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TODAY

TOMORROW

THURSDAY

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 or misner@alfred.edu for direction.

Submitted by: Mark Guinan

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McLane Parking Lot

Tuesday, August 18th McLane Parking Lot will be closed for staff to sweep and repaint the parking lines. Thank you for your cooperation.

Submitted by: Richard Walker

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Zoom Training 8/18 - New Time

ITS is pleased to provide training for faculty who anticipate using Zoom for teaching in the fall. The following session is available:

Tuesday 8/18, 11:00 am - 12:00 pm (was originally scheduled for 1:00 pm).

The following tasks will be illustrated:

- Activation and management of accounts
- Security Settings
- Scheduling meetings
- General meeting controls
- Features useful for teaching (screen share, polling, recording)

To sign up for this session and request the meeting link, please contact Mari York at yorkm@alfred.edu. Additional times are available by appointment.

Submitted by: Meghanne Freivald

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Requesting PPE and Cleaning Supplies for Office Spaces:

As offices return to campus, we know that there are some questions regarding PPE and cleaning supplies. We have the following items available that can be requested by entering a work order in the QWare system:

- Disposable face masks, 50 pcs per box
- Desktop Hand Sanitizer
- Refilling hands free sanitizer dispensers, if there are any in your area
- Canister of disinfectant wipes
- Refill of disinfectant wipes canisters
- Disinfectant spray
- Paper Towels
- Face Shields (please limit requests for these as much as possible, we do not have a large inventory, and are trying to reserve them for areas that really require them.

*Please note, if your building is not listed in the menu, please specify, building, floor, and room number in the description on the work order.

These are the standard items that we have available. If you have other needs for your department, please work with Procurement. You can send your requests to them via email at procurement@alfred.edu

Link: [QWare Login \(use AU Username & Password\)](#)

Submitted by: Operations Task Force

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HR/Payroll Department Appointments

Due to COVID-19, the HR/Payroll department can only see people by appointment. If you need an appointment, please contact the HR/Payroll individual that best suits your needs or if you are not sure, contact Kayleigh Jones at 607-871-2276. Most appointments will be virtual, unless HR determines physical presence is necessary.

Submitted by: Kim Wyant

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Virtual Events from Center for Student Involvement

Check out our virtual events that we have planned out this month. You can check them out at <http://auconnect.alfred.edu>...

Link: [AU Connect link](#)

Submitted by: Patricia Debertolis

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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.

Submitted by: Gary Roberts

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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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Music Lessons available to all students

Attention Students:

Private Lessons are available to you regardless of your major or your level of experience.

Instruments are available. Lesson times will be arranged around your fall schedule between you and your instructor.

MUSC 101-01 Piano

MUSC 102-01 Voice Dr. Elizabeth Blades [new]

MUSC 102-02 Voice Mrs. Rebecca Weaver

MUSC 102-03 Voice Mr. Brandon Mellerski [new]

MUSC 103-01 Brass Dr. Raul Barcenos

MUSC 103-02 Brass Mr. Chris Lynn [new]

MUSC 104-01 Flute Mrs. Rachel Decker

MUSC 104-02 Winds/Sax Mr. Matt Amedio

MUSC 105-01 Violin/Viola Dr. Lisa Lantz

MUSC 105-02 Cello/Bass Mr. Rintaro Wada

MUSC 107-01 Guitar Dr. Ken Luk

MUSC 107-02 Mandolin Dr. Ken Luk

MUSC 106-01 Percussion Mr. Dustin Woodard

MUSC 133-01 Guzheng Dr. Daisy Wu

Chinese Guzheng instruments available

Submitted by: Lisa Lantz

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HR Tip of the Month

Did you know that if you are a regular full time or part time employee of AU that you have Bereavement time available to you immediately after hire?

Up to five paid days of Bereavement Leave are provided to allow the employee to mourn and otherwise attend to the death of an immediate family member. Immediate family members are defined to include: spouse or spousal equivalent; child, stepchild, or grandchild; grandparent or parent; sibling; or parent-, son-, daughter- or sibling-in-law.

One work day of Bereavement Leave is provided to allow the employee to mourn the death of a cousin, aunt, uncle, niece or nephew.

