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## What's Happening?

[More Events...](#)

TODAY	TOMORROW	SATURDAY
10:00 <a href="#">Walk-in Hours at the CDC</a>	· <a href="#">Indoor Track -Away</a>	· <a href="#">Indoor Track -Away</a>
4:45 <a href="#">Zumba classes with licensed instructor</a>	· <a href="#">SAGE: Write a Piece for the Vagina Monologues!</a>	
<a href="#">Zumba classes with licensed instructor</a>		
· <a href="#">SAGE: Write a Piece for the Vagina Monologues!</a>		

### The Human Resources Department Needs Your Help

Because Alfred University has contracts with the Government for research and takes federal dollars to provide financial aid to students, we must reach out to, hire and provide equal opportunity to qualified people with disabilities (besides being the "right thing to do").

To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you have ever had a disability. If you work for the University you will be receiving a "voluntary self-identification of disability form" in an email beginning the week of March 24.

Completing this form is voluntary, but we hope that you will choose to fill it out. Any answer you give will be kept private and will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years.

You may voluntarily self-identify as having a disability on the form without fear of any punishment

because you did not identify as having a disability earlier. Your cooperation in completing and returning the form is greatly appreciated.

If you have any questions regarding the form or how the information will be used please feel free to contact the HR offices in Greene Hall and we will be glad to answer your questions.

Submitted by: Mark Guinan

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### **Undergraduate Students - Financial Aid Deadline 3/15/14**

IMPORTANT: MARCH 15, 2014 IS THE DEADLINE FOR FILING THE 2014-15 ALFRED UNIVERSITY FINANCIAL AID APPLICATION AND THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA).

If you will be an undergraduate student at AU for the 2014-15 academic year and do not have these documents, please stop by the Financial Aid Office to pick them up. We are located in Alumni Hall and are open 8:30 a.m. - 4:30 p.m., Monday - Friday.

Submitted by: Elena Wallace

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### **University Policy and Guidelines for Gifts, Prizes, and Awards**

In order to comply with IRS rules and regulations regarding gifts, prizes, and awards, the University has adopted a policy that is to be followed whenever a person is given any type of cash, cash equivalent, or merchandise to recognize achievement, to honor them for performance, or for any other reason.

The attached form must be signed by the presenter, their supervisor, and the recipient and sent to the Payroll Department for approval and disposition whether or not the recipient is a University employee.

Please feel free to contact Mark Guinan, Director of Human Resources, if you have any questions regarding the process.

Link: [Guidelines for gifts, awards and prizes](#)

Attachment: [Gift authorization form](#)

Submitted by: Mark Guinan

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### **Graduating in May? Time to Order your Cap & Gown**

All May graduates, NOW is the time to order your cap, gown, tassel, and hood for May graduation.

ORDER by Wednesday, March 26 at the AU Bookstore. Payment is required at the time you order. Bachelor unit (cap, gown, tassel, and hood \$62.96; Master unit \$66.96.

Submitted by: Marcy Bradley

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## New Car Rental Fee

Beginning March 15, 2014 the Enterprise car rental agency located in Hornell will be charging a \$15 delivery fee when a vehicle is delivered to Alfred University. This fee will be included on your invoice. If the vehicle is picked up at Enterprise then there is no fee charged.

Effective back in 2013 New York State has implemented a law that states any sales tax charged by a vendor (Enterprise) to a personal credit card will not be refundable if the purchase is for a tax exempt organization. So, remember to use your AU One Card or have Enterprise invoice the University directly.

Please note: A motor pool vehicle is required to be the first vehicle of choice unless there are special circumstances approved in advance by the area Vice President. The reservation of such vehicle should be made at the time travel arrangements are known; last-minute requests resulting in denial may be subject to reimbursement at the reduced costs.

There will be more information forthcoming regarding Enterprise/National Car Rentals at a later date.

Submitted by: Susan Peck

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## Process for Ordering Business Cards Has Changed

The process for ordering official Alfred University business cards has changed. The local print shop that has produced most of our business cards, Sun Publishing, is in a transitional phase due to economic changes. Based upon their new business model, they will only do business card orders in batches of 10 or more different names. It is not cost effective for them to do one person's card at a time.

Since orders for AU business cards are typically one or two at a time, we have located an alternative print shop and process to ensure a seamless transition. The Alfred State College Document Center is prepared to handle business card requests through a virtual storefront that has been developed specifically for ordering AU business cards online.

The link to that storefront is:

<https://v2.printsys.net/>

Log on: AlfredUniversity

Password: AlfredUniversity1

There are two templates from which to choose: the first template is indicated for only Admissions and Financial Aid offices because they require specific phone number options; and the second template is designed to accommodate all other offices.

When you double click on your selection, a new window will open that contains a form with fields to enter your information. As the fields are filled, the information will show up on the template at the right so you will see how the business card will look upon completion. Once all the information has been entered, you will proceed to a shopping cart that has options for quantity and payment, using your AU One Card.

In order to maintain the brand identity of the University, a PDF of the card will be emailed to the Office of Communications for review/approval. Once the cards are printed, you will be notified so that you can pick them up at the ASC Document Center, 10 Upper College Drive (607.587.3532). ASC does not deliver at this time. The design and specifications of color and paper are based upon the official AU business card format that is currently in use.

**IMPORTANT:** For situations where you do not have access to an AU One Card, or a required deviation from the standard format cannot be included within the two template options, you will need to contact Rick McLay at [mclay@alfred.edu](mailto:mclay@alfred.edu) so that a design can be created and provided to the ASC Document Center. In those situations, the online purchase option will not be available and a paper invoice will be sent to you by the ASC Document Center.

Please contact the Alfred University Office of Communications at 2103 if you have any questions.

