



Friday, April 3, 2020

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TODAY	TOMORROW	SUNDAY
· #SaxonFriday		

Seeking Service Award Nominations

Please join President Zupan and the Employee Recognition Committee by celebrating our colleagues!

You're invited to attend the 3rd Annual All Employee Recognition Reception. This event will be held on May 12, 2020 from 2-4pm in Ade Dining Hall.

This event will honor years of service, award recipients, and retirees.

We need your help, we need nominations for 3 different service awards. Please check out the website linked below for official rules and details. You have until April 24 to nominate faculty and staff.

Please click the link below to see nomination procedures and the electronic form.

Link: [Nomination Form for Service Awards](#)

Submitted by: Kayleigh Jones

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PCC Mailroom - Hours Changing, Revised 3/23/20

Until further notice, the open hours at the Powell Campus Center Mailroom for pick up or drop off of packages will be limited to Monday - Friday from 11AM - 1PM. Both FedEx and UPS pick up and drop off will still occur during this time. Pick up of mail is limited to students residing on campus and those functions deemed 'essential'. That is, the mailroom is not open for general business activities.

Please call x2666 if you have any questions.
Thank you.

Submitted by: Melissa Badeau

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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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ITS Help Desk Social Distancing Procedures

For ITS Assistance please refer to the following options

Email us: helpdesk@alfred.edu

- Our Team is monitoring our ticketing queue during normal office hours
- Your request will be prioritized and handled in the usual manner

Call us: 607-871-2222

- Our Team is able to receive Help Desk calls from our remote locations
- Your request will be prioritized and handled in the usual manner

Onsite appointments will be limited and must meet criteria

- If hands on assistance is needed an appointment to schedule a Technician is required by emailing the Help Desk at helpdesk@alfred.edu

Refer to ITS Resources Available During Coronavirus (COVID-19) <https://my.alfred.edu/inf...>

Link: [ITS Resources](#)

Submitted by: Judy Linza

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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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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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TIAA Consultant Update

Given the speed and scale of the coronavirus, TIAA has decided to have the Financial Consulting and Individual Advisory Services Teams discontinue all in-person meetings starting on Monday, March 16. Plan participants will have the option to hold meetings by phone or virtually (if technology capabilities are available). This policy will remain in effect until further notice.

Submitted by: Kim Wyant

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Communication Tools

These tools combine instant messaging, video conferencing, calling, and document collaboration into a single, integrated app - and enables exciting new ways of working.

Communication tools built for businesses to connect anywhere, anytime.

MS Teams

Skype for Business Mac
Skype for Business Windows

Link: [Communication Tools](#)

Submitted by: Judy Linza

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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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Career Development Center Services Available

The Alfred University Career Development Center is mindful of our students who might be facing insecurities as a result of sudden job loss. We are here for you during these difficult and uncertain times.

Lots of companies are hiring now! Check places like Amazon Distribution Centers, large retailers such as Walmart or Target, large grocery store chains such as Wegmans, and delivery services. Part time, temporary, and remote work can be found on websites like Indeed.com and Handshake.

Login to Handshake with your Alfred University email address and password to follow employers, apply for positions, schedule a virtual appointment, attend a virtual event, access online resources, learn from your peers, and so much more!

Link: [Handshake](#)

Submitted by: Amanda Baker

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Library 24 Hour Study Rooms Closed

The 24 Hour Study Rooms in Herrick and Scholes are closed.

Students in need of computers to complete coursework and assignments should go to:

<https://deployment.alfred...>

Library Services are still available. Librarians are available to answer questions and assist with research.

For more information please go to: <https://libguides.alfred...>

Submitted by: Mechele Romanchock

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Submitting Grade Changes

Please remember that grade changes are submitted through BannerWeb. There is a link on your Faculty menu called "Grade Change Form". There you will find instructions, be able to download a form, and have a link to upload the completed form. Never email a grade change form. Step by step instructions attached.

Attachment: [Submitting Grade Changes on BannerWeb](#)

Submitted by: Tammy Jursza Williams

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AAUW Start Smart Salary Negotiation Workshop will be postponed

The AAUW Start Smart Salary Negotiation Workshop that was scheduled for Friday, April 3rd will be rescheduled in the fall. Please feel free to reach out to Professor Mary McInnes at mcinnes@alfred.edu with any questions.

Submitted by: Tiffany Horton

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Daily Ask me Anything Virtual Career Counseling Available

"Ask me Anything" Virtual Career Counseling Sessions from Handshake. AMA sessions will take place every weekday from April 1 - 17, at Noon PST/3pm EST. Amanda Baker, Director of the Alfred University Career Development Center, will be co-hosting on April 15!

Link: [More information on the Blog](#)

Submitted by: Amanda Baker

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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. Makes 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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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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