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TODAY	TOMORROW	SUNDAY
· #SaxonFriday		

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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Alfred University Food Pantry

The Alfred University Food Pantry has made it our mission to make food accessible for all. Come see what we have to offer!

Please stop in Fridays 3:00-5:30 or email Hy8@alfred.edu to set up an appointment.

Link: <https://my.alfred.edu/emergency-assistance/food-pantry.cfm>

Submitted by: Haleigh Youll

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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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Wellness Center Group Therapy Options

The Wellness Center is opening up two treatment groups this semester. Group therapy can be very helpful to help you realize you're not alone, as a place to give and receive support, helps you become aware of your feelings and how you express them and helps you learn to relate to yourself and others in healthier ways.

ACT Group: Acceptance and Commitment Therapy (ACT) has been proven to help with test anxiety, social anxiety, depression, obsessive-compulsive disorder, PTSD, anorexia, and substance abuse. ACT focuses on building a meaning-filled life and handling painful thoughts and experiences that are out of our control. The group will meet on Mondays at 6 pm starting on 9/28/2020 and will run for 8 weeks. Contact Janna Buckwalter (buckwalterj@alfred.edu) with any questions.

Process Group: This type of group is good to learn about interpersonal styles and practice new ways of thinking about yourself or relating to others. This group will meet on Wednesdays at 4 pm starting on 10/1/2020 and will run through the end of the semester. Contact Kara Taylor (taylork@alfred.edu) with any questions.

Both groups will happen over Zoom. Group therapy is available both to people already engaged in counseling and to people interested in group counseling only. If you're not already engaged with counseling and interested in either group, please contact the Wellness Center at 607-871-2300 for an intake appointment. You will be placed in a group after doing an individual intake with a counselor. If you are already in counseling and would like to participate in either group, talk with your counselor.

Submitted by: Amanda Khodorkovskaya

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Memory As It Is Exhibition

Memory As It Is is a solo exhibition by Amanda Rivers. This exhibition explores how the artist navigates through memories, and remembers the past. This body of work is largely inspired by lack of clarity with memories. The artworks within the show have narrative of connecting imagery to past events and memories in the artist's life.

Submitted by: Grace Hanlon

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Turner Gallery Hours

Promoting new gallery hours: Sunday-Tuesday Closed; Wednesday-Friday 11 am-5 pm; Saturday 1-5 pm

Submitted by: Grace Hanlon

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Toshiba Representative On Campus 9/28/20

Our Toshiba Representative, Dan Gilmartin, will be on campus on Monday, September 28. If you have questions about your MFP device and/or would like some socially distanced in-person training, please reach out to Procurement by COB on Friday, September 25. We can be reached via email at procurement@alfred.edu, or at extension 2698.

Submitted by: Melissa Badeau

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Canvas Trainings Available

ITS is pleased to provide support and training for Canvas. The following trainings are available:

Helpful Canvas Tools

This session is for current Canvas users who would like to learn about helpful features they may not have used before. Tools and Tasks covered include: renaming files and items, content pages & internal linking, adding announcements to the home page, and video recording inside Canvas.

Tuesday 9/29, 1:15 - 2:15 pm

Canvas Grading

This session is for current Canvas users who would like to learn more about grading features. Tasks covered include: Assignment groups, weighing the final grade, dropping the lowest grade, and Speed Grader.

Wednesday 9/30, 3:15 - 4:15 pm

To sign up for one of these sessions and request the meeting link, please email Meghanne Freivald.

Submitted by: Meghanne Freivald

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Gibbs Fitness Center to reopen Monday

The Gibbs Fitness Center will reopen on Monday, Sept. 28. The Fitness Center, which has been closed for several months due to safety concerns related to COVID-19, will be open weekdays from 8 a.m. to 9 p.m. Its use will be restricted to active Alfred University students, faculty, and staff.

For more information on the Fitness Center reopening, and how to sign up to reserve time to use the facility, please see the Athletics Department press release linked below.

Link: [Fitness Center Reopening Press Release](#)

Submitted by: Mark Whitehouse

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Student's Rights Under Ferpa

Under the Family Educational Rights and Privacy Act (FERPA), students have certain rights with respect to their education record at AU.

Please see our website on FERPA for details about those rights.

Link: [FERPA](#)

Submitted by: Tammy Jursza Williams

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New Team Member

Dillon Smith, '19, has joined the Alfred University staff full time in the role of "Military & Academic Coach" for all military connected students (veterans, military dependents, and ROTC students). This position was made possible by a gracious philanthropic donation and is a collaborative position between the Center for Advising and the Office of Admissions. Dillon will provide recruiting, academic coaching, and financial guidance. In this role, Dillon, along with Jane Gilliland, will be the primary School Certifying Official for the GI Bill. If you have any questions or concerns regarding military connected students please feel free to reach out to Dillon by email (smithdr@alfred.edu), phone (607-871-2242), or visiting his office located in Alumni Hall (due to COVID, by appointment only).

Submitted by: Nadine Shardlow

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2010 Alumni Joins The Center for Advising Team

Please welcome Xavier Marshall '10 to the Pamela Lavin Bernstein Center for Advising! Xavier joined the team to help support the onboarding of our first year students from deposit to their transition into their second year at AU. As an Alumni from the College of Business and HEOP, he knows first hand what students need to do to be successful and we are thrilled to have him share that knowledge with our new students. Xavier can be found on the third floor of Powell Campus Center. We ask that if you would like to visit to please make an appointment at www.calendly.com/marshall...

Submitted by: Nadine Shardlow

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Looking for Church Family for Sunday Mornings? Bible Study on Thursdays

Have you been struggling to find a local church service to attend with other university students?

InterVarsity Christian Fellowship continues to meet on campus for a Sunday service each week. While unable to bring in a different speaker weekly at this time, students attending are able to participate in the livestream of a local church service alongside their peers.

Come to the Kenyon-Allen Room on the 2nd floor of the Powell Campus Center on Sunday mornings for the start of the service at 10:45am. Masks remain required within university buildings, so bring one along with you this Sunday.

Thursday evenings at 6:30 pm is a Student led Bible Study on the book of John. Meeting in the Fire Place Room 2nd floor of Powell Campus Center.

If you have any questions, feel free to reach out to Janet McClain at mcclain@alfred.edu.

Submitted by: Janet McClain

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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 Committee on Equity and Safety Listening Session

We invite the entire Alfred Community to an introduction of this new collaborative group on October 1 at 7 PM. We will introduce ourselves, and outline our goals. We welcome our neighbors to join us in conversation, to share perspectives, and to listen to one another.

Our first step is to listen to the Community.
Please join us.

Link: [More details and Zoom link](#)

Submitted by: Krishna Amin

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Donna Covert, custodian, passes away

Donna Covert, who was a custodian at Alfred University since 2017, passed away Monday, Sept. 21, at the age of 59. Funeral arrangements are under the direction of Baker-Swan Funeral Home. Per Donna's wishes, there will be no prior visitation. A memorial service will be held at the convenience of the family. Online condolences may be offered at www.baker-swan.com

Link: [Complete Obituary](#)

Submitted by: Mark Whitehouse

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