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**What's Happening?****More Events...**

TODAY	TOMORROW	WEDNESDAY
3:00 <a href="#">Student Recital</a>	3:00 <a href="#">Women's Softball Away at RPI - 3pm</a> 3:30 <a href="#">CYLI Archery</a> 5:00 <a href="#">Learn 2 Lead Workshop</a> 8:30 <a href="#">International Folk Dancing</a>	• <a href="#">2011 Senior Class Gift Donations @ PCC/ Seidlin</a>

**Students - Where Do You Want Your Final Payroll Checks to Go?**

The final two paychecks of the semester will be paid on 5/13 and 5/27. Checks will be sent as usual to your Powell Campus Box if it is still open. If you have closed your PCC box or do not have one, your check will be available in the Payroll Office in Greene Hall.

Any checks not picked up will be mailed to the home address on file. If you need to make alternate arrangements to mail your check to a different address, please e-mail [payroll@alfred.edu](mailto:payroll@alfred.edu) or stop in the Payroll Office in Greene Hall.

Submitted by: Kathy Costello

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### Graduating Seniors Mailbox Key Returns

Graduating seniors are required to return their mailbox key to the PCC Mailroom by Friday, May 13 to avoid a non-refundable charge.

If you are attending Graduate School here at AU you must let the mailroom clerk know or your box may be re-assigned in the Fall.

Submitted by: Sue Peck

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### Forwarding Student Mail Over the Summer

Please complete the attached form and forward it to [pccmailroom@alfred.edu](mailto:pccmailroom@alfred.edu).

If you do not complete this form your mail will automatically be forwarded to your permanent address listed in Banner.

If you have any questions please contact the mailroom at x2666.

Attachment: [Mail Forwarding Form](#)

Submitted by: Sue Peck

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### Chemical Inventory and MSDS Online Reminder

If your division/department uses or stores chemicals or products requiring an MSDS, then a chemical inventory must be submitted to AU Environmental Health and Safety annually.

The submission deadline for all chemical inventories is Wednesday, June 15. The standard Alfred University chemical inventory form (an MS Excel spreadsheet) can be found on the EHS Web site: <http://our.alfred.edu/ind...> under the heading "AU EHS Forms", right click on "Chemical Inventory Form" and select "Save As" to download the spreadsheet on your computer.

Chemical Inventory Submission Instructions:

To facilitate compilation of inventories throughout Alfred University, only the chemical inventory form found on the AU EH&S Web site will be accepted for submission. The form has a comment (small red triangle in the upper right corner of each header cell), which, when the cursor is hovered over that triangle, will provide the specific information required in that cell or column.

The completed form must be submitted electronically to EH&S by attaching to an e-mail sent to [envhealthsafety@alfred.edu](mailto:envhealthsafety@alfred.edu) by June 15, 2011.

Contact EH&S x 2190 if there are any questions regarding the completion of the chemical/product inventory. Once the inventory is completed submit an electronic copy of the inventory using the following file name structure: Division or Department name (all lower case)\_CI\_MM/DD/YY that file is being submitted, i.e. environmentalhealthandsafety\_CI\_061008.xls. Make certain that the \*.xls file extension (MS Excel specific) is included in the file name.

Those performing the chemical/product inventory may adjust font size, column width or row height, and copy additional blank rows as needed within the spreadsheet, however, there should be no

changes made to the font style (Arial), form headers, cell formatting, or printer set-up within the form prior to electronic submission.

You may also find it advantageous to update your MSDS Online database in conjunction with doing your chemical inventory. Please notify EH&S if you have made a change in your MSDS Online site administrator or you have any questions regarding the MSDS Online database system.

Link: [EHS Web Site](#)

Submitted by: Dean Perry

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### **Summer School 2011/Financial Aid**

If you plan to take summer classes at AU and are a current financial aid recipient, we are providing you the following information to help you determine if you may have financial aid eligibility applicable to summer enrollment.

