

In This IssueWebmail users [click here](#)**Official News**

- [Exempt Staff and Approvers - Make Sure Your Leave Reports are Up-to-Date!](#)
- [Reminder to Supervisors - Performance Reviews are Due](#)
- [Request for Contracts for AU's Annual Audit](#)

General Announcements

- [Tickets Now on Sale for MostArts Evening Concerts](#)
- [Shredding Service Day](#)
- [Metal Desks and Book Case](#)
- [New Yoga and Meditation Course for Allen Term](#)
- [May 2014 New Positions, New Hires](#)
- [Bus Fare Change](#)
- [Lecture: Our National Park System](#)

What's Happening?[More Events...](#)

TODAY

TOMORROW

WEDNESDAY

Exempt Staff and Approvers - Make Sure Your Leave Reports are Up-to-Date!

Please remember to submit any past due Leave Reports (if you have any) so that they can be approved by your supervisor.

All Supervisors should check on their own employees who report to them to make sure all past-due Leave Reports are submitted and approved.

June is the final month of the fiscal year so it is important that at the end of this month, your June Leave Report is submitted as soon as possible. Accruals need to be up-to-date so that our Leave Liability Report for the EOY financial statements is accurate.

Your cooperation is appreciated!

Submitted by: Kathy Costello

[back to top](#)[Send Email Reminder](#)**Reminder to Supervisors - Performance Reviews are Due**

This is to remind you that Annual Performance Reviews are due in the HR office by June 30. If you have not completed the review and individual meeting with your people please do so as soon as possible. Please feel free to contact the HR department if you have any questions or need any assistance.

Submitted by: Mark Guinan

[back to top](#)

[Send Email Reminder](#)

Request for Contracts for AU's Annual Audit

Each year at this time it is important to ensure that our office has a copy of all Capital and Operating Leases and Contracts which may have been operative during the recent fiscal year (July 1, 2013 through June 30, 2014 only).

General definitions are:

Capital (or Finance) Lease

Leases involving assets the University will own at lease end (dollar buyout).

Example: buying an asset on an installment basis.

Operating Lease

Leases involving assets the University will not own at lease end (fair market value buyout). Example: renting an asset for a specific term.

Contracts

Agreements financially obligating the University; typically pertains to contracted services or maintenance agreements.

Please forward a copy of all such documents to our office no later than Monday, June 16th to the attention of Jodi Howe, Business Office, Howell Hall.

Please read attached memo for additional information.

Attachment: [Memo-Campus_re-request_for_Contracts.pdf](#)

Submitted by: Jodi Howe

[back to top](#)

[Send Email Reminder](#)

Tickets Now on Sale for MostArts Evening Concerts

The MostArts Music and Arts Festival is July 6 -12. Mid-day concerts, exhibitions and other events are free. The "Evening Concert Series," which feature Concerts by three International Concert Pianists, the Festival Orchestra, and the Piano Competition Finalists, will be held in Miller Theater and require tickets. Please email MostArts@alfred.edu for information or reservations.

Seniors and Students pricing:

\$10 for a single concert

\$50 Week Pass to all 6 performances

General admission:

\$20 Single Tickets

\$100 for all 6 evening concerts

\$150 "Standing Ovation" For all 6 evening concerts in Miller Theater plus an Ovation Wine and Cheese Reception

For information on Special Rates for Groups and Family or reservations, please email MostArts@alfred.edu.

Link: [MostArts Summer Music and Art Festival](#)

Attachment: [MostArts Brochure](#)

Submitted by: Nancy Freelove

[back to top](#)

[Send Email Reminder](#)

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.

Submitted by: Cheryl Foster

[back to top](#)

[Send Email Reminder](#)

Metal Desks and Book Case

The Office of Summer Programs has two metal desks and a black metal book case free to anyone who wants them. Just call Ext. 2612.

Submitted by: Frank DiRaimondo

[back to top](#)

[Send Email Reminder](#)

New Yoga and Meditation Course for Allen Term

We are excited to announce a new Yoga and Meditation course for the coming Allen term!

UNIV 200 Topics: Yoga & Meditation: Mindfulness, Empowerment and Wellness
Allen Term 2014-15 (Dec. 15 - Jan. 16)
Dates of residence at the Himalayan Institute: Jan. 2-12, 2015

The practice of yoga and meditation is a transformational tool leading not only to improved health and wellness, but also to greater self-awareness and to a deeper sense of community.

Following an online preparatory component, students will spend 10 days at the Himalayan Institute in Honesdale, PA for an immersive experience in the history, theory, and practice of yoga and meditation. The estimated cost of room and board at the retreat center is \$1,100.

This course is approved as an elective for Women's Leadership Academy members and may also be applied to the Gary Horowitz Leadership Certificate program, pending individual approval.

For more information, please contact Dr. Cecilia Beach (fbeach@alfred.edu) or Dr. Hope Childers (childers@alfred.edu).

Submitted by: Cecilia Beach

[back to top](#)

[Send Email Reminder](#)

May 2014 New Positions, New Hires

Position Changes:

Lisa M. Clark, accounting administrator, Business Office
Corinne (Corey) L. Fecteau, art adviser/Service Learning coordinator, Career Development Center

New Hires:

David L. Bailey, multi-trades, Physical Plant
Tanihe M. Fields, custodian, Physical Plant

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

Bus Fare Change

From now until Monday, Aug. 18 the HAT bus fare is \$4 round trip to Hornell (\$2 each way).

Submitted by: Thomas Beaudoin

[back to top](#)

[Send Email Reminder](#)

Lecture: Our National Park System

Speaker: Craig Braack, Allegany County historian
Tuesday, June 17 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

As we continue our annual armchair tour of vacation spots, this program will cover several of our most magnificent parks in our National Park System including Yellowstone, Grand Tetons, Death Valley, Crater Lake, and Great Smoky Mountains. Craig will guide us on this illustrated tour and give people tips on planning a vacation or just enjoying a virtual get-away.

This library-sponsored program is free and open to the general public.

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)