

In This Issue

Webmail users [click here](#)

Official News

- [McLane Water Shutdown](#)
- [GENERAL COMMENCEMENT CEREMONY INFORMATION:](#)

General Announcements

- [Midnight Breakfast Volunteers Needed](#)
- [Summer Hours 2019](#)
- [Commencement Ushers Needed](#)
- [End of Semester Clothing and Food Drive!](#)
- [BFA and BA Thesis Exhibitions](#)
- [Support Staff Council](#)
- [Photo, Video or Print Requests](#)
- [Performance Reviews Training](#)
- [2nd Annual All Employee Recognition Reception](#)
- [TIAA Consultant on Campus](#)
- [Notice to CWS Employers for 2019-20 - 2019-20 Job Descriptions due 8/1/2019](#)
- [College Work-Study: Last Day to Work - Spring Semester 2019](#)
- [HIPAA Regulations](#)
- [2019 Senior Tees on SALE now!](#)
- [Years of Service Recognition](#)
- [Here Beyond: Present manifest events far away in space and time](#)
- [Gibbs Fitness Center & Joyce Walton Summer Hours](#)
- [HR Tip of the Month](#)

What's Happening?

[More Events...](#)

TODAY	TOMORROW	THURSDAY
2:00 BS Thesis in Art History and Theory Presentation by Gregory Lastrapes	· Final Exams begin (grades due within 48 hours of exam or last class, if no exam)	

McLane Water Shutdown

The water in McLane will be shut down Tuesday, May 7 from 4:00 am to 1:00 pm.

We are sorry for the inconvenience. Please plan accordingly.

Submitted by: Amber Lewis

[back to top](#)

GENERAL COMMENCEMENT CEREMONY INFORMATION:

Please note, the following information does not apply to the AUNY graduating students. Those students will have a separate ceremony on June 14th in Brooklyn, NY. AUNY students will receive separate information regarding this ceremony.

- * All approved graduating students and students on the walk-list through the University Registrar's Office, will each be allotted five tickets for attendance to the annual Commencement Ceremony.
- * Faculty, members of the graduating class, and all other staff partaking in the ceremony will not need a ticket.
- * Tickets will be available starting Monday, April 22 - Friday, May 17, 2019 for approved graduates in the Powell Campus Bookstore on the second floor of the Powell Campus Center.
- * Those requesting additional tickets have the option of being placed on a list. On May 13, prior to the Commencement Ceremony, a review of any remaining tickets will be conducted and those tickets will be divided and distributed evenly amongst the requests. Placement on this list is not a guarantee of additional tickets.
- * Students and guests may park in any valid parking spot the day of the ceremony. Shuttles, starting at 8:00 am until 1:30 pm, will be running from several locations to assist you with getting to the McLane Center and returning to your vehicles.
- * Guest seating opens at 8:30 am. Please arrive early to locate parking and be seated prior to the start of the ceremony at 10 am.
- * Any person occupying a seat must present a ticket for admittance. There is no standing room area in the McLane Center for guests without tickets.
- * For those without tickets, an overflow area will be available in Holmes Auditorium, Harder Hall, where a live streaming video of Commencement will play.
- * A live stream video of Commencement will be available on the Alfred University website.
- * Children under the age of 3 years old who will sit in a lap during the entire ceremony do not require a ticket. Please note, due to strict fire regulations, strollers and car seats may not be taken into the McLane Center.
- * Guests with disabilities: seating on the floor (rather than bleachers) is available and guests may enter at the lower level of the McLane Center. We encourage you to make prior arrangements with Bonnie Dungan, Director of Summer and Parent Programs at dunganbj@alfred.edu or (607) 871-2612 should you require special assistance.
- * Cell phones and other electronic equipment must be turned off or muted.
- * Due to fire regulations, guests are not permitted in the aisles during the ceremony at any time.
- * Professional photographers will be taking photos of the graduates as they receive their diplomas.

Submitted by: Meghan Dwyer

[back to top](#)

Midnight Breakfast Volunteers Needed

Once again, the AU community is happy to host Midnight Breakfast, this coming Tuesday, May 7 from 10:30 pm to midnight in Ade dining Hall. We are looking for volunteers to help serve breakfast to our students during this time. Volunteers arrive at 10 PM for training, and are relieved of their duties by midnight. Please e-mail John Lewis at LewisJ@alfred.edu to reserve your spot at this fun event!

