



Friday, April 17, 2020

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TODAY	TOMORROW	SUNDAY
2:00 Fiat Lux! · #SaxonFriday		

Changes to COVID-19 Pay Code

****Change Effective 4/12/2020****

This communication is to notify everyone of a change in reporting of time under the COVID19 code. Effective Sunday, April 12 and for all days thereafter, any hours that an individual is scheduled to work but has not worked in a week will require the use of vacation time, personal day or floating holiday, to the extent they are available.

This is a change from the guidance that has been in place for the last three weeks, up to and including April 11, when such time that was scheduled but not actually worked had been coded as COVID19.

The COVID19 pay code is only to be used to account for time that cannot be worked due to a quarantine ordered by a State Health Agency, and only individuals directly notified by Human Resources will be able to input time using that code. Please feel free to contact the Human Resources Department with any questions regarding this change.

Submitted by: Kayleigh Jones

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ITS Resources Available During Coronavirus (COVID-19)

Review this guide for tools to work remotely, how to forward your phone, online faculty support and teaching plans, find out where software for classes and on-campus resources are available, who to ask for help, communication tools and much more.

- Emergency Online Faculty Support
- Emergency Teaching Plans
- Tools Supported by Information Technology Services
- Software Availability
- Other Tools
- Computer Resources
- Phone
- Who to Ask for Help

Link: [ITS Resources](#)

Submitted by: Judy Linza

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Support Alfred Village Businesses

With fewer people in town, don't forget to patronize our local shops.

Terra Cotta is open for take-out 7:30 am - 6 pm M-F; 8:30 am - 6 pm Sat & Sun

Duke's Main St Pizza is open for take-out & delivery for lunch & dinner until 8 pm daily

Uncle Alfred's Sub Shop is open 11 am - 6 pm including most Saturdays. Closed Sun

The Rogue Carrot is open 10 am - 6 pm M-F. Weekends Noon - 5 pm

Stearn's Poultry is open 8 am - 5 pm M-F, 10 am - 5 pm Sat

Sunny Cove Organic Farm Store is open 2 - 6 pm Tues & Fri; 10 am - 2 pm Sat. Order online sunnycovefarm.com

Jara Farms is open 8 am - 6 pm M-F, 8 am - 5 pm Sat. Closed Sun. Offering donuts, yeast, lettuce, eggs, leeks and carrots

Alfred Pharmacy is open 9 am - 5 pm Mon-Fri curbside service only

Tinkertown Hardware is open 7 am - 5 pm M-F and 9 am - 5 pm Sat

Submitted by: Jodi Bailey

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Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of April 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:

April 21- Shannon Brown- HEOP Counselor- Opportunity Programs

April 22- Michael Bush- Custodian- Maintenance

April 29- Michael Kozlowski- Executive Director- Marketing & Communications

Celebrating 5 Years of Service:

April 20- Trevor Pierce- Glass Studio Technician- Sculpture/Dimensional Studies

April 21- Jeffrey Danaher- Director, Major Gifts- University Advancement

April 27- Crystal Henshaw- Administrative Assistant- University Provost

Celebrating 15 Years of Service:

April 25- Shelia Decker- Accounts Payable Clerk- Business Office

Celebrating 20 Years of Service:

April 10- Mary McAllister- Secretary to the Corporation- President's Office

Submitted by: Kayleigh Jones

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Turner Gallery Accepting Proposals

The Turner Gallery is currently closed but the team is working virtually this semester. The show- or shows must go on! The Gallery is accepting proposals for the next cycle of exhibitions in the next academic calendar.

How to Apply:

Robert C. Turner Gallery Proposal Checklist
Fall Semester 2020

FALL 2020 SHOW APPLICATION DEADLINE: APRIL 18, 2020, 9:00 am

1. Please read all instructions thoroughly.
2. Application can be found in the OneDrive:
link text:

<https://alfred0my.sharepo...>

3. Download, read and sign the following documents found in the One Drive:

- a. R.Turner-Contract-Policies Procedures
- b. R.C.Turner-Application
- c. Once filled out save each document as a PDF to your device, and Title each document as "Showtitle_Fall2020".

