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### Daily Health Screenings    Attention all Staff and Faculty

All employees, whether scheduled to work from campus or remotely, are required to do a daily on-line screening for COVID -19 Symptoms. The daily screening is required for all weekdays, defined as Monday through Friday, regardless of whether you are scheduled to work on or off campus. Completing the daily screening is not required on Saturday and Sunday unless you are scheduled to work on either of the two weekend days or will be coming to the campus for some other reason. If you are scheduled to work from the campus you must do the screening prior to coming to campus. If you are not scheduled to come to the campus, the screening should still be completed each day by 10:00 a.m. If you work an afternoon or evening schedule you will be able to enter your screenings between noon and 2:00 p.m. for a separate list. Under New York State order, the University is required to record the responses and to keep a record of all screenings. If you have further questions regarding the daily screening please call the Human Resources Department or email [guinan@alfred.edu](mailto:guinan@alfred.edu) or [misner@alfred.edu](mailto:misner@alfred.edu) for direction.

Submitted by: Mark Guinan

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## URGENT UNEMPLOYMENT FRAUD ALERT

Alfred University has started to receive multiple fraudulent claims for unemployment benefits for employees who remain working. These are not coming from actual Alfred employees but rather are part of a criminal enterprise that is seeking to steal funds from the State of NY and Alfred University and is not just aimed at our employees but thousands across the United States. If you receive a notice from the NYS Department of Labor showing that they have received a claim for benefits in your name and you continue to work please file a "Fraud" complaint at <https://labor.ny.gov/secu...=&> You may also be the victim of Identity theft and may visit the Attorney General's website at: <https://ag.ny.gov/consume...> for information about protecting yourself from this crime. Alfred University is disputing these fraudulent claims as they are received but your help is vital to successfully combat this crime. Please contact Mark Guinan at 607-382-0468 if you have questions about this problem.

Link: <https://labor.ny.gov/secure/fraud/report-fraud.shtm?error=&>

Attachment: [identity theft kit](#)

Submitted by: Mark Guinan

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## Information Technology Services Reopening and Fall 2020 Plan-Working Draft

In accordance with the Alfred University COVID-19 Master Plan and aligned with the Academic Affairs Internal Report, ITS is recommending the following functional plan to ensure operational viability as we return to campus.

Link: [ITS Reopening and Fall 2020 Plan](#)

Submitted by: Gary Roberts

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## HR Tip of the Month

Did you know that as an employee of Alfred University you could take advantage of discounts to save you money?

AT&T:

- (Foundation Account #02511900) -20% off base plan
- Visit nearest retail store or online <https://www.att.com/offer...>
- Existing customers call 866-355-8923 to enroll

Verizon Wireless:

- 19% off base plan
- Visit [www.verizonwireless.com/b...](http://www.verizonwireless.com/b...)

SUNY Perks at Work:

- Create a free account with your Alfred e-mail and unlock perks for employees
- Visit <https://www.perksatwork.c...>

Employee Assistance Program:

- Visit <https://my.alfred.edu/hr/...> to learn more about our EAP program and the benefits offered to you and your family members
- 8 free in-person counseling sessions, per incident, per year (not only for employees but their families as well)
- Child/Elder Care Resources, Legal and Financial Consultations, Virtual Concierge, Wellness Resources, Health Advocacy, Online Resources, and Employee Education E-Learning Courses
- Your entertainment benefit provides access to a myriad of different categories including hotels, theme parks, movies, venues, and stores. To access your discounts, click the Entertainment button in the menu or visit [www.workingadvantage.com](http://www.workingadvantage.com). For new users, a onetime registration is required. Use

the Company Code: 871915611.

Submitted by: Kayleigh Jones

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### Faculty Enrollment In MFA (October 2020)

In Spring semester 2019, ITS enrolled all students in email Multifactor Authentication (MFA)...and followed up by enrolling all non-faculty employees in MFA in Fall semester 2019.

This coming Fall semester (Mid-October 2020), we will enroll all Alfred University faculty in email Multifactor Authentication.

Multifactor Authentication (MFA) is a significant deterrent to unauthorized email access...even when the password has been compromised. MFA is often described as "Something you know, and something you own." The something you know is the password portion ...and in our particular case, something you own will be a mobile device.

During the enrollment process in mid-October, faculty will be redirected to a Web page that will require them to register a mobile number where they can receive a call, text or notification to a phone based authenticator application (perhaps the easiest method of MFA). The enrollment process will take only a few minutes and will require that the employee have their mobile phones available on the day of enrollment. After they have registered that phone, they will be sent a call, text message or authenticator application notification whenever they login from off-campus. If an employee is on-campus, there will be no need for an additional authentication (other than the password).

The entire process is similar to the way banks secure login attempts to online financial sites. If you would like to complete the process before October 2020, please feel free to pre-enroll at: <https://my.alfred.edu/inf...>

If you have any questions, please feel free to contact the ITS Helpdesk at 871-2222 or [helpdesk@alfred.edu](mailto:helpdesk@alfred.edu).

Submitted by: Gary Roberts

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### Free Yoga classes on Zoom

Kripalu Yoga Classes with Cecilia on Thursdays 12-1 pm on Zoom (Meeting ID: 154 021 655, Password: 018238). All levels welcome.

Submitted by: Cecilia Beach

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### Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of July 2020. The Committee will be observing years 1, 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50.

