

In This Issue

Webmail users [click here](#)

Official News/General Announcements

- [End of Fiscal Year Procurement Deadline](#)
- [500 Companies Hiring Students on Handshake Right Now](#)
- [HR Tip of the Month](#)
- [Private Music Lessons Available for the Fall](#)
- ["Dear Alfie" Female Advice Column](#)
- [Online Tai Chi Class via Zoom](#)
- [Years of Service Recognition](#)
- [Missing the free coffee and cookies in the Libraries?](#)
- [Return your Rented Textbooks to AU Bookstore](#)
- [What to do with your Library materials...](#)
- [Consider Using Open Educational Resources This Summer or Fall](#)
- [Filing Weekly for Unemployment Reminder](#)
- [Virtual Provost Candidate Visits](#)

What's Happening?

[More Events...](#)

TODAY	TOMORROW	THURSDAY
3:00 Town Hall Tuesdays	<ul style="list-style-type: none"> · All Final Grades for the Semester due by 10:00 a.m. 	

End of Fiscal Year Procurement Deadline

The end of the fiscal year is fast approaching. The last day to submit a purchase requisition to Procurement Services is Friday, May 25th. After this date we may still be able to process your request in the current fiscal year, but we are unable to guarantee that the order will be delivered and invoiced by June 30th. Attached is a copy of the requisition form for your convenience. Please contact Procurement at procurement@alfred.edu with questions or concerns.

Attachment: [Fillable Requisition Form](#)

Submitted by: Melissa Badeau

[back to top](#)

500 Companies Hiring Students on Handshake Right Now

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! Click on the link below to see 500 companies, which are hiring students right now!

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 - 500 Companies Hiring Now](#)

Submitted by: Amanda Baker

[back to top](#)

HR Tip of the Month

Are you an employee who has a medical flexible spending account with the University? There have been some changes to eligible expenses with Flex Spending plans.

The CARES Act passed on March 27, 2020 allows OTC Drugs and Medicines to be purchased from health accounts without a prescription.

What to know:

OTC Drugs and Medicines purchased on 1/1/2020 or later are eligible for reimbursement from FSAs. View Sample List of Eligible OTC Items in the link below.

Initially, you will need to submit a claim to be reimbursed for these expenses. Claims can be submitted online or through the BRiMobile app.

Within 1-3 months, merchants will begin to update their systems to identify these additional OTC items. Once that has occurred, you will be able to use your Beniversal Prepaid Mastercard for purchases directly.

For directions on how to set up an online account, please visit the AU HR webpage for Flexible Spending <https://my.alfred.edu/hum...>

Link: [OTC Eligible Items](#)

Submitted by: Kayleigh Jones

[back to top](#)

Private Music Lessons Available for the Fall

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 Dr. Kurt Galvan
MUSC 101-02 Jazz Piano Mr. Peter O'Connor

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 106-01 Percussion Mr. Dustin Woodard

MUSC 108-01 Carillon Dr. Kurt Galvan

MUSC 133-01 Guzheng Dr. Daisy Wu

Submitted by: Lisa Lantz

[back to top](#)

"Dear Alfie" Female Advice Column

"Dear Alfie" is an all female advice column. Questions developed by the female community have been answered by Alfred University Female Leaders. The column supplies readers with advice and lessons. Give it a read, you won't regret it!

Attachment: ["Dear Alfie" Women Advice Column](#)

Submitted by: Jamie Wilcox

[back to top](#)

Online Tai Chi Class via Zoom

Join our online Tai Chi Class every Tuesday and Friday, 9:30 am - 10:30 am via Zoom. The Alfred Tai Chi Group's daily practice was suspended temporarily due to the coronavirus. We have now set up a new way for people to exercise together on Zoom!

Specifically, we will be practicing Qigong, 24-form Tai Chi and Taiyi Swimming Dragon under the instruction of a Confucius Institute teacher and videos. No experience is needed, we welcome beginners! If you have any questions, feel free to contact Jialin Fang at fangj@alfred.edu.

Here is the Zoom meeting link and ID below:

Meeting Link: <https://alfredu.zoom.us/j/6250338420>

Meeting ID: 6250338420

Link: <https://alfredu.zoom.us/j/6250338420>

Submitted by: Confucius Institute at Alfred University

[back to top](#)

Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of May 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 5 Years of Service:

May 7- Patty Barber- Payroll Associate- HR/Payroll

May 18- Brian Newman- Shipping & Receiving Clerk- Mail Room

Celebrating 15 Years of Service:

May 23- Marty Fuller- Bookkeeper- Business Office

Celebrating 20 Years of Service:

May 22- Janine Mosher- Associate Director- Financial Aid

Celebrating 30 Years of Service:

May 14- Swavek Zdzieszynski- X-Ray Specialist- Inamori School of Engineering

Submitted by: Kayleigh Jones

[back to top](#)

Missing the free coffee and cookies in the Libraries?