4. Selecting your photos:

- a. A minimum of 5 High Resolution images in Jpeg format must be submitted.
- b. Label each image with "YourName_ShowTitle_Image#".

5. Submitting your documents and images:

- a. Save all documents as PDF!
- b. Open the folder labeled "Turner Proposal Submissions Fall 2020"
- c. Create a NEW folder within that folder and title it "Yourname_Showtitle_Fall2020"
- d. Upload your Contract, Application, and Photos into your folder
- e. Make sure you include finished artworks, mockups, and floorplans layouts or other relevant visual material into this folder.

If there are any questions please contact the gallery email at turnergallery@alfred.edu.

Link: [AUConnect Announcement](#)

Submitted by: SOAD Events

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COVID-19 Related Orders and Expense Tracking

As a University, it is imperative that we track any expenses directly related to COVID-19. If your department has had specific expenses that are directly related to COVID-19 (that is, these expenses would not have been incurred if it were not for the current situation), please contact Amanda Azzi in the Business Office. If expenses have already been incurred, we will need those items to be specifically identified so that we can move the expense on your behalf. If you anticipate future expenses, we will provide you with the appropriate FOAP for recording COVID-19 related expenses and direct that you work with procurement to ensure we track and account for these expenses appropriately.

FYI, general office supply purchases are not considered direct COVID-19 related expenses and therefore are charged directly to the department as usual. Please refer to the attached document explaining the process for working with procurement to place orders for delivery to locations other than campus. All supply orders MUST be placed through procurement if being delivered off campus, regardless of the amount. Please reach out to Melissa Badeau in the Procurement Office if you have questions or need assistance with a purchase.

Attachment: [Procedure for Ordering Supplies and Delivering to an Alternate Location During COVID-19](#)

Attachment: [Requisition Form](#)

Submitted by: Melissa Badeau

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Environmental House Application or 2020-2021 Academic Year.

If you would like to live in the Environmental House on 16 Park St. next academic year, please fill out an application.

The applications can be found using the link below. This is an AU residence for students who would like to develop a "green" lifestyle and you must apply to live there because space is limited.

The Environmental House is open to students of all majors.

If you have any questions or would like an electronic copy of the application, please send an email to Michele Hluchy at fhluchy@alfred.edu

Attachment: [Environmental House Application 2020-2021](#)

Submitted by: Shannon Yocum

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Access to the Chronicle of Higher Education

The Chronicle of Higher Education, which is providing ongoing coverage of the impact of COVID-19 on higher ed, is available in digital format through the AU Libraries.

Please use the link below to access the libraries' subscription.

Link: [Chronicle of Higher Education](#)

Submitted by: Ellen Bahr

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MS/MSE Thesis Defense by David Carloni

We are pleased to announce that David Carloni will be defending his M.S. in Materials Science and Engineering thesis titled: Transparent Alumina Ceramics Fabricated Using 3D Printing and Vacuum Sintering on Tuesday, April 21, 2020 from 9:30 am - 11:30 am

David's defense will be handled remotely. If you would like to view David's defense, please email me at grovel@alfred.edu.

Attachment: [Abstract - David Carloni](#)

Submitted by: Laura Grove

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MUSIC Courses and Lessons available to ALL Students

Details:

AU Music Department Fall Courses

Take a Course or Study an Instrument or Voice

Private Lessons available to ALL Students from Beginners to Advanced: Guitar, Piano, Strings, Winds, Brass, Percussion, Voice and the Chinese Guzheng

Courses and Ensembles for credit- No prerequisites

MUSC 110 Music Appreciation

MUSC 120 Fundamentals of Music & Technology

MUSC 200 Music and Gaming

MUSC 225 Music History: Medieval to Mozart

MUSC 130 Beginning Piano

MUSC 132 Beginning Voice Class

MUSC 133 Music of the Guzheng

Ensembles are Free Overload credits

Open to All Students and Community members:

MUSC 271 University Chorus

MUSC 272 Chamber Singers

MUSC 273 Concert Band

MUSC 274 Jazz Ensemble

MUSC 275 Symphony Orchestra

MUSC 279 AU PEP Band

MUSC 279 Chamber Music

NO Auditions, and Instruments are available- Contact Raul Barcenes: Barcenes@alfred.edu

Lisa Lantz: Lantz@alfred.edu

Submitted by: Lisa Lantz

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What to do with your Library materials...

