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What's Happening?

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TODAY

TOMORROW

SUNDAY

Fire Alarm Testing

Please be advised we will be doing fire alarm testing during the week of May 20.

Thank you,
Physical Plant

Submitted by: Kelly Moore

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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

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Job Opening-Procurement Services

Please link below for information on this opportunity

Link: [Procurement Support Assistant](#)

Submitted by: Mark Guinan

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Enroll Today for MostArts Workshops

Special one day workshops are offered for children and adults during the festival- Space is Limited, so enroll Today!

Clay Workshops Monday, July 8, morning & afternoon
Master Gardener Workshop Tuesday, July 10 afternoon
Playing With Words -Creative Writing -by the Daily or Week (July 8-12)
Chinese Guzheng Workshop Thursday July 11 afternoon
Food Sculpture & Brunch Tuesday, July 9 morning
Cooking Class & Dinner Tuesday, July 9afternoon

Special Piano Recital- with Joaquin Achucarro- free and open to the public
Free Event Sat. July 13 - Village Band Concert at 1:00 Village Band Stand
3:00 High Tea and Poetry Reading with Jason Gray

For detailed information and Registration visit www.alfred.edu/MostArts

Link: [MostArts](#)

Submitted by: Lisa Lantz

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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

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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

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New System for the AU Libraries

The AU Libraries are pleased to announce an upcoming systems migration in early July that will improve services to the campus. A new library services platform, called Alma, manages all of the libraries' back-office functions, including circulation, the acquisition and cataloging of print and electronic resources, and resource sharing within SUNY.

The library staff have been working over the last year to prepare for this transition. While we expect disruptions to be minimal, we appreciate your patience and understanding as we make this upgrade.

Library patrons will have access to an improved public search interface called Primo which has several new features:

- * Mobile-friendly design
- * An integrated search of physical and print materials at both Scholes and Herrick (videos, articles, books, databases, etc.)
- * The ability to save favorite searches or articles as well as manage personal accounts for renewals and other circulation functions
- * The ability to search across the collections of all SUNY Libraries (and beyond) with links to request materials for inter-library loan

If you have any questions, please feel free to ask any of the librarians: <https://libguides.alfred...>

Link: [Librarian Contact](#)

Submitted by: Laurie Lounsberry McFadden

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MostArts "Young Pianist Competition" Finalists Announced- Tickets on Sale

Don't miss the extraordinary talents of the 2019 "Young Pianist Competition" Finalists at this season's MostArts Festival. Tickets on Sale at www.alfred.edu/MostArts

Link: <https://www.alfred.edu/about/news/pressreleases/viewrelease.cfm?ID=21195>

Submitted by: Lisa Lantz

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Concerts, Workshops, Exhibitions and More! MostArts Festival July 7-13

The Magic Returns July 7-13

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

Submitted by: Lisa Lantz

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Science Direct Negotiations: Elsevier & SUNY

The AU Libraries want to make you aware of currently ongoing negotiations between SUNY and Elsevier that may have an impact on the availability of the Science Direct database to our campus. The SUNY system has a contract with Elsevier and the cost is covered by many of the individual campuses, including the NYS College of Ceramics at Alfred. The current contract will expire December 31, 2019. SUNY is working to secure a new 5-year contract, but the negotiations are uncertain at this time.

Elsevier controls much of the publishing of scholarly scientific, engineering and technical research. While access to this content is invaluable to many, there is current international pressure on Elsevier to be a better partner in their overall access and pricing.

The AU Libraries are closely monitoring the progress of the talks and will develop a plan to continue providing access to Elsevier materials in the event SUNY and Elsevier are not able to come to an agreement for the new contract.

More information will be available in the fall and the AU Libraries will continue to communicate updated information as it unfolds.

SUNY recently held town halls across the state to give additional background and details. If you're interested, please watch this 1-hour recording from the meeting held at SUNY Downstate Medical: <https://www.youtube.com/w...>

The University of California system did not renew their contract with Elsevier and many eyes around the country are waiting to see what happens with SUNY. This article gives insight into the next steps and thinking behind the UC decision: <https://scholarlykitchen....>

Link: [SUNY Informational Town Hall Recording \(1-hour\)](#)

Submitted by: Laurie Lounsberry McFadden

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Job Opening-Secretary for the CAS

Please see the link below for more information on the Secretary for the Center for Academic Success position.

Link: [Job Description](#)

Submitted by: Tamara Green

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