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TODAY

TOMORROW

SATURDAY

### Accounting for Time During A Weather Shutdown

Reminder, when the University closes for a weather event such as last Friday you must report that time in a different manner than you would for a regular workday. Unless you are classified as a member of an "Essential Job Group" (normally these would include the Grounds Crews, Snow Removal personnel, Equestrian Barn Assistants, certain ITS positions and certain Resident Life and Health Center personnel) you are to record the day as "excused" time and put a comment on your time sheet as "weather day." If you were required to work due to your classification as "Essential", you should do the same, "Excused" but also list your start and stop times exactly as you would on any other workday. For anyone who had scheduled to be off for any reason (medical, vacation, etc.) you do not enter time as "excused" but rather enter your time in the appropriate category for the planned absence. Your Supervisor must have requested that you report to work and your job must be considered "Essential for the Safety and Security of the Institution and/or Students" to be considered "Essential." Any work performed by non-essential personnel will be paid but no other excused time will be considered. Please contact the Human Resources Department if you have any questions about how to record your time for this weather event.

Submitted by: Mark Guinan

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### **MOCK INTERVIEW WEEK is coming!**

Do you have an interview and don't know what to expect?  
Do you lack confidence when interviewing?  
Do you get interviews but then not the job?

Schedule a mock interview during mock interview week March 12-16. 9:00 am - 4:00 pm. 6 real employers will be on campus each day to conduct interviews. These interviews will be conducted like a real interview except there is no pressure of getting the job, and you will receive feedback from the employer that will help you prepare for the next real interview you have!

Below is the schedule of onsite employers, email [daciw@alfred.edu](mailto:daciw@alfred.edu) to sign up for a day or look for student representatives in the next two weeks in Olin, McMahon, The Science Center, Powell, Moca Joca to sign up in person.

Monday, March 12: NYS Parks and Recreation  
Tuesday, March 13: Farm Credit East  
Wednesday, March 14: Silcone Carbide, Steuben Trust  
Thursday, March 15: UPS  
Friday, March 15: Watkins Glen International

Submitted by: Valerie Daciw

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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, March 20, in the Human Resources Conference Room in Greene Hall. No matter where you are in life - just getting started or planning for retirement - a session can help you create a plan for your goals. To schedule an appointment, employees should call TIAA-CREF at 1.800.732.8353; remain on the line for assistance.

Submitted by: Kim Wyant

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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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### Alfred State College Relay for Life

The Alfred University Service Learning Program and Colleges Against Cancer Club have been working with Alfred State students on the annual Relay for Life fundraiser. Relay for Life is a team event organized by the American Cancer Society which raises money for cancer research and treatments.

<https://secure.acsevents...>

Relay for Life will take place on Saturday, April 14th at Alfred State College from 12:00pm-12:00am. This 12-hour celebration honors the lives that we have lost as well as those who have been affected by cancer. Teams will set up and decorate a spot in the Alfred State College gym. During the event, one person from each team is required to be walking at all times. Activities will continue throughout the event, including the survivors' lap, music, dancing, games, and fundraisers.

I hope you will consider joining our event: Relay for Life is a great community service opportunity, all funds will support a good cause, and the event will be a fun time for all! Start a Relay for Life team or sign up as a participant of a team at [https://secure.acsevents...;jsessionid=00000000.app331b?NONCE\\_TOKEN=EECBB8A2640C5EA76C07DAB104FBC97E&pagename=relay](https://secure.acsevents...;jsessionid=00000000.app331b?NONCE_TOKEN=EECBB8A2640C5EA76C07DAB104FBC97E&pagename=relay) and then start fundraising! Please spread the word among your students, athletes, advisees, club members, etc. We are attempting to involve as many students and faculty from Alfred University as possible. We may potentially host this event in the future. Please feel free to contact me at [gcw1@alfred.edu](mailto:gcw1@alfred.edu) with any questions regarding the event.

