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TODAY	TOMORROW	WEDNESDAY
	7:00 <a href="#">Wingate Memorial Summer Carillon Recital Series</a>  <a href="#">Wingate Memorial Carillon Recitals</a>	

**Important Notice Regarding Reporting of Time Worked**

This is meant as a reminder that individuals are required to report their actual hours worked each day. Summer hours for most office staff are 8 a.m.-3:30 p.m.

Individuals arriving after 8 a.m. should not report a start time of 8 a.m.; rather, it should be reported based on when the employee arrives at his/her desk ready to begin the work day. With a shorter work day, the lunch period is reduced to 30 minutes. If an employee takes a longer lunch period on a particular day, he/she must report that on their weekly time record.

"Complete and accurate" record keeping is a requirement under the U.S Department of Labor Wage and Hour Division FLSA regulations. It is also a New York State requirement that a lunch period be observed during the work day.

Should supervisors or staff have any questions, please contact the Human Resources Office for guidance.

Submitted by: Mark Guinan

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**Carillon Recital--Tuesday, July 26**

The last recital of the Wingate Memorial Carillon Series will feature Toru Takao. Takao, a native of Japan, fell in love with the carillon while studying German in Europe. A winner of several international carillon competitions, he lives in Germany and promotes the German and Japanese carillon cultures. His program will include classical works by Strauss, Mozart and Saint-Saens, the Japanese folk song

"Sakura", a medley of tunes from Japanese animation, "The Entertainer" by Joplin, and "I Got Rhythm" by Gershwin. Time: 7 pm. Rain or shine, the free show will go on. Come enjoy the 47 bells of Alfred's carillon!

Submitted by: Laurel Buckwalter

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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](http://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](mailto: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](mailto:mclay@alfred.edu)) or Judy Linza ([linza@alfred.edu](mailto: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](mailto: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](mailto:mclay@alfred.edu) or Ext. 2736. If a student requests access, please contact Rick McLay.

Submitted by: Deborah Clark

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### Office 365 Migration

Alfred University will soon be migrating to Office 365 for our Email Service. This will bring several

benefits to our students, as well as to faculty and staff. Office 365 is fully supported by Microsoft, giving added functionality and reliability. The roll out of Office 365 will occur over the coming months, and initial testing shows a seamless transition. You may see a notification in Outlook that changes have been made and that Outlook needs to be restarted. As with any change, there can be initial issues, but the benefits far outweigh the small obstacles we may have to overcome from the start. These benefits include:

- \* Mailbox size for everyone is 50 Gigabytes (no more needing to have your mailbox expanded).
- \* Allowable attachment size increases to 150 Megabytes (currently 15 megabytes).
- \* Enhanced Email Security
- \* Office products (Word, Excel, etc.) will be free to download on up to 5 PC's per user (this includes students).
- \* Sharing and real-time collaboration on Office documents
- \* Future access to OneDrive with 1 Terabyte of space per user (this is part of Office 365, but is a future project after implementation of the email service).

ITS is excited to bring these benefits and more in the coming months. Additional notification will be coming as we start the migration process. If you have any questions or concerns, please call the Help Desk at x2222.

Submitted by: Keith Loines

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### Adolescents' Self-Concept

Derick William Whitcher will be defending his dissertation, "The Relationship Between Dyadic Parent-Child Cohesion and Adolescents' Self-Concept" next Tuesday, July 26th at noon in the downstairs classroom of the Powell Institute, 6 Sayles Street. Come join us!

Submitted by: Bethany Stiller

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### Job Posting

Employment Opportunity:  
Temporary PT Director & Chief Curator

Link: [Cohen Gallery Posting](#)

Submitted by: Kim Wyant

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