

IIIP Indiana University of Pennsylvania

ADMINISTRATION AND FINANCE

A&F NEWS

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A MESSAGE FROM THE VICE PRESIDENT

By Cornelius Wooten, Ph.D.



The end of fiscal year 2011-2012 is fast approaching. By all measures, we have had a fairly successful year. As a team member of the Administration and Finance Division, you have provided professional support service to the University throughout this past fiscal year in "fine fashion". I salute and thank each of you individually and collectively for your efforts.

In past years, governmental and higher education leaders were saying "we must do more with less". Then the saying was coined for us "we

must do the same for less". In today's times, we are saying "we must do things differently with less". I wish to thank you for embracing this new expectation.

As of July 2, 2012, IUP will have a change in its permanent chief executive officer. Please join me in welcoming and supporting Dr. Michael Driscoll as the University President. As we do so, I ask that each of you remain focused, dedicated, productive, and committed to supporting the mission of the University.

Change is a fact of life. It always has behooved us to embrace and adapt to change – particularly positive change.

"Individual commitment to a group effort—that is what makes a team work, a company work, a society work, a civilization work." -Vince Lombardi

"TEAM—Together Everyone Achieves More." -Author Unknown

Teamplayer: One who unites others toward a shared destiny through sharing information and ideas, empowering others, and developing trust. -Dennis Kinlaw

PNC Bank and IUP Working Together

By Sis Moorhead, Bursar

On March 19, PNC Bank was present in the lobby of Clark Hall. IUP employees were invited to meet with a representative from PNC Bank to discuss WorkPlace Banking Performance checking. The staff in the Bursar's Office showed their support as they wore red IUP/PNC t-shirts in support of the day.



Bursar's Office Celebrity

By Sis Moorhead, Bursar

Sherri Yachup from the Bursar's Office and her husband, Nick, were recently highlighted in *The Indiana Gazette* for their commitment to their weight loss program. Sherri and Nick

joined the Jim Mill Fitness Center in February 2010. Together they have lost over a total of 200 lbs! Not only do they exercise in the gym after work, but they made changes in their food choices and overall life style. They feel that the commitment they have made together has helped them continue on their journey.

Recently the Fitness Center had a spring fling to celebrate the graduation of many of their students. Sherri and Nick had the opportunity to spend some time with their trainer, Anthony.



"Sherman, set the WABAC Machine to the Summer of 1966"

By Ray Wygonik, Director of Engineering and Construction

Mr. Peabody, the time traveling dog, always gave his pet boy, Sherman, a specific date and time to program the WABAC machine, but I will take liberties to allow us to travel to the whole summer of 1966. I was twelve years old and video games, cell phones, Lady Gaga, and most importantly, helicopter parents had not been invented yet. Life for a twelve year old remained the same as it had for generations, an unfathomable thought to today's twelve year olds.

We lived in the "boonies." Families had one car that left each day with the dad for work and our world was the few square miles of woods and farms-active and abandoned-surrounding us. Along the "main road" which was gravel, houses were sparsely spaced. Our band of marauders numbered six to eight, all boys. One girl lived along the road, but she never came out of the house (I wonder why?), so throughout our formative years girls remained a mystery and a foreign species to us. We all had our morning chores but then we were free (and encouraged) to play and roam freely until it was time to return home for supper.

None of our parents believed we needed to belong to scouts or little league; those were things city kids did. And the truth was we were far more adventurous than any scout troop. Every night there was a softball game, without practices or adult supervision, and no one sat on the bench (and with less than a handful on a team no one had to play right field since it was declared foul territory!)

By today's standards, our parents would probably have been arrested. Not only did they let us play unsupervised, hours on end, but they let us arm ourselves with saws, hatches, hammers, and nails to disappear into the woods to places unknown to construct all manner of forts, clubs, and tree houses. Building materials were plentiful as there were a number of abandoned farms houses and outbuildings scattered through the woods. We learned at an early age it was much easier to saw or pound a nail into a 100 year old pine board than a 100 year old oak board. My career as a facilities person had early roots.