Link: <https://www.youtube.com/watch?v=QWusvQVOVAM>

Submitted by: Gabrielle Warren

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### Schedule your Cheryl's Closet Appointment Today!

Students: need a professional outfit for an interview, presentation, job site visit, induction ceremony, or other special event? Make an appointment to visit Cheryl's Closet at the Career Development Center! CDC staff will provide guidance in professional dress, and all the clothing and accessories are free for you to keep! Cheryl's Closet is overflowing with beautiful clothes, so come check out our inventory and add to your professional wardrobe.

Cheryl's Closet aims to support all students of Alfred University, empowering them to project confidence and professionalism, by providing business attire free of charge. To ensure that students can make an outstanding first impression, Cheryl's Closet has a large selection of professional attire suited to a variety of styles, cultures, sizes, and gender expressions.

Schedule your appointment today using Handshake: <https://alfred.joinhandsh...>

Link: <https://www.alfred.edu/student-life/career-development-center/students/cheryls-closet.cfm>

Attachment: [CDC student workers sporting their new outfits!](#)

Submitted by: Gabrielle Warren

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### Relay for Life!

Relay for Life will be held on Saturday, April 14 at Alfred State College from 12:00 pm - 12:00 am! Now is the time to sign up your team and start fundraising!! Relay for Life is the signature fundraiser for the American Cancer Society and we are trying to get Alfred University involved! During the event at least one member of your team must be on the track at all times. This is to signify that cancer never sleeps. The event includes an opening ceremony, a survivor lap, a caregiver lap, the teams lap, the luminary ceremony, and the closing ceremony. The teams sets up a themed campsite (the theme this year is TV Shows/Movies!) at the event and continues their fundraising efforts by collecting donations for food, goods, games, and activities. Donations go towards cancer research, treatments and support for those who are affected by cancer. Sign your team up for Relay for Life today with this link!! <http://relay.acsevents.or...>

If you have any questions feel free to email Alfred University Colleges Against Cancer ([cac@alfred.edu](mailto:cac@alfred.edu)) or Coryn Jepson from the Alfred State Relay for Life Committee ([JepsonCM@alfredstate.edu](mailto:JepsonCM@alfredstate.edu))!!

Submitted by: Andria Merrill

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### Cultural Bowl Volunteers Needed!!!

The Cultural Bowl is making its way back to Alfred! This March 23rd, from 12:00 pm - 2:00 pm, Asians in America is repeating their community-based charity event from last Spring semester. For those interested in volunteering to donate handmade ceramic bowls or home-made dishes, please email [aia@alfred.edu](mailto:aia@alfred.edu).

Submitted by: Jessica Cheng

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### SGCI or Bust Auction 2018 Call for Donations

For the fourth annual year, the AU Print Club is holding our SGCI or Bust auction, 2018 edition. Last year, thanks to student and faculty donations we met our fundraising goals that go towards our annual trip to the Southern Graphics Council International Conference. Additional money raised by our club goes towards the supplies we use in our group during meeting demonstrations. We are accepting donations in all mediums in the Print Club labeled drawer in the Print Shop or by emailing [JLS24@alfred.edu](mailto:JLS24@alfred.edu).

The auction will be held on Friday, March 16  
Donation Deadline is Tuesday, March 13

You can keep up with Print Club happenings by following our Instagram [@auprintclub](#).

Submitted by: SOAD Events

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## Q&A for Potential Fulbright Applicants

Have you considered applying for a Fulbright grant? Would you like to know what's involved in preparing an application?

Attend an informal Q&A meeting with Taylor Jaczko, a AU senior who is a semi-finalist for a Fulbright to Luxembourg. Taylor will share her experience and answer questions about the process.

Tuesday, March 13  
5:00 pm - 6:00 pm  
Herrick Library, Room 106 (Seminar Room)

For more information about the Fulbright U.S. Student Program, including eligibility and the application timeline, see the link below.

