



Alfred  
University  
OUTSIDE of ORDINARY



Alfred  
TODAY

May 3, 2022

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# Events

## Today

- [Stains of time](#)

## Tomorrow

- [Final Exams begin \(grades due within 48 hours of exam or last class, if no final exam\)](#)

## Thursday

- [6:00 PM Film Screening: The Grand Bizarre \(Jodie Mack, 2018, 60 minutes\)](#)

[View More Events](#)

# Announcements

## Upcoming Changes to the Storage of AU Zoom Recordings

Information Technology Services is pleased to continue offering Zoom to the campus community. In order to ensure the quality and availability of this service, AU routinely deletes old recordings from our instance of Zoom. This is scheduled twice per year, in July and January. All recordings made prior to May 14, 2022 will be deleted on July 1, 2022. Users are encouraged to examine their recordings and download any items that need to be saved. This routine maintenance will allow us to continue to provide Zoom for virtual classes and meetings. Any questions on this matter can be directed to the ITS Helpdesk. Thank you for your cooperation.

Submitted by: Meghanne Freivald

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## Change in two-factor

## **authentication procedures for off-campus email and MS**

Alfred University, higher education and more generally the United States continue to see an increase in information security risk, especially ransomware. An important mitigation to this risk is the University's adoption of two factor authentication (2FA). To help you better identify and verify that the 2FA request is one that you are expecting, ITS will be upgrading our 2FA procedures to include the requirement that Email and MS Teams logins will now require the input of a two digit number in mobile-based authenticator app when you are login into email and MS Teams (from off-campus).

We understand that this will require an additional click in the mobile app, and we appreciate your continued support of efforts to keep us safe from bad actors who would compromise our systems, steal our information and disrupt our mission of educating students. We will upgrading those procedure on May 12th 2022. If you have any questions, please contact the ITS Helpdesk.

Submitted by: Gary Roberts

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## **Ride Board**

Need a ride home or back to campus from break? Search for a ride or post a ride that you can offer to someone else.

Link: [Ride Board](#)

Submitted by: Judy Linza

## **Recruitment Requisition & Personnel Action Form Changes**

Human Resources will be implementing a new process to submit Recruitment Requisition Forms and Personnel Action Forms. There are also new forms available on the website, so if you have been using a saved version of the form, please make sure you download the new version.

Instead of sending the forms to a specific person, they will now be sent to [actionforms@alfred.edu](mailto:actionforms@alfred.edu) an inbox that will be monitored daily for these two specific forms.

Please send these forms to this inbox for any Appointments/Changes/Separations of employees.

Student employment forms should not be sent to this inbox. All student employment correspondences should be directed to [payroll@alfred.edu](mailto:payroll@alfred.edu)

Link: [Employment Administration Forms](#)

Submitted by: Kayleigh Jones

## **Process for Staff and Student Taxable Gifts and Awards**

Department completes two forms (both of these forms should be sent together to [payroll@alfred.edu](mailto:payroll@alfred.edu) for processing):

## 1. Taxable Gifts and Awards form

(<https://my.alfred.edu/hum...>)

- Complete all sections of the form
- Don't forget to select where recipient is an employee or not an employee (if the student receives any payroll from Alfred University they are an "employee") (if you are unsure, do not check any boxes, payroll will confirm for you)
- Complete description and reason for award and date presenting award
- Send to [payroll@alfred.edu](mailto:payroll@alfred.edu) 3-4 weeks before you need the award to allow for processing.

## 2. Check request form

(<https://my.alfred.edu/bus...>)

- Complete all sections of the form
- Don't forget to enter account number and amount of the award
- Explain details of award and date presenting award
- Send to [payroll@alfred.edu](mailto:payroll@alfred.edu) along with the Taxable Gifts and Awards form for processing

Payroll will approve completed forms and release the check request to Business Office. All checks will be returned to Payroll for distribution back to original requestor.

FYI:

- If the student is an "employee" the check will be less taxes regardless of the amount of the award or the intent of the award. The award will be reported on their W2.
- If the student is not an "employee", the business office will issue the check for the full amount. If taxes are owed the student will be responsible for

declaring the award on their taxes for the following year. If total awards received by a student in a calendar year equal or exceed \$600 they will receive a 1099 for tax purposes.