At least once a week we camped out. We had established camping sites, all located in some remote corner of the woods or on a distance hill. Our favorite spot was on the next ridge over from our road as it had the best view of the night sky. The night sky in rural Western PA in 1966 was amazing! The Milky Way was a river of stars streaming across the sky, unlike today when the light pollution makes it barely discernable. We witnessed a number of extraordinary astrological events, including countless meteor showers, three separate fire balls - meteorites as large and bright as the sun, but blue/green in color that momentarily transformed the night into a Ray Bradbury type day. The most spectacular: a full sky, ET phone home, display of the Aurora Borealis. My children can attest to the impact this had on me by the countless times I woke them in the middle of the night, wrapped them in blankets and forced them outside to look up at a phenomenon in the night sky. They've seen

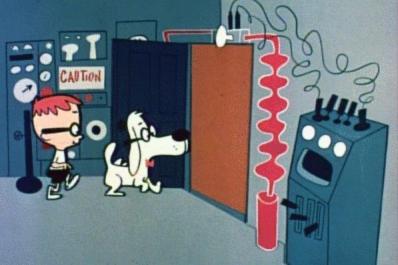
countless meteor showers and several northern lights displays. The impact on them has been lasting as well. Now as adults they often call or send e-mails reminding me of an upcoming sky-show or a sun flare that could trigger the aurora.

Our camping gear was simple, consisting of sleeping bags, saws, axes and matches for fire and food, always plenty of food. We slept sans tents under the stars, waking up in the mornings damp from dew.

Though I fear I might be wading into a theological argument, we were proof man descended from apes. Part of every summer day was spent by our troop foraging. With all of the old abandoned homesteads surrounding us, there was every variety of fruit and nut tree and we knew where each was and when the fruit would be ripe. Apples, pears, plums, peaches, and my favorite, black cherries, were our summer diet. We spent hours climbing trees and gorging on the fruit de jour. Dessert was whatever wild berry was in season: dew berries, raspberries, blue berries, wild strawberries, and blackberries. Refreshment was the nearest spring. Add to that the vegetables from the gardens that dominated our home meals and the miles we traveled each day and we were a fit and healthy bunch. In between foraging, we'd slosh through the streams, swing on grape vines and chase each other to exhaustion for reasons unknown, sights probably recorded in Jane Goodall's field notes.

And of course we threw things at each other. It didn't end when the snow melted but continued from spring through fall with whatever was fully ripe and mushy. We generally avoided hard objects like green apples and walnuts as they hurt and resulted in, at least temporarily, a splintering of the troop. The season culminated in late September after the final harvests of the gardens. Everyone planted tomatoes by the dozens and by early fall when the fruit cellars were full of canned tomatoes and everyone had their fill of fresh tomatoes we were free to invade the gardens and let it fly. Nothing says fun like pelting someone with an overly ripe beefsteak tomato. One of my fondest memories is of my immigrant grandfather directing the battles in his broken Polish/English, instigating all of the combatants, until we were dripping, head to toe, with tomatoes and he was in tears from laughter.

Sadly, as Mr. Peabody said at the end of each adventure, "it is time Sherman to return to the present." If anyone knows where I can find a WABAC machine, in any condition, drop me a line. Maybe I should call American Pickers.



Security Awareness Training Benefits Employees and Students Alike

By Kathleen Manion, Human Resources Manager

The university is very much concerned for the safety and security of employees and students alike. Therefore, the IUP Department of Public Safety/University Police and the Office of Human Resources are jointly encouraging all faculty, managers, administrators, and other staff members to complete an online workplace security awareness program entitled *Active Shooter, What You Can Do.* This self-paced independent study course is offered free-of-charge by the Federal Emergency Management Agency (FEMA) under the U.S. Department of Homeland Security. The course provides guidance on how to prepare for and respond to a critical incident involving an active shooter and explains what actions persons in the immediate area should and should not take to keep themselves and others safe. The program takes approximately 45 minutes to complete.

Employees who complete this course are asked to send a copy of their certificate of program completion to their supervisor as well as to the Office of Human Resources, Sutton Hall G-8, for placement in their personnel file.