Link: [Fulbright Information for AU Students](#)

Submitted by: Ellen Bahr

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## Accounting Club 50-50 March Madness Bracket Fundraiser

The Accounting Club will be hosting a fundraiser that will allow individuals to submit March Madness Brackets for \$5 (Men's or Women's). Please fill out your bracket and send to [auaccountingclub@alfred.edu](mailto:auaccountingclub@alfred.edu) with your name. There will be a venmo account to send the entries (still being setup up), also we will have times to drop off brackets and money in person at future dates.

Winners will be announced!  
1st Place: 50% of Winner's Pool  
2nd Place: 30% of Winner's Pool  
3rd Place: 20% of Winner's Pool

Look for our flyers going up all throughout the school with attached brackets or there is one attached below. Help raise money for our club and compete with your friends and the rest of Alfred University.

Link: <https://www.ncaa.com/news/basketball-men/bracketiq/2018-02-20/march-madness-bracket-2018-printable-ncaa-bracket-mens>

Attachment: [2018 March Madness Bracket](#)

Submitted by: Connor Pumm

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## Visiting Artist: Stanton Sears

Binns Merrill Hall Room C B106  
March 14th, 2018, 5- 6pm

Myklebust + Sears Public Art

Andrea and Stanton are a husband-and wife team that has worked collaboratively since 1993 and have created more than seventy large-scale public art projects for sites across the United States. Together with Andrea's father, John, they share an interest in the integration of art and architecture, and in the constructive role public art can play in civic spaces.

Submitted by: SOAD Events

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### New Paper Time Sheets

\*All Hourly Employees and Supervisors of Hourly Employees\*

Human Resources has revised the paper time sheet to include a position title number which will help us easily identify what position these hours are for. This is especially helpful when an employee has multiple jobs. That number can be found on the employees BannerWeb time sheet, either by the employee or the Supervisor.

We have also included an in-out-in-out section on each day, please be reminded that per NYS law if an employee works over a six hour shift they are required to take a 30 minute unpaid meal break.

There is also a reminder at the bottom of the time sheet that the Supervisor is the one who needs to bring the time sheet back to Human Resources, not the employee.

This change is effective as of 2/16/18, any copies of old paper time sheets that you have should be discarded. The new work study time sheets are pink and the non-work study are green. Students/Employees should come to Human Resources for a paper time sheet if they need one.

\*\*Please note, this is just for late time sheet submissions if hours are missed being put into BannerWeb. Everyone should still submit their hours on BannerWeb, however, if you miss the submission deadline this is where a paper time sheet will be relevant.\*\*

Any questions, please contact Kayleigh Misner.

Submitted by: Kayleigh Misner

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### March Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of March 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:

March 1- Andrew Makasziw- Desktop Technician- ITS

March 1- Jason Amore- VP University Relations- University Relations

March 30- Trina Cook- Administrative Assistant- Business and Finance

Celebrating 10 Years of Service:

March 17- Jennifer Posener- Assistant Dean- College of Liberal Arts/Sciences

Celebrating 30 Years of Service:

March 7- Billie Burns- Administrative Assistant- School of Art and Design

March 22- Marilyn Saxton- Secretary- Human Studies

Submitted by: Kayleigh Misner

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### Painting <3♦s Ceramics

March 16-22, 2018, 7-9pm

Robert C Turner Gallery

Cost:Free

Sponsored by: Robert C Turner Gallery

Submitted by: SOAD Events

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### Opioid Overdose Recognition & Prevention 3/13/18

Opioid Overdose Recognition and Use of Naloxone (Narcan) for Reversal

DATE AND TIME:

Tuesday, March 13

5:30 pm - 7:30 pm EDT

LOCATION:

Alfred University--Nevins Theater (Powell Campus Center, 2nd Floor)

1 Saxon Dr

Alfred, NY 14802

COST: Free

Individuals will leave the training able to:

- \* recognize the signs & symptoms of an opioid (i.e. Heroin) overdose

- \* properly administer naloxone

- \* know the necessary follow-up steps

Depending on naloxone availability, participants who successfully complete the training will receive a kit containing two doses of naloxone at no charge.

