

In This Issue

Webmail users [click here](#)

Official News

- [Year-End Cut-Off Dates for Business Areas](#)

General Announcements

- [AU Social Media Contributors' Group](#)
- [Summer Shredding Event - Tuesday, June 13th](#)
- [Chemical Inventory / List of Chemicals](#)
- [Job Posting](#)
- [Summer Happenings](#)
- [TIAA Consultant on Campus](#)
- [One Day Workshops @ MostArts](#)
- [Remember the AU Bookstore when you need a snack!](#)
- [MostArts Festival B & B at the Brick!](#)
- [Tickets Available for MostArts - Show YOUR Support and purchase a PASS !](#)

What's Happening?

[More Events...](#)

TODAY	TOMORROW	WEDNESDAY
	12:00 SSC and ATSC "Kick Off the Summer" Ice Cream Social!	

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

[back to top](#)

[Send Email Reminder](#)

AU Social Media Contributors' Group

Do you post on social media on behalf of your area at the University? Join our new Social Media Contributors' Group! We will begin meeting monthly on June 19 at 10 AM in the Board Room, Powell Campus Center. We'll be sharing tips, strategies & more!

Submitted by: Jodi Bailey

[back to top](#)

[Send Email Reminder](#)

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

[back to top](#)

[Send Email Reminder](#)

Chemical Inventory / List of Chemicals

An annual chemical inventory is required of each Alfred University department which stores and uses chemicals and products which have an associated safety data sheet (SDS) - Ref: OSHA CFR 29 1910.1200(e)(1)(i); also Section 1.3.2.6.6 of the Alfred University Chemical Hygiene Plan. If you are unsure if a product qualifies for the chemical inventory, check with the manufacturer to determine if they produce an SDS for the product. If the manufacturer does produce an SDS, then the product must be included in your chemical inventory. The chemical inventory is due via a standardized Excel template (see attached) to Environmental Health and Safety no later than June 15th, 2017, email to: envhealthsafety@alfred.edu.

To simplify the chemical inventory process, EHS has produced a new streamlined Excel template. Only the attached template will be accepted by EHS. In this template, there are only two cases where we require that the quantity column be completed; if you store 100 pounds, or 55 gallons or more of any chemical, and if you have any P-Listed (Particularly/Acutely Hazardous) Substances in any quantity; otherwise you may leave the quantity column blank. There are also several drop-down lists to facilitate ease in completing the inventory. Thank you for your attention and support in implementing this new campus chemical inventory process. In addition, please note that each chemical inventory template includes a cover sheet. The cover sheet must be signed by the faculty/P.I. or supervisor in charge of that room or area. If there are multiple faculty/P.I.'s/supervisors in charge, then each person must sign the cover sheet certifying that the inventory is correct to the best of their knowledge. If you have any questions please contact Travis Reed (x2190) or Dean Perry (x2196).

Attachment: [Chemical Inventory Template](#)

Attachment: [P-Listed \(Acutely Hazardous\) Sunstances List](#)

Submitted by: Dean Perry

[back to top](#)

[Send Email Reminder](#)

Job Posting

Employment Opportunity:
Coordinator for Residence Life

Link: [Coordinator, Residence Life Posting](#)

Submitted by: Connie Lewis

[back to top](#)

[Send Email Reminder](#)

Summer Happenings

Alfred University comes alive over the summer! Some of the "happenings" scheduled so far are:

Summer Term I courses will be ending shortly (June 23) and Summer Term II will start June 26-August 4. Our Downstate students will be here starting June 18 through July 28 (each week a new group will join us throughout this time period). Summer Ceramic Workshops, also starting June 18, and will be here through July 22 (two, three and 4 week programs). Our High School Institutes begin on June 25 and will run weekly through July 28. Some of the offerings include: Art Portfolio Preparation, Astronomy, Ceramic & Glass Engineering, Computer, Creative Writing, Robotics and Theatre. As well we will have three sport residential camps: English and Western Equestrian and Swim. Scattered throughout these same weeks we will be offering several academic and sports Day Camps/Clinic for campers of all ages (6-17): Art I and II, Basketball, Engineering I and II, Equestrian (one for beginners and one for intermediate), Lacrosse and Tennis. And don't forget about the MostArts Festival scheduled July 9-15.

Just a reminder that if you have an event being planned and wish to hold it here on campus, just give us a call (607-871-2612) to get it on our calendar.

Link: [Summer Programs](#)

Submitted by: Bonnie Dungan

[back to top](#)

[Send Email Reminder](#)

TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on June 22, July 6, August 16, and September 19 in the Human Resources Conference Room in Greene Hall. Let her help you make financial decisions that are right for you. To schedule an appointment, employees should call TIAA-CREF at 1.800.732.8353; remain on the line for assistance.

Submitted by: Kim Wyant

[back to top](#)

[Send Email Reminder](#)

One Day Workshops @ MostArts

Special one day workshops are offered for children and adults during the festival, including everything from playing with clay to paying the harp!
Clay Workshops (July 9, July 10 am and July 10 afternoon)
Master Gardener Workshop (July 11)
Plein Air (July 12 and July 13)
Playing With Words (July 10-14)
Harp Fantasy Workshop (July 11, 12 and 13)
For detailed information and to register, visit www.MostArts.alfred.edu

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

Submitted by: Lisa Lantz

[back to top](#)

[Send Email Reminder](#)

Remember the AU Bookstore when you need a snack!

The AU Bookstore is open M-F from 9:30-3:30. Remember to stop by when you need a snack! We have lots in stock AND shop our 50% off rack for snacks as well!
Haven't signed up for discounts to the bookstore? Download the Bookstore app. GO to the App Store & search My College Bookstore

Link: <http://alfred.bnccollege.com>

Submitted by: Marcy Bradley

[back to top](#)

[Send Email Reminder](#)

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

[back to top](#)

[Send Email Reminder](#)

Tickets Available for MostArts - Show YOUR Support and purchase a PASS !

Don't miss a minute of the Magic !
Evening Concerts: \$20 /Gen. \$15/ Sen. \$5/Students
Week Pass: \$100/Gen. \$75/ Sen. \$25/Students
Music Under the Stars "Gallery Hop & BBQ" \$20/ adults \$15/ students children with parent/ FREE
Purchase online or call 607-871-2828

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

Submitted by: Lisa Lantz

[back to top](#)

[Send Email Reminder](#)

[Alfred University](#) | [MyAU](#) | [Events](#) | [BannerWeb](#) | [Canvas](#) | [News](#) | [Enews](#)