Department heads and supervisors in the Administration and Finance Division are asked to ensure that all staff under their direction complete this training. Time to do so should be allotted during the normal workday.

To begin the training, simply click on this website: <u>Federal Emergency Management Agency</u> (FEMA) Emergency Management Institute.

Questions regarding emergency preparedness and this security awareness training should be directed to Sam Clutter, director of Public Safety/University Police, at 724-357-3200.

Steven Zolocsik Completes State Police Commissioner's Honor Camp

By Mark Labant, Cogeneration Manager

Each year, the Pennsylvania State Police barracks sponsor 26 Camp Cadet programs throughout the state for boys and girls between the ages of 12 and 15. In these camps, the cadets learn the basics of police work from forensics to physical fitness. Steven Zolocsik, son of Paul and Paula Zolocsik, attended the Indiana County Camp Cadet program. Because of his outstanding camp performance at the county level, Steven was selected from among 40 other campers to attend the State Police Commissioner's Honor Camp in Hershey, Pennsylvania.

The Commissioner's Honor Camp consists of five days at the State Police Academy at Hershey, where the cadets learn the basics of police work, horsemanship, physical fitness, and self-defense. They also tour several state facilities including the Governor's Residence and the Capital Complex.

Following his successful completion of these two programs, Steven plans to study criminology at IUP. Steven's proud father, Paul Zolocsik, is an operator at the S.W. Jack Cogeneration Plant.



Sustainability at IUP

By Michael Mann, Recycling Coordinator



IUP's new recycling bins are in place in many campus building and proving effective in increasing the amount of materials we recycle.

A positive change in the amount of trash going to the local landfill has been seen since placement of the new style of recycling bins in buildings across campus was completed. Results of the second annual building audit conducted by IUP's ECO Club this past semester showed a whopping 36% increase in overall recycling – which means less recyclable materials are making their way to the landfill.



ECO Club members pose for a group photograph during the spring 2012 building audit.

To encourage even more recycling, 40 additional bins were purchased and will be placed in the academic buildings by the fall 2012 semester.

So what exactly does SUSTAINABILITY mean?

Sustainability encompasses a broad field and has many definitions.

It means "using methods, systems and materials that won't deplete resources or harm natural cycles" (*Rosenbaum, 1993*). Sustainability "integrates natural systems with human patterns and celebrates continuity, uniqueness and place making" (*Early, 1993*). Sustainability is important to ensure we have, and will continue to have, the water and the necessary materials to protect human health and our environment.

Sustainability is an on-going process. It's a harmonious process that takes the efforts of many people working together. IUP is striving to bring sustainability into the fabric of college life through recycling. To support the IUP recycling/sustainability efforts, we want to:

- Build a strong, collaborative, and unified program of environmental stewardship;
- Execute regular assessments and set goals for improvement;
- Create a sustainability movement which is vital to winning the support of influential students, faculty, staff, and administrators;
- Maintain realistic expectations; and
- Set and meet our goals according to a realistic and reasonable schedule.

At the conclusion of another school year, we remain committed to improving our campus recycling program. The Recycling/Sustainability Committee will continue striving to improve IUP's green footprint!

For more information, visit the Facilities Operations website and click the Recycling link.

Reflections on Police Memorial Day

By Sam Clutter, Director of Public Safety

The University Police Department celebrated Police Memorial Day on May 14, 2012 by hosting a memorial service at the Kovalchick Complex. Area police departments, emergency agencies, and members of local communities were invited and turned out to observe the day where we reflect upon those who gave their lives for the communities they serve and protect.

I had the honor of being the master of ceremonies for the event, which was attended by a number of community members, some of whom were linked by years of service and inter-agency cooperation, while others were connected to law enforcement through family, friends, or neighbors. During the hour-long ceremony, it became apparent to me how many years have come and gone in terms of my own connection with this special Memorial Day. Generations of families with links to law enforcement were visible in the audience, and, with a hint of humor, I made mention that I had been around long enough to see the District Attorney of my youth become the Indiana County President Judge of the Commonwealth Court, and the little brother of my former field training officer become the new District Attorney. It made me realize just how many pages in my book have turned.

