

In This IssueWebmail users [click here](#)**Official News**

- [Seeking Service Award Nominations](#)

General Announcements

- [Campus Recreation Survey](#)
- [Communication Tools](#)
- [Travel Expense Reimbursement Policy \(COVID-19\)](#)
- [PCC Mailroom - Hours Changing, Revised 3/23/20](#)
- [Graduating in May](#)
- [Checking Voicemail/Forwarding Your Phone](#)
- [Access to the NYTimes.com](#)
- [Health and Fitness Tips](#)

What's Happening?[More Events...](#)

TODAY

TOMORROW

WEDNESDAY

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

[back to top](#)

Campus Recreation Survey

As part of a my Capstone Project and an ongoing effort to build the Campus Recreation programming, I am surveying our community to determine what is working and what needs attention. Please take a few minutes to fill out this survey. All completed surveys will be entered to win 1 of 5 \$25 Barnes and Noble gift cards.

Link: [Campus Recreation Survey](#)

Submitted by: Eliza Ordway

[back to top](#)

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

[back to top](#)

Travel Expense Reimbursement Policy (COVID-19)

University-sponsored domestic and international travel is prohibited through May 1 for Alfred University faculty, staff, and students. Alfred University-hosted co-curricular events (such as on-campus dinners, lectures, conferences, and speeches) are canceled until April 1.

Please see the Business Office Travel Expense Reimbursement policy in light of the COVID-19 outbreak.

Please check back often as the situation continues to evolve.

Attachment: [Travel Expense Reimbursement Policy \(COVID-19\)](#)

Submitted by: Amanda Azzi

[back to top](#)

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

[back to top](#)

Graduating in May

Congratulations on all your hard work this semester, especially due to the many challenges we are currently facing. Please continue that hard work to be sure you will graduate and earn your diploma in May.

All students in any semester are required to apply to graduate. If you expect to graduate in May please submit your application if you have not done so already. Submit your application electronically to registrar@alfred.edu.

The applications have a question about attending commencement - please be sure to mark whether you plan to attend or not. Commencement will be December 19th this year.

For anyone who has applied already you will get communication later in the semester asking you to reconfirm your choice to attend the now December 19th commencement and to confirm where you would like to have your diploma mailed.

There is always light at the end of the tunnel and though things may be done differently we are still proud to see each of you earn your diploma for your future endeavors.

When you open the link for the graduation application. The form is still in a web browser. Be sure to actually download it to your device then fill in, sign, save it and then email to registrar's office.

Link: [Graduation Application](#)

Submitted by: Tammy Jursza Williams

[back to top](#)

Checking Voicemail/Forwarding Your Phone

Find instructions on how to check your office voicemail from off-campus or temporarily forward your office phone to another number.

Link: [Checking Voicemail/Forwarding Your Office Phone](#)

Submitted by: Jodi Bailey

[back to top](#)

Access to the NYTimes.com

Faculty, students, and staff have full access to NYTimes.com, thanks to a subscription supported by the University Libraries.

Go to the link below to activate your "Academic Pass" to NYTimes.com.

This service requires annual registration. If your pass has expired, simply go to the URL below to reactivate the pass.

Link: [Activate NYTimes.com Academic Pass](#)

Submitted by: Ellen Bahr

[back to top](#)

Health and Fitness Tips

These Health and Fitness Tips circulate around the current COVID-19 Quarantine. These tips give advices and suggestion on how to stay active during mandatory home quarantined.

Attachment: [Health and Fitness Tips](#)

Submitted by: Jamie Wilcox

[back to top](#)