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Return to Work Training, Quiz, and Policy

All employees received a link in their email inbox on 7/8/2020 to take the COVID Return to Work Training from Canvas.

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

- 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.

Any questions regarding the training, please reach out to Kayleigh Jones.

Link: [Canvas Course Link](#)

Submitted by: Kayleigh Jones

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Training documents for Toshiba MFP Devices across campus

We are excited that most of the Toshiba MFP devices are installed across campus and that the fobs have been distributed based on information that was provided to us. Now that we are returning to campus, we wanted to get instructions out to everyone. As always, the AU Helpdesk will gladly respond if you are having issues with the equipment, but here is some information to help you get familiar with our new devices:

Attached are instruction sheets for using the PaperCut fobs and for the XMedius fax application.

There are also excellent video trainings available for the XMedius fax cloud platform available with links listed below:

- * Using the cloud interface to receive a fax: <https://youtu.be/VDH2wDR-...>
- * Using the cloud interface to send a fax: <https://youtu.be/TWNFJxVM...>
- * Using the cloud interface to check the delivery of a fax: <https://youtu.be/HfYLG4K...>
- * How to send a fax from your email: <https://youtu.be/G-L2v1DQ...>

Please note that you should use your AU username and password when logging into the XMedius Cloud platform (see link below).

If your department would like further training, Toshiba is willing to come to campus and coordinate small group trainings (with masks and social distancing) in office spaces. Please reach out to Melissa Badeau in Procurement (badeau@alfred.edu) to let her know if you feel that would be helpful.

Link: [XMedius Cloud Interface \(use AU Username & Password to log in\)](#)

Attachment: [PaperCut Instruction Sheet](#)
Attachment: [XMedius usage at the MFP Device](#)

Submitted by: ITS & Procurement

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TIAA Consultant & Virtual Counseling Sessions

A TIAA consultant will be conducting virtual retirement counseling sessions on Monday, August 24; Tuesday, September 8; and Wednesday, September 23. No matter where you are in life - just getting started or planning for retirement - a session can help you create a plan for your goals; and it is at no additional cost as a part of your retirement plan. To register for one of the virtual sessions, employees should call TIAA at 1.800.732.8353 and remain on the line for assistance; or register at www.TIAA.org/schedulenow.

Submitted by: Kim Wyant

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MUSIC Courses and Lessons available to ALL Students

AU Music Department Fall Courses

Private Lessons available to ALL Students from Beginners to Advanced:
Guitar, Mandolin, Piano, Strings, Winds, Brass, Percussion, Voice and the Chinese Guzheng

Courses and Ensembles for credit- No prerequisites

MUSC 110 Music Appreciation
MUSC 120 Fundamentals of Music & Technology
MUSC 200 Music and Gaming
MUSC 225 Music History: Medieval to Mozart
MUSC 130 Beginning Piano

MUSC 132 Beginning Voice Class
MUSC 133 Music of the Guzheng

Ensembles are Free Overload credits
Open to All Students

MUSC 272 Chamber Singers
MUSC 273 Concert Band
MUSC 274 Jazz Ensemble
MUSC 275 Symphony Orchestra
MUSC 279 Chamber Music
Guzheng Ensemble- instruments available

NO Auditions, and Instruments are available- Contact Raul Barcenes: Barcenes@alfred.edu
Lisa Lantz: Lantz@alfred.edu

Submitted by: Lisa Lantz

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Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of August 2020. The Committee will be observing years 1, 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50.

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 1 Year of Service:

- 1- Heather Green- Admissions Receptionist
- 1- Ronald Demchak- Assistant Athletic Trainer
- 1- Olivia Costich- Hunt Seat Instructor/Trainer/Asst IHSA
- 15- Maureen Weiss- Assoc Prof Performance Design
- 15- Desmond Wallace- Asst Prof Political Science
- 15- Nicola Tulk- Asst Prof Theatre
- 15- Mina Sedaghat Jou- Asst Prof Education
- 15- Jason Morrison- Asst Prof Finance
- 15- Yavuz Keceli- Asst Prof Information Systems
- 15- Michelle Jaques-Leonard- Asst Prof Psychology
- 15- Molla Hasan- Asst Prof Mechanical Engineering
- 15- Shelly Freyn- Asst Prof Marketing
- 15- Timothy Ferdinands- Asst Prof Mathmetics
- 15- Angeline Felber- Instructor of Counseling
- 15- Jean Ellefson- Asst Prof Analytics
- 15- Raul Barcenes- Asst Prof Music
- 15- John Aulerich- Asst Prof Finance
- 15- Matthew Phillips- Head M/W Cross Country Coach
- 15- Eric Souther- Asst Prof Illustration Design
- 15- James Hansen- Asst Prof Art History