In some way, each of us is connected to those who protect and serve. We depend on those who put their lives on the line every day so that the people in our communities can sleep easy. Unfortunately, the instances of violence directed toward police officers have increased dramatically and none of us are far from those who made the ultimate sacrifice. A number of local families have sons and daughters in the police ranks in Pittsburgh and neighboring towns, and too many to mention have given their lives in the service of law enforcement.

It is a privilege to live in a community that recognizes sacrifice and that comes together each year to commemorate those who serve and protect. It is an honor to have served with so many dedicated individuals who, by their individual and joint efforts, have made this world a better place for us all.

The Central Storeroom: What We Can Offer You, Our Campus Customer

By Michele L Fatora, Supervisor, Central Stores

Shipping and Receiving

Are you expecting a delivery? Do you have something that you need to send by means other than the U.S. Postal Service? Do you have questions about shipments that you will be receiving or have received? If you answered yes to any of the above, then you may need the services offered by IUP Shipping and Receiving.

Shipping and Receiving is more than just the delivery dock in which commodities arrive at IUP. Our personnel are here to help you with on-campus delivery issues and questions, as well as, outgoing shipments.

We have daily pick-ups at our dock from UPS and Federal Express, and we can arrange for additional delivery services on an as-needed basis. If you have a package that needs to be sent out, you can refer to the services section of our website at www.iup.edu/centralstores. Choose "More about Shipping and Receiving."

Additionally, **Project Storage** is a key service that is offered to our campus customers and is based within the Shipping and Receiving area of the Central Storeroom. It is the perfect solution to those "plan ahead" projects where you have to store materials that you are not quite ready to use. We have a designated area to hold items for you until you are ready for them.

For detailed procedures, please refer to "Project Storage Procedures" on our website.

If at any time you have questions concerning the services available at the Central Storeroom, please feel free to contact us.

Exciting Things Are Happening at the Printing Center

By Toni Linta, University Print Center

The Printing Center is always looking for new ways to expand and grow to meet the needs of the University. Recently, we installed a newly refurbished Riobi offset sheet-fed 2-color press. This press will allow the Printing Center and its experienced staff to produce high

quality materials at a lower cost. The new press will enable us to print up to 17"x22" size press sheet – a page size twice as large as we have been able to print in the past. This additional capability translates into shorter run times and quicker turnaround for customers. It also means that we no longer have to look to vendors to print jobs that require a 17"x22" sheet size.



Congratulations...

• To Jim and Mari Grafstrom for welcoming their first child, daughter Chloe James Grafstrom. Chloe was born June 14, 2012. She was 7lbs 15 oz and 21 inches long.

Check it out...

The Global Spectrum staff volunteered their time at the Indiana County Humane Society as part of the KCAC Kares program. They created a video which can be seen at: http://www.youtube.com/watch?v=5C4C8Bst2Cw.





Kovalchick Complex News

By Amy White, Director of Marketing, Kovalchick Complex

The Kovalchick Complex concluded its first fiscal year under Global Spectrum management in March 2012. The season wrapped up with a sold-out performance from country music super star, Dierks Bentley and the Eli Young Band on May 5 and the Accelerated Christian Education group on May 15 – 24. Many other sell-out performances at the Kovalchick Complex also enjoyed record-breaking attendance. Global Spectrum is currently booking a variety of family shows and entertainment for the upcoming season.

Meanwhile this summer has been full of life-changing moments for some of the Kovalchick Complex employees. Most notably Jim Grafstrom (General Manager of Kovalchick Complex) and his wife Mari welcomed a baby girl, Chloe James Grafstrom on June 14. Kayla Rorabaugh (Box Office Manager) married DK McDonald on June 16 and moved to Toledo, Ohio where DK coaches football for the University of Toledo.

In May, as part of the "KCAC Kares" campaign to help charitable and non-profit causes in the Indiana area, the Kovalchick Complex staff volunteered at the Indiana County Humane Society. In addition to volunteering to care for and provide exercise and companionship for the animals, this effort helped draw attention for pet adoption and raise awareness of future volunteerism and charitable giving opportunities at the shelter.