This event is open to the public. Community members, faculty/staff, and students are all welcome and encouraged to attend. Participants must be 16 years or older.

This event, although free, requires registration to ensure enough training materials are available.

However, walk-ins are generally not turned away.

Please use the link below to register.

<https://www.eventbrite.co...>

Note: If you do not receive a confirmation e-mail, please check your Junk Mail or Spam folder.

Please email [OverdosePrevention2018@gmail.com](mailto:OverdosePrevention2018@gmail.com) with any questions or to be sent the link to register.

Training presented and sponsored by: the Erie County Health Department in partnership with the Buffalo Police Department, Horizon Health Services and Evergreen Health Services.

Link: <https://www.eventbrite.com/e/erie-county-dept-of-health-opioid-overdose-recognition-naloxone-use-3142018-registration-43040199395?aff=es2>

Submitted by: Sara Haight

### HR Tip of the Month

Did you know that the IRS has announced updated retirement plan contribution limits for 2018?

403(b) Plan Contribution Limits:

For 2018, the contribution limit for employees into this type of account is rising from \$18,000 in 2017 to \$18,500 in 2018.

For participants who are age 50 and older, the catch-up contribution amount of \$6,000 has not changed. Meaning that older savers can choose to defer up to \$24,500 of their compensation into their accounts.

Traditional and Roth IRA Contribution Limits:

Nothing has changed in regards to the IRA contribution limits. IRA owners can still contribute up to \$5,500 for the 2018 tax year, with an additional \$1,000 catch-up contribution allowed for individuals age 50 or older. Contributions for 2018 can be made from Jan. 1, 2018 through the April 2019 Tax Day.

What is new at AU with Supplemental Retirement Annuity Accounts (SRA)?

Non-Statutory:

AU now has a new Roth option (post-tax) for Non-Statutory employees for a SRA account, previously we only had a pre-tax option. This SRA account is another account that you can open to save more money for retirement, this is not the same account as your mandatory contribution account. With this type of account we are able to process your contribution as a payroll deduction. If you wish to open a new account you should fill out the form attached and return to Kim Wyant in Human Resources.

Statutory (NYSCC):

If you are a Statutory employee you may also set up a (pre-tax) SRA with TIAA. You will need to contact TIAA at 800-842-2252, visit their website linked below, or by setting up an appointment with an adviser when they are on campus regarding this account. With this type of account we are able to process your contribution as a payroll deduction.

You can also set up a Roth IRA account with TIAA, however, HR cannot process payroll deductions for this type of account at this time. You can fund that account with electronic deposits from your personal bank account.

Link: [TIAA](#)

Attachment: [Non Statutory SRA Election Form](#)

Submitted by: Kayleigh Misner

### 24 Hour Theater Marathon

Dramatists write, rehearse, and put on a whole show in just 24 hours. What? That seems like a lot to do in a little amount of time? Well nothing is too much for us! Watch us put on a show in JUST 24 HOURS!

Come check out the final product of all our hard work:

Saturday, March 17

Nevins Theater at 9:00 pm

Link: [Facebook Event](#)

Attachment: [24 Hour Theater Marathon Poster](#)

Submitted by: Alfredian Dramatists



## Job Posting

Employment Opportunity:  
Director, Sponsored Program Administration

Link: [Director, Sponsored Program Administration Posting](#)

Submitted by: Connie Lewis

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## Senior Photos

Senior pictures have been taken already. If you did not receive information about pictures via email from Lauren Studios please contact them directly at [info@laurenstudios.com](mailto:info@laurenstudios.com) or their customer service at 951-272-8600.

Link: <http://www.laurenstudios.photos/>

Submitted by: Eliza Ordway

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## Job Posting

Employment Opportunity:  
Procurement Operations Manager

Link: [Procurement Operations Manager Posting](#)

Submitted by: Connie Lewis

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