

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

- [Private/Personal Information and Email Communication](#)

General Announcements

- [MLK Community Dinner](#)
- [Business of Art class](#)
- [Attention Musicians !](#)
- [TIAA Consultant on Campus](#)
- [Family Medical Leave Act Training](#)
- [2019 Benefits Update](#)
- [HR Tip of the Month](#)
- [***** CDC Drop-In Hours Every Wednesday *****](#)
- [The Harlem Globetrotters come to Alfred University!](#)
- [NY Times Newspaper Subscription for Spring Semester](#)
- [Winter weather safety](#)
- [Internship Available for Spring Semester - MostArts Festival Office Intern](#)
- [Deadline to Change Meal Plans - Spring 2019 Semester](#)
- [Spring Festival Gala and Dinner](#)
- [New 2 CREDIT Course - Constructing Culture](#)
- [Job Opening](#)

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

TODAY

TOMORROW

FRIDAY

Private/Personal Information and Email Communication

All employees should understand that certain forms of information such as social security numbers and credit card information should never be communicated through email. It is important that all employees follow the "Private Information and Email" policy in the link below...

Link: [Private Information and Email Policy](#)

Submitted by: Gary Roberts

[back to top](#)

MLK Community Dinner

The culmination of our Alfred University MLK Week 2019 activities will be the MLK Community Dinner and Keynote Presentation on Sunday, January 27 from 6:00 pm - 9:00 pm in the Knight Club. This event is a wonderful way for our community to commemorate and celebrate the legacy of Dr. King and

to recognize some of our community members for their service and share an important message and meal together.

Date: Sunday, January 27

Time: 6:00 pm - 9:00 pm (Mr. Prince will begin his Keynote Presentation at 6:15 pm, and we advise guests to arrive a bit early to find a seat.)

Location: Knight Club, Powell Campus Center

Dinner is by reservation only and limited to the first 110 individuals.

Please RSVP to via AU Connect or email Brian Saltsman at saltsman@alfred.edu.

Our keynote speaker for this year is Mr. Steve Prince, Distinguished Artist in Residence at the Muscarelle Museum of Art and Director of Engagement at the College of William and Mary in Virginia. Mr. Prince is an artist born and raised in New Orleans, LA who combines spirituality, history, humor, and musical performance art to both entertain and educate audiences about social justice, community, and civic responsibility to one another and the broader community. The title of his Keynote presentation is "The Great Commission". Mr. Prince is an award winning artist who is the subject of a year long course at SUNY Geneseo based upon his art and social action work which will culminate in a published book within the next year. His work is widely regarded by both civic and academic colleagues, where he has been invited to produce works for municipalities, churches, and schools. Samples of his work can be found on the Eyekons Gallery website.

The evening dinner event will begin with a presentation and keynote by Steve Prince and be followed by a communal dinner and will include members of the Alfred community who volunteered in the day of service and our community partners.

Link: [AU Connect RSVP](#)

Submitted by: Brian Saltsman

[back to top](#)

Business of Art class

Calling all art students! Looking for one more class? Wonder how you're going to make it as an artist? Sign up for The Business of Art: Professional Practices - ART 293 01 CRN: 27698

This is a hybrid class which meets on Thursdays from 3:20 - 5:10 in the Alfred Ceramic Art Museum and also is taught online.

The Professional Practices course will cover professional practices in the fine art world as appropriate to emerging artists by providing a foundation of practical information to assist undergraduate and graduate studio majors in building a successful career.

Preparation for studio art majors for a professional life after college. Topics will include documenting artwork, writing artist statements and resumes, researching employment opportunities and varieties, grant writing, scholarship, exhibition opportunities, assembling promotional material, pricing work, basic bookkeeping, sales, insurance, taxes and other tools that can support emerging artists. Weekly reading, projects and critiques of projects will culminate in the student 1) submitting an application for one of the following: post-bac programs, residencies or graduate school, grants, exhibitions or employment, and 2) building or updating a website specific to studio practice.