On June 11, some of the Kovalchick Complex staff took part in the Nell Jack Classic, the primary fundraiser for female student-athletes at IUP. The extremely successful event was held at the Indiana Country Club and raised over \$20,000 for IUP women's athletic scholarships.

Employees on the Move

Over the last four months, March 2012 through June 2012, the following employee changes have occurred:

Please welcome the following employees who are new to the A&F Division:

- John Brady, maintenance repairman: carpenter/painter (temporary) in OHRL/Maintenance, March 12
- Vernon Leasure, maintenance repairman: painter/plasterer (temporary) in the Maintenance Department for Housing and Residence Life projects, March 13
- Jordan Steiner, dispatcher in Public Safety, March 24
- Luke Bothell, temporary groundskeeper in the Grounds Department, April 9
- Floyd Fishel, temporary groundskeeper in the Grounds Department, April 9
- Michael Lychalk, temporary groundskeeper in the Grounds Department, April 9
- Thomas Lytle, temporary groundskeeper in the Grounds Department, April 9
- Gary Flory, custodial worker in Custodial Services, April 17
- Herbert Edmonston, temporary equipment operator in Facilities Operations, May 7
- Edwin Buterbaugh, temporary carpenter/painter in Facilities Operations, May 7
- Randall Mers, temporary carpenter/painter in Facilities Operations, May 7
- Timothy Chamnik, temporary carpenter/painter in Facilities Operations, May 15
- Mark Horvath, temporary carpenter/painter in Facilities Operations, May 15
- James Meyers, temporary carpenter/painter in Facilities Operations, May 15
- Michael Yanity, temporary carpenter/painter in Facilities Operations, May 15
- David Zik, temporary carpenter/painter in Facilities Operations, May 15
- Carl Kunkle, temporary custodial worker in Custodial Services, May 7
- Alfred Adams, temporary custodial worker in Custodial Services, May 9
- Pam Barr, temporary custodial worker in Custodial Services, May 9
- Michelle Behune, temporary custodial worker in Custodial Services, May 9
- David Brendlinger, temporary custodial worker in Custodial Services, May 9
- Edward Buterbaugh, temporary custodial worker in Custodial Services, May 9
- Steven Cribbs, temporary custodial worker in Custodial Services, May 9
- Shawn Earl, temporary custodial worker in Custodial Services, May 9
- Sherry Eckman, temporary custodial worker in Custodial Services, May 9
- Paul Fairman, temporary custodial worker in Custodial Services, May 9
 Japat Concleff, temporary custodial worker in Custodial Services, May 9
- Janet Gongloff, temporary custodial worker in Custodial Services, May 9
- Holly Henderson, temporary custodial worker in Custodial Services, May 9
- Gerry Henry, temporary custodial worker in Custodial Services, May 9
- Bethany Prushnok, temporary custodial worker in Custodial Services, May 9
 William Dising, temporary systed is hundred.
- William Rising, temporary custodial worker in Custodial Services, May 9
 Linda Stillman, temporary custodial worker in Custodial Services, May 9
- Linda Stillman, temporary custodial worker in Custodial Services, May 9
 Gayle Summerville, temporary custodial worker in Custodial Services, May 9
- Gayle Summerville, temporary custodial worker in Custodial Services, May 9
 Margaret Tyger, temporary custodial worker in Custodial Services, May 9
- Celeste Catalano, temporary custodial worker in Custodial Services, May 9

- Matthew Meholic, temporary custodial worker in Custodial Services, May 10
- Rodney Stenman, temporary custodial worker in Custodial Services, May 10
- Jean Messenger, temporary custodial worker in Custodial Services, May 10
- Gordon Olp, temporary custodial worker in Custodial Services, Punxsutawney Campus, May 14
- Jenny Sellner, temporary custodial worker in Custodial Services, Punxsutawney Campus, May 14
- Meliah Brooks, temporary custodial worker in Custodial Services, May 23
- Melinda Varner, temporary custodial worker in Custodial Services, Punxsutawney Campus, May 29
- Mary Shaffer, clerk in the I-Card and Vending Services Office, June 25

