



# A&F NEWS

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## IN THIS EDITION...

A Message from the Vice President 2

Relay for Life Set for May 29-30 3

Conference Services Accepts New Responsibility 3

Safety & Security Initiatives Benefit Campus, Community 4

Energy Tips 5

Summer Safety Reminders 5

Sidewalk Restoration Underway 6

The HAPPYness Hour 6

Floyd Gray Retires 7

A Tribute to Jeff Dunlop 7

Employees in Transition 8

Upcoming Events 8



# A MESSAGE FROM THE VICE PRESIDENT

By Cornelius Wooten, Ph.D.



It has been a privilege to serve as your servant leader for almost a year. Over the past several months, I have visited and talked with most of you in your respective areas. I plan to continue my efforts to be visible, accessible, and supportive of you.

During the past year, I have talked with many of you concerning several planned new initiatives for the Administration and Finance (A&F) Division. One of those new initiatives was the creation of a divisional newsletter. It is our hope that you will enjoy reading this inaugural newsletter and all future newsletters. May you find the A&F's newsletters to be enlightening, fun to read, and informative. The newsletter is intended to be about you—the most precious asset of IUP. Thank you in advance for embracing this effort.

Since my arrival at IUP, I have made the point to the University community that the Administration and Finance Division is a professional service support organization. While we are a support organization, I have argued, and I remind you likewise, that we are not second-class citizens in any shape or form.

I hope you have fully embraced our strong commitment to service excellence, a customer service philosophy, and the related expectations. I have listed below the vice president's tenets that I wish would guide the overall efforts of this division. In future newsletters, I plan to review my thoughts regarding these tenets.

- Excellence
- Quality
- Service
- Accountability
- Service Orientation
- Professionalism
- Teamwork
- Community, Communication, Cooperation, Coordination
- 110% Effort
- Dignity and Respect
- Honesty, Morals, Values, Integrity
- Ethical Standards
- Pride in the Workplace

Lastly, may I remind you that we are a family in A&F. As a token of my appreciation and the Management Team's gratitude for your hard work and dedication, I would like to invite you to the Second Annual Administration and Finance Family Picnic scheduled for Saturday, September 12. Please put this date on your calendar. I hope to see you and your family there!

## IUP Trackers on the Go Once Again

Relay for Life to be Held May 29-30

It is that time of year once again—time for the Administration and Finance Division Relay for Life team to take the track.

For the eighth consecutive year, the Administration and Finance staff, family, and friends have taken the challenge and built a team to raise funds for the fight against cancer.

The annual Relay for Life event is sponsored by the Indiana County Chapter of the American Cancer Society. This year's event will be held on May 29 and 30 at the White Township Recreation Complex on East Pike. The theme is *Wave Goodbye to Cancer*. This is a 24-hour relay where teams commit to having at least one team member running, walking, or rocking (in a rocking chair) at all times. Several teams from a variety of Indiana County agencies and businesses participate. It is a great time for fellowship while showing support for the fight against cancer.

The IUP Relay for Life team has significantly increased contributions since it first began to participate in this event. Last year's fundraising total was \$8,495.00, thanks to the leadership provided by Purchasing Director and Team Captain Bob Bowser, and the help of many participants who gave of their time and talents.

The funds raised annually in this nationwide program are used by the American Cancer Society to fund cancer research and the cancer resource network, to provide day-to-day help for those in need, to offer emotional support programs, to support the cancer action network, and to provide cancer prevention and early detection programs.

Highlights of the Relay for Life event include:

- Survivors' reception
- Survivors' Walk
- Lighting of luminaries
- Delicious food
- Entertainment
- Spirit of the Relay Contest
- Fun activities

IUP needs your help and support to make this event a success. Here is how you can help:

- Join the IUP team in walking, running, or sitting and rocking
- Make a monetary contribution
- Contribute toward the cost of the luminaries

- Provide food for the walkers
- Help with tent setup and teardown
- Decorate IUP's tent in the *Wave Goodbye to Cancer* theme
- Staff the tent during the event
- Visit and support the IUP team

*Everyone is welcome!* Let us pull together and make this year's Relay IUP's most successful ever! For more information, please contact Susie Sink, 2009 Team Captain, or Karen Alsop at 724-357-2205, or visit them in Clark Hall to receive your team packet and view the picture board of previous IUP relays.

