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## What's Happening?

[More Events...](#)

TODAY

TOMORROW

THURSDAY

### Gibbs Fitness Center & Joyce Walton Summer Hours

Summer hours are below for Joyce Walton Center & Gibbs Fitness Center.

Summer hours will begin on Monday 5/13

Gibbs Fitness Center:  
Monday-Friday: 6am-6pm  
Saturday: 12pm-4pm  
Sunday: Closed

Joyce Walton Health & Wellness Center:  
Monday-Friday: 10am-2pm  
Saturday: 12pm-4pm  
Sunday Closed

Submitted by: Tony Aquilina

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## Performance Reviews Training

This is the ninth 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: how to provide feedback, establish goals and objectives, preparing the evaluation, how to approach the meeting, and why performance reviews matter

Supervisors who may be new in their rolls or need a refresher are encouraged to come.

This training will be held on May 7, 2019 from 11:15 am - 12:00 pm and on May 22, 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

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## AU Bookstore MAY Hours

AU Bookstore Hours:

May 21 & 22 8:00 am - 3:30 pm for Summer Orientation

May 23-31 10:00 am - 3:30 pm.

We will be close Memorial Day, May 27. Welcome Summer!

Submitted by: Marcy Bradley

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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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## Canisteo Crazy Run to Benefit Nicholas Clark Memorial Park

The 4th Annual

Outback Liquor & Wines Blue Craze Daze Run

Friday June 7, 2019 at 7:00 pm 5K walk/run and 10K run

All proceeds will benefit The Nicholas F. Clark Memorial Park

Medals will be given to ONLY 1st, 2nd and 3rd place finishers in every age group (male or female)

PACKET PICK UP: Outback Liquor and Wines-Anytime between 12:00 pm - 9:00 pm Thursday, June, 6 and evening of the race in the side yard of Outback Liquor & Wines

POST RACE Refreshments will be in the side yard of Outback Liquor and Wines  
Please complete the application and mail or drop off at Outback Liquor & Wines

CHECK PAYABLE TO:  
Outback Liquor and Wines  
16 4th Street  
Canisteo, NY 14823

Attachment: [Crazy Run Application](#)

Submitted by: Fred Farley

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#### Notice to CWS Employers for 2019-20 - 2019-20 Job Descriptions due 8/1/2019

If you are planning on hiring CWS students for the 2019-20 academic year, you will need to complete a Federal College Work-Study Position Request/Job Description. Click on the links below to access the form and instructions. The completed forms are due at the Financial Aid Office by August 1, 2019.

Contact Elena Wallace (x2159) at the Financial Aid Office if you have any questions regarding this request.

Attachment: [Job Description Instructions](#)  
Attachment: [2019-2020 Position Request](#)

Submitted by: Elena Wallace

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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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### Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of May 2019. The Committee will be observing years 1, 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50.

At Alfred University, we realize that our employees are our greatest asset, and we are delighted to honor your dedicated service and commitment to this organization. It is our employees who uphold our principles, demonstrate our vision of working for a better future for our University, deliver on our customer promise and make us the passionate organization we are today.

The success of our organization is a direct result of your efforts and dedication. Your commitment to quality and personal and professional integrity is the differentiating factor that sets us apart from our competition.

On behalf of Alfred University, it is with great pride and admiration that we congratulate you on this service anniversary milestone.

Celebrating 1 Year of Service:

May 15- Kaijie Ning- Research Scientist- Inamori School of Engineering

May 29- Logan Gee- APEX Advisor- Career Development Center

Celebrating 5 Years of Service:

May 21- David Bailey- Multi-Trades- Maintenance

Link: [Employee Recognition Website](#)

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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### Don't miss a Minute of the Magic- MostArts Tickets and Workshops on Sale !

The Magic Returns July 7-13 and 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](http://www.alfred.edu/MostArts)

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

Submitted by: Lisa Lantz

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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....](https://libguides.alfred.edu)

Link: [Librarian Contact](#)

Submitted by: Laurie Lounsberry McFadden

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### **Don't miss a Minute of the Magic- MostArts Tickets and Workshops on Sale !**

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

Submitted by: Lisa Lantz

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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](http://www.alfred.edu/MostArts)

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

Submitted by: Lisa Lantz

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### AHA First Aid, CPR and AED Class

Environmental Health and Safety is offering an American Heart Association Heartsaver class covering basic First Aid, as well as CPR and AED for adult, children and infants on Wednesday, June 5, 2019 at Howell Hall-2nd floor, from 8:30 am - 4:00 pm. The cost of the class is \$17.50 per person (cash or personal check made payable to Jones Memorial). There will be a lunch break in between sessions, feel free to brown bag it. The class size is limited to six, and there are only four slots remaining. Call EHS at x2190 / 2196 or email [envhealthsafety@alfred.edu](mailto:envhealthsafety@alfred.edu) to sign-up for the class.

Submitted by: Dean Perry

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### Job Opening

Please see the link below for information on the Executive Assistant to the Vice President of Student Affairs position.

Link: <https://www.alfred.edu/jobs-at-alfred/viewpost.cfm?ID=8446>

Submitted by: Tamara Green

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### B & B at the Brick during MostArts !

Do you know someone looking for a place to stay during the MostArts Festival. Consider the MostArts B & B at the historic Brick. Single or double rooms available- package includes festival tickets, gourmet breakfast, access to campus activities and more: <https://www.alfred.edu/mo...>

Link: [MostArts Lodging](#)

Submitted by: Lisa Lantz

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### Self Service Password Reset

ITS is happy to announce the general availability of Self-Service Password Reset. This feature will allow users to reset their own passwords without needing to rely on ITS staff to assist when they forget their password, or their password expires. Starting on June 5th, when you log into your email you will be prompted to set up Self-Service Password Reset. You can skip it if you don't want to set it up then, but you will be prompted to set it up every time you log into webmail until you do. If you do not use webmail and you would like to set up SSPR, please visit [aka.ms/ssprsetup](http://aka.ms/ssprsetup) and follow the instructions there. Please call the help desk at (607)871-2222 with any questions.

Link: [SSPR Setup](#)

Submitted by: Thomas George

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