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What's Happening?[More Events...](#)**TODAY**12:00 [IART Senior Shows](#)**TOMORROW****THURSDAY**12:00 [We Need You! Save Our WW At-Work Meetings!](#)**2015 Summer Hours Announced**

Summer Hours will begin on Monday, May 18 and will continue through Friday, Aug. 7.

* 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 a.m. - 3:30 p.m.

Maintenance, Grounds and Custodial: No schedule change

Additional Information

- * On the door of your office, please post Summer 2015 office hours
- * Please change your voice mail message to indicate your specific summer hours
- * Any questions regarding payroll/time sheets, please contact the Payroll Department

Submitted by: Deborah Clark

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University Traffic/Parking Reminder

Only authorized University and Emergency vehicles are allowed to pass through or park on Academic Alley. All unauthorized vehicles parked in this area will be ticketed.

John M.Dougherty
Office of Public Safety at Alfred University
One Saxon Drive
Alfred, New York 14802
607.871.2108
dougherty@alfred.edu

Submitted by: Deborah Clark

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It is Time to Honor our Retirees and Recognize Service Milestones

The Annual Retiree Recognition and Service Award Luncheon will be held in Ade Hall from noon-1:30 p.m. Thursday, May 21 2015. Won't you join us as we say good-bye and best wishes to several of our friends who are embarking on the next phase of their lives and say thank you to others who have reached milestones in their service to the University?

Please, if you haven't already done so, email guinan@alfred.edu if you plan to attend so that we can assure there will be plenty of food for all!

Attached is a list of those persons we are recognizing. We hope to see you there.

Attachment: [Honorees_YOS_Awards_2015.doc](#)

Submitted by: Mark Guinan

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Notice to Campus Work Study (CWS) employers for 2015-16

If you are planning on hiring CWS students for the 2015-16 academic year, you will need to complete a Federal College Work-Study Position Request/Job Description. Click on the link below to access the form and instructions. The completed forms are due at the Financial Aid Office by Aug. 1 to be included when the Job Board goes active on Saturday, Aug. 22, 2015.

Contact Elena Wallace (x2159) at the Financial Aid Office if you have any questions regarding this request.

Attachment: [Position Request/Job Description Form](#)

Attachment: [Job Description Instructions](#)

Submitted by: Elena Wallace

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Graduates, Regalia Can Be Picked Up!

Congratulations May graduates! Regalia can now be picked up at the AU Bookstore. Please bring picture ID.

Store Hours: Monday-Thursday, 8:30 a.m.-5 p.m.; Friday, 8:30 a.m.-4 p.m.; Saturday, noon-4 p.m.; Sunday, noon-3 p.m.

Submitted by: Marcy Bradley

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Senior T-shirts Now on Sale! Saxon Seniors Make H15story!

Seniors, get your 2015 Seniors Make H15story t-shirt! On sale at the AU Bookstore; tees are \$12.

ALL proceeds go to your senior week events. Make sure to purchase your Senior Week wristband by May 1 (on sale at the bookstore, \$50 CASH).

Submitted by: Marcy Bradley

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Powell Mailbox Keys

If you are not returning to Alfred University for the fall 2015-16 semester please remember to return your mailbox key to the mailroom by Friday May 15, 2015.

If you are planning on staying here over the summer, come to the mailroom and sign up on the summer list.

Submitted by: Debra Campbell

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Senior Week- Senior Picture & Winery/Brewery Trip

Senior Week begins! Today meet at King Alfred for your Senior picture at 10:30 a.m. If you purchased a senior week ticket, then board the bus to go to Club 57 for lunch and on to Keuka Lake for the winery/brewery tastings. Buses leave from Powell Campus Center.

Submitted by: Marcy Bradley

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Fitness Center Closed Friday, 5/15 and Saturday, 5/16

The McLane Fitness Center will be closed due to Commencement Friday, May 15 and Saturday, May 16.

Submitted by: Tony Aquilina

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AU Bookstore Hours May 11-16

May 11-16 the AU Bookstore is open 8:30 a.m.-5 p.m. Monday-Thursday, Friday 8:30-4.

Graduation Saturday the bookstore will be open 7-8:30 a.m. AND noon-1:30 p.m.

We will be at McLane Center from 8:30-10 a.m. Congratulations graduates!