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## Conference Services Assumes Oversight of Crimson Event Center

Recently the IUP Office of Conference Services was pleased to accept the responsibility for scheduling use of the Crimson Event Center (CEC) located in Folger Hall. Kathy Evanko, Director of Conference Services, said of the new responsibilities, "We at Conference Services are excited about the opportunity to serve the university community and remain ready to assist in requesting the CEC. The Conference Services staff is available to offer guidelines for use of the CEC and to assist with all conference-related matters."

The CEC is a 4,899 square foot facility available for use by university and non-university groups, offering a well-appointed instructional, conference and banquet venue conveniently located on the IUP campus. All event needs may be coordinated through the Office of Conference Services, with full ARAMARK catering services available.

Plans have been finalized for a major audiovisual technology upgrade of the CEC. New amenities being added to the facility include four ceiling mounted projectors, four recessed ceiling mounted screens, two SMART podiums and an integrated sound system. This exciting new technology is scheduled for installation prior to the end of May 2009 and will be available for use shortly thereafter.

To request use of the CEC or to learn more about available amenities, please contact the Office of Conference Services at 724-357-7709 or e-mail [cec-info@iup.edu](mailto:cec-info@iup.edu).

## **University Safety and Security Initiatives Benefit Campus, Community**

### **Community Educational and Informational Programs**

Sgt. Andrea Campbell, crime prevention specialist, presented programs on- and off-campus in the following areas:

*Domestic Violence/Sexual Assault* - presented to sororities and the students in residence halls

*Community Helpers* – presented to Homer City Elementary School

*Child Safety Seat Inspection* – presented to the general public at the R&P parking lot

*Emergency Preparedness and Safety/Security* – presented to the staff of the College of Education and Educational Technology

*Women and Crime* – presented to a criminology class in Wilson Hall

*Rape Aggression Defense (RAD)* – presented to members of the IUP community (21 attendees)

Sgt. Campbell recently attended *Crime Prevention through Environmental Design and Response Enhanced Design* at Kutztown University. As a result of completing this 40-hour certification program, Sgt. Campbell will work with Facilities and Engineering and Construction on new construction and renovations to establish security and emergency response measures.

### **Indiana County Police Officers' Training Facility**

Lt. Gregory Cusimano and other members of the IUP Police Department formed a committee to discuss and plan the construction of an Indiana County police officers' training facility. The members of this committee included police agencies in Indiana County as well as other emergency response agencies. The group is attempting to secure grant money to construct the facility on the same grounds as the Indiana County Fire Academy.

### **Park-N-Ride**

Lt. Eugene Pounds and Lt. Gregory Cusimano have been monitoring the three campus Park-N-Ride bus routes to ensure that the routes are operating to maximize ridership. Over the last year, ridership has increased from 900 to 1245 passengers per day. As a result, parking lots located farther from campus are being better utilized.

### **In Memory of Fallen Officers**

On April 10, 2009, IUP law enforcement personnel, including Lt. Eugene Pounds, Lt. Gregory Cusimano, Lt. Dave Kressley, Sgt. Andrea Campbell, Officer Jeff Perkovich, Officer Melvin Cornell, Officer Doug Campbell, Officer John Bence, Officer Patrick Renwick, and Dispatcher Matthew Szymusiak, attended funeral services for three Pittsburgh Police officers, Stephan Mayhle, Eric Kelly and Paul Sciuлло. Mayhle, Kelly and Sciuлло were killed in the line of duty on April 4, 2009 while responding to a domestic dispute. IUP police officers also participated in the funeral procession for Officer Mayhle. Mayhle was a 2002 graduate of IUP's Criminology Department and is a native of Indiana, Pennsylvania.

### **Reverse 911**

Reverse 911 is an emergency notification system maintained solely for the purpose of notifying the university community in times of critical emergency situations. The system notifies registrants through university e-mail accounts, voice and text messaging to cell phones, and voice messaging to home phones.

