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**What's Happening?**[More Events...](#)**TODAY**10:00 [Alfred Co-Ed Track at Brockport](#)**TOMORROW****SATURDAY****End of Fiscal Year Procurement Deadline**

The end of the fiscal year is fast approaching. The last day to submit a purchase requisition to Procurement Services is Friday, May 25. After this date we may still be able to process your request in the current fiscal year, but we are unable to guarantee that the order will be delivered and invoiced by June 30.

Attached is a copy of the requisition form for your convenience.

Please contact Procurement at [procurement@alfred.edu](mailto:procurement@alfred.edu) or ext. 2698 for questions or concerns.

Attachment: [Requisition](#)

Submitted by: Cheryl Foster

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**Year-end Cut-off Dates for Business Areas**

Business Office:

July 13th - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2017-2018.

Accounts Payable:

June 30th - All merchandise and services must be received by the University for fiscal year 2017-18.

July 9th - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2017-18.

July 13th - Invoices for fiscal year 2017-2018

University One Card Reconciliation for June:

July 10th - Card holder review & send paperwork to card manager.

July 13th - Card manager approve & send paperwork to Program Administrator.

Submitted by: Jodi Howe

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### University Available Store Credit Cards

Due to a wave of recent inquiries, kindly note that Procurement Services and the Business Office does not have an "Alfred University One Card" available for 24-hour checkout. However, Procurement Services does have the following store credit cards available for 24-hour checkout:

- \* Lowes
- \* Sears
- \* Wal-Mart
- \* Wegmans

Be advised that Wal-Mart will only accept a tax-exempt card with the store credit card, or with an Alfred University issued One Card. Wal-Mart will not accept the tax-exempt card when paying with cash or personal credit cards per Wal-Mart store policy. Wal-Mart has also been receiving an influx of requests from individuals for tax-exempt cards, however they have notified us that these requests will be denied.

For questions or concerns, contact Procurement Services at ext. 2698 or [procurement@alfred.edu](mailto:procurement@alfred.edu).

Thank you!

Submitted by: Cheryl Foster

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### TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Wednesday, June 13, 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 at 1.800.732.8353 and remain on the line for assistance; or register at [www.TIAA.org/schedulenow](http://www.TIAA.org/schedulenow).

Submitted by: Kim Wyant

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## Summer Shredding Event - Tuesday, June 20th

Procurement Services will be hosting the annual free summer shredding event on Wednesday, June 20th. Shred-It will supply a secure truck equipped with state-of-the-art shredding technology that will destroy all confidential or sensitive documents before leaving our site. It will be located behind Greene/Carnegie from 10:00 a.m. to 2:00 p.m., or until all materials have been destroyed. This service is being offered at no cost to the departments, however it is the responsibility of each department to arrange transport to the Greene/Carnegie parking lot.

Submitted by: Cheryl Foster

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## Mail Room Summer Hours

The mail room in the Powell Campus Center will be closed from 12:00 pm to 12:30 pm during summer hours. Please plan accordingly. Thank you!

Submitted by: Cheryl Foster

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## Mentorship vs. Supervision

This is the eighth training in an 8 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: understanding the difference between supervision and mentoring, benefits of developing a mentoring/coaching approach, and learning how to succeed as a supervisor.

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

This training will be held from 12:15 p.m. - 1:00 p.m., Wednesday, May 9 and from 12:15 p.m. - 1:00 p.m., Tuesday, May 22 both located in the Kenyon/Allen Room. Please, feel free to bring your lunch, and learn with Human Resources.

Submitted by: Kayleigh Misner

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## Cristina Cordova: La Jungla & Mysteries of Place

Friday, February 2 -Sunday, July 29, 2018

Opening Reception: February 2, 6:00 pm - 9:00 pm

Alfred Ceramic Art Museum

CRISTINA CORDOVA: JUNGLA

An exhibition of sculpture and drawings by Cristina Cordova. Cristina's figurative work has established her as one of the preeminent ceramic artists of her generation. Her work renders the figure as a mysterious, sensual force of compelling urgency. Her masterful use of the ceramic medium empowers

her work with a mesmerizing, at times uncanny presence.

#### Mysteries of Place

In collaboration with the Institute of Electronic Media, School of Art and Design, Alfred University, has resulted in the magnificent exhibition *Mysteries of Place: The Cahaba River Project*, prints by Elisabeth Pellathy, Lee Somers and Scott Stephens. This collaboration lies at the core of the Museum's exhibition policy, which acknowledges works in all media. We are pleased to exhibit the work of these particular artists who have strong connections to Alfred University.

Submitted by: SOAD Events

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### May Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of April 2018. 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 6- Andrew Crowner- Boiler Tender/Night Watchman- Maintenance

May 15- Abigail Griffith- Director- Judson Leadership Center

May 16- Tamara Schweigart- Secretary, Division Health and Human Performance- Athletics

May 22- Brian Dalton- Vice President- Enrollment Management

Celebrating 5 Years of Service:

May 23- Daffney Clark- Temp Saxon Bartender- Saxon Corporation

May 28- Joshua Knight- Assistant Mechanic- Maintenance

Submitted by: Kayleigh Misner

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### Senior Forum 2018

The Allegany County Senior Forum and Public Hearing will be held at two locations this year - Thursday, May 17 at the Houghton Wesleyan Church and Thursday, May 24 at the Wellsville American Legion.

The Public Hearing is your chance to express your opinions on services for the elderly in Allegany County to the Office for the Aging staff, its Advisory Council, and your County Legislators.

Registration begins at 8:30 with coffee and donuts, the Public Hearing will begin at 9, at 10:30 Sheriff Rick Whitney will offer a program on how to stay safe if you find yourself in an active shooter situation, and lunch will be served at 12 noon.

If you are interested in attending either the Houghton or Wellsville event, please call the Office for the Aging at 866-268-9390 to register.

Submitted by: Jen Guarasci

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### Job Posting

Employment Opportunity:  
Secretary, Performing Arts

Link: [Secretary, Performing Arts Posting](#)

Submitted by: Connie Lewis

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### Job Posting

Employment Opportunity:  
Gallery Preparator (Temporary)  
NYSCC School of Art & Design

Link: [Gallery Preparator Posting](#)

Submitted by: Connie Lewis

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### Job Posting

Employment Opportunity:  
Administrative Assistant to the Dean  
College of Liberal Arts & Sciences

Link: [Administrative Assistant CLAS Dean Posting](#)

Submitted by: Connie Lewis

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