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TODAY

TOMORROW

THURSDAY

MostArts Festival B & B at the Brick !

The 4th annual MostArts Festival is just around the corner, featuring world class musicians performing Chamber Music and Symphonic Concerts July 9-15. There are a vast array of more than 20 workshops during the festival, as well as a Gallery Hop and BBQ during Music Under The Stars, July 12. Check out our new pages and links for the festival activities and updates, including the new "B & B at the Brick" for people looking for a week's accommodations at a reasonable rate [8 nights, tickets, breakfast and a concierge to help you plan your day, are all included!]. Visit www.MostArts.Alfred.edu and look under "Lodging and Living." Tickets on sale now!

Link: <http://www.MostArts.Alfred.edu>

Submitted by: Lisa Lantz

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Support Staff Conference Survey

All support staff are encouraged to complete this very short (6 question) survey about our annual support staff conference. Please take a couple minutes and complete the survey; your input is crucial! Thank you!!!

Link: <https://www.surveymonkey.com/r/WRQ3XDP>

Submitted by: Crystal Henshaw

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The Magic Returns...July 9-15 at the 2017 MostArts Festival

The MostArts Festival returns for another season of extraordinary Music and Art. World class artists and musicians will be working and performing. Experience the Magic of the MostArts Festival. For Tickets and the complete Schedule of Events, visit MostArts.Alfred.edu or phone 607-871-2828.

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

Submitted by: Lisa Lantz

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Summer Shredding Event - Tuesday, June 13th

The office of the VP of Business and Finance is very generously sponsoring a summer shredding event for the 5th year in a row. If you would like to take advantage of this event, please have your materials to the Carnegie Hall parking lot before 11:00 a.m. on that day. Physical Plant will also be able to assist offices that have several large amounts of materials to be destroyed. Please remove your materials from binders and folders. They will be able to shred paper that has staples in it, but you will have to remove them from any other type of binding (binder clips, coils, binders, etc.).

Submitted by: Procurement Office

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Year-End Cut-Off Dates for Business Areas

Business Office:

July 7th - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2016-2017.

Office & Procurement Services:

May 26th - All requisitions are due for fiscal year 2016-17.

June 30th - All Merchandise must be received for fiscal year 2016-17.

Accounts Payable:

June 30th - All merchandise and services must be received and invoiced to the University for fiscal year 2016-17.

July 7th - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2016-17.

July 11th - Invoices for fiscal year 2016-2017

University One Card Reconciliation for June:

July 7th - Card holder review & send paperwork to card manager.

July 12th - Card manager approve & send paperwork to Program Administrator.

Submitted by: Jodi Howe

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Announcing New Web-based Training Modules for All Employees

In an effort to provide timely training to our employees and remain compliant with federal and state requirements, we have developed an on-line training program in consultation with our insurance carrier United Educators. The on-line program is just one of several methods of communication we will use over the course of a given year to ensure that everyone understands their responsibilities as an employee in creating a safe and respectful climate for our Campus Community.

You will receive an email from me the week of June 5, 2017 with a link and instruction to your particular learning path. The learning paths were developed based on job classification and specific duties, with all employees being required to complete two basic modules.

We appreciate your assistance in completing this training and it is our hope that the web-based format provides you with the flexibility to do so at your own pace and at times that are convenient for you. The completion date for the training will be mid-summer. You will receive periodic reminders if the required training modules are not completed by the deadline.

Should you have any questions, please feel free to contact Human Resource Services at guinan@alfred.edu.

Submitted by: Mark Guinan

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Free Fax Machine

Summer Programs has a free fax machine, needs a good new home! It is a Brother Intellifax 4100 E. First come, first serve! Give us a call 2612!

Submitted by: Emma McDowell

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The MostArts Festival -The Magic Returns July 9-15

The MostArts Festival returns for another season of extraordinary Music and Art. World class artists and musicians will be working and performing. Chamber Music, Concerts, a variety of 1-day Workshops, Art Demos, Gallery Tours, and more. Experience the Magic of the MostArts Festival. For Tickets and the complete Schedule of Events, visit [MostArts.alfred.edu](http://www.MostArts.alfred.edu) or phone 607-871-2828.

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Submitted by: Lisa Lantz

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