Currently, 88 percent of IUP students and 55 percent of IUP employees have registered for Reverse 911. The Office of Public Safety encourages anyone who has not yet registered to do so. If employees or students have questions or experience difficulties registering for Reverse 911, they should contact Megan Kiebler in the University Police Office at [mkiebler@iup.edu](mailto:mkiebler@iup.edu).



## Weekly Energy Tips

A weekly energy saving tip is posted on the Administration and Finance Web page under *Recent News*. The weekly energy tip is developed by Chuck Altimus, Director of Energy Management (extension 7-5782) and contains a suggestion that will save energy as well as reduce utility costs. The following are examples of energy saving ideas for the home that could save you approximately \$225 per year:

1. Turn the water heater thermostat down to 120 degrees - Save approximately \$22 per year
2. Remove window-mounted air conditioners during winter - Save approximately \$40 per year
3. Use the energy saving features on common appliances - Save approximately \$21 per year
4. Wash clothes in cold water and do full loads of laundry - Save approximately \$51 per year
5. Limit use of the dishwasher to full loads and hand wash small items - Save approximately \$33 per year
6. Air dry clothes indoors or outdoors (weather permitting) - Save approximately \$57/year

You can save precious energy resources and reduce energy costs both on the job and at home by checking out the tip of the week in *Recent News* at <http://www.iup.edu/adminfinance/>.

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## Summertime Building and Restoration Projects Prompt Safety Reminders

Summers are busy at all universities, and IUP is no exception. Routine summer maintenance alone will keep all the Facilities Operations employees busy. There is nothing, however, routine on campus this year. Two more residence halls are scheduled to open, renovations of various buildings are getting underway, and miles of sidewalks will be replaced. The sheer magnitude of this work will increase the potential for injuries, and the need to work safely is imperative. IUP has talented, conscientious employees who have a strong desire to complete their jobs safely. Their techniques for avoiding accidents include not taking shortcuts, wearing personal protective equipment, using proven safety practices, and being familiar with their respective tools and trades.

Each individual is responsible for safety every day, not only here at IUP, but at home as well. According to the National Safety Council, disabling injuries are more numerous in the home than in the workplace. Some major causes of accidents in the home include:

**Slips and falls** on steps, ladders, chairs, tables, counters, wet floors, loose rugs/carpeting, in bathtubs and showers, and while cleaning gutters

**Burns** from ovens, stoves, furnaces and fireplaces, sun, chemicals, burning of brush and/or garden waste, hot pipes, and hot water or steam

**Muscle strains** resulting from overextension, improper lifting, lack of exercise, lawn mowing, gardening, and painting

**Cuts and bruises** received while mowing lawns, trimming hedges, painting, gardening, preparing meals, making home repairs, remodeling, and maintaining or repairing vehicles

**Electrical shocks** from worn or frayed wires, overloaded circuits and extension cords, electric razors, improperly grounded outlets and appliances, and the use of radios in the bathroom

**Back injuries** resulting from improper lifting and carrying, lack of exercise, weight, overexertion, and poor posture (more than 50 percent of all back injuries occur in the home)

**Other** causes such as insect bites, stings, splinters, jammed fingers and toes, and poisonous plants such as poison ivy and poison oak

When working at home, one often does not have the luxury of being able to get help when it is needed, and may not have the proper equipment and resources on hand to do the job safely. At IUP, however, safety is incorporated throughout the organization. Resources, training, and assistance from the Office of Environmental Health and Safety all support a safe work environment. Employees must work together to ensure safety on campus. When employees plan to work safely and work together, they complete the job correctly, and without injury.

Have a safe and happy summer!

## Campus Sidewalk Restoration Underway

In early May, the Facilities Operations Group set in motion a summer sidewalk repair and beautification project that will continue through late August.

The campus has been carefully surveyed, and twenty-two specific areas have been designated for this project, which includes the renovation of sidewalks, handicap ramps, and curb cuts. The project will entail approximately 4,180 work hours and 23,013 square feet of concrete. Work will include demolishing, removing, grading, pouring and finishing the new concrete, and restoring the surrounding areas.