Attachment: [business of art poster](#)

Submitted by: Caitlin Brown

[back to top](#)

Attention Musicians !

Do you love to sing or play an instrument? Share your talent with other musicians in Performing Arts by joining an ensemble and/or taking private lessons. Private Lessons under MUSIC on Banner. Ensembles are Free Overload credit, and we have instruments, so there is no excuse not to join this Spring ! Questions- email LANTZ@ alfred.edu

MUSC 271 AU Chorus
MUSC 273 Concert Band
MUSC 274 Jazz Band
MUSC 275 Symphony Orchestra
MUSC 133 Music of Guzheng - instruments provided !
MUSC 279 Chamber Music
MUSC 272 Chamber Singers - contact Luanne Crosby

Submitted by: Lisa Lantz

[back to top](#)

TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Tuesday, January 29, Tuesday, February 26, and Monday, March 11, 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

[back to top](#)

Family Medical Leave Act Training

This is the fifth training in a 9 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: who is eligible for FMLA leave, how long is the leave, intermittent/reduced leave, how employees request FMLA leave, and how employees return to work after leave

Supervisors who may be new in their rolls or need a refresher are encouraged to come. This is also open to any AU employee who would like more knowledge on this topic.

This training will be held on January 8, 2019 from 11:15 am - 12:00 pm and on January 23, 2019 from 11:15 am - 12:00 pm both located in the Kenyon/Allen Room in the PCC. This is the same training both days.

Link: [HR Website](#)

Attachment: [Flyer for Supervisor Training](#)

Submitted by: Kayleigh Misner

[back to top](#)

2019 Benefits Update

For this benefits update, included is a PDF regarding information as it relates to the changes to the Non-Statutory and Retiree benefits for 2019.

Please review the attached PDF for helpful tips for a smooth transition from BCBS to Univera and OptumRx.

If you still have questions regarding the new insurance, be sure to reach out to Kayleigh Misner, Kim Wyant, or Mark Guinan.

Link: [Benefits Page](#)

Attachment: [Benefits Update](#)

Submitted by: Kayleigh Misner

[back to top](#)

HR Tip of the Month

Did you know that you can receive your W2 (the form that reports an employee's annual wages and the amount of taxes withheld from his or her paycheck) electronically in BannerWeb? This feature will be available mid-January.

Advantages of receiving Form W-2 electronically

Your W-2 will be available sooner than a printed copy

You can reprint a copy of your W-2 anytime during the year

No possibility that a Form W-2 might be lost, stolen, delayed or misplaced by the U.S. mail service or by the employee

Multiple levels of security protects all information within the BannerWeb system

Access can be obtained anytime via the internet-anywhere in the world

If you do not choose to receive your W-2 electronically, a paper copy will be mailed to your home address (current students receive their W-2 in their campus box). Faculty and staff, please ensure the Office of Human Resources has your up-to-date mailing address.

Please see the handout for additional information and how to sign up for electronic retrieval of your W2.

Attachment: [W2 Instructions](#)

Submitted by: Kayleigh Misner

[back to top](#)

***** CDC Drop-In Hours Every Wednesday *****

Have a career-related question? Need your resume critiqued? Every Wednesday from 9:00 am - 4:00 pm make sure you stop in to the Career Development Center (The Castle) to meet with a career counselor. The availability throughout the day is first come first serve.

An appointment is NOT required.

Submitted by: Faith Piatt

[back to top](#)

The Harlem Globetrotters come to Alfred University!

The Harlem Globetrotters will be coming to play at Alfred University in the Galanis Arena on Monday, February 11 at 7:00 pm. Pre-sale tickets are available through the Globetrotters Website by visiting the below link or calling 1-866-468-3399.

