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TODAY

TOMORROW

WEDNESDAY

**Flu Clinic for Faculty, Staff, and Students**

The Alfred Pharmacy is offering flu clinics on campus for faculty, staff, and students on the following days:

Thursday, October 1 from 8:30-1:30 in the Knight Club, Powell Campus Center

Tuesday, October 6 from 8:30-1:30 in the Knight Club, Powell Campus Center

The Alfred Pharmacy is able to charge your insurance for the cost of the flu shot.

Submitted by: Amanda Khodorkovskaya

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## Face Mask Guide

By now, we should all know that face masks are required anytime we are out in public and cannot maintain a six-foot distance from others. With all the various options for face coverings, the tricky part is knowing which face coverings work best and which face coverings have been found to be least effective.

The Wellness Center has developed a guide for face masks that we hope you find helpful in navigating these strange times.

Please see the attached flyer for more information.

Attachment: [Wellness Center Face Mask Guide](#)

Submitted by: Amanda Khodorkovskaya

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## 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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### **New York State Aid - Refund Status**

New York State financial aid is included in refunds to students once awards are certified by the Higher Education Services Corporation (HESC). Due to delays by New York State related to COVID-19 and the State budget conditions, these certification rosters have not yet been received by the University and we do not expect to receive certified award amounts prior to mid-October. As a result, we will not be issuing refunds of New York State aid until final award determinations are received. We are being told that these awards administered by the State may be less than the original estimates. New York State financial aid includes, but is not limited to, NYS Tuition Assistance Program (TAP) awards, NYS Enhanced Tuition Assistance awards, and NYS Merit Scholarships. We apologize for the inconvenience and will provide an update as information becomes available.

Submitted by: Amanda Azzi

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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](mailto: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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### **B&H Photo Video order placement...PLEASE READ...**

If you or your Department frequently order through B&H Photo Video, please make sure that you work with the Procurement office. We have access to discounts that you might not be aware of. Please call us (x2698) for additional information, or if you have any questions.

Submitted by: Melissa Badeau

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### **CAREER DEVELOPMENT CENTER - VIRTUAL CAREER FAIR REGISTRATION**

Details:

Registration is now open for the Virtual Engineering Career Fair on Handshake, held on October 1st, 2020 from 11:00am - 4:00pm. Register for the fair and sign up for 1:1 and group meetings with employers.

As you prepare for the fair, it's important that you:

- \* Complete your Handshake profile and add your resume NOW!
- \* Register for employer sessions in advance. You can only attend the sessions you registered for.
- \* Keep checking for employer sessions to be added after more employers register.

REGISTER FOR SESSIONS ASAP it is first come first serve for spots. Employers will have limited spots available.

Attachment: [Registration Tutorial](#)

Submitted by: Faith Piatt

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### **Purchasing Office Supplies**

In the interest of efficiency, we have made some changes regarding the purchase of office supplies (paper, pens, staples, folders, etc...).

Going forward, office supply purchases should be made through either Staples Business Advantage or Office Depot Business Solutions. We have very strong discount programs with both of these suppliers, and by consolidating our purchases through them, we will increase the institutions buying power and savings potential.

Both companies have agreed to bill us through the business office instead of requiring payment by credit card. When completing your order, simply select the "Invoice" or "Account Billing" option as your payment method.

For copy paper, our preferred supplier is Staples Business Advantage. They have negotiated excellent pricing through our E&I Cooperative Membership. For your information, these are the contracted prices:

- Item #135848, TRU RED Copy Paper, 8.5" x 11", 20lbs, white, 500 sheets per ream, 10 reams per case - \$33.92 per case
- Item 126987, Staples Copy Paper, 8.5" x 14", 20 lbs, white, 500 sheets per ream, 10 reams per case - \$53.95 per case
- Item 512215, Staples Copy Paper, 11" x 17", 20 lbs, white, 500 sheets per ream, 5 reams per case - \$42.43 per case

In order to ensure that you get all of our discounts and benefits, you need to be a registered user on the University's accounts with these companies. If you do not already have a username and password set up, and need to order office supplies, please email [procurement@alfred.edu](mailto:procurement@alfred.edu), or call us at x2698.

Submitted by: Melissa Badeau

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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](mailto:procurement@alfred.edu).

Submitted by: Valerie Ewald

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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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### 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](mailto: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...](http://www.calendly.com/marshall...)

Submitted by: Nadine Shardlow

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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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## Alfred Ceramic Art Museum presents Full Capacity

Presenting the FIRST EVER virtual reality exhibition at the Alfred Ceramic Art Museum curated by Kelcy Chase Folsom.

Full Capacity features the works of Lisa Marie Barber, Diedrick Brackens, Coco Klockner, Jeanne Quinn and Ryan Mrozowski and is now live on the Museum's website.

Link: [Alfred Ceramic Art Museum](#)

Submitted by: Bill Giese

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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](http://www.baker-swan.com)

Link: [Complete Obituary](#)

Submitted by: Mark Whitehouse

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## Absentee Ballots and Voting Deadlines

Missed National Voter Registration Day? No problem: you still have time to register to vote!

In New York State:

--October 9 is the deadline to register to vote.

--October 24-November 1 is the early voting period.

--October 27 is the deadline to request an absentee ballot.

--November 3 is Election Day and the last day to postmark your absentee ballot.

If you vote by absentee ballot, send your ballot in early! The Post Office cannot guarantee timely delivery less than 15 days before the due date.

If you need a voter registration form, please visit the Center for Student Involvement or the libraries. Make your plan to vote: in person, early, or by absentee ballot.

If you need help with the voting process, please feel free to contact the AU Voter Registration team:

Tricia Debertolis: [debertpa@alfred.edu](mailto:debertpa@alfred.edu)

Corey Fecteau: [fecteauc@alfred.edu](mailto:fecteauc@alfred.edu)

Ashley Gomez: [aag13@alfred.edu](mailto:aag13@alfred.edu)

Shannon Marlatt: [sm54@alfred.edu](mailto:sm54@alfred.edu)

The following links include information on absentee ballots and important voting deadlines:

-Voting Deadlines and Mailing in Ballots

<https://www.elections.ny....>

-Absentee Ballot FAQs

<https://www.elections.ny....>

-Absentee Ballot information in Allegany County

<https://www.alleganyco.co...>

Submitted by: Shannon Marlatt

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