This project will improve the appearance of the campus, but more importantly, it will improve safety and mobility. Each winter, the Facilities Operations Department, in cooperation with the Environmental Health and Safety Department, surveys the entire campus for sidewalk areas that are in need of improvement. The areas are assessed and prioritized in the order of need for remediation. A plan for action is then developed and implemented the following summer. This year, \$150,000 has been earmarked for the accomplishment of this effort.

Facilities Operations will employ temporary semi-skilled laborers, equipment operators, and masons to assist in this effort. One of the department's very own skilled masons, Dan Schrecengost, has accepted the responsibility to spearhead the project and supervise this group. "Dan has a wealth of experience with masonry work and the department is pleased that he has accepted this assignment," said Facilities Operations Director Doug Miller.

So, when you see Dan and his hardworking crew on campus, give them a wave to show your appreciation for their efforts to improve the campus for the entire IUP community!

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## Kathleen Manion Presents Program on Living a Happier, More Fulfilling Life at IUP Women's Conference

On May 13, Human Resources Manager Kathleen Manion presented *The HAPPYness Hour: 60-minutes to a Happier, More Fulfilling Life* at the second annual career conference sponsored by the President's Commission on the Status of Women at IUP. The presentation was based upon the basic tenets of the rapidly growing field of positive psychology, and essentially provided an overview of what might be a 3-credit course on happiness. Kathleen summarized important research findings on happiness, provided participants with a set of simple, but powerful, exercises for achieving greater happiness, and led the group through an experience in guided imagery. Participants left the program with the knowledge they needed to effectively increase their respective levels of happiness and lead more rewarding lives.



Co-gen employees Steve Rebovich and Brent Culp work on getting a temporary boiler set up near the S. W. Jack Cogeneration Plant. This unit will provide an alternative source of steam for the campus while repairs are made to the 150 foot brick stack at the power plant.

## Floyd Gray Retires After 25 Years in Print Center

Floyd Gray began his working career at University Printing on May 9, 1983. His job classification was bindery worker. Floyd's responsibility for handling finishing details was critical to the printing process. If a submitted printing or copying job required a particular completion, Floyd might have overseen student workers, or he, himself, might have performed such operations. Such details included punching and plastic binding of books or collating multiple pages with a booklet format that requires a saddle-stapling of the completed product. The completed product might have required three-hole punching, fast-back binding that involves heated glue, lamination, or shrink wrapping materials. Such bindery requires knowledge of many types of equipment, some of which are digitized for precision accuracy. Floyd would oversee student workers in all aspects of bindery. He was a mentor to many students in the bindery operation during his years of employment.

Floyd's responsibilities also included the operation of the paper cutter. Later in his career, his job classification was changed from binder worker to paper cutter. Floyd not only handled cases of large sheets of paper from warehousing to the cutter, but he was responsible for accurately cutting paper to be utilized by the copiers, the digital printer, and the presses.

When a printing job was completed to a printed page, Floyd furthered the completion process by either cutting a job to a particular dimension, binding it in a booklet form, or shrink wrapping and boxing the completed job. It is noted on the printing work order whether the item is to be readied for pick-up by the requester, or to be set on the dock for Facilities Operations to deliver to the desired destination. Floyd would oversee such shipping details.

Floyd not only was kept busiest during the days of commencement celebrations, but his job was vitally important year round to the operation of the printing plant. The University Printing family wishes Floyd the best in his retirement, which began in January, 2009. His vacancy is magnified by the important role Floyd played in our printing establishment these past twenty five years! To Floyd— Cheers!

## A Tribute to the Clark Kent of Procurement Services By Deb Kline

Many people are afraid to get involved, afraid of being sued, or just do not want to be bothered when accidents or emergencies occur. But Jeff Dunlop, a purchasing agent in Procurement Services, is a person who is not programmed that way.

