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What's Happening?

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TODAY	TOMORROW	FRIDAY
4:30 Railhead Brewing Company Beer Tasting · Empire 8 Conference Semifinal	12:10 Bergren Forum - "Old Fields, Farming Woes and Breeding Birds"	3:00 The Community Table AU Faculty & Staff Coffee Hour 7:30 Concert Band

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

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Senior Week Events, Tickets on Sale NOW!

Get ready for SENIOR WEEK! All May graduates are invited to participate May 13-16 in the activities planned. Tickets are on sale at the AU Bookstore, \$50.00 cash or \$55.00 through cashnet. Monday, May 13 kicks off Senior Week with a Knight on Us reception, May 14- Keuka Lake Wineries and Brewery Tours including lunch. May 15 is go-cart fun at Minnehan's Fun Center and Cider Creek in the evening. Thursday, May 16 is the 2nd Annual Senior Art Show Reception and later a comedian in the Knight Club. Purchase tickets by May 6!

Attachment: [Senior Week 2019](#)

Submitted by: Marcy Bradley

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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

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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

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Railhead Brewing Company Beer Tasting

Wednesday, May 1
4:30 pm - 5:45 pm
\$7 for a flight and assorted charcuterie
The Community Table
Powell Campus Center, Second Floor

Railhead Brewing Company was created in 2014 by AU alumni Michael McCumiskey ('03) and David Woolever ('06) in Hornell, NY. You can find them at www.railheadbrewing.com.

Submitted by: Marie Williams

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PROPERTY AWARENESS

This is the time of year when items of value tend to be taken when opportunity presents itself. Please keep valuables secured, and doors locked so that this does not happen to you.

Submitted by: John Zlomek

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Non Returning Students-Mailbox Keys

If you are not planning on returning to Alfred University for the fall semester please remember to return your mail key and give us your forwarding address. Thank you!

Submitted by: Debra Campbell

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Summer Mail

If you are planning on staying in Alfred over the summer and would like to receive your mail in your Powell mailbox please stop by the mailroom and sign up to keep your box open.
Thank you

Submitted by: Debra Campbell

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Faculty and Staff Bible Study

Join us for conversations about being "a light in the workplace" as we study the book of John together this semester, led by co-leaders: Jared Cooper and Mariah Evans. Thursdays at 12:10 pm in the Herrick Conference room 202!

Submitted by: Mariah Evans

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***** CDC Drop-In Hours Every Wednesday *****

Have a career-related question? Need your resume critiqued? Every Wednesday from 9:00 am - 4:00 pm make sure you stop in to the Career Development Center (The Castle) to meet with a career counselor. The availability throughout the day is first come first serve.

An appointment is NOT required.

Submitted by: Faith Piatt

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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

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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

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Miscellaneous Board

Post an item that doesn't quite fit into the lost and found or buy and sell boards, like "for rent" and "yard sales".

Link: [Miscellaneous Board](#)

Submitted by: Judy Linza

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Comedian: Derrick Knopsnyder

Free comedy series. Derrick will be performing on Friday May 3rd at 9pm in the Knight Club at Alfred University.

Submitted by: Ashlee Wilmier

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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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MS/EE Thesis Defense by Behrouz Azimian

We are pleased to announce that Behrouz Azimian will defend his MS Electrical Engineering thesis entitled "Microgrid with Electric Vehicles" on Thursday, May 2 at 11:20 am in Binns-Merrill, room 106. Copies of Behrouz' thesis are on display in the Dean's office in Binns-Merrill Hall, room 160 and in the Seidlin Annex, room 206.

Attachment: [Abstract by Behrouz Azimian](#)

Submitted by: Laura Grove

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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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Student Recital this Sunday, May 5 at 6:00 in Miller Theater

The Performing Arts Music Department at Alfred University will present a Student Recital this Sunday, May 5 at 3:00 in Miller Theater. This recital will feature the Guzheng Ensemble; the Saxon Saxophone Quartet: Paige Hill, Anthony Tsekrekas, Eric Hettel, Altan Kocatulum, who are all members of the AU Jazz Ensemble; and cellist Catherine Lynch, a Material Science and Engineering student and principal cellist of the AU Orchestra. Students are from the studios of Daisy Wu, Rintaro Wada, and Rachel Decker. A reception will follow this short recital, and the public is invited to this free event.

Submitted by: Lisa Lantz

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Library Materials Due Monday, May 6

Please return Herrick and Scholes Library materials by Monday, May 6. If you need materials beyond this date please contact the libraries.

Beginning Tuesday, May 14 the libraries will be open on reduced hours:

Herrick: Monday-Friday 8:30 am - 4:30 pm

Scholes: Monday-Friday 8:00 am - 4:00 pm

Submitted by: Mechele Romanchock

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MS/CE Thesis Defense by Garrett Vander Stouw

We are pleased to announce that Garrett Vander Stouw will defend his MS Ceramic Engineering thesis entitled "The Effects of the Mn/Zn Ratio on the Thermal Stability and Terahertz Properties of MnO-ZnO-B₂O₃-SiO₂ Glass System " on Monday, May 6 at 1:00 pm in McMahon, room 358. Copies of Garrett's

thesis are on display in the Dean's office in Binns-Merrill Hall, room 160 and in The CACT Office in McMahon, room 120.

Submitted by: Laura Grove

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MS/Glass Thesis Defense - David Dobesh

We are pleased to announce that David Dobesh will defend his MS Glass Engineering thesis entitled "Femtosecond Laser Pulse-Induced Structural Modification of Lanthanum Aluminosilicate Glasses: Refractive Indices in Visible Vs. Terahertz Frequency Regions" on Monday, May 6, at 3:30 pm in Binns-Merrill Hall, room 106. Copies of David's thesis are on display in the Dean's office in Binns-Merrill Hall, room 160 and in The CACT Office in McMahon, room 120.

Attachment: [Abstract - David Dobesh](#)

Submitted by: Laura Grove

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