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TODAY

TOMORROW

SATURDAY

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

Business Office:

Friday, July 8 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2015-16.

Office & Procurement Services:

Friday, May 27 - All requisitions are due for fiscal year 2015-16.

Thursday, June 30 - All Merchandise must be received for fiscal year 2015-16.

Accounts Payable:

Thursday, June 30 - All merchandise and services must be received and invoiced to the University for fiscal year 2015-16.

Friday, July 8 - The cutoff date for travel expense forms that account for travel through June 30 for fiscal year 2015-16.

Friday, July 8 - Invoices for fiscal year 2015-16

University One Card Reconciliation for June:

Friday, June 17 - Last day for purchases on credit card for fiscal year 2015-16.

Friday, July 8 - Card holder review and send paperwork to card manager.

Wednesday, July 13 - Card manager approve and send paperwork to Program Administrator.

Submitted by: Jodi Howe

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#### **Limited Parking: Carnegie/Physical Plant Lot**

Starting Monday, May 16, a construction project will begin in the Carnegie/Physical Plant parking lot. A large number of parking spaces will be temporarily off line for the duration of the project (which is estimated to take a week.)

If you normally park in this lot please plan to park in an alternate location.

If you have any questions please call the Office of Public Safety, Ext. 2108.

Submitted by: Deborah Clark

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#### **Outgoing Mail Due in Procurement Services by 1:30 Daily**

Now that summer hours have arrived for most departments, the deadline for daily outgoing mail has changed as well.

All outgoing mail must be delivered to Procurement Services by 1:30 p.m. daily to ensure mail is posted the same day.

If you have concerns or questions do not hesitate to ask by calling ext. 2698.

Submitted by: Donna Sturdevant

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#### **Summer 2016 Hours Announced**

Starting Monday, May 16 and continuing through Friday, Aug. 12 the University will again follow a summer work schedule.

Official summer business hours for offices will be 8 a.m. to 3:30 p.m. Please speak with your supervisor for your department's schedule.

Should you have any questions, please contact Mark Guinan in the Human Resources Department.

Attachment: [Summer Hours 2016](#)

Submitted by: Mark Guinan

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#### **Chemical Waste Removal**

The spring/summer chemical waste removal will occur during May 2016. Both hazardous and non-regulated waste will be accepted.

All chemical waste must be received in your respective Central Accumulation Area (CAA) no later than Thursday, May 26, 2016. All colleges (Harder Hall, McMahon, and Myers CAAs) contact Dean Perry x 2196 or Travis Reed x 2190 for receipt of your hazardous and non-regulated waste.

Completed Hazardous Waste and Non-Regulated Waste Log Forms MUST be sent to EH&S no later than Thursday, May 26 and may be mailed (117 Myers Hall), faxed to x2086, or scanned and e-mailed to: [perrydr@alfred.edu](mailto:perrydr@alfred.edu).

The hazardous waste packers must have this information prior to packing in order to obtain required approvals from the disposal facility.

All Satellite Accumulation Area labels MUST be filled out completely with EPA# for respective college, building name, Room # or area name, start date, initials, chemical name(s) of constituents in the accumulation container with volume or weight, and waste characteristics prior to receipt in Central Accumulation.

Note: Per EPA regulations you have only 72 hours from an SAA full date to transfer the container to the proper CAA. SAA containers must be capped or sealed with container lid, have clean exterior, and SAA label easily legible. If you have any questions contact Dean Perry.

All Satellite Accumulation Areas must be empty prior to Monday, May 30, with a notation to that effect made on your submitted May or June 2016 Satellite Accumulation Area Weekly Inspection sheet.

Reminder: Any SAAs which collect waste during the summer and are not empty over the summer must have the weekly inspection log maintained and submitted to EH&S on a weekly basis.

Hazardous and Non-Regulated Waste Log Forms are available at <http://our.alfred.edu/ind...> under the heading "AU EH&S Forms".

Link: [EH&S Web site](#)

Submitted by: Dean Perry

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### Service Award and Retiree Recognition Luncheon

They University will hold its annual Service Award and Retiree Recognition Luncheon Friday, May 27 from noon-1:30 p.m. in the Knight Club at the Powell Campus Center.

All employees are invited to attend this event where we honor those employees who have attained milestones in their service to the University and honor and say good-bye to those who have retired during the past year.

In order to assure that we have enough food prepared we ask that you advise us of your plans to attend by emailing Mark Guinan, Director of HR at [Guinan@alfred.edu](mailto:Guinan@alfred.edu) no later than Friday, May 20, 2016. Space is limited so be sure to get your reservation in early.

Submitted by: Mark Guinan

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### Entertainment Guide Information

It is that time already! We will be collecting information for the first entertainment guide of the 2016-17 school year. Information is due to the [CSI@alfred.edu](mailto:CSI@alfred.edu) by Tuesday, May 31. Please take a few minutes to get information to us in the format below.

Date  
Title  
Time and Location  
Brief description

Following this format makes sure your information is correct and it makes our jobs tremendously easier if we don't have to reformat everything!

