolved over the past 100+ years? What would it be like to see two of the most extensive car collections in the world? If you are a junior or senior, this is an excellent APEX opportunity.

As an added bonus, we will be joined by students from Australia, India, China and Belarus making this a unique opportunity for cultural exchange.

All these topics will be covered in the Allen Term 2020 class on the German Auto Industry. If you are interested, come to an information session Thursday, September 5 at 4:45 pm in Olin 308.

Submitted by: Mark Lewis

[back to top](#)