

## In This Issue

Webmail users [click here](#)

## General Announcements

- Updated Digital Stationary with our new Logo
- ITS Resources Available During Coronavirus (COVID-19)
- Open Position - Research Account Specialist
- CAS: Remote tutoring, Writing Center, & Disability Services Update
- HR Tip of the Month
- Virtual Center for Student Involvement
- Win It Wednesday
- COVID-19 Related Orders and Expense Tracking
- Environmental House Application or 2020-2021 Academic Year.
- MS/MSE Thesis Defense by David Carloni
- What to do with your Library materials...
- UPDATE: Scheduling departmental mail and package pick up in Powell Mailroom
- Undergraduate Research Forum - VIRTUAL
- Reminder to Check the Graduation Checklist Page
- PhD/CE Thesis Defense by Sarah Whipkey

## What's Happening?

[More Events...](#)

TODAY	TOMORROW	THURSDAY
3:00 Town Hall Tuesdays		11:00 Miguel Gutierrez @ Alfred U 3:00 Performing Arts Professional Development Conversation

## Updated Digital Stationary with our new Logo

The Office of Marketing & Communication has recently updated all department digital letterhead to include the wordmark with our new logo.

Please email Jen Guarasci - [guarascij@alfred.edu](mailto:guarascij@alfred.edu) to request your updated letterhead. Please include in your email what office/department you are requesting it for and your office general phone number.

Submitted by: Jen Guarasci

[back to top](#)

## 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

[back to top](#)

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### Open Position - Research Account Specialist

Please see the link below for more information on the open Research Account Specialist position.

Link: [Research Account Specialist Position](#)

Submitted by: Mercedes D'Amato

[back to top](#)

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### CAS: Remote tutoring, Writing Center, & Disability Services Update

The Center for Academic Success (CAS) will be using Microsoft Teams to provide academic support and disability services for the remainder to the semester. Changes, updates, and access procedures for various services can be viewed on our website.

Link: [The Center for Academic Success Service Updates](#)

Submitted by: Liz Shea

[back to top](#)

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### HR Tip of the Month

Did you know that AU offers an Employee Assistance Program called NexGen EAP? NexGen EAP is your confidential EAP, Work/Life, Wellness, and Health Advocacy benefit provided by AU at no cost to you. You and your eligible family members can trust the NexGen EAP services to address your total wellbeing for accessing counseling services to maximizing work/life balance to assistance navigating your health plan to providing personalized wellness resources.

Services:

- Counseling Services
- Child/Elder Care Resources
- Legal and Financial Consultations
- Virtual Concierge
- Individualized Wellness Resources

-Health Advocacy

To take advantage of these resources please visit our HR page to learn more about enrolling.  
<https://my.alfred.edu/hum...>

Linked Below is information as it relates to COVID-19 from NexGen EAP.

Link: [Coronavirus Info Packet](#)

Submitted by: Kayleigh Jones

[back to top](#)

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### Virtual Center for Student Involvement

We are hosting a virtual office space that has the most up to date information on programming and allows for interaction with our staff.

Link: [Get Involved!](#)

Submitted by: Eliza Ordway

[back to top](#)

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### Win It Wednesday

We are running interactive posts on our Facebook, Instagram and on Padlet every Wednesday! Join in the fun to win a little fun mail from the CSI office.  
Instagram @aucenterforstudentinvolvement  
Facebook <https://www.facebook.com/...>

Link: [Padlet](#)

Submitted by: Eliza Ordway

[back to top](#)

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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

[back to top](#)

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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](mailto:fhluchy@alfred.edu)

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

Submitted by: Shannon Yocum

[back to top](#)

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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](mailto:grovel@alfred.edu).

Attachment: [Abstract - David Carloni](#)

Submitted by: Laura Grove

[back to top](#)

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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](mailto:libraries@alfred.edu) to discuss arrangements for when and how to return materials safely.

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

Submitted by: Mechele Romanchock

[back to top](#)

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

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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](mailto: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

[back to top](#)

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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](mailto:yocum@alfred.edu)

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

Submitted by: Shannon Yocum

[back to top](#)

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### Reminder to Check the Graduation Checklist Page

Be sure to check the Graduation Checklist web page for details on things you need for graduating in May and for attending the December Commencement once things are finalized. Check regularly for any changes.

Link: [Graduation Check List Page](#)

Submitted by: Tammy Jursza Williams

[back to top](#)

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### PhD/CE Thesis Defense by Sarah Whipkey

We are pleased to announce that Sarah Whipkey will be defending her PhD in Ceramic Engineering thesis titled: Investigating the Microstructure Evolution of Al<sub>2</sub>O<sub>3</sub> with Glass Phase Chemistry in the CaO-Al<sub>2</sub>O<sub>3</sub>-SiO<sub>2</sub> System on Tuesday, April 28, 2020 from 2:00 pm - 4:00 pm.

Sarah's defense will be handled remotely. If you would like to view Sarah's defense, please email me at [grovel@alfred.edu](mailto:grovel@alfred.edu)

Attachment: [Abstract - Sarah Whipkey](#)

Submitted by: Laura Grove

[back to top](#)

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