Due to current social distancing practices there is no rush to return Library materials at this time.

Due dates for materials have been extended to May 18th and may be extended again if needed.

Graduating seniors:

Please contact the libraries to verify that your account is clear. If you currently have library materials

from Herrick or Scholes (or Interlibrary Loan) please email us at libraries@alfred.edu to discuss arrangements for when and how to return materials safely.

Link: <https://libguides.alfred.edu/COVID>

Submitted by: Mechele Romanchock

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Online Learning and Working from Home: Strategies, Tools, and Resources

Developing learning skills is very important to being an effective college student, especially in an online learning environment. You don't have to figure it out on your own! CAS has created a Canvas course available to all Alfred University students that has strategies, tips, tricks, and resources regarding how to be an effective, self-directed learner.

Link: [Strategies, tools, and resources to help you be an effective online learner](#)

Submitted by: Sarah Pratt

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UPDATE: Scheduling departmental mail and package pick up in Powell Mailroom

Effective 4/27/2020 the Powell Campus Center Mailroom will be open Monday, Wednesday, and Thursday from 8AM - 3PM. It will be closed on Tuesdays and Fridays. This is until further notice.

Many departments have made requests to pick up mail. In order to coordinate and minimize the interpersonal contact, we are asking each department that needs to pick up mail to select ONE team member to pick up the mail no more than once a week. The individual chosen should be able to open the mail and scan to other team members as may be necessary and requested by the department supervisor.

To schedule an appointment to pick up mail, please contact Deb Campbell at 607-871-2666 or email campbedk@alfred.edu to secure a day and time (15-minute window) between 8AM and 3PM on Monday, Wednesday, or Thursday. At the first pick-up, a mailbox will be assigned and a key distributed, along with your accumulated mail. Going forward, mail will be retrieved from the mailbox assigned. For packages too large for the mailbox, a note will be placed in the mailbox and the package will be available on the mailroom counter during the scheduled pick up time. The counter will be thoroughly cleaned and disinfected in between each scheduled pick up.

To maximize compliance with social distancing guidelines, we request that individuals always pick up during the same 15-minute window assigned, even when using the mailbox key. This will ensure there are not multiple individuals in the mailroom area at the same time.

Thank you in advance for your assistance in creating a safe way to coordinate mail distribution.

Submitted by: Melissa Badeau

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Undergraduate Research Forum - VIRTUAL

Yes, you read it right. The Undergraduate Research Forum is going to happen. This will be a VIRTUAL

Undergraduate Research Forum. More information will be coming out. So check you email in the next coming days.

Tuesday May 5, 2020
1:00 pm - 3:00 pm

Deadline to submit abstracts is Friday, May 1, 2020.
NO EXCEPTIONS!!

You will still need to submit your abstract using the URF Abstract Submission Form 2020. See attachment below.

If you have any questions please contact Shannon Yocum at yocum@alfred.edu

Attachment: [URF Abstract Submission Form 2020](#)

Submitted by: Shannon Yocum

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MS/MSE Thesis Defense - Connor Budziszewski

We are pleased to announce that Connor Budziszewski will be defending his M.S. in Materials Science and Engineering thesis titled: Effects of Pre-existing Surface Flaws on Chemical Strengthening of SLS Glass on Friday, April 24, 2020 from 12:30 pm - 1:30 pm.

David's defense will be handled remotely. If you would like to view David's defense, please email me at grovel@alfred.edu

Attachment: [Abstract - C. Budziszewski](#)

Submitted by: Laura Grove

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