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TODAY

TOMORROW

FRIDAY

**Outgoing Mail Due in Procurement Services by 1:30 Daily**

Now that summer hours have arrived for most departments, the deadline for daily outgoing mail has changed as well.

All outgoing mail must be delivered to Procurement Services by 1:30 p.m. daily to ensure mail is posted the same day.

If you have concerns or questions do not hesitate to ask by calling ext. 2698.

Submitted by: Donna Sturdevant

[back to top](#)[Send Email Reminder](#)**Limited Parking: Carnegie/Physical Plant Lot**

Starting Monday, May 16, a construction project will begin in the Carnegie/Physical Plant parking lot. A large number of parking spaces will be temporally off line for the duration of the project (which is estimated to take a week.)

If you normally park in this lot please plan to park in an alternate location.

If you have any questions please call the Office of Public Safety, Ext. 2108.

Submitted by: Deborah Clark

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### ITS Equipment Lending Moving to ITS Helpdesk

ITS is pleased to announce that ITS Equipment Lending is relocating to the ITS Helpdesk on the lower level of Herrick Library.

This new, convenient location will allow us to provide a better quality of service to the campus community.

The lending office in Perlman Hall will be closed Monday, May 16 through Friday, May 20. Lending services will be unavailable at this time. Lending will re-open at the ITS Helpdesk on Monday, May 23. All items borrowed the week of May 9 will be due on May 23.

If you have any questions, please contact Meghanne Freivald at 607.871.2363 or via email.

Submitted by: Meghanne Freivald

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### New Mail Process Form

In order for the University to keep up with USPS mailing standards, a new mail form has been created by Procurement Services. A contents section has been added for ongoing safety precautions. Please use this form for all of your metered mail requests.

Metered mail is processed on the first floor of Greene Hall in Procurement Services.

Attached is the new form. However, for your convenience, there will be new ones available at Procurement Services.

Attachment: [New Mail Process Form](#)

Submitted by: Cheryl Foster

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### Summer 2016 Hours Announced

Starting Monday, May 16 and continuing through Friday, Aug. 12 the University will again follow a summer work schedule.

Official summer business hours for offices will be 8 a.m. to 3:30 p.m. Please speak with your supervisor for your department's schedule.

Should you have any questions, please contact Mark Guinan in the Human Resources Department.

Attachment: [Summer Hours 2016](#)

Submitted by: Mark Guinan

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### Saxons: Sports Illustrated Best Mascot In Division III?

Sports Illustrated's Campus Rush has selected Alfred University as one of the Top-32 teams in the nation for the NCAA Division III level for having the most unique mascot out of the 400+ institutions in Division III.

They have opened an online voting page to see who will make it through to the Sweet 16! Follow the link to find links to the voting story and bracket! Voting ends today at 3 p.m.

#SaxonNation

Link: [GoSaxons.com Story With Links](#)

Submitted by: Chris Boswell

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### Entertainment Guide Information

It is that time already! We will be collecting information for the first entertainment guide of the 2016-17 school year. Information is due to the [CSI@alfred.edu](mailto:CSI@alfred.edu) by Tuesday, May 31. Please take a few minutes to get information to us in the format below.

Date  
Title  
Time and Location  
Brief description

Following this format makes sure your information is correct and it makes our jobs tremendously easier if we don't have to reformat everything!

Submitted by: Eliza Ordway

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### Retiree Recognition and Service Awards Luncheon Scheduled

They University will hold its annual Service Award and Retiree Recognition Luncheon Friday, May 27 from noon-1:30 p.m. in the Knight Club at the Powell Campus Center.

All employees are invited to attend this event where we honor those employees who have attained milestones in their service to the University and honor and say good-bye to those who have retired during the past year.

In order to assure that we have enough food prepared we ask that you advise us of your plans to attend by emailing Mark Guinan, Director of HR at [Guinan@alfred.edu](mailto:Guinan@alfred.edu) no later than Friday, May 20, 2016. Space is limited so be sure to get your reservation in early.

Submitted by: Mark Guinan

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### Job Posting - School of Art and Design

Employment Opportunity: Visiting Professor/Foundations

Link: [Visiting Professor/Foundations](#)

Submitted by: Connie Lewis

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### **Allegany Senior Foundation - Swingin' to the Oldies Gala**

Tickets are now being sold for the Allegany Senior Foundation's 6th Annual Swingin' to the Oldies Gala!

This year it is Saturday, May 21, 4 to 9 p.m., at the Alfred State College Activities Center, Wellsville. We will have dinner from L'Italia - served at 5:30 p.m., dancing to Jazz Ninjas, and a basket auction.

Tickets are \$15 each or 4 for \$50 and are available from any Allegany Senior Foundation member, from Cara at the Allegany County Office for the Aging Front Desk, or by calling the OFA Office at 585.268.9390.

We are also looking for basket donations and sponsors. All proceeds goes to Meals on Wheels in Allegany County.

Submitted by: Deborah Clark

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