Celebrating 5 Years of Service:

- 10- Emma McDowell- Executive Asst, VP Student Affairs
- 15- Diana Maguire- Assoc Prof Management
- 15- Michele Lowry- Asst Prof Criminal Justice
- 15- Geoffrey Lippa- Asst Prof Biology
- 15- Steven Tidrow- Inamori Professor
- 15- Matthew Kelleher- Asst Prof Ceramics
- 17- Jeffrey Scharl- Assistant Director Admissions
- 24- Ann Rossington- Chemistry Tech
- 24- Jesse Plass- Gallery Preparator

Celebrating 10 Years of Service:

18- Rob Freeland- Supervisor, Heating Plant

Celebrating 15 Years of Service:

- 1- Kristen Vargason- Senior Assoc Director Transfer Admissions
- 22- Susan Weit- Regional Assoc Director Admissions
- 23- Jeffrey Sluyter-Beltrao- Assoc Prof Political Science
- 23- Joseph Petrillo- Professor Mathematics
- 28- Lynn Petrillo- Senior Lecturer English

Celebrating 20 Years of Service:

- 22- Kerry Kautzman- Assoc Prof Spanish
- 22- Jean Cardinale- Prof Biology
- 22- Sharon McConnell- Director Fosdick-Nelson Gallery

Celebrating 25 Years of Service:

- 14- Heather Yanda- Senior Lecturer English
- 23- Beth Ann Dobie- Provost & VP Academic Affairs

Celebrating 30 Years of Service:

- 6- Kimberly O'Rourke- Office Manger, Wellness Center
- 17- Kristen Karl- Manager, Saxon Inn
- 21- Susan Morehouse- Prof English

Celebrating 45 Years of Service:

- 25- Cathy Schnurle- Secretary, Financial Aid

Submitted by: Kayleigh Jones

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Free Yoga classes on Zoom

Free Kripalu Yoga Classes on Zoom
Thursdays 12-1 pm throughout the summer
All are welcome!
Please contact Cecilia for Zoom link: fbeach@alfred.edu

Submitted by: Cecilia Beach

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Fall Course Schedule Changes

Changes to the fall schedule have been updated.
Changes students could see are:
* Course/s changed to all online or a hybrid.
* Location (building/room) of course/s changed to accommodate social distancing.

It is advised that all students view their class schedule to see how they were impacted. If class schedule needs to be adjusted for more or less online options; be sure to consult advisor or dean's office.

Submitted by: Tammy Jursza Williams

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Music Lessons available to all students

Attention Students:

Check out the Private Lessons 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. Elizabeth Blades [new]

*MUSC 130-01 Class Piano still has openings

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 Barcenes

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 107-02 Mandolin Dr. Ken Luk

MUSC 106-01 Percussion Mr. Dustin Woodard

MUSC 133-01 Guzheng Dr. Daisy Wu

Chinese Guzheng instruments available

Submitted by: Lisa Lantz

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Course Catalog 2020-2021

The undergraduate and graduate course catalogs for 2020-2021 are now online.

Undergraduate: <https://www.alfred.edu/ac...>

Graduate: <https://www.alfred.edu/ac....>

Submitted by: Pontus Niklasson

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UPDATED Herrick and Scholes Library Hours

Both Herrick Library and Scholes Library will reopen to AU students, staff and faculty on Sunday, August 23, at 2pm.

Herrick Library Hours:

Sunday 2:00 pm - 10:00 pm

Monday 8:00 am - 10:00 pm

Tuesday 8:00 am - 5:00 pm

Wednesday 8:00 am - 10:00 pm

Thursday 8:00 am - 5:00 pm

Friday 8:00 am - 5:00 pm

Saturday Closed

Scholes Library Hours:

Sunday 2:00 pm - 10:00 pm
Monday 8:00 am - 5:00 pm
Tuesday 8:00 am - 10:00 pm
Wednesday 8:00 am - 5:00 pm
Thursday 8:00 am - 10:00 pm
Friday 8:00 am - 5:00 pm
Saturday Closed

Additional information about fall semester services, including the full AU Libraries Reopening plan, can be found at:

<https://libguides.alfred>

Questions can be emailed to: libraries@alfred.edu

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

Submitted by: Mechele Romanchock

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Children in the Workplace

As a reminder, Human Resources, would like to refresh employees, on the Children in the Workplace policy.

Office and work space is not designed with the safety of children in mind. Although the campus strives to be a family friendly environment, it must be recognized that it is not appropriate to bring children to work as a substitute for making arrangements for regular childcare while at work.

Please click the link below to read the policy in its entirety.

Link: [Children in the Workplace Policy](#)

Submitted by: Kayleigh Jones

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