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TODAY	TOMORROW	THURSDAY
	<ul style="list-style-type: none"> · Alfred Co-Ed Track at Brockport 	10:00 Alfred Co-Ed Track at Brockport

End of Fiscal Year Procurement Deadline

The end of the fiscal year is fast approaching. The last day to submit a purchase requisition to Procurement Services is Friday, May 25. After this date we may still be able to process your request in the current fiscal year, but we are unable to guarantee that the order will be delivered and invoiced by June 30.

Attached is a copy of the requisition form for your convenience.

Please contact Procurement at procurement@alfred.edu or ext. 2698 for questions or concerns.

Attachment: [Requisition](#)

Submitted by: Cheryl Foster

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University Available Store Credit Cards

Due to a wave of recent inquiries, kindly note that Procurement Services and the Business Office does not have an "Alfred University One Card" available for 24-hour checkout. However, Procurement Services does have the following store credit cards available for 24-hour checkout:

- * Lowes
- * Sears
- * Wal-Mart
- * Wegmans

Be advised that Wal-Mart will only accept a tax-exempt card with the store credit card, or with an Alfred University issued One Card. Wal-Mart will not accept the tax-exempt card when paying with cash or personal credit cards per Wal-Mart store policy. Wal-Mart has also been receiving an influx of requests from individuals for tax-exempt cards, however they have notified us that these requests will be denied.

For questions or concerns, contact Procurement Services at ext. 2698 or procurement@alfred.edu.

Thank you!

Submitted by: Cheryl Foster

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2018-2019 Holiday Schedule Announced

Attached is the 2018-2019 Holiday Schedule for Alfred University. As in the past several days of the year are celebrated during the December-January Holiday to allow the employees to enjoy a full 10 days off. Please note that Memorial Day 2018 will be observed on Monday , May 28, 2018 and is considered the last Holiday of the 2017-18 year.

Attachment: [2018-2019 Alfred University Holiday Schedule](#)

Submitted by: Mark Guinan

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Mentorship vs. Supervision

This is the eighth training in an 8 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: understanding the difference between supervision and mentoring, benefits of developing a mentoring/coaching approach, and learning how to succeed as a supervisor.

Supervisors who may be new in their rolls or need a refresher are encouraged to come.

This training will be held from 12:15 p.m. - 1:00 p.m., Wednesday, May 9 and from 12:15 p.m. - 1:00 p.m., Tuesday, May 22 both located in the Kenyon/Allen Room. Please, feel free to bring your lunch, and learn with Human Resources.

Submitted by: Kayleigh Misner

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Cristina Cordova: La Jungla & Mysteries of Place

Friday, February 2 -Sunday, July 29, 2018

Opening Reception: February 2, 6:00 pm - 9:00 pm

Alfred Ceramic Art Museum

CRISTINA CORDOVA: JUNGLA

An exhibition of sculpture and drawings by Cristina Cordova. Cristina's figurative work has established her as one of the preeminent ceramic artists of her generation. Her work renders the figure as a mysterious, sensual force of compelling urgency. Her masterful use of the ceramic medium empowers her work with a mesmerizing, at times uncanny presence.

Mysteries of Place

In collaboration with the Institute of Electronic Media, School of Art and Design, Alfred University, has resulted in the magnificent exhibition Mysteries of Place: The Cahaba River Project, prints by Elisabeth Pellathy, Lee Somers and Scott Stephens. This collaboration lies at the core of the Museum's exhibition policy, which acknowledges works in all media. We are pleased to exhibit the work of these particular artists who have strong connections to Alfred University.

Submitted by: SOAD Events

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TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Wednesday, June 13, in the Human Resources Conference Room in Greene Hall. Let her help you make financial decisions that are right for you. To schedule an appointment, employees should call TIAA at 1.800.732.8353 and remain on the line for assistance; or register at www.TIAA.org/schedulenow.