At Alfred University, we realize that our employees are our greatest asset, and we are delighted to honor your dedicated service and commitment to this organization. It is our employees who uphold our principles, demonstrate our vision of working for a better future for our University, deliver on our

customer promise and make us the passionate organization we are today.

The success of our organization is a direct result of your efforts and dedication. Your commitment to quality and personal and professional integrity is the differentiating factor that sets us apart from our competition.

On behalf of Alfred University, it is with great pride and admiration that we congratulate you on this service anniversary milestone.

Celebrating 1 Year of Service:

July 1- Hannah Paduano- Multimedia Production Specialist- Marketing & Communication

July 8- Laurie Harvey- Secretary- Education

July 8- Mercedes D'Amato- Support Clerk- Business Office

July 15- Sarah Pratt- Secretary- Center for Academic Success

July 22- James Cerullo- Program Director- Athletic Training

Celebrating 5 Years of Service:

July 1- Elizabeth Shea- Director- Center for Academic Success

July 13- Jared Cooper- Assistant Dean- College of Liberal Arts and Sciences

July 20- Steven Bucklaew- Web Application Developer- ITS

July 27- Caitlin Brown- Chief Curator Cohen Gallery- School of Art and Design

Celebrating 15 Years of Service:

July 25- Amy Jacobson- Director, Gift Planning- University Advancement

Celebrating 20 Years of Service:

July 17- David Snyder- Public Service Coordinator- Herrick Memorial Library

July 17- Nadine Shardlow- Executive Director HEOP & Center for Advising- Opportunity Programs

Submitted by: Kayleigh Jones

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## Foster Lake Closure

Dear Foster Lake Community,

After consultation with the Allegany County Department of Health and the Alfred University Facilities organization we have decided that the Foster Lake recreational facility will remain closed until further notice. We do not have the resources which are required to open the facility for use and ensure the safety of the users according to New York State health codes and regulations. The Foster Lake manager, Dean Perry, is retiring on July 31, 2020 and new management of the facility will be established at a date yet to be determined.

Thank you for your patronage and support throughout this difficult time. Pass holder fees which have not been processed will be returned to the applicants. The existing paid pass holders will retain their existing status and their passes will be extended for the duration of the closure, however long that may be. If you have a specific question regarding Foster Lake you may contact the caretaker, Dave DeLany, via email at [delany@alfred.edu](mailto:delany@alfred.edu).

Best regards,

Dean Perry

Submitted by: Dean Perry

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## Canvas Trainings Available

ITS is pleased to offer Canvas trainings for faculty. The following opportunities are available:

#### Canvas Catch-Up

This session is for faculty who had not used Canvas prior to Spring 2020 and would like to learn more about general tasks. Tasks covered include: setting up modules, adding content, creating assignments, and publishing a course.

Thursday 7/30, 11:00 am - 12:00 pm

#### Helpful Canvas Tools

This session is for current Canvas users who would like to learn about helpful features they may not have used before. Tools and Tasks covered include: renaming files and items, content pages & internal linking, adding announcements to the home page, and video recording inside Canvas.

Wednesday 8/5, 1:00 pm - 2:00 pm

#### Canvas Grading

This session is for current Canvas users who would like to learn more about grading features. Tasks covered include: Assignment groups, weighing the final grade, dropping the lowest grade, and Speed Grader.

Thursday 8/6, 11:30 am - 12:30 pm

To sign up for one of these sessions and request the meeting link, please email Meghanne Freivald.

Submitted by: Meghanne Freivald

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### **Powell Campus Center Mailroom Hours Effective 7/27/2020**

Effective Monday, July 27th, the AU Mailroom in Powell Campus Center will return to normal operating hours, Monday - Friday.

If your office had a mailbox key during the reduced hours for retrieval of mail, please return it to the mailroom at your next visit. While we are not asking people to schedule their mail pick up at this time, we ask that everyone wear a mask and abide by social distancing guidelines when visiting the mailroom.

Thank you in advance for your support and compliance. Deb looks forward to seeing you at the mailroom!

Submitted by: Melissa Badeau

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### **Changes to Student Schedules**

Students - over the next week there will be schedule changes to many courses. For example: some courses will have room changes to accommodate social distancing. Others will change from in person to online. It is advised that you check your schedule at the end of next week to see if one of your courses has been impacted. If the changes will not work for you, please consider making schedule changes. Work with your advisor as needed.

Submitted by: Tammy Jursza Williams

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## **ZOOM: AU Libraries in the Time of COVID**

Zoom session: Libraries in the Time of COVID, moderated by Mark Smith

Thurs. August 6th, 2-3pm.

A presentation of how the AU Libraries will continue to support instruction and student learning this fall. The librarians will share their modified library service model to provide safe and socially distanced access to information resources. Additional topics to be covered include:

- \* Working with librarians to find alternatives to print reserves and other instructional materials
- \* Incorporating library resources into Canvas courses
- \* Copyright considerations for remote teaching
- \* Kanopy video streaming service
- \* Library and information literacy instruction delivery options

Questions can be sent in advance to Mark Smith at [msmith@alfred.edu](mailto:msmith@alfred.edu)

The Zoom link will be shared via a campus-wide email and can also be found in Online Faculty Development Canvas course calendar.

Submitted by: Mechele Romanchock

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## **10 Zoom FAQ's to Keep Your Meetings Secure**

To prevent your meetings from zoom bombing, use the steps in this document.

Link: [Secure Zoom Meetings](#)

Submitted by: Judy Linza

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