Awards for Non Employee Students will be reported on 1099 by the Business Office, as necessary.

Important notes:

- No gift cards/certificates are allowed to be purchased
- No awards should be purchased with one-cards, all awards should go through this process.
- For any clarification regarding what can be purchased, please contact Mark Guinan ([guinan@alfred.edu](mailto:guinan@alfred.edu))

Submitted by: Kayleigh Jones

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## **Mollie McKinley: Dissolve Coagulate**

A solo MFA thesis exhibition by Mollie McKinley. Interdisciplinary works including sculptural photographs and sculptures made from salt, blown glass, and neon.

On display from April 30th - May 3rd

Link: [AUConnect Event](#)

Submitted by: Arts Events

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## **Notice to CWS Employers for 2022-23**

If you are planning on hiring CWS

students for the 2022-23 academic year, you will need to complete a Federal College Work-Study Position Request/Job Description. Click on the link below to access the form and instructions. The completed forms are due by August 29, 2022.

Contact Brielle Gavin (x2159) at the Office of Student Financial Aid if you have any questions regarding this request.

Attachment: [Job Description Instructions](#)

Attachment: [Position Request](#)

Submitted by: Brielle Gavin

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## Summer Hours 2022

Summer Hours will begin on Monday, May 16th and will continue through Friday, August 19th.

While most University employees will be working according to the Administrative Office hours, some department schedules may vary. Please speak with your supervisor for your department's schedule.

Administrative Office Hours: 8:00 a.m.  
- 3:30 p.m.  
Maintenance, Grounds and Custodial:  
No schedule change

### Additional Information

- On the door of your office, please post Summer 2022 office hours
- Please change your voice mail message to indicate your specific summer hours.
- Any questions regarding payroll/timesheets, please contact the

Payroll Department

Submitted by: Kayleigh Jones

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## **Register for Summer Institutes & Athletic Camps NOW!!!**

Registration link for summer institutes and athletic camps 2022 is available at [app.campdoc.com/register/alfreduniversitysumcamp](http://app.campdoc.com/register/alfreduniversitysumcamp). Don't forget your faculty discounts. Contact Yimeng Li at [liy@alfred.edu](mailto:liy@alfred.edu) to get your faculty discount code. For the most up-to-date information on this year's camps, check out this page, <https://www.alfred.edu/ab...>

Link:

<http://app.campdoc.com/register/alfreduniversitysumcamp>

Submitted by: Yimeng Li

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## **Join our Student Ambassador Team!**

Admissions is looking to hire a new round of Student Ambassadors for the upcoming school year. Our student ambassadors are a vital part of the Admissions team. They help us showcase the very best of Alfred University to prospective students and their families. Ambassadors help with tours, specialty events and so much more through out the year. Please fill out the application and return to [ordway@alfred.edu](mailto:ordway@alfred.edu)

Attachment: [Student Ambassador Application](#)

Submitted by: Eliza Ordway



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## **Say your name - Say it proud!**

Are you graduating and attending the ceremony? Let us know the proper way to pronounce your name at the ceremony.

You can call and leave an audio voice message at 607-871-3011. Say your name clearly so we can.

Deadline is May 9, 2022

Submitted by: Kathleen Hillman

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## **Time Capsule Opening: Openhym Hall**

Wednesday, May 3 @ 3:00 pm.  
Openhym Hall Lobby.

Join Residence Life staff and University Archivist Laurie Lounsberry Meehan in the opening of the time capsule removed from the cornerstone of Openhym Hall during its recent renovation.

A brief history of the building will be presented along with information on its namesake, Evelyn T. Openhym (Class of 1924, AU trustee and major benefactor).

Contents of the time capsule will be revealed.

Refreshments will be served.

Attachment: [Time Capsule Flyer](#)

Submitted by: Laurie Lounsberry  
Meehan

## **Mailroom Reminders**

With the semester about to end here are a few reminders from the mailroom.