Submitted by: Kim Wyant

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TIAA Webinars

May Webinars offered by TIAA:

Tuesday, May 8 from 3:00 - 4:00 pm: Integrating healthcare into your retirement plan

Wednesday, May 9 from 12:00 pm - 1:00 pm: Washington Update- Policy making in the age of disruption

Thursday, May 10 from 12:00 - 1:00 pm: The 411 on 529 college savings plans

Thursday, May 10 from 3:00 pm - 4:00 pm: Transitioning from career to retirement

Tuesday, May 15 from 12:00 pm - 1:00 pm: How to use TIAA's Online Tools

Tuesday, May 15 from 3:00 pm - 4:00 pm: Navigating debt consolidation & understanding the mortgage process

Wednesday, May 16 from 12:00 pm - 1:00 pm: Demystifying life insurance

Wednesday, May 16 from 3:00 pm - 4:00 pm: Transitioning from career to retirement

Thursday, May 17 from 12:00 pm - 1:00 pm: How smart investors ride out market volatility

Thursday, May 17 from 3:00 pm - 4:00 pm: A financial guide for women

Tuesday, May 22 from 12:00 pm - 1:00 pm: Top 5 estate planning mistakes

All webinars are free and you can enjoy them from the comforts of your own office. Please see the attached flyer for more details.

Link: [TIAA Webinar Link](#)

Attachment: [Webinar Calendar](#)

Submitted by: Kayleigh Misner

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May Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of April 2018. The Committee will be observing years 1, 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50.

At Alfred University, we realize that our employees are our greatest asset, and we are delighted to honor your dedicated service and commitment to this organization. It is our employees who uphold our principles, demonstrate our vision of working for a better future for our University, deliver on our customer promise and make us the passionate organization we are today.

The success of our organization is a direct result of your efforts and dedication. Your commitment to quality and personal and professional integrity is the differentiating factor that sets us apart from our competition.

On behalf of Alfred University, it is with great pride and admiration that we congratulate you on this service anniversary milestone.

Celebrating 1 Year of Service:

May 6- Andrew Crowner- Boiler Tender/Night Watchman- Maintenance

May 15- Abigail Griffith- Director- Judson Leadership Center

May 16- Tamara Schweigart- Secretary, Division Health and Human Performance- Athletics

May 22- Brian Dalton- Vice President- Enrollment Management

Celebrating 5 Years of Service:

May 23- Daffney Clark- Temp Saxon Bartender- Saxon Corporation

May 28- Joshua Knight- Assistant Mechanic- Maintenance

Submitted by: Kayleigh Misner

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Got Saxon Spirit?! Apply to be an Admissions Student Ambassador!

To apply:

Complete the attached application and submit it, along with the required additional materials to the Office of Admissions (located in Alumni Hall) or via e-mail to bentley@alfred.edu or pomeroy@alfred.edu no later than July 1, 2018. Interviews will start when the Fall semester begins.

Admissions ambassadors are student leaders who are knowledgeable and enthusiastic about Alfred University. Ambassadors must possess strong communication, organization and leadership skills. The job entails a great deal of responsibility, since it directly supports the enrollment efforts of the professional admissions staff and the university as a whole. Giving campus tours is the principle responsibility of the tour guides; the tours will introduce prospective students to AU's campus, while providing them with relevant information about academics and student life. Ambassadors will also correspond with prospective students and assist admissions counselors with office responsibilities.

Attachment: [Application Attachment](#)

Submitted by: Maria Bentley

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Gibbs Fitness Center & Joyce Walton Summer Hours

The Gibbs Fitness Center in McLane will be offline from May 14, 2018 - August 12, 2018 due to construction. Most equipment will be relocated into the Joyce Walton Center during this time for all members of the Alfred community to continue to utilize during this renovation period.

Any members wishing to purchase a summer membership may still do so by contacting Colleen Harvey (harveyc@alfred.edu) in the athletic department main office during normal business hours.