Attachment: [Fin Aid / Summer School 2011](#)

Submitted by: Catherine Schnurle

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### **Chemical Waste Removal May/June 2011**

The Spring/Summer chemical waste removal will occur during June 2011. Both hazardous and non-regulated waste will be accepted.

ALL chemical waste must be received in your respective Central Accumulation Area (CAA) no later than Wednesday, May 25, 2011. Advanced Waste Solutions will be packaging for transport beginning Wednesday, June 1, 2011. NYSCC contact Shanti x2497 or Dean x3020 (Harder Hall and McMahon CAA's); non-statutory AU contact Dean x3020 to arrange for receipt of your waste in Myers Hall CAA.

All Satellite Accumulation Area (SAA) labels MUST be filled-out completely with EPA# for respective college, building name, Room # or area name, start date, initials, chemical name(s) of constituents in the accumulation container with volume or weight, and waste characteristics PRIOR TO receipt in the Central Accumulation Area. Note: Per EPA regulations you have only 72 hours from an SAA full date to transfer the container to the proper CAA. SAA containers must be compatible with the waste (no food or beverage containers are allowed), capped or sealed with container lid, have clean exterior, and SAA label easily legible. If you have any questions contact Dean Perry.

All Satellite Accumulation Areas MUST BE EMPTY by Wednesday, May 25, 2011 with a notation to that effect made on the SAA Weekly Inspection sheet for the week of May 23rd, 2011. All Hazardous Waste and Non-Regulated Waste Log forms must be completed at the time the SAA waste is brought to the CAA or received by Dean Perry no later than Tuesday, May 17, 2011, and may be hand-delivered (Myers Hall 117), faxed (x 2086), or e-mailed ([perrydr@alfred.edu](mailto:perrydr@alfred.edu)).

Advanced Waste MUST have this information prior to packing in order to obtain required approvals from the TSDF. Required forms are available at <http://our.alfred.edu/ind...> under the heading "AU EHS Forms". You may still accumulate waste and add to your list notifying Dean of the additional waste by hand delivering, faxing or e-mailing a NEW waste log sheet adding the word "Amended" to the title no later than Wednesday, May 25h, 2011.

If you have not yet submitted your 2011 chemical inventory (due June 15, 2011) or updated your MSDS's and MSDS Online database, please do so by the June 15th deadline.

Link: [EHS Web Site](#)

Submitted by: Dean Perry

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### **Book Reception Today!**

Please join us TODAY at the AU Bookstore for a book reception from 11:30 a.m.-1 p.m. Our featured authors will be Ben Howard with his new release "Entering Zen;" Vicki Eaklor's "Queer America" just released in paperback; Susan Mayberry's "Why Can't I Love What I Criticize?"; Wayne Higby's "Monograph;" and Dan Napolitano and Zach Grosser's "The DayDream Billievers," a comic book for Bills' fans by Bills fans."

Please come out and support your fellow colleagues. Again, I want to stress that this is the time to celebrate each other's success! There is not any pressure to purchase but please come to mingle with friends and colleagues. There will be refreshments!

Submitted by: Marcy Bradley

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### **Dump-N-Run**

AU students who live in residence halls are being encouraged to 'dump' their usable items in designated areas before they 'run' off to family and summer jobs. They can find large boxes in the lounge area of each residence hall.

Students from Ford Street Apartments can drop their donation off in Oppenheim or any other residence hall that is convenient.

Dump and Run has been very successful in past years and we anticipate this year's will be also. The sale will be held on Friday, May 20 from noon-6 p.m. and Saturday, May 21, 9 a.m.-4 p.m., at the Davis Gym on the AU campus.

Items not sold will be given to charitable organizations. Non-perishable food items will be given to the local food pantries. All money from the sale will be shared first with campus organizations which helped with the collection and sale, and then to other local charitable organizations.