On a cold, very snowy day in February, there was a serious accident at the Robertshaw Building. A construction worker who was working on the roof slipped through a fiberglass roof covering and fell into a concrete stairwell. Jeff, accompanied by Ron Moreau of the Management Services Group, immediately offered assistance. Upon arriving at the accident site, it was determined that the injured man was alert and was able to speak. Jeff and Ron stayed with him, talked to him to ensure he remained alert, and when the medics arrived, assisted in securing a cervical collar before placing him on a back board. They then carried the worker up the steps to the ambulance.

It was learned later that the construction worker suffered only minor injuries and had no broken bones. This incident was potentially a serious accident that had a good ending.

Jeff has been a volunteer fireman for the Marion Center Fire Company for the past 20 years. He gives freely of his time, and goes beyond the expectations of the average person. On many occasions, he has been involved in fighting fires, getting people and pets to safety, working traffic accidents, and volunteering for fundraisers in support of the Fire Company.

There are many people like Jeff in the world, but unfortunately we usually only hear about the corrupt individuals and the evil things they do. Our hats go off to Jeff and all the people like him out there.



Purchasing agent  
Jeff Dunlop of Procurement  
Services attended to injured  
worker.



**A&F Employees in Transition**

New or returning employees:

- Blose, Linda**, Custodial Worker 1 for Punxsutawney Campus (temporary), 5/18/09
**Greczek, Christina**, Information Technology Generalist 1 for Web Enhancement (temporary), 3/2/09
**Lawrence, Christopher**, Custodial Worker 1 for Punxsutawney Campus (temporary), 5/18/09
**McAfoos, Melissa**, Custodial Worker 1 for Punxsutawney Campus (temporary), 5/18/09
**Overdorff, Patrick**, Paper Cutter, Print Center (temporary), 4/20/09
**Summer Temporaries: Grounds— Scot Carley, Douglas Hoe, Gary Maughan, Alex Muchesko, Donald Schrecengost, Jason Stiles; OHRL—Ernest Libengood, Michael Zuzack, Lee Carnahan, Donald Buffone, Randy Stern, Christopher Mantini, Kenneth Chemski, Vernon Leasure, Gilbert Brandon, Derek Lovejoy, John Brady, Roger Kevin, Harold Wetzel, James Carnahan, Roger Berringer. Sidewalk Initiative— Joseph Marinas, Ronald Conti, Patrick Marshall, Robert Zack, Jr., Daniel Frye**

New positions:

- Baird, Shawn**, from part-time Patrol Officer, Punxsutawney Campus, to full-time Patrol Officer, Main Campus, 3/14/09
**Kovalchick, Jim** from temporary Groundskeeper, to regular Equipment Operator A, Grounds, 3/2/09
**Perman, Tony** from Electrician, to Building Maintenance Foreman, afternoon shift, 2/23/09
**Wright, Tressa**, from Administrative Assistant 1, School of Graduate Studies and Research, to Administrative Assistant 1, Office of the Vice President for Administration and Finance, 4/13/09

Retirements:

- Gray, Floyd**, Print Center, 1/16/09
**Jackson, David**, Custodial Services, 4/24/09
**Morganti, Joseph**, Custodial Services, 4/10/09
**Patterson, Vicky**, Custodial Services, 4/10/09
**Rostis, Edward**, Custodial Services, 4/10/09
**Trunzo, John**, Custodial Services, 4/23/09

**Management Team Administration and Finance**

- Dr. Cornelius Wooten
Vice President
Mr. Mark A. Geletka
Interim 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
Interim Assistant Vice President for Administration
Mr. Tom Borellis
Director of Student Housing Development
Mr. Bob Bowser
Director of Procurement Services and Central Stores
Mr. Bob Deemer
Interim Budget Director
Mr. Bob Marx
Special Assistant to the Vice President
Mr. William Montgomery
Director of Public Safety and University Police

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UPCOMING EVENTS

- Memorial Day Holiday Monday, May 25
Relay for Life Friday, May 29— Saturday, May 30
Summer Session 1 Begins Monday, June 1
Independence Day Holiday Friday, July 3
A&F Picnic in the Grove Wednesday, July 8
Last Day of Summer Classes Thursday, August 6
First Day of Fall Classes Monday, August 31
Labor Day Monday, September 7
A&F Divisional Picnic Saturday, September 12