Submitted by: Eliza Ordway

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### **MostArts Festival Tickets on Sale**

"The Magic Returns" this July 3- 9 at the 2016 MostArts Festival and Young Pianist Competition.

For Information: [www. MostArts.alfred.edu](http://www.MostArts.alfred.edu); Purchase Tickets Online or email [MostArts@alfred.edu](mailto:MostArts@alfred.edu).

Link: <http://www.MostArts.alfred.edu>

Submitted by: Lisa Lantz

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### **Festival Workshops Available**

Do you enjoy sketching or watercolor? Then our outdoor "Plein Air" Workshop is for you!

Would you like to learn the Art of flower arranging? Check out our Master Gardener Workshop.

And don't miss an opportunity to work with renowned artists for 2-4 weeks at the Summer Ceramic Art Workshops.

For information and Registration: [www.MostArts.alfred.edu](http://www.MostArts.alfred.edu)

Submitted by: Lisa Lantz

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### **AU Photo Library Online - Gallery Server Pro**

AU has a new searchable photo library, Gallery Server Pro (<http://gsp.alfred.edu>), accessible to AU faculty/staff. This library contains a wide variety of downloadable AU images ranging from seasonal campus scenics, to classrooms/labs, to selected campus events. To access, please go to [our.alfred.edu](http://our.alfred.edu) and scroll down the left-hand side to Faculty/Staff. Click on Faculty/Staff and scroll down to Gallery Server Pro.

Gallery Server images are cataloged by semester, by month and by topic, and as new photo assignments are completed, additional images will be cataloged and posted on a regular basis. The photos are extensively tagged to assist in searches for specific subjects.

NOTE: The images have been carefully selected from more extensive photo sessions that include alternative views and formats (landscape vs portrait). Those images are archived separately and you will need to contact Rick McLay, director of Creative Services at 2736 ([mclay@alfred.edu](mailto:mclay@alfred.edu)) to inquire about those additional images. There is also a separate folder dedicated to faculty/staff portraits, many of which were completed the week of Aug. 17, 2015.

#### BEFORE YOU DOWNLOAD

The primary use of many of these images is for Admissions and University Relations marketing efforts in both printed and web formats. In order to keep track of downloads (except for faculty/staff portraits), please contact Rick McLay ([mclay@alfred.edu](mailto:mclay@alfred.edu)) or Judy Linza ([linza@alfred.edu](mailto:linza@alfred.edu)) with information on which images you are downloading, and where they are going to be used.

#### TO DOWNLOAD

Access to Gallery Server requires AU username/password to review images and to download in three formats: 1. Thumbnail (small image), 2. Web optimized (low resolution but full size), and 3. Original (high resolution). To download the image of your choice, use the download/share icon, which is the one on the left in the icon grouping above each image, and follow the directions.

#### ADDING PHOTOS TO THE AU PHOTO LIBRARY

We welcome the opportunity to obtain images from faculty and staff. Though much effort goes into documenting as many things as possible on campus, it is impossible to cover it all. When there are events such as art shows, or special lab/classroom activities that faculty/staff are photographing, we would very much like to review those images so that the library is as comprehensive as possible. Please contact Rick McLay if you have images that you think should be considered for this.

#### ATHLETICS PHOTOS

Current images of athletics events are available at (<http://gosaxons.com>). By contractual arrangement with the professional photographer, there will be a charge for athletics images. Mark Whitehouse, AU's Sports Information director ([whitehouse.alfred.edu](mailto:whitehouse.alfred.edu)), is the contact regarding usage.

If you have any questions or suggestions for photos you want cataloged and included, please contact Rick McLay at [mclay@alfred.edu](mailto:mclay@alfred.edu) or Ext. 2736. If a student requests access, please contact Rick McLay.

Submitted by: Deborah Clark

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#### New Hires, Position Changes April 2016

##### New Hires:

David B. DeLany, Multi-trades, Physical Plant

Alexander R. MacCrea, locksmith, Multi-trades, Physical Plant

Matthew W. Wendt, barn assistant, Equestrian Center

Shannon D. Yocum, secretary, Environmental Studies/Biology/Physics/Astronomy, Science Center

##### Position Changes:

Amanda R. Armer, specialist, Accounts Payable, Carnegie Hall

Dean R. Perry, coordinator, Environmental Health & Safety, Myers Hall

Dale R. Watson, Multi-trades, Physical Plant

Submitted by: Deborah Clark

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#### Concert: Emma Tyme

Thursday, May 26 at 7 p.m.  
Nancy Howe Auditorium

David A. Howe Public Library  
155 N. Main St., Wellsville  
585-593-3410

Emma Tyme is a singer-songwriter from the hills and valleys of Allegany County. She draws her artistic inspiration from the sights and sounds of nature and the musical contributions of Joni Mitchell, Regina Spektor, Bonnie Raitt, Bon Iver, and Judy Roderick. Her compositions on guitar, piano, and ukulele are led by her smooth mezzo-soprano voice and thoughtful lyrics.

This concert is free and open to the general public.

Submitted by: Deborah Clark

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