For additional information contact Cherise Haase at 607.871.2190 or e-mail at [haasec@alfred.edu](mailto:haasec@alfred.edu).

Submitted by: Michael Branche

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### **Finals Week Hours at Herrick**

We're getting down to the end of school, so due to finals week, Herrick has added some extra hours. Herrick will be open:

Tuesday - Saturday, May 3-8: 8 a.m. - 2 a.m.

Sunday, May 8: 10 a.m. - 2 a.m.

Monday-Friday, May 9-13: 8:30 a.m. - 4:30 p.m.

The library will be closed Saturday and Sunday, May 14-15.

Summer hours will begin on Monday, May 16.

Don't forget to stop at Herrick for free coffee and cookies during exam week!

Submitted by: Erinnae Baker

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### Help Needed for Midnight Breakfast!

Colleagues,  
The Student Activities Board is seeking 10 more volunteers to help serve breakfast at Tuesday night's Midnight Breakfast. Volunteers arrive at 10:15 p.m. and are assigned as servers, swipers, or food runners. The event winds down at about 11:45 p.m.

This is a great chance to wish students a wonderful summer before they head home. Please e-mail Dan [Napolitano@alfred.edu](mailto:Napolitano@alfred.edu) to participate.

Submitted by: Dan Napolitano

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### Fitness Center Hours during Finals

WEDNESDAY, MAY 4 - FRIDAY MAY 6  
11:30 A.M. - 8 P.M.  
SATURDAY, MAY 7 - SUNDAY, MAY 8  
NOON - 2 P.M.  
MONDAY, MAY 9  
11:30 A.M. - 2 P.M.

Link: <http://>

Submitted by: Jeff Grover

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### Learn 2 Lead Workshop: Salary Negotiation

Get the salary you want and deserve! Come to the WLC on Tuesday, May 3 at 5:15 p.m. to learn how to negotiate your salary. This event is free and open to the public. For questions contact us at 607.871.2971 or [wlc@alfred.edu](mailto:wlc@alfred.edu).

Submitted by: Cheryl Foster

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### Senior Class Trip Tickets on Sale Now!

The 2011 Seniors are Buffalo Bound with a tour of Flying Bisons, Seneca Niagra, and Falls. Tickets go on sale from 5/2-5/6 @ PCC Ticket Booth. Cost is \$50, includes: events, tours, lunch, transportation. See any senior ommittee member for details.

Submitted by: Susan Gorman

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### End of Semester Help with Turnitin.com Blackboard

As the end of the semester approaches, many instructors will be using Turnitin.com and the Blackboard grade center. Any instructor requiring assistance with either of these tools may contact Meghanne Freivald at 607.871.2363 or via e-mail.

Submitted by: Meghanne Freivald

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### **Congratulations to All Graduating Students!**

Please take a minute to fill out the Career Development Center's graduate survey. Whether you have your plans settled or not (e.g. employment or graduate school), we'd like to hear about it. The CDC uses this information to understand the job and grad school market for AU students. The info is confidential and is not reported in a personally identifiable way. If you have questions about the survey or need career assistance of any kind, please contact us at 871-2164 or [cdc@alfred.edu](mailto:cdc@alfred.edu)

Link: [Graduate Survey](#)

Submitted by: Susan Meacham

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### **Used Electronics and Scrap Metal Removal**

Please search out all unwanted electronic equipment that would qualify for recycling based on the AU Electronic Disposal Policy. Office equipment, non-alkaline rechargeable batteries and scrap metal will also be collected for recycling.

Submit Electronics and Scrap Metal Disposal Survey Form(s) to Dean Perry no later than Thursday, May 19, 2011 - [perrydr@alfred.edu](mailto:perrydr@alfred.edu) or Myers Hall, Rm. 117. Chairperson, Supervisor or designee should coordinate department survey efforts to eliminate duplicate submissions.

Collection of material will take place Tuesday, May 24, 2011. Place a sign or label material "For Electronic Recycling" and store in an easily accessible area. On the survey, provide the specific material storage location, name and phone number of contact person.

