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What's Happening?

More Events...

TODAY	TOMORROW	FRIDAY
	· Last Day to Withdraw from a course, cancel Pass/Fail, select or cancel Audit in a course that meets all semester	· #SaxonFriday

Attention: Work Study and Graduate Assistant Supervisors

If your students job function is a tutor or grader and your department still needs the student to work HR needs a completed Telecommuting Form. This form should be started by the student and sent to the Supervisor for completion. The completed forms should be received no later than 4/8/2020 at 12:00pm EST. Please send all forms to Kayleigh Jones, HR Generalist.

If the student is Work Study and we do not receive a telecommuting form, we will assume that your student is no longer working.

If you have a graduate assistant who has a stipend and they are no longer working, please contact Kayleigh Jones so we can terminate their position appropriately.

The students should also view the Telecommuting Policy which can be found by visiting **https://my.alfred.edu/hum...**

Attachment: **Student Telecommuting Form**

Submitted by: Kayleigh Jones

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How to ensure that supplier/contractor invoices are received and processed

Due to the Governor's order, the only people permitted on campus are those deemed as essential personnel. Based on that, we understand that the majority of people are not able to go to campus and retrieve their mail. We ask that anyone expecting invoices from suppliers reach out to those suppliers and ask that they email copies of invoices to **businessofc@alfred.edu** to ensure that they are processed.

Please contact Amanda Azzi or Melissa Badeau if you have questions or need additional information.

Submitted by: Melissa Badeau

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Taxable Gifts and Awards Form

With the awards season right around the corner, HR wants you to know that for all gifts whether they are non-cash gifts or cash equivalents for students needs to be accounted for using the Taxable Gifts and Awards Form.

This form that is linked below should be completed in its entirety and sent to HR for processing.

Link: **Taxable Gift Form**

Submitted by: Kayleigh Jones

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Procurement Office - We're still here to help!

The Procurement Team is working remotely; however, we are available via email and Skype during regular office hours (8 - 4:30). We are here to help with all of your purchasing needs and have relationships with suppliers that could provide significant savings for your department and the University.

If you do have a quotation and need an order placed, requisitions can be emailed to **procurement@alfred.edu**. Please make sure that you have all signatures required for the FOAP (Fund, Org, Account, Program) listed on the requisition when you submit the form.

If you have any concerns or questions, please reach out to Melissa Badeau, Director of Procurement, at **badeau@alfred.edu**.

We look forward to assisting you!

Attachment: **Procurement Presentation**
Attachment: **Requisition Form**

Submitted by: Melissa Badeau

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Microsoft Teams Integration Now Available in Canvas

Instructors now have the ability to schedule and create links to Microsoft Teams meetings in Canvas. The Microsoft Teams scheduling tool is available in the text editor, which is accessible in Pages,

Assignments, and Discussions. Please see the attached instructions for creating a meeting link. Instructions for downloading Microsoft Teams are available on the ITS COVID-19 Support Page.

Link: **ITS COVID-19 Support Page**

Attachment: **MS Teams Instructions for Canvas**

Submitted by: Meghanne Freivald

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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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Get Your #AlfredU Campus Virtual Background

Missing campus? Use these great photos of Alfred University to spruce up your Zoom meeting background! It's almost like being on campus.

Link: **Get a Virtual Background**

Submitted by: Jodi Bailey

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Summer Employment Opportunities

Looking for something fun and rewarding to do over the summer? We are currently accepting applications for camp counselors and summer work crew positions. Browse summer job openings on Handshake now and join our team this summer!

DEADLINE: extended until April 30th

Don't miss out on this great opportunity...Apply today!
If interested or have any questions, feel free to email **summerpro@alfred.edu**

Link: **AU Handshake**

Submitted by: Summer Programs

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Invitation: Art Walk in the Age of Social Distancing

Still in Alfred? Join us! make art for your community. Brighten your sidewalk and windows.

Thursday, April 16, 5-8pm
Art Walk in the Age of Social Distancing

Alfred Art Walk is shifting gears!
The galleries are closed but we don't have to be.
Turn Alfred's front windows and walkways into a gallery!
We invite the community to keep the Art Walk going with two projects. All of Alfred is invited to be both artist and viewer. Brighten up your home, then walk around the village--practicing social distancing--to see the works of art your neighbors created.

Participate in one or both projects!

Chalk Drawing: Make a chalk drawing on your driveway or the sidewalk in front of your house. We hope for drawings from all ages! The only qualification needed is to be able to get down to the ground to chalk and then be able to stand up again! Two weeks to garner chalk, make a plan and DRAW! Then a day (or more) to walk and enjoy the sidewalk art. (Snow/Rain date April 18.)

Window Wishes: Use what you have at hand to create some art! Then hang well wishes in the form of paintings, drawings, sculptures or origami (a symbol of hope and healing in challenging times) in your front windows. Send messages to your neighbors. Line our empty streets with Alfred's famous creativity

Register your home or business art project to be included on the Art Walk interactive map. Email **submit.alfredartwalk@gmail.com** with your name and address by April 12 for inclusion on the website! Can't decide? Don't worry- join as you like. Visit **http://www.alfredartwalk....** for details

Link: **Alfred Art Walk**

Submitted by: Caitlin Brown

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Health and Wellness Tips

Sponsored by AU Health and Fitness Management Program, Nick Milgate 2020

Link: **https://www.medicalnewstoday.com/articles/covid-19-what-you-can-do-right-now-to-stay-safe#Additional-public-health-resources**

Attachment: **COVID-19 Tips and Tricks**

Submitted by: Nick Milgate

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Virtual Center for Student Involvment

We are hosting a virtual office space that has the most up to date information on programming and allows for interaction with our staff.

Link: **Get Involved!**

Submitted by: Eliza Ordway

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Win It Wednesday

We are running interactive posts on our Facebook, Instagram and on Padlet every Wednesday! Join in the fun to win a little fun mail from the CSI office.
Instagram @aucenterforstudentinvolvement
Facebook **https://www.facebook.com/...**

Link: **Padlet**

Submitted by: Eliza Ordway

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