Submitted by: John Lewis

[back to top](#)

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

[back to top](#)

Commencement Ushers Needed

Are you interested in attending commencement but don't have a ticket? Get paid to watch your friends walk that stage! Contact summerpro@alfred.edu by May 10th.

Submitted by: Emma McDowell

[back to top](#)

End of Semester Clothing and Food Drive!

The Newman Club is hosting a Clothing and Food Drive! Boxes will be in every residence hall for students to donate any clothing or non-perishable food items. This is a great chance to help the community and the environment!

Link: [Clothing and Food Drive](#)

Submitted by: Shannon Klotz

[back to top](#)

BFA and BA Thesis Exhibitions

Date: Saturday, May 11
Time: 4:00 pm - 8:00 pm
Location: School of Art and Design

Cost: Free

Sponsored by: School of Art and Design

Thesis exhibitions for BFA and BA Art and Design students

Submitted by: SOAD Events

[back to top](#)

Support Staff Council

Looking for a way to get involved? The Support Staff Council wants you! The council is the perfect opportunity and we are currently looking for members to serve. Please contact Crystal Henshaw henshaw@alfred.edu or Eliza Ordway ordway@alfred.edu if you would like to learn more. Don't forget that you do not need to be a council member to attend the meetings. May's meeting will be held on Thursday May 9th 11:00 am - 12 noon in the PCC Board Room. Please join us!

Attachment: [Support Staff Council Roster](#)

Submitted by: Crystal Henshaw

[back to top](#)

Photo, Video or Print Requests

Do you have a photo, video or print project coming up? To help with planning and coordination the Marketing & Communications Office has an online Project Request Form. Please complete the form as soon as you are aware of the upcoming project so we can plan accordingly. Questions? Contact Jodi Bailey at baileyj@alfred.edu

Link: [Photo, Video or Print Project Request Form](#)

Submitted by: Jodi Bailey

[back to top](#)

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

[back to top](#)

2nd Annual All Employee Recognition Reception

Please join President Zupan and the Employee Recognition Committee in celebrating milestones of our colleagues!

We will be recognizing those employees who have completed 1, 5, 10, 15, 20, 25, 30, 35, 40, 45, or

50 years of service during the period 7/1/18-6/30/19.

We will honor colleagues who have retired or will retire during the period 7/1/18-6/30/19.

We will also be announcing the recipients of the following awards:

- Cathy Johnson Service Award
- Saxon Service Award
- Bob Condrate Lifelong Learner Award

May 14, 2019 from 2-4pm in Ade Dining Hall

Link: [Nominate Co-Workers for Service Awards](#)

Attachment: [Dessert Reception Flyer](#)

Submitted by: Kayleigh Misner

[back to top](#)

TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Tuesday, May 21, and Wednesday, June 19, in the Human Resources Conference Room in Greene Hall. Let them help you make financial decisions that are right for you. To schedule an appointment, employees should call TIAA at 1.800.732.8353 and remain on the line for assistance; or register at www.TIAA.org/schedulenow.

Submitted by: Kim Wyant

[back to top](#)

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

[back to top](#)

College Work-Study: Last Day to Work - Spring Semester 2019

PLEASE NOTE: The last day for students to work under college work-study (CWS) for the Spring 2019 semester is Monday, May 13, the last day of final exams.

Please feel free to contact me if you have any questions.

Thank you.

Submitted by: Elena Wallace

[back to top](#)

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

[back to top](#)

2019 Senior Tees on SALE now!

Time to celebrate! 2019 SENIOR tees are on sale at the AU Bookstore. \$10.00 each!

Submitted by: Marcy Bradley

[back to top](#)

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

[back to top](#)

Here Beyond: Present manifest events far away in space and time

Dates and Times:

Opening Reception: Saturday, May 4 at 7:00 pm

Gallery Talk: Monday, May 6 at 12:00 pm

On view Saturday, May 4 - Tuesday, May 7

Location: Fosdick-Nelson Gallery

MFA thesis

Whispering Void by Michelle Sennesael

Part 2. Flight of Spirits by Andrés Monzon

An exhibition that integrates photography, sound and objects in an environment that functions as a temporal extension of audible, visual and cultural material from various sources, including the deep sea, an ancient civilization, and outer space.

Submitted by: SOAD Events

[back to top](#)

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

[back to top](#)

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

[back to top](#)