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TODAY	TOMORROW	FRIDAY
	12:10 Bergren Forum - Desmond Wallace	12:00 #SaxonFriday

10 Zoom FAQ's to Keep Your Meetings Secure

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

Link: [Secure Zoom Meetings](#)

Submitted by: Judy Linza

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COVID Return to Work Training & Quiz

Before returning to work or on your first day back, you will need to log into canvas using your AU credentials:

<https://alfredu.instructu...>

- Review the training power point
- Take the short quiz
- Review the Return to Work Policy

It is your responsibility as a University employee that you know the proper procedures and protocol for returning to work and doing so safely.

Attachment: [Return to Work Guide](#)

Submitted by: Kayleigh Jones

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Face Mask Guide

By now, we should all know that face masks are required anytime we are out in public and cannot maintain a six-foot distance from others. With all the various options for face coverings, the tricky part is knowing which face coverings work best and which face coverings have been found to be least effective.

The Wellness Center has developed a guide for face masks that we hope you find helpful in navigating these strange times.

Please see the attached flyer for more information.

Attachment: [Wellness Center Face Mask Guide](#)

Submitted by: Amanda Khodorkovskaya

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EPAF Approver Changes Effective 09/07/2020

This message is for anyone who originates Electronic Personnel Action Forms for Non-Work Study students.

Previously, Tamara Green was out of the office and Kayleigh Jones was added for levels 60 & 99 on your routing queue for EPAFs, however, Tamara has returned and you will no longer add Kayleigh Jones on the EPAF.

60-Position Control should be Tamara Green (SCHWEIGART) (previously Kayleigh Jones)

70- Human Resources should remain Mark Guinan (GUINAN)

99- Enter Student into Payroll should be Tamara Green (SCHWEIGART) (previously Kayleigh Jones)

Any questions, regarding EPAFs should be directed to Tamara Green.

Link: [EPAF Instructions](#)

Submitted by: Kayleigh Jones

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HR Tip of the Month

Did you know that as an employee of Alfred University you are responsible for reporting Title IX violations that are reported to you? If you know of an incident or are informed of an incident you must report it.

Who should you report an incident to?

- Title IX Coordinator (all persons), Director of HR, Mark Guinan
- Title IX Deputy Coordinator (students), Dean of Student Wellbeing, Tamara Kenney
- Title IX Deputy Coordinator (staff), HR Generalist, Kayleigh Jones
- Title IX Deputy Coordinator (faculty), Asst. Prof Psychology, Amy Button
- Title IX Deputy Coordinator (students), Asst. Director Athletics, Jessica Hurlbut
- Office of Public Safety (all persons), Chief, Jessica Middaugh

Title IX violations include any form of discrimination, harassment, and sexual misconduct, please review the policy located below.

Link: [Title IX Policy](#)

Submitted by: Kayleigh Jones

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New York State Voting Leave Rights

Generally, New York State employees are eligible for up to two hours of paid time off to vote if they do not have "sufficient time to vote." An employee is deemed to have "sufficient time to vote" if an employee has four consecutive hours to vote either from the opening of the polls to the beginning of their work shift, or four consecutive hours between the end of a working shift and the closing of the polls.

The Election Law provides for up to two hours of paid time off to enable an employee time to vote when added to their voting time outside their working hours.

An employee must notify an employer at least two working days prior to their intention to take paid time off to vote, but not more than ten working days.

If you are an employee who qualifies for this leave and you are hourly, you will code this time as excused on your time sheet and you will put a note in the comments section that says "voting time". If you are a salaried employee, you will just note that you took the leave, in the comments section of your Leave Report.

To find your polling place and the hours that it will be open, please visit, <https://www.vote.org/poll...>

Link: [New York State Voting Leave Rights](#)

Submitted by: Kayleigh Jones

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Purchasing Office Supplies

In the interest of efficiency, we have made some changes regarding the purchase of office supplies (paper, pens, staples, folders, etc...).

Going forward, office supply purchases should be made through either Staples Business Advantage or Office Depot Business Solutions. We have very strong discount programs with both of these suppliers, and by consolidating our purchases through them, we will increase the institutions buying power and savings potential.

Both companies have agreed to bill us through the business office instead of requiring payment by credit card. When completing your order, simply select the "Invoice" or "Account Billing" option as your payment method.

For copy paper, our preferred supplier is Staples Business Advantage. They have negotiated excellent pricing through our E&I Cooperative Membership. For your information, these are the contracted

prices:

- Item #135848, TRU RED Copy Paper, 8.5" x 11", 20lbs, white, 500 sheets per ream, 10 reams per case - \$33.92 per case
- Item 126987, Staples Copy Paper, 8.5" x 14", 20 lbs, white, 500 sheets per ream, 10 reams per case - \$53.95 per case
- Item 512215, Staples Copy Paper, 11" x 17", 20 lbs, white, 500 sheets per ream, 5 reams per case - \$42.43 per case

In order to ensure that you get all of our discounts and benefits, you need to be a registered user on the University's accounts with these companies. If you do not already have a username and password set up, and need to order office supplies, please email procurement@alfred.edu, or call us at x2698.

Submitted by: Melissa Badeau

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Parking along Marlin Way prohibited during paving project

There will be no parking along Marlin Way or in the Free Parking Lot from Monday, Sept. 21, until end of the Fall semester due to paving work being done at those locations.

The lots at the Stull Observatory and Ade Dining Hall are available for any overflow parking. There will be parking in Ann's House and Joel's House for those residents only. Vehicles parked on Marlin Way from the entrance to Shults (north end) on Tuttle circle to the intersection of Ford Street (south end) and Marlin Way they will be towed at the owner's expense.