Link: [Globetrotters Tickets](#)

Submitted by: Tony Aquilina

[back to top](#)

NY Times Newspaper Subscription for Spring Semester

The AU Bookstore will offer the NY Times newspaper subscription for the Spring semester. The Monday-Friday NY Times arrives daily for pick up at the bookstore after 1:30 pm. Newspapers will start on 1/22/19 and end on 5/13/19. No newspapers during spring break. The cost is \$75.00 for the semester which equals \$1.00/day for the NY Times! Let us know if you would like a subscription.

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

Submitted by: Marcy Bradley

[back to top](#)

Winter weather safety

Winter weather conditions like ice and snow can increase the chances of slips and falls, in addition to other safety concerns, so the office of Environmental Health and Safety would like to remind all Saxons to stay safe this winter. We remind you to dress warmly and wear the appropriate attire, and, when appropriate, walk like a penguin. It may sound silly, but short, shuffled steps can decrease your chances of slipping. Be sure to download a copy of our Walk Like A Penguin poster to post in your area. Also, checkout the additional recommended links for staying safe in the cold.

CDC Infographic: Avoid Spot Treat: Frostbite & Hypothermia

<https://www.cdc.gov/cpr/i...>

CDC Infographic: Be Ready In Winter

<https://www.cdc.gov/cpr/d...>

CDC When Working In Cold:

<https://www.cdc.gov/featu...>

Attachment: [Walk Like A Penguin Poster](#)

Submitted by: Dean Perry

[back to top](#)

Internship Available for Spring Semester - MostArts Festival Office Intern

Seeking an energetic, organized, motivated student intern to help with the MostArts Festival. This is a paid internship, up to \$1,500- looking for students in the Business College, Arts Management Minor, or anyone interested in the Arts & Music with some business experience. Contact Dr. Lisa Lantz, Artistic Director Lantz@alfred.edu

and visit the MostArts website: www.alfred.edu/MostArts

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

Submitted by: Lisa Lantz

[back to top](#)

Deadline to Change Meal Plans - Spring 2019 Semester

The deadline to change meal plans for the spring 2019 semester is Friday, January 25 at 4:00 pm NO exceptions!

To change meal plans, or to add or remove a meal plan for the spring semester, log into Banner Web, click on Student Services, click on Residence Life, and complete and submit a Meal Plan Change Request Form for Spring 2019. Please call Res Life at 607-871-2186 if you have questions.

Submitted by: Karen Porter

[back to top](#)

Spring Festival Gala and Dinner

Time: 5:00 pm, Feb.8th (Friday)
Location: Knight Club, Powell
Cost: Free and open to the public
Sponsored by: Confucius Institute at Alfred University

As the New Year approaches us with new hopes, Chinese Spring Festival is also around the corner!! Spring Festival is the most important, prominent and celebrated date for Chinese people. And 2019 is the Chinese Year of the Pig. Good music, good food, enjoyable performance that you don't want to miss!!

It is Free Admission but with A Ticket!!! Tickets are available in Olin 211, CIAU office. You are all welcome to bring your friends and family!! Join us, and you may become one of the lottery winners of the Gala!! Good luck!!

Feel free to contact Sheng Lin, with any questions by email sheng@alfred.edu

Attachment: **Poster**

Submitted by: Sheng Lin

[back to top](#)

New 2 CREDIT Course - Constructing Culture

Come join a class that uses a contemporary approach to discovering identity in your personal practice. Learn the importance of culture in practice and learning. Utilizing a transdisciplinary angle on research, learn how art, identity, brand, and narrative can help enhance your practice and learning. How does Instagram, Youtube, and social media play a role in this? Join the class and find out! :-D

Topics: Constructing Culture - 27508 - ART 200 - 03
Class: Wednesdays from 1:20 pm - 3:10 pm
Binns-Merrill Hall 108

Fiat Lux!

Submitted by: Hiram Cray

[back to top](#)

Job Opening

Click the link below for details as it relates to the open Registrar job.

Link: [Job Posting](#)

Submitted by: Kayleigh Misner

[back to top](#)