The following employee has moved to a new position in the A&F Division:

• David Lashinsky, from patrol officer to police supervisor in Public Safety, February 21

The following employee had a change in employment status:

• Faye Beere, from temporary to full-time custodial worker in Custodial Services, March 13

The following employees were rehired:

- Vickie Marshall, temporary groundskeeper in the Grounds Department, April 9
- Roderic Phillips, temporary groundskeeper in the Grounds Department, April 9
- Donald Peffer, temporary groundskeeper in the Grounds Department, April 9
- Harold Treese, Jr., temporary groundskeeper in the Grounds Department, April 9
- Michael Bender, temporary maintenance repairman: carpenter/painter in the Maintenance Department for Housing and Residence Life, May 7
- Gilbert Brandon, temporary maintenance repairman: carpenter/painter in the Maintenance Department for Housing and Residence Life, May 7
- Raymond Cornman, temporary maintenance repairman: carpenter/painter in the Maintenance Department for Housing and Residence Life, May 7
- Rodney Cramer, temporary laborer in the OHRL/Maintenance Department, May 7
- Joseph Marinas, temporary mason in Facilities Operations: Grounds, May 7
- Forrest McAdoo, temporary maintenance repairman: carpenter/painter in the Maintenance Department for Housing and Residence Life, May 7
- Daniel Serian, temporary laborer in the OHRL/Maintenance Department, May 7
- Norman Trimble, temporary electrician in the OHRL/Maintenance Department, May 7
- Jeffrey Tucker, temporary maintenance repairman: carpenter/painter in the Maintenance Department for Housing and Residence Life, May 7
- Harold Wetzel, temporary maintenance repairman: carpenter/painter in the Maintenance Department for Housing and Residence Life, May 7
- Christopher Mantini, temporary maintenance repairman: carpenter/painter in the Maintenance Department, May 7
- Patrick Marshall, temporary semi-skilled laborer in the Grounds Department, May 7

- Ronald Steetle, temporary maintenance repairman: plumber/HVAC in the Maintenance Department, May 7
- Cody Corcoran, temporary custodial worker in Custodial Services, May 14
- Melissa McAfoos, temporary custodial worker in Custodial Services, Punxsutawney Campus, May 14
- Ronette Schepis, temporary custodial worker in Custodial Services, Punxsutawney Campus, May 14

The following employees retired:

- John Kubalek, Custodial Services, April 19
- Judith Gallo, Human Resources, July 13



Congratulations...

Christopher Simpson, son of Judy Simpson in Grants and Special Fund Accounting, received the James H. Maple Scholarship Fund for Computer Science for the 2011-2012 academic year. Christopher is a computer science/information assurance track major at IUP and a dean's list student. Christopher is also a member of Phi Eta Sigma honors fraternity, IUP's Martial Arts Club, and the computer science department's Programming Team. Christopher volunteers as an elementary wrestling coach and is a network (technology) consultant for the Office of Housing and Residence Life. Congratulations Christopher!!



James E. Maple, son of the late James H. Maples and scholarship recipient Christopher Simpson

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Management Team Administration and Finance

Dr. Cornelius Wooten Vice President

Mr. Mark A. Geletka Associate Vice President for Facilities Management

Ms. Helen Kennedy Associate Vice President for Human Resources

Ms. Susie Sink Associate Vice President for Finance

Mr. Sam Phillips Assistant Vice President for Administration

Mr. Tom Borellis Special Assistant to the Vice President for Special Projects

Mr. Bob Bowser Director of Procurement Services and Central Stores

Mr. Samuel Clutter Director of Public Safety and University Police

Mr. Bob Deemer Budget Director

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UPCOMING EVENTS

dependence Day	Wednesday, July 4
ummer Session 1 asses End	Friday, July 6
ummer Session 2 asses Begin	Monday, July 9
ummer Session 2 asses End	Friday, August 10
all 2012 Classes Begin	Monday, August 27
ibor Day	Monday, September 3
IP Homecoming	Saturday, October 6
olumbus Day	Monday, October 8
alloween	Wednesday, October 31

Daylight Savings Time Ends Sunday, November 4