

In This Issue

Webmail users [click here](#)

Official News

- [GENERAL COMMENCEMENT CEREMONY INFORMATION:](#)

General Announcements

- [Summer Hours 2019](#)
- [Senior Week Kicks Off Monday, May 13](#)
- [PROPERTY AWARENESS](#)
- [Return your Rented Textbooks BEFORE Leaving](#)
- [Ca\\$h for Textbooks @ AU Bookstore](#)
- [BFA and BA Thesis Exhibitions](#)
- [AU Alumni - Join us Monday Night for Name that Tune](#)
- [Photo, Video or Print Requests](#)
- [Financial Literacy Workshop](#)
- [2nd Annual All Employee Recognition Reception](#)
- [College Work-Study: Last Day to Work - Spring Semester 2019](#)
- [HIPAA Regulations](#)
- [HR Tip of the Month](#)
- [Don't miss a Minute of the Magic- MostArts Tickets and Workshops on Sale !](#)
- [Job Opening](#)
- [Pool Closed](#)

What's Happening?

[More Events...](#)

TODAY	TOMORROW	SUNDAY
	<ul style="list-style-type: none"> · BFA and BA Thesis Exhibitions 	2:00 Student Recital

GENERAL COMMENCEMENT CEREMONY INFORMATION:

Please note, the following information does not apply to the AUNY graduating students. Those students will have a separate ceremony on June 14th in Brooklyn, NY. AUNY students will receive separate information regarding this ceremony.

- * All approved graduating students and students on the walk-list through the University Registrar's Office, will each be allotted five tickets for attendance to the annual Commencement Ceremony.
- * Faculty, members of the graduating class, and all other staff partaking in the ceremony will not need a ticket.
- * Tickets will be available starting Monday, April 22 - Friday, May 17, 2019 for approved graduates in the Powell Campus Bookstore on the second floor of the Powell Campus Center.
- * Those requesting additional tickets have the option of being placed on a list. On May 13, prior to the Commencement Ceremony, a review of any remaining tickets will be conducted and those tickets will be divided and distributed evenly amongst the requests. Placement on this list is not a guarantee of additional tickets.
- * Students and guests may park in any valid parking spot the day of the ceremony. Shuttles, starting at 8:00 am until 1:30 pm, will be running from several locations to assist you with getting to the McLane Center and returning to your vehicles.

- * Guest seating opens at 8:30 am. Please arrive early to locate parking and be seated prior to the start of the ceremony at 10 am.
- * Any person occupying a seat must present a ticket for admittance. There is no standing room area in the McLane Center for guests without tickets.
- * For those without tickets, an overflow area will be available in Holmes Auditorium, Harder Hall, where a live streaming video of Commencement will play.
- * A live stream video of Commencement will be available on the Alfred University website.
- * Children under the age of 3 years old who will sit in a lap during the entire ceremony do not require a ticket. Please note, due to strict fire regulations, strollers and car seats may not be taken into the McLane Center.
- * Guests with disabilities: seating on the floor (rather than bleachers) is available and guests may enter at the lower level of the McLane Center. We encourage you to make prior arrangements with Bonnie Dungan, Director of Summer and Parent Programs at dunganbj@alfred.edu or (607) 871-2612 should you require special assistance.
- * Cell phones and other electronic equipment must be turned off or muted.
- * Due to fire regulations, guests are not permitted in the aisles during the ceremony at any time.
- * Professional photographers will be taking photos of the graduates as they receive their diplomas.

Submitted by: Meghan Dwyer

[back to top](#)

Summer Hours 2019

The University will henceforth observe a summer work schedule beginning the Monday following commencement and concluding the second Friday in August. For this year, summer hours will begin on Monday, May 20 and will continue through Friday, August 9.

While most University employees will be working according to the Administrative Office hours, some department schedules may vary. Please speak with your supervisor for your department's schedule.

Administrative Office Hours: 8:00 am - 3:30 pm (with a half hour lunch)
Maintenance, Grounds and Custodial: No schedule change

Additional Information:

- On the door of your office, please post summer office hours
- Please change your voice mail message to indicate your specific summer hours, as may be appropriate
- Any questions regarding payroll/timesheets, please contact the Payroll Department

Submitted by: Kayleigh Misner

[back to top](#)

Senior Week Kicks Off Monday, May 13

Senior Week events start Monday, May 13.

#1 Event - A Knight on Us - Sponsored by the AU Advancement Office 4:00 - 6:00 pm. Seniors enjoy complimentary pizza and adult beverages while mingling with classmates and local alumni. *ID required.

#2 Name that Tune 6:00 - 8:00 pm. Seniors AND AU alumni - Continue the fun with a cash bar and our own John Lewis selecting songs for Name that Tune. Get a team together and join us!

Submitted by: Marcy Bradley

[back to top](#)

PROPERTY AWARENESS

This is the time of year when items of value tend to be taken when opportunity presents itself. Please keep valuables secured, and doors locked so that this does not happen to you.

Submitted by: John Zlomek

[back to top](#)

Return your Rented Textbooks BEFORE Leaving

Remember to return your RENTED TEXTBOOKS by Monday, May 13 before leaving for break to the AU Bookstore. The bookstore is open 7 days a week for you to return your books to the Powell Campus Center.

Remember, you will be charged for non-returned rentals.

Link: <http://alfred.bncollege.com>

Submitted by: Marcy Bradley

[back to top](#)

Ca\$h for Textbooks @ AU Bookstore

No longer want a textbook you purchased? The AU Bookstore offers CASH for textbooks, no matter where you purchased it!

CAUTION - Return your rentals back to the source you purchased them. There are late fees from all companies for rentals.