Alfred University Libraries has a long tradition of sponsoring a variety of activities to help relieve finals stress.

In years past the library staff have provided coloring pages and puzzles, a Lego table, massage night and therapy dogs for students to de-stress during finals week.

Many of us will also miss the free cookies and hot drinks!

Although we're apart, we can still enjoy some free, virtual finals week study breaks together. Please enjoy some of these virtual de-stressing activities this year, and don't forget to take some time away from a screen...

Don't forget you can reach us anytime at: libraries@alfred.edu for assistance just like when you could walk up to the desk and ask us a question. Good luck on finals!

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

Submitted by: Mechele Romanchock

[back to top](#)

Return your Rented Textbooks to AU Bookstore

Now is the time to RETURN your RENTED TEXTBOOKS to the AU Bookstore.

There is an ADJUSTED timeline for textbook rental returns:

5/6/20- You should have received the 2nd automated email reminder FROM BNCOLLEGE.COM to return textbooks. Within that email there is a FREE Shipping Label to return your textbooks to the AU Bookstore. Follow the steps to print the label and ship the books. This reminder is sent to the email YOU gave us when renting your books. (Check your clutter box as well)

5/26/20- 3rd email reminder to return your textbooks.

You must have your rentals back to the bookstore by JUNE 15, 2020.

Link: alfred.bncollege.com

Submitted by: Marcy Bradley

[back to top](#)

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 (including InterLibrary loan) have been extended to Monday, August 24th and may be extended again, if needed.

Graduating Students:

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 to discuss arrangements for when and how to return materials safely.

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

Submitted by: Mechele Romanchock

[back to top](#)

Consider Using Open Educational Resources This Summer or Fall

The experience of having to rapidly adapt your courses may have inspired you to consider the benefits of using course materials which are free, flexible, and available digitally by design. Open educational resources (OER) are openly licensed, which allows for adaptation, revision, and redistribution, among other freedoms. (These freedoms also allow for print copies to be made and sold at-cost to students; this arrangement can be coordinated with our campus bookstore.)

If you are interested in learning more about OER, or exploring what open resources might be available for your classes, please email dannick@alfred.edu for more information.

Submitted by: Mechele Romanchock

[back to top](#)

Filing Weekly for Unemployment Reminder

This post is just a reminder that once you have filed for Unemployment you have an obligation to claim weekly benefits for each week that you are unemployed and meet the eligibility requirements. This is also called "certifying for benefits." You are confirming that you were unemployed for all or part of the past week and that you met all other conditions of receiving benefits.

You can claim weekly benefits (certify for benefits) on the Unemployment website. Go to labor.ny.gov/signin. Enter your NY.gov username and password. Click the "Unemployment Services" button on the My Online Services page, and then click "Claim Weekly Benefits" and follow the instructions.

You can also claim weekly benefits by calling the Tel-Service toll-free, automated phone system at 888-581-5812. You will be asked to answer a series of questions, and then you will be asked to confirm that all of your answers are true and correct. When you say yes or press 1 to answer this question, it is the same as signing a document. This is because only you know the PIN you created when filing your claim. Important: Do not give anyone your PIN, not even a family member. Only you can claim weekly benefits.

For the purposes of Unemployment Insurance, a week runs from Monday to Sunday. You must file your claim for the previous week on the last day of that week (Sunday) through the following Saturday. This is called the claim window. Any certification made on a Sunday is for the week ending that day.

For more information, please click the link below to read the Unemployment Insurance Handbook.

Link: [Unemployment Insurance Handbook](#)

Submitted by: Kayleigh Jones

[back to top](#)

Virtual Provost Candidate Visits

Virtual campus visits for our Provost search will take place the week of May 26 - 29. These will include a short presentation followed by Q&A. Zoom invitations, CVs and feedback survey links will be published on Alfred Today prior to each event. You may email questions in advance to Fred Beaudry beaudry@alfred.edu or Mark Lewis lewism@alfred.edu. Presentation times are 2 - 3 pm on May 26, 28 and 29; and 1 - 2 pm on May 27.

Submitted by: Mark Lewis

[back to top](#)

[Alfred University](#) | [MyAU](#) | [Events](#) | [BannerWeb](#) | [Canvas](#) | [News](#) | [Enews](#)