Hours of operation for the Joyce Walton Center will be as follows beginning 5/14/18:

Monday-Fridays 10:00 am - 6:00 pm
Saturdays-Sundays 12:00 pm - 4:00 pm

Submitted by: Tony Aquilina

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Donations for SAE Baja Kansas Trip

Saxon Racing is looking for donations to reduce the cost of our upcoming trip to Kansas. We are specifically looking for:

- 5+ Cases of Water
- 1+ Case of Gatorade
- 1+ Boxes of Fruit Snacks
- 3+ Boxes of Pop tarts (strawberry, cookie dough, or s'mores only)
- 2+ Boxes of Granola Bars
- 4+ Bags of Chips
- 2+ Jars of Strawberry or Grape Jelly
- 6+ Loafs on Bread
- 2+ Jars of Peanut Butter
- 2+ Jars of Fluff
- 2+ Bags of Sunflower seeds
- 2+ Bags of Grapes
- 1+ Bag of Coffee grounds
- \$50+ McDonald's, Burger King, or Subway gift cards
- \$25+ Dunkin Donut's gift cards

Donation boxes will be placed in Powell Campus Center, the Engineering Labs, and the Engineering Dean's office. Thank you for the support!

Submitted by: Cameron Martineau

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Jr. Strings in Concert, Tuesday, May 15 at 7:00 in Miller Theater

Spring is in the Air and the Alfred University Junior String Program is presenting their annual Spring Recital Tuesday, May 15 at 7:00 pm in Miller Theater. The concert features the Junior String Ensemble as well as the younger Twinkle Class, Beginning Strings, and Suzuki String Class, under the direction of Dr. Lisa Lantz, founder of the program now entering its 20th season. Violinists Grace Lee, Candy

Wu and Isabel Metz will perform solo works accompanied by the Music Department's newest member, Kurt Galvan. The public is invited and families with young children are especially encourage to attend. A reception will follow in Miller Lobby.

Submitted by: Lisa Lantz

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Money raised for the Walker Book Fund

The Support Staff Council is proud to announce that we were able to donate \$626.50 to the Gail Walker Book Fund following the Tacos for Textbooks pop-up lunch held on Thursday, April 19. We want to thank everyone who stopped in for a bite to eat and/or donated money in support. A huge thank you goes out to AVI for their help and support.

The Walker Book Fund was created after the death of beloved AU psychology professor Gail Walker in 2006. The book fund is used to help students struggling financially by helping to pay for their textbooks.

Each year the fund is exhausted, and the SSC has worked to replenish it. If you are interested in helping with fundraising, please contact a Support Staff member.

Attachment: [SSC Roster](#)

Submitted by: Crystal Henshaw

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Senior Forum 2018

The Allegany County Senior Forum and Public Hearing will be held at two locations this year - Thursday, May 17 at the Houghton Wesleyan Church and Thursday, May 24 at the Wellsville American Legion.

The Public Hearing is your chance to express your opinions on services for the elderly in Allegany County to the Office for the Aging staff, its Advisory Council, and your County Legislators.

Registration begins at 8:30 with coffee and donuts, the Public Hearing will begin at 9, at 10:30 Sheriff Rick Whitney will offer a program on how to stay safe if you find yourself in an active shooter situation, and lunch will be served at 12 noon.

If you are interested in attending either the Houghton or Wellsville event, please call the Office for the Aging at 866-268-9390 to register.

Submitted by: Jen Guarasci

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Timesheets/Approvals for Payroll #11 (EARLIER DUE DATE)

Employees, please note, that timesheets for the 5/6/18-5/19/18 pay period will be due 5/22/18 by midnight.

Supervisors who approve timesheets, please note, that all timesheets must be approved by 5/23/18 at noon.

Thanks for your cooperation in this matter due to the Memorial Day holiday.

Submitted by: Kayleigh Misner

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Joyce Walton & Fitness Center Hours of Operation

Most Fitness Center equipment will be relocated to the Joyce Walton Health & Wellness Center this week due to construction. With this transition, the fitness center equipment will be offline through Thursday, May 17. The Fitness Center Equipment will still be functional in the Joyce Walton Health & Wellness Center.

Summer Hours of operation in the Joyce-Walton Center are as follows:

Mondays-Fridays: 10:00 am - 6:00 pm

Saturdays-Sundays: 12:00 pm - 4:00 pm

Submitted by: Tony Aquilina

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