Submitted by: Marcy Bradley

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Current Accident/Incident/Nearmiss Form

Please remember to report all Accidents, Injuries, Incidents, and Near misses to your area supervisor immediately and complete the details on the Accident form within 24 hours. *Fax to EHS 607 871-2086.

Forms can be found on the EHS website and also on the HR website at the link below.

*confidential fax line

Link: [Accident,Incident,Nearmiss Link](#)

Attachment: [Accident, Incident, Nearmiss Form](#)

Submitted by: Kathy Costello

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We Need You! Save Our WW At-Work Meetings!

Alfred University and Alfred State have hosted Weight Watchers At-Work meetings since 2007. But, we are in danger of losing our group! We need four more members by May 14 in order to continue the group, which is available to students, faculty, staff and retirees of both institutions.

If you have been thinking about joining, please join now! You will improve your eating habits, lose weight and feel great in the community of friends from Alfred State and Alfred University.

Our Weight Watchers meetings are held every Thursday from noon to 12:45 p.m. in the Pioneer Center HR Conference Room on the Alfred State Campus. In addition, if you sign up for a new monthly pass membership by May 8 you will also receive a free WW Starter Kit.

We have what could be our final two meetings on Thursday, May 7 and May 14. For more information, please contact Marilyn Robin by email at robinmf@alfredstate.edu or by phone at 587-4027.

Please help our group continue and keep this valuable health opportunity available to our campus communities!

Submitted by: Deborah Clark

Summer Shredding Event

Once again, The Division of Business & Finance will be hosting a summer shredding event for your office's sensitive and confidential documents. If you have a preference of when this event is best for your area, please contact procurement@alfred.edu or x. 2698 by Friday, May 15.

Another Alfred Today announcement will follow with the date, time, and location.

Submitted by: Cheryl Foster

Summer Outdoor Lifeguards Needed for Foster Lake

Summer Outdoor Waterfront Lifeguards needed at Foster Lake: Under general supervision, ensures the safety of patrons at an outdoor waterfront/ recreation area by preventing and responding to emergencies.

Contact Cherise Haase, Myers Hall 117, haasec@alfred.edu, 607.871.2190 for more information or Human Resources for an employment application.

DUTIES AND RESPONSIBILITIES: Provide secure safety of patrons in the event of emergency. Provides emergency care and treatment as required until the arrival of emergency medical services. Presents professional appearance and attitude at all times, and maintains a high standard of customer service. Performs various maintenance duties as directed to maintain a clean and safe facility. Prepares and maintains appropriate activity reports. Performs miscellaneous job-related duties as assigned. Greets and validates all Foster Lake Access Pass Holders. Provides information to visitors on obtaining a Foster Lake Access Pass. Assists manager with office/administrative duties prior to and during the Summer Season from May 13-Aug. 23, 2015.

MINIMUM JOB REQUIREMENTS: Current certifications by a recognized source of training: Professional Rescuer CPR, First Aid, Waterfront Lifeguarding. Must have reliable transportation. Preference will be given to those over 18 years of age due to work requirements.

Attachment: [job_description_lifeguard-newspaper.doc](#)

Submitted by: Cherise Haase

SUNY ORP Participants - Fidelity Consultant on Campus

There are now several new providers for the SUNY ORP Retirement program! Now that Fidelity is one of the official providers, they have set up one-on-one meetings on campus. If you wish to diversify your investments and see what Fidelity has to offer, here is your opportunity.

Colin Phoenix is now our Workplace Planning & Guidance Consultant and is scheduling sessions on Wednesday May 20 in the HR Conference Room, Greene Hall, from 10 a.m.-5 p.m.

Those who wish to participate can reserve a spot one of two ways:

1. Call 800.642.7131
2. Online at fidelity.com/atwork/reservations

Please note: These meetings are only intended for Statutory employees enrolled in the ORP Retirement plan currently with TIAA-Cref. Employees in the non-statutory sector who are enrolled in Fidelity have a chance to meet with Colin on a different day which will also be announced in Alfred Today.

Attachment: [Alfred SUNY Ceramics Invited](#)

Submitted by: Kathy Costello

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Miscellaneous Board

Post an item that doesn't quite fit into the lost and found or buy and sell boards, like "for rent" and "yard sales".

Link: [Miscellaneous Board](#)

Submitted by: Judy Linza

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