Submitted by: Deborah Clark

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### ATS Council Nominations

ATS Council will be holding elections in April for new members. Anyone interested should plan to attend our Council meeting Thursday, March 13 from 9-10 A.M. in the Kenyon-Allen Room, PCC; or email [baileyj@alfred.edu](mailto:baileyj@alfred.edu).

ATS Council meets monthly and works as a liaison between ATS staff and the campus community.

Submitted by: Jodi Bailey

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### 2014 Chinese Proficiency Test (HSK)

HSK test Level 2, Level 3, and Level 4 will be held at 9-11 a.m. (Level 2 and Level 4) & 3-5 p.m. (Level 3) on Saturday, April 12, in Perlman 105. The test is now open to all Chinese language learners who are interested in the test besides the students from Chinese class 102 and 202 at AU.

The last date to register is April 3. The registration fee for HSK level 2, level 3, and 4 is \$30, \$40, and \$50.

The new HSK test was launched by Hanban (Confucius Institute Headquarter) in an effort to better serve Chinese language learners. Many HSK testing centers have been established home and abroad; overseas testing centers have reached to 180 with a distribution in 60 countries.

For more information, please contact Xinyue (Rose) Hu by [hu@alfred.edu](mailto:hu@alfred.edu) or 607-871-2762.

Link: [www.chinesetesting.cn](http://www.chinesetesting.cn)

Attachment: [Registration Form](#)

Submitted by: Yanfang Song

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### Concert: 'Songs of Spring-An Evening of Chinese Music'

Confucius Institute will host the "Songs of Spring-An Evening of Chinese Melody" concert at 7:30 p.m. on Thursday, March 20 in Nevins Theater. It's free admission.

The concert consists of 10 Chinese classic music pieces by Guzheng musician Zhongbei (Daisy) Wu, Guqin musician Peter Worden from Buffalo, Dizi musician Shijun Cheng from Confucius Institute at Binghamton University, and Dr. Luanne Crosby from the Division of Performing Arts.

For more information, please feel free to contact Rose at [hu@alfred.edu](mailto:hu@alfred.edu) or by calling 607.871.2762.

There is also a free master class on the Chinese instruments-Guqin & Dizi at 5:20 p.m., Wednesday, March 19, Wednesday, in the Choral Room in Miller Theater.

Link: [Web of CIAU](#)

Attachment: [Poster](#)

Submitted by: Yanfang Song

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### Lost and Found

If you have an item you lost or found, please post it on the Lost and Found Board using the link below.

Link: [Lost and Found Board](#)

Submitted by: Judy Linza

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### Free Ink and Toner

We have the following ink and toner cartridges available free of charge:

- (1) HP LaserJet 98A
- (4) HP inkjet 15
- (1) HP 20
- (2) HP inkjet 29
- (3) HP inkjet 49 tri-color
- (3) Officejet 901 tri-color
- (1) HP 51626A
- (2) Lexmark C930H2KG

Please contact Gayle Gebhard if your office could use any of them.

Submitted by: Gayle Gebhard

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### New Year, New You with Weight Watchers At Work Meetings

Alfred University and Alfred State students, faculty, and staff are getting fit and working toward a healthier lifestyle. Join our At Work meetings each Thursday from noon to 1 p.m. Meetings are held in Room 408 (at the top of the stairs) of the new Student Leadership Center (SLC) on the Alfred State Campus.

Lose weight and feel great in the company of friends from Alfred University and Alfred State!

For further information, please contact Beth Turner by email at [turnerea@alfredstate.edu](mailto:turnerea@alfredstate.edu) or by phone at 607.587.4080.

Link: [Alfred State campus map](#)

Attachment: [Weight Watchers At Work Meeting flyer](#)

Submitted by: Anne Cornell

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## Alfred Village Playground Renovations!

Alfred Montessori, a little school with a big heart, is planning an art auction for Saturday, April 5, 2014 to help raise funds to renovate the Alfred Village Playground.

Artists of local and national acclaim have already committed to donate pieces for the event, which will be held from 10 a.m. until 1 p.m. at the Alfred Village Hall.

One can expect to bid on ceramic, glass, sculptural and functional pieces by artists including Angus Powers, Amy Powers, Betsy Kent, Steve Edwards, Matt Metz, Linda Sikora, Mike Griffin, Kristin Buchholz, Angie To, Sarah Powers, J. Michael Powers, Robin Howard, Pat Edwards, Marcia Lichtman, Randi Fridmann, Katie Greene, and many more.

Tickets are \$15 each or 2 for \$25, and are available now. Admission includes brunch appetizers, beverages, and live music for the first hour, with child care available at the Montessori School for a nominal fee.

To purchase tickets, or make a donation, call Carman Banzaca, Montessori School Director, at 607.587.9334, or visit [www.alfredmontessori.com](http://www.alfredmontessori.com).

Funds raised by the auction will help renovate and improve the Mike Kenyon community playground in Alfred, a cause that will benefit all of the children in the community. Twenty years ago, the community rallied to create the existing playground and the time has come to update the structure. We have consulted the original playground designers for direction as we plan renovations.

Link: <http://www.alfredmontessori.com>

Submitted by: Jill Crandall

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## 'Finian's Rainbow'

Monday, March 17 at 6:45 p.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585-593-3410

Fred Astaire is a transplanted Irishman, Finian, whose leprechaun comes to life in the American South amid racial injustice. Director Francis Ford Coppola and actors Astaire, Petula Clark, Tommy Steele, Al Freeman Jr., and Keenan Wynn turn it into one of the best musicals of its era. This 1968 film is rated G.

The library-sponsored film is free and open to the general public.

Submitted by: Deborah Clark

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