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New Mail Process Form

In order for the University to keep up with USPS mailing standards, a new mail form has been created by Procurement Services. A contents section has been added for ongoing safety precautions. Please use this form for all of your metered mail requests.

Metered mail is processed on the first floor of Greene Hall in Procurement Services.

Attached is the new form. However, for your convenience, there will be new ones available at Procurement Services.

Attachment: [New Mail Process Form](#)

Submitted by: Cheryl Foster

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Final Overtime Rules Released

As many individuals may have heard last summer, the U.S. Department of Labor (DOL) proposed changes to the Fair Labor Standards Act (FLSA)'s overtime regulations. Early last week the final rule was released which takes effect on Dec. 1, 2016.

The Department of Human Resources will continue the work which had already begun during the early discussions of the proposed changes and will seek input, as necessary, from the various departments/divisions over the course of the coming months to gather additional information that may be required.

Those individuals whose position will be impacted by the new legislation will be communicated with in late summer/early fall.

We ask for your patience as we work through the process.

Submitted by: Mark Guinan

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Fitness Center Morning Hours

The fitness center will now also be open Monday-Friday from 6-8 A.M. throughout the summer.

Submitted by: Tony Aquilina

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AU Photo Library Online - Gallery Server Pro

AU has a new searchable photo library, Gallery Server Pro (<http://gsp.alfred.edu>), accessible to AU faculty/staff. This library contains a wide variety of downloadable AU images ranging from seasonal campus scenics, to classrooms/labs, to selected campus events. To access, please go to our.alfred.edu and scroll down the left-hand side to Faculty/Staff. Click on Faculty/Staff and scroll down to Gallery Server Pro.

Gallery Server images are cataloged by semester, by month and by topic, and as new photo assignments are completed, additional images will be cataloged and posted on a regular basis. The photos are extensively tagged to assist in searches for specific subjects.

NOTE: The images have been carefully selected from more extensive photo sessions that include alternative views and formats (landscape vs portrait). Those images are archived separately and you will need to contact Rick McLay, director of Creative Services at 2736 (mclay@alfred.edu) to inquire about those additional images. There is also a separate folder dedicated to faculty/staff portraits, many of which were completed the week of Aug. 17, 2015.

BEFORE YOU DOWNLOAD

The primary use of many of these images is for Admissions and University Relations marketing efforts in both printed and web formats. In order to keep track of downloads (except for faculty/staff portraits), please contact Rick McLay (mclay@alfred.edu) or Judy Linza (linza@alfred.edu) with information on which images you are downloading, and where they are going to be used.

TO DOWNLOAD

Access to Gallery Server requires AU username/password to review images and to download in three formats: 1. Thumbnail (small image), 2. Web optimized (low resolution but full size), and 3. Original (high resolution). To download the image of your choice, use the download/share icon, which is the one on the left in the icon grouping above each image, and follow the directions.

ADDING PHOTOS TO THE AU PHOTO LIBRARY

We welcome the opportunity to obtain images from faculty and staff. Though much effort goes into documenting as many things as possible on campus, it is impossible to cover it all. When there are events such as art shows, or special lab/classroom activities that faculty/staff are photographing, we would very much like to review those images so that the library is as comprehensive as possible. Please contact Rick McLay if you have images that you think should be considered for this.

ATHLETICS PHOTOS

Current images of athletics events are available at (<http://gosaxons.com>). By contractual arrangement with the professional photographer, there will be a charge for athletics images. Mark Whitehouse, AU's Sports Information director (whitehouse.alfred.edu), is the contact regarding usage.

If you have any questions or suggestions for photos you want cataloged and included, please contact Rick McLay at mclay@alfred.edu or Ext. 2736. If a student requests access, please contact Rick McLay.

Submitted by: Deborah Clark

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Eve Seward, Wife of Former Faculty Member, Passes Away

We are saddened to learn of the death of Eve Seward, wife of Tom Seward, former professor of glass science and former director of the Center for Glass Research, on May 25 in Elmira. During the 20 years they spent in Alfred, Tom and Eve were very involved in the community.

Link: [For the complete obituary for Eve Seward](#)

Submitted by: Susan Goetschius

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