NYSCC personnel should submit survey as outlined above but place material for recycling in the hallway outside of your door.

Contact Dean Perry for questions, X3020.

Link: [EHS Web Site](#)

Attachment: [Electronics and Scrap Metal Disposal Survey Form](#)

Submitted by: Dean Perry

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### **Student Senate Meeting Minutes 4/27/2011**

Student Senate Meeting Minutes and attendance attached

Attachment: [Attendance\\_2011-2012.xls](#)

Attachment: [Student\\_Senate\\_Meeting\\_Minutes\\_04.27.2011.doc](#)

Submitted by: Student Senate

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### **Bookstore is Hiring for Fall Semester**

The AU Bookstore is hiring for Fall 2011. We are non-Work Study. Main responsibilities include customer

service, cashiering, and stocking shelves. Please stop in for an application.

Submitted by: Marcy Bradley

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### Summer Jobs - Community Service Positions

The Financial Aid Office is now accepting applications for Summer Federal College Work Study positions. To be eligible to apply you must meet the following criteria:

- Matriculated Student at Alfred University
- Expected to enroll for the 2011-12 academic year
- Filed a Free Application for Federal Student Aid for 2011-12

The positions will primarily be community service off-campus jobs within the Alfred/Almond area. If you are interested in applying you must contact Mrs. Crandall at the Office of Student Financial Aid, located in Alumni Hall. Telephone number is 607.871.2159.

AVAILABLE POSITIONS:

- Town of Alfred - Community Improvement and Codes Office/Street departments
- Sports Camp (month of July) - Swim instructors, lifeguards, and Arts and Crafts
- Alfred Montessori - Daycare
- Village of Almond - Community Improvement and General Maintenance
- Box of Books - Library Clerk for Summer Reading Program

Submitted by: Elena Wallace

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### AU's Best Buy Business Account

Procurement Services has been working with Best Buy to set up a new Business Account for tax-exempt University purchases.

To receive a discount on your next purchase from Best Buy please call the number listed within the Employee Incentive Information link below.

Remember that you can purchase merchandise up to \$1,000 but once you reach that limit you will need to send Procurement Services a requisition to complete the order for you.

Any questions please give Procurement Services a call at x2698.

Link: [Employee Incentive Information](#)

Submitted by: Sue Peck

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### USPS Price increases effective April 17, 2011

The new prices are:

For First Class Letters not over:

- 1 ounce \$0.44
- 2 ounce \$0.64
- 3 ounce \$0.84
- 3.5 ounce \$1.04

Postcards are \$0.29

For other prices changes click on the link below.

Link: [New Prices Effective April 17, 2011](#)

Submitted by: Sue Peck

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### **Hornell Community Theater**

"Six Women with Brain Death or Expiring Minds Want to Know," a naughty, bawdy, outrageous musical comedy, will be presented May 5-7, 12-14, 2011 at 7:30 p.m. at the Elks Lodge on Broadway in Hornell.

Hornell Community Theater's 10th production, under the direction of Penny Smith, follows six women as they face the realities of life, as seen through the tabloids. Assistant Director is Elena Wallace.

The show, with music and lyrics by Mark Houston, was written by Cheryl Benge, Christy Brandt, Rosanna E Coppedge, Valerie Fagan, Ross Freese, Sandee Johnson and Peggy Pherr Wilson.

It features the talents of Missy Logan, Talia Herdman, Debbie Bossie, Kelsey Solo, Michelle Sutfin, Mickey Flansburg-Stone and Cindy Veazey.

The show also features musical direction by Eric Prentice and choreography by Talia Herdman and Samantha Alger.

Tickets for "Six Women with Brain Death" are \$10 and will be available only at the door. Seating will be limited.

Attachment: [6Women\\_Poster\\_Revised1.pdf](#)

Submitted by: Elena Wallace

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