- All students should check their mailboxes before leaving campus.
- Any students staying over the summer will need to come inform the mailroom so we can keep your box open.
- Graduating students need to return their key and printer fob before the Friday of graduation week ,or you will be charged a non refundable fee.
- If you are a student who will return in the fall. We will forward mail over the summer until your return.

Thank you!

Submitted by: Ashley Carl

## **Graduation Ticket pick-up @ AU Bookstore**

May graduates can pick up graduation tickets starting April 27 @ the AU Bookstore

\*Graduates will be given four (4) tickets each

---Safeguard tickets, lost tickets cannot be replaced---

\*Tickets will be given only to graduates on the official graduation list. You must have applied to graduate and stated you would be attending the May 14th ceremony.

\*If you are not on campus, please email: [aubooks@alfred.edu](mailto:aubooks@alfred.edu) by MAY 10 to reserve tickets for pick-up graduation morning.

Submitted by: Marcy Bradley

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## **Stains of time**

A One Day Exhibition of ceramic work made by Randall Chairs Heringa/Van Kalsbeek at Alfred University during their stay this last semester held at the Celadon Terra Cotta from 3-6pm.

Link: [AU Connect Event](#)

Submitted by: Arts Events

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## **Looking for Engineers & Artists - Fall 2022**

Did you know that 2022 is designated as The Year of Glass? Please check out CEMS / ART 397: GlassArtEngine being offered this coming Fall 2022 semester. This course would perfectly fit for 2 credits on your schedule.

GlassArtEngine is an interdisciplinary course between glass engineering and glass art students. This course will be taught by various faculty across both areas combining both technologies and philosophies to foster collaborations yielding unknown results! Focused research will be on glass compositions, color melts, and learning how to operate an experimental furnace.

CEMS/ART 397 01 (CRN# 16434) is held on Thursday afternoons from 1:20 - 3:10 p.m.

Thank you.

Attachment: [GlassArtEngine Flyer](#)

Submitted by: Laura Grove

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## **Natural Glass Class End of Semester Exhibition**

Natural Glasses from the deep sea to space glasses from volcanoes as well as glasses created by meteor impact

Please join us for our End of Semester Exhibition HONR 121

Location:

Palladium Room, Binns-Merril-Hall,  
2nd floor, Inamori Kyocera Ceramic  
Museum

Time:

Tuesday, May 3rd, 3-5 pm

EVERYONE IS WELCOME!

Attachment: [Natural Glass Class Exhibition](#)

Submitted by: Lucas Greiner

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## **Tutoring in Herrick Library**

FREE tutors for writing, business, math, and computer science will be available to meet on Tuesday, 5/3, from 7-9pm at the Bookend Lounge in Herrick Library!

If you have final papers to edit or need some last-minute study help for final exams please be sure to stop by.

Submitted by: Sarah Pratt

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## **Tuesday: Time Capsule Opening!**

Tuesday, May 3 @ 3:00 pm.  
Openhym Hall Lobby.

Join Residence Life staff and University Archivist Laurie Lounsberry Meehan in the opening of the time capsule removed from the cornerstone of Openhym Hall during its recent renovation.

A brief history of the building will be presented along with information on its namesake, Evelyn T. Openhym (Class of 1924, AU trustee and major benefactor).

Contents of the time capsule will be revealed.

Attachment: [Time Capsule Flyer](#)

Submitted by: Laurie Lounsberry Meehan

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## **Silent auction to benefit Alfred-Almond Tech Ed extended**

The virtual silent auction organized by Alfred University student Christofer Dietrich to benefit the Technical Education Program at Alfred-Almond Central High School has been extended to 11:45 p.m. Tuesday, May 3. The auction was originally set to be held on Sunday, May 1, but due to overwhelming support from people donating items for the auction,

Christofer decided to extend it. Please follow the link below to access the virtual auction.

Christofer organized the auction as a project for his Lead 475/6 class. He solicited donated items -- such as gift cards (such as Amazon, Apple, etc.) or Alfred University apparel -- to be auctioned off. Funds Christofer raises from the auction will be used toward the purchase of a 3-D printer for the Technical Education Program at Alfred-Almond High School.

Link: [Silent Auction Link](#)

Submitted by: Mark Whitehouse

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