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TODAY	TOMORROW	THURSDAY
10:00 <a href="#">Kathryn Vajda: Snow Cities</a>	10:00 <a href="#">Kathryn Vajda: Snow Cities</a> 12:15 <a href="#">Welcoming New Employees Training</a>	10:00 <a href="#">Kathryn Vajda: Snow Cities</a>

**What is a Responsible Employee/Campus Security Authority and am I one?**

All full-time staff and faculty of Alfred University are required to promptly report information they have about possible sexual harassment or sexual misconduct, including but not limited to sexual assault, domestic or dating violence, and stalking to the designated Title IX Coordinator or Title IX Deputy Coordinator. Many others are required to report possible crimes to Public Safety.

This session will help fulfill the annual training requirement for employees who are designated as Responsible Employees and/or Campus Security Authorities. This session is geared toward any employee who wishes to learn more about the responsibilities under Alfred University's Discrimination, Harassment and Sexual Misconduct Policy and The Clery Act.

The program will be held in the Kenyon Allen Rooms on Tuesday, Jan. 16, from 3:00 until 4:15 p.m.

Submitted by: Norm Pollard

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**Welcoming New Employees Training**

This is the fourth 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: guiding principles to an effective orientation, before the new employee arrives, the first day, week, and month on the job, and follow up meetings with your newly hired employee.

Supervisors who may be new in their rolls or need a refresher are encouraged to come. This is also open to anyone in the department who helps orient new hires to your department.

This training will be held from 12:15 p.m. - 1:00 p.m., Wednesday, January 10 and from 12:15 p.m. - 1:00 p.m., Tuesday, January 23 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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### Winter Break McLane Fitness Center & Health & Wellness Center Hours

Below are the hours of operation for winter break in the Joyce Walton Health & Wellness Center & McLane Fitness Center:

Monday - Friday: 10:00 a.m. - 6:00 p.m.

Saturday - Sunday: 10:00 a.m. - 2:00 p.m.

CLOSED: December 23- January 1

In-Semester Hours Resume on Tuesday 1/16

Submitted by: Tony Aquilina

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### Support Staff Retreat -- January 11th, 2018

Join us for personal and professional development on Thursday January 11th in the Knight Club PCC. All Support Staff are welcome!

Sessions include:

8:30 - 9am Breakfast Snack & Welcome

9-9:30am Wake-Up Wellness with Shashi Racho

9:40-10:10am Tuition Remission Q&A with Kaleigh Misner

10:10-10:40am Outlook with focus on One Drive with Tom George \*\*bring your laptop\*\*

11am-12pm Round Table discussions

? AU Connect

? The college student experience

? Managing difficult people

? Support Staff unity brainstorming

Sponsored by the Support Staff Council along with the support of President Zupan.

Please contact any council member if you have any questions. We can't wait to see you there!!

Attachment: [17-18 Roster](#)

Attachment: [2018 SSC Retreat flyer](#)

Submitted by: Crystal Henshaw

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## Volunteers to Serve at Title IX Investigators Needed

Mark Guinan, Director of Human Resources, is looking for faculty/staff volunteers to serve as Title IX Investigators and Board Members. There will be training provided to teach you how to do a proper investigation.

### Responsibilities:

- \*Receive complaints of sexual misconduct, sexual harassment, gender-related violence including stalking and intimate partner violence, and protected class discrimination and harassment and related retaliation
- \*Identify University policies and/or Student Conduct Code provisions relevant to a complaint
- \*Exercise judgment regarding the resolution of complaints including informal resolution and formal investigation
- \*Conduct a prompt, equitable and impartial administrative investigation into complaints including identifying and interviewing parties and identifying, gathering and assessing information relevant to the investigation; apply relevant policies and make findings of fact in individual cases
- \*Actively foster and maintain a climate that is supportive of students and respectful of difference

If you are interested in becoming a Title IX Investigator, contact Mark Guinan at [guinan@alfred.edu](mailto:guinan@alfred.edu) or 607-871-2909.

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, January 30, Thursday, February 22, and 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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## Kathryn Vajda: Snow Cities

Now through March 31, 2018

Gallery Hours 10am-4pm Monday-Saturday; Closed Sunday

View, 3273 State Route 28, Old Forge, NY 13420

Cost: General admission \$10; View members free

Kathryn Vajda, who teaches in the School of Art and Design, has a show of recent digital prints and a book from her Snow Cities series at the View in Old Forge, NY. The show runs through March 31, 2018

Free opening reception December 1, 2017 from 5-7pm.

Submitted by: SOAD Events

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## USPS Price Increase Effective January 21, 2018

The USPS has announced a price increase affecting First-Class Mail:

Metered letter (1 oz.) is currently \$0.46. Metered mail will increase to \$0.47.

Stamped letter (1 oz.) is currently \$0.49. Stamped mail will increase to \$0.50.

As a reminder, all outgoing letter mail goes through the Powell Campus Center mailroom. Please contact the Mailroom at ext. 2955 or Procurement at ext. 2698 for questions or concerns.

Submitted by: Cheryl Foster

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## HR Tip of the Week

Did you know that you can manage your retirement funds with TIAA online?

Once you've logged in with your user name and password, select My Account. From there, you can:

- \*Change the investment of future contributions by selecting Change Investments, then Change Allocation of Future Contributions. Choose each account or contract you would like to update, then enter your investment instructions.

- \*Transfer assets among the plan's investment options by selecting Change Investments, then Change My Investments. Choose each account or contract you would like to update, then enter your investment instructions.

- \*Update your beneficiary designation by selecting Add/edit beneficiaries, then identify the account you wish to update and select Edit Account Designations.

- \*Review and update your personal information.

- \*Check account balances and confirm contributions.

- \*View and research the performance of the plan's investment options.

Please see the attachment for more information.

Attachment: [TIAA](#)

Submitted by: Kayleigh Misner

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## We need heroes!

The Office of Communications and Marketing needs "heroes," people whose stories we can feature in publications, on the web site and in social media posts. If you know a "hero," a professor, staff member, student or alumnus/alumna with an interesting story that highlights a positive aspect of Alfred University, please let us know. We have a form you can fill out to nominate a hero. Please fill in the blanks, save and email it to us at [communications@alfred.edu](mailto:communications@alfred.edu)

Link: [Link to the Hero Form](#)

Submitted by: Susan Goetschius

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## New York Times Newspaper Subscription through AU Bookstore

The AU Bookstore is offering the NY Times newspaper subscription (physical newspaper) Monday-Friday at the discounted educational price. Spring semester paper delivery starts January 16 through May 4. No papers spring break week. 74 days of delivery to campus. The subscription is \$74.00. Sign up now! Pick up at the AU Bookstore daily after 1:30 p.m.

Submitted by: Marcy Bradley

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