

**In This Issue**Webmail users [click here](#)**Official News**

- [GENERAL COMMENCEMENT CEREMONY INFORMATION:](#)
- [Cap & Gown Pick-up](#)

**General Announcements**

- [Performance Reviews Training](#)
- [\\*\\*\\*\\*\\* CDC Drop-In Hours Every Wednesday \\*\\*\\*\\*\\*](#)
- [2nd Annual All Employee Recognition Reception](#)
- [TIAA Consultant on Campus](#)
- [Notice to CWS Employers for 2019-20 - 2019-20 Job Descriptions due 8/1/2019](#)
- [Don't miss a Minute of the Magic- MostArts Tickets and Workshops on Sale !](#)
- [Senior Week- Trip Minnehan's Family Fun Center Today](#)
- [Senior Week- Cider Creek Event 6:00 pm -10:00 pm \(Buses start at 5:30 pm\)](#)
- [Job Opening](#)
- [Concerts, Workshops, Exhibitions and More! MostArts Festival July 7-13](#)
- [Chemical Waste Removal](#)
- [Graduation Cap Decorating](#)
- [Job Opening-Procurement Services](#)

**What's Happening?**[More Events...](#)

TODAY	TOMORROW	FRIDAY
12:00 <a href="#">All Final Grades for the Semester due by 10:00 am</a>		

**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](mailto: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

[back to top](#)

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### Cap & Gown Pick-up

Remember to pick up your cap & gown for graduation BEFORE Saturday, May 18 at the AU Bookstore! Congratulations graduates!

Submitted by: Marcy Bradley

[back to top](#)

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### Performance Reviews Training

This is the ninth training in a 9 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: how to provide feedback, establish goals and objectives, preparing the evaluation, how to approach the meeting, and why performance reviews matter

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

This training will be held on May 7, 2019 from 11:15 am - 12:00 pm and on May 22, 2019 from 11:15 am - 12:00 pm both located in the Kenyon/Allen Room in the PCC. This is the same training both days.

Link: [HR Website](#)

Attachment: [Flyer for Supervisor Training](#)

Submitted by: Kayleigh Misner

[back to top](#)

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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

[back to top](#)

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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

[back to top](#)

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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](http://www.TIAA.org/schedulenow).

Submitted by: Kim Wyant

[back to top](#)

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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

[back to top](#)

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### **Don't miss a Minute of the Magic- MostArts Tickets and Workshops on Sale !**

The Magic Returns July 7-13 and Tickets for the 2019 MostArts Festival are on Sale! Visit our new website for more information about soloists, workshops, and more: [www.alfred.edu/MostArts](http://www.alfred.edu/MostArts)

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

Submitted by: Lisa Lantz

[back to top](#)

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### **Senior Week- Trip Minnehan's Family Fun Center Today**

Seniors, today is the trip to Minnehan's Family Fun Center. Wristband required. Buses leave at 10:45 am from Saxon Drive.

Submitted by: Marcy Bradley

[back to top](#)

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### **Senior Week- Cider Creek Event 6:00 pm -10:00 pm (Buses start at 5:30 pm)**

An evening of fun at Cider Creek. Hop on one of the buses in Carnegie Parking Lot. Buses start running at 5:30 pm and run continuously until 10:00 pm. \*ID required\* This event is open to ALL Seniors- \$5.00 cover at the door if you do not have a senior wristband. ALL MUST RIDE THE BUSES. No entrance if you drive.

Submitted by: Marcy Bradley

[back to top](#)

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### **Job Opening**

Please see see the link below for information on the APEX Coordinator position.

Link: <https://www.alfred.edu/jobs-at-alfred/viewpost.cfm?ID=8444>

Submitted by: Tamara Green

[back to top](#)

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### **Concerts, Workshops, Exhibitions and More! MostArts Festival July 7-13**

The Magic Returns July 7-13 and Tickets for the 2019 MostArts Festival are on Sale! Visit our new website for more information about soloists, workshops, and more: [www.alfred.edu/MostArts](http://www.alfred.edu/MostArts)

Link: <https://www.mostarts.alfred.edu>

Submitted by: Lisa Lantz

[back to top](#)

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### Chemical Waste Removal

The spring/summer chemical waste removal will occur during May 2019. Both hazardous and non-regulated waste will be accepted.

All chemical waste must be received in your respective Central Accumulation Area (CAA) no later than Thursday, May 30, 2019. All colleges (Harder Hall, McMahon, and Myers CAAs) contact EHS x 2190/2196 for receipt of your hazardous and non-regulated waste.

Completed Hazardous Waste and Non-Regulated Waste Log Forms MUST be sent to EH&S no later than Thursday, May 30th and may be mailed (117 Myers Hall), faxed to x2086, or scanned and e-mailed to: [envhealthsafety@alfred.edu](mailto:envhealthsafety@alfred.edu). The hazardous waste packers must have this information prior to packing in order to obtain required approvals from the disposal facility.

All Satellite Accumulation Area labels MUST be filled-out completely with EPA# for respective college, building name, Room # or area name, start date, initials, chemical name(s) of constituents in the accumulation container with volume or weight, and waste characteristics prior to receipt in Central Accumulation. Note: Per EPA regulations you have only 72 hours from an SAA full date to transfer the container to the proper CAA. SAA containers must be capped or sealed with container lid, have clean exterior, and SAA label easily legible. If you have any questions contact Dean Perry.

All Satellite Accumulation Areas must be empty prior to May 30th, with a notation to that effect made on your submitted May 2019 Satellite Accumulation Area Weekly Inspection sheet. Reminder: Any SAA's which collect waste during the summer and are not empty over the summer must have the weekly inspection log maintained and submitted to EH&S on a weekly basis.

Hazardous and Non-Regulated Waste Log Forms are available at [my.alfred.edu/ehs/](http://my.alfred.edu/ehs/) under the heading "EHS Forms".

Link: [EHS Web Site](#)

Submitted by: Dean Perry

[back to top](#)

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### Graduation Cap Decorating

Stop in the Center for Student Involvement between 9:00 am and 3:00 pm Friday, May 17 to decorate your cap for graduation. Supplies will be provided.

Submitted by: Eliza Ordway

[back to top](#)

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### Job Opening-Procurement Services

Please link below for information on this opportunity

Link: [Procurement Support Assistant](#)

Submitted by: Mark Guinan

[back to top](#)

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