The parking restrictions are necessary to provide a clear path for our construction teams to complete the rebuilding of the roadway. There will be barricades and signs placed to prevent access for the safety of our students the safe operations of the workers.

There will access for emergency vehicles only after work hours. Use of the path along Marlin Way for walking or running will be prohibited during the course of the paving project.

Submitted by: Mark Whitehouse

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Airgas Price Increase

As of October 1st, Airgas cylinder pricing will increase. An updated price list will be circulated as soon as it becomes available. If you have any questions or concerns, please contact Procurement at x2698 or procurement@alfred.edu.

Submitted by: Valerie Ewald

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Wear Orange for Jarvis

Jarvis Alexander's favorite color was orange. In remembrance of him, everyone is asked to wear orange on Oct. 6, Jarvis's birthday.

Jarvis, a member of AU's class of '23, was killed last week in a mass shooting in Rochester.

Submitted by: Gayle Gebhard

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Annual Shred-It Event set for Wednesday, October 14th

The Office of the VP of Business and Finance is sponsoring a Fall shredding event to be held on Wednesday, October 14th. The Shred-It Truck will be parked in Carnegie Hall lot to complete their work.

In the interest of social distancing, our Grounds Crew has graciously offered to pick up shredding from offices and deliver it for shredding. We ask that you put in a work order requesting pick up no later than Friday, October 9, 2020, and they will make sure that it is taken down to be shredded. Here are some guidelines for the event:

- Documents must be sensitive in nature. If they are not, then they do not require shredding and should be recycled instead.
- Materials must be removed from binders and folders.
- Materials may be stapled, but any binder clips, coils, etc. must be removed.

If you have any questions or would like additional information, please call the Procurement Office at 2698

Submitted by: Melissa Badeau

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Alfred Ceramic Art Museum presents Full Capacity

Presenting the FIRST EVER virtual reality exhibition at the Alfred Ceramic Art Museum curated by Kelcy Chase Folsom.

Full Capacity features the works of Lisa Marie Barber, Diedrick Brackens, Coco Klockner, Jeanne Quinn and Ryan Mrozowski and is now live on the Museum's website.

Link: [Alfred Ceramic Art Museum](#)

Submitted by: Bill Giese

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Absentee Ballots and Voting Deadlines

Missed National Voter Registration Day? No problem: you still have time to register to vote!

In New York State:

- October 9 is the deadline to register to vote.
- October 24-November 1 is the early voting period.
- October 27 is the deadline to request an absentee ballot.

--November 3 is Election Day and the last day to postmark your absentee ballot.

If you vote by absentee ballot, send your ballot in early! The Post Office cannot guarantee timely delivery less than 15 days before the due date.

If you need a voter registration form, please visit the Center for Student Involvement or the libraries. Make your plan to vote: in person, early, or by absentee ballot.

If you need help with the voting process, please feel free to contact the AU Voter Registration team:

Tricia Debertolis: debertpa@alfred.edu

Corey Fecteau: fecteau@alfred.edu

Ashley Gomez: aag13@alfred.edu

Shannon Marlatt: sm54@alfred.edu

The following links include information on absentee ballots and important voting deadlines:

-Voting Deadlines and Mailing in Ballots

<https://www.elections.ny....>

-Absentee Ballot FAQs

<https://www.elections.ny....>

-Absentee Ballot information in Allegany County

<https://www.alleganyco.co...>

Submitted by: Shannon Marlatt

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Virtual Environmental Studies Speaker - Laura Blake '99

This week's Alfred University's Environmental Studies Program will be presenting a talk (online via Zoom) entitled "Implementation of the Federal Clean Water Act in Massachusetts". The speaker will be Laura Blake, Director of the Watershed Planning Program in the Massachusetts Department of Environmental Protection. Ms. Blake's program is responsible for implementing key requirements of the Federal Clean Water Act to protect and restore the quality of surface waters in Massachusetts. Ms. Blake has 20 years of experience in the assessment and management of watersheds and water quality, and in directing scientific programs. Ms. Blake's career has included time spent in the public, private, and not-for-profit sectors. Ms. Blake holds a master's degree in Water Resources from Duke University. She graduated from Alfred University in 1999 with a B.A. in Geology and Environmental Studies.

The talk is from 12:20 until 1:10 on Friday, Oct 2. The public is invited and encouraged to attend. In order to avoid "zoom bombing", we are not publishing the zoom address for the talk publicly, but it is available simply by emailing Shannon Yocum at yocum@alfred.edu and asking her to send you the address.

Submitted by: Shannon Yocum

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Gibbs Fitness Center Opening Delayed

The opening of the Gibbs Fitness Center has been delayed until further notice in response to the positive COVID-19 case on campus and pending test results from further tests conducted over the weekend and planned surveillance testing.

Submitted by: Jodi Bailey

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25% OFF Nike & Under Armour @ AU Bookstore

Nike & Under Armour items are 25% OFF at the AU Bookstore this week! Stop in to check out the SALE thru 10/2.

Link: <http://alfred.bncollege.com>

Submitted by: Marcy Bradley

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Community Leaf Rake by AU Women's Basketball (10/17)

Alfred University Women's Basketball will be doing our second annual Community Leaf Rake on Saturday October 17th from 9:00am-1:00pm.

Please email moskowitz@alfred.edu if interested.

****Note:** This is on a first-come, first-serve basis - space is limited!

Submitted by: Michael Moskowitz

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