(For CSEA Union Members, please check your Union handbook)

Time awarded for Bereavement Leave will be pro-rated for regular employees who work less than full-time.

Bereavement should be recorded on the timesheet as excused time with a comment in the comments section. If you normally work 7 hours a day, you put 7 hours under excused time for the days that you missed. If the days that you missed surpass what is allotted, you will code that time as vacation/personal/floating holiday/merit time.

Submitted by: Kayleigh Jones

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Seats Available / ART 200: Sketchbook & Idea Development

ART 200: Sketchbook & Idea Development

Meeting time: On-line (asynchronous)

Prerequisites: None

Course Description:

By taking this course you will develop a tool-set that allows you to use visual methods of inquiry to see the world in a way that is free from analytical methods and processes. This course explores and develops visual acuity methods that any student can use across any discipline at Alfred University and provides the missing link to a more holistic approach to exploration and understanding. In this approach imagination is critical, and you will stretch your creative capacity while experiencing opportunities for creative thinking and problem solving critical to long-term success. The course is structured and taught in a way that assumes no artistic competency. Rather, the course seeks to build core competencies in visualization, problem-solving, semiotics, and the act of observation for any discipline. You will leave the course with an understanding and newly-found confidence in your own creativity and visualization skills.

Submitted by: Lauren Lake

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Precision Scales and Balance Visit

We are in the process of scheduling the annual visit from Precision Scales and Balances to have campus scales and balances serviced in September. If you have equipment you would like serviced, please send the make, model, serial number, and location as well as a contact name and FOAP to procurement@alfred.edu by August 31st. Please call Procurement at x2698 with any questions.

Submitted by: Valerie Ewald

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MUSIC Courses and Private Lessons available to ALL Students

AU Music Department Fall Courses

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

Courses and Ensembles for credit- No prerequisites

MUSC 110 Music Appreciation- online
MUSC 120 Fundamentals of Music & Technology
MUSC 200 Music and Gaming - online
MUSC 225 Music History: Medieval to Mozart -hybrid online and F2F
MUSC 130 Beginning Piano - online- keyboards provided
MUSC 132 Beginning Voice Class
MUSC 133 Music of the Guzheng

Ensembles are Free Overload credits
Open to All Students

MUSC 272 Chamber Singers
MUSC 273 Concert Band
MUSC 274 Jazz Ensemble
MUSC 275 Symphony Orchestra
MUSC 279 Chamber Music
Guzheng Ensemble- instruments available

NO Auditions, and Instruments are available- Contact Raul Barcenos: Barcenos@alfred.edu
Lisa Lantz: Lantz@alfred.edu

Submitted by: Lisa Lantz

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Course Catalog 2020-2021

The undergraduate and graduate course catalogs for 2020-2021 are now online.

Undergraduate: <https://www.alfred.edu/ac...>
Graduate: <https://www.alfred.edu/ac....>

Submitted by: Pontus Niklasson

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UPDATED Herrick and Scholes Library Hours

Both Herrick Library and Scholes Library will reopen to AU students, staff and faculty on Sunday, August 23, at 2pm.

Herrick Library Hours:

Sunday 2:00 pm - 10:00 pm
Monday 8:00 am - 10:00 pm
Tuesday 8:00 am - 5:00 pm
Wednesday 8:00 am - 10:00 pm
Thursday 8:00 am - 5:00 pm
Friday 8:00 am - 5:00 pm
Saturday Closed

Scholes Library Hours:

Sunday 2:00 pm - 10:00 pm
Monday 8:00 am - 5:00 pm
Tuesday 8:00 am - 10:00 pm
Wednesday 8:00 am - 5:00 pm
Thursday 8:00 am - 10:00 pm
Friday 8:00 am - 5:00 pm
Saturday Closed

Additional information about fall semester services, including the full AU Libraries Reopening plan, can be found at:

<https://libguides.alfred>

Questions can be emailed to: libraries@alfred.edu

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

Submitted by: Mechele Romanchock

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Job Posting

Please see the link below as it relates to open Payroll Professional job posting.

Link: [Payroll Professional Job Posting](#)

Submitted by: Kayleigh Jones

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