Submitted by: Marcy Bradley

[back to top](#)

BFA and BA Thesis Exhibitions

Date: Saturday, May 11

Time: 4:00 pm - 8:00 pm

Location: School of Art and Design

Cost: Free

Sponsored by: School of Art and Design

Thesis exhibitions for BFA and BA Art and Design students

Submitted by: SOAD Events

[back to top](#)

AU Alumni - Join us Monday Night for Name that Tune

All AU Alumni are invited Monday night 6:00 pm - 8:00 pm for Name that Tune with John Lewis in the Knight Club. Get a team together!

The event will bring AU alumni together with the 2019 seniors for some fun and mingling!

Submitted by: Marcy Bradley

[back to top](#)

Photo, Video or Print Requests

Do you have a photo, video or print project coming up? To help with planning and coordination the Marketing & Communications Office has an online Project Request Form. Please complete the form as soon as you are aware of the upcoming project so we can plan accordingly. Questions? Contact Jodi Bailey at baileyj@alfred.edu

Link: [Photo, Video or Print Project Request Form](#)

Submitted by: Jodi Bailey

[back to top](#)

Financial Literacy Workshop

Financial Literacy Workshops on Loans, Credits, Credit Cards, Budgets and Investing (in partnership with an outside agency; available only on Fridays).

If you have any questions or would like to schedule a workshop, please contact Helena Opare via hoo1@alfred.edu for more information as well as to set up a day and time.

Content was developed using CashCourse and has been approved by Financial Aid. In a recent survey, 99% of student respondents said that this is important information for AU to provide to them.

Thank you.

Submitted by: Helena Opare

[back to top](#)

2nd Annual All Employee Recognition Reception

Please join President Zupan and the Employee Recognition Committee in celebrating milestones of our colleagues!

We will be recognizing those employees who have completed 1, 5, 10, 15, 20, 25, 30, 35, 40, 45, or 50 years of service during the period 7/1/18-6/30/19.

We will honor colleagues who have retired or will retire during the period 7/1/18-6/30/19.

We will also be announcing the recipients of the following awards:
-Cathy Johnson Service Award

- Saxon Service Award
- Bob Condrate Lifelong Learner Award

May 14, 2019 from 2-4pm in Ade Dining Hall

Link: [Nominate Co-Workers for Service Awards](#)

Attachment: [Dessert Reception Flyer](#)

Submitted by: Kayleigh Misner

[back to top](#)

College Work-Study: Last Day to Work - Spring Semester 2019

PLEASE NOTE: The last day for students to work under college work-study (CWS) for the Spring 2019 semester is Monday, May 13, the last day of final exams.

Please feel free to contact me if you have any questions.

Thank you.

Submitted by: Elena Wallace

[back to top](#)

HIPAA Regulations

Do you know what HIPAA stands for? Do you know what HIPAA protects?

HIPAA is the acronym for the Health Insurance Portability and Accountability Act that was passed by Congress in 1996. HIPAA requires the protection and confidential handling of protected health information.

The HIPAA Privacy regulations require health care providers and organizations, as well as their business associates, to develop and follow procedures that ensure the confidentiality and security of protected health information (PHI) when it is transferred, received, handled, or shared. This applies to all forms of PHI, including paper, oral, and electronic, etc. Furthermore, only the minimum health information necessary to conduct business is to be used or shared.

As a Supervisor if you become aware that your employee needs time away from work due to a medical condition for themselves or their family members, the employee does not have to disclose what that medical condition is to you. You should refer them to Kayleigh Misner, in Human Resources, for proper handling of Family Medical Leave Act, Short Term Disability, and/or Paid Family Leave.

If the employee shares that they are needing time off for surgery to you, as their Supervisor, under the HIPAA laws you have no right to share that with anyone else, besides Human Resources. That is a breach of HIPAA confidentiality and can be punishable by law. If it is in email form, you should not forward the email on to anyone else, including your boss, only Human Resources should receive this email.

You cannot discuss with your other employees that the employee will be off for surgery, unless the employee explicitly tells you that you may discuss it with the team. Of course, if the employee wishes to discuss his/her own medical information with others, that is not an employer violation.

Link: [HIPAA Notice](#)

Submitted by: Kayleigh Misner

[back to top](#)

HR Tip of the Month

Did you know that if you need to be off for more than three days due to your own personal illness or a family member's illness that leave will need to be reported to the Human Resources office? Even if you have enough sick/family sick time to cover the leave, it still must be reported. Any leaves that are foreseeable need to be reported to the HR Office 30 days before leave. Anything that may come up that was not foreseeable, needs to be reported immediately to Human Resources.

Your leave could qualify as Family Medical Leave (FMLA), Short Term Disability, and/or the New York State Paid Family Leave (PFL). To determine which leave you qualify for and how much time you have in your banks, contact Kayleigh Misner in the Human Resources office to discuss your options.

Finding the right forms are easy, please visit the updated HR website <https://my.alfred.edu/hr/...> to view any forms that may be necessary for your leaves. There is also general information on the website that relates to the leaves and gives you an outline of what they can be used for.

Submitted by: Kayleigh Misner

[back to top](#)

Don't miss a Minute of the Magic- MostArts Tickets and Workshops on Sale !

The Magic Returns July 7-13 and Tickets for the 2019 MostArts Festival are on Sale! Visit our new website for more information about soloists, workshops, and more: www.alfred.edu/MostArts

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

Submitted by: Lisa Lantz

[back to top](#)

Job Opening

Click the link for details as it relates to the open Dean of Students position.

Link: <https://www.alfred.edu/jobs-at-alfred/viewpost.cfm?ID=8443>

Submitted by: Tamara Green

[back to top](#)

Pool Closed

The McLane Center pool will be closed for open swim following our lunch time swim on Friday, May 10. Hours will resume the week of May 20 or May 27.

Submitted by: Brian Striker

[back to top](#)
