



A&F NEWS

Volume VII, Issue 2
October 2015

IN THIS EDITION...

Every Season's Busy at Kovalchick Complex	2
Scary Facts About Energy Waste	3
The Central Storeroom—Did You Know?	4
Don't Let the Cold Slow You Down	5
Pennsylvania in the Fall	6
Personal Safety and Social Responsibility	7
Welcome	11
Congratulations	12



Every Season's Busy at Kovalchick Complex

By Seth Benalt, General Manager, Kovalchick Complex

The Kovalchick Convention and Athletic Complex had an exciting summer, full of both new and annual events that took over the Conference Center. At the same time, the Ed Fry Arena prepared for a great line-up of fall shows and sporting events.

The Conference Center continued to offer versatility and unique space options to all potential customers. Phoenix Rehabilitation brought its All-Employee Meeting for the first time to the KCAC in June. July showed an increase in social events, including rehearsal dinners, reunions, and graduation parties. The Seventh-day Adventists returned and, once again, filled the complex for a full week.

Catering continued to grow, impress, and shine for events of a more personal nature, such as the August wedding and reception that were held in the main lobby. Fall events continue to diversify the Conference Center portfolio, as the United Way held its fall kick-off event in September and the Pennsylvania Deer Farmers planned to return for another biannual trade show.

The Ed Fry Arena is solidly booked for the fall and is prepared to host, manage, and present several exciting shows, events, and competitions for the community. These include IUP Volleyball, IUP Men's and Women's Basketball, Pennsylvania State Cheerleading, Alvin and the Chipmunks Live on Stage, Trace Adkins, and the fourth annual B.E. Taylor holiday show. In conjunction with IUP Football, a community meet and greet with the IUP football players was hosted during the summer on Family Day at the Indiana County Fair. The players signed autographs and modeled their new game-day jerseys, while kids and adults enjoyed shaking hands with their local athletes. The KCAC staff has been retained by IUP Football for the second season to manage George P. Miller Stadium music, videos, and scoreboard operations, as well as the marketing and group ticket sales for the program.

The KCAC staff is dedicated to the success of the facility, to customer service for all patrons, and to creating a positive impact on the surrounding communities. Charitable initiatives included support and collection efforts for the 911 Cell Phone Bank, an organization that collects donated cell phones for the unexpected and urgent needs of participating law enforcement and affiliated victims services agencies. The staff also has become involved with the "Grocers Fight Cancer" campaign that is held at a local store in conjunction with the American Cancer Society.

The KCAC continues to deliver on the promise to Indiana University of Pennsylvania, the community of Indiana and surrounding counties, and patrons of the facility to pursue first-rate entertainment while making use of the many management practices that keep the Kovalchick Complex operationally efficient.





Scary Facts about Energy Waste

By Jodie Cadile, Budget Analyst, Budget Office

Have you heard of Energy Vampires? They could be all through your home and office without your even realizing it.

Energy Vampires are unused electronic devices that remain plugged in. These devices are draining electricity from your outlets all day and all night. Turning an appliance or device off doesn't completely stop the flow of electricity; it merely slows the rate of energy consumption. You can save money on your next electric bill by simply unplugging devices when they not in use.

A single cell phone charger that is left plugged in can use on average .26 watts of energy when it is not being used. Alone, a single cell phone charger won't add a noticeable difference to your electric bill, but when combined with numerous other devices it can add a considerable amount to your monthly bill. Consider your cable or satellite television box, which can use about 18 watts when you are not using it. A box with DVR capabilities uses nearly twice that amount (32 watts on average when plugged in and about 19 watts when in standby mode).

So, consider this...if you have 2 DVR boxes you leave on all year long, you are paying approximately \$56 each year that could be saved by simply unplugging the units when not in use. It is estimated that the average home spends about \$120 each year on energy vampires.

What you can do at home to reduce energy waste:

- Unplug devices you don't often use.
- Use power strips. For instance, if you have a lot of electronic devices in one place, use a power strip and get in the habit of turning it off when you don't need the devices.
- Power electronics down or put them in standby mode whenever possible.
- Buy devices that meet Energy Star standards whenever possible.
- Don't use screen savers; they actually increase your computer's energy consumption.
- If your television has a quick-start feature, turn it off. This feature makes your television start a little more quickly but increases its standby energy consumption.
- Adjust your television's brightness settings. The television might be using factory settings and could be brighter than what you actually need in your home.

What you can do at work to reduce energy waste:

- Use power strips.
- Unplug devices that consume electricity when not in use—cell phone chargers, electronics with digital clocks, and adding machines with display screens.
- Do not prop open doors.
- Keep your office at a moderate temperature and use sunlight to your advantage. During the heating season, leave your blinds open on sunny days and closed at night to reduce the amount of heat lost through windows. Close blinds during the summer months.
- Report any energy waste by filling out the Energy Management Observation Form located in the Energy Management website's "How To" section at www.iup.edu/page.aspx?id=164608

We all must do our part to conserve energy and reduce consumption here on campus, so please take a moment to report energy waste.

The Central Storeroom—Did You Know?

By Michele L. Fatora, Supervisor, Central Stores

The Central Storeroom is here to supply campus customers with their everyday needs. Whether it is supplies for the department offices or maintenance supplies, we treat our customers' needs as a priority. Our services include storeroom needs, inventory control, shredding, storage services, etc.

Shredding Services

Our shredding service is available to all of our campus customers. We will gladly pick up your documents to be shredded, transport them to the Central Storeroom, and see that they are shredded and recycled appropriately. If you have confidential documents, we can also transport and store them, shred them for you, or have them available at your convenience to shred. Visit our website for the detailed procedure.

File Storage Services

Our file storage service continues to grow and be utilized by various campus departments. When your files arrive in our area, they are cataloged into a database, given ID numbers, and securely stored within our locked areas. We will provide you with a detailed list of all files stored, provide as-needed access to your files while they are in our possession, or deliver them to your office as needed. Part of the file storage is the destruction of the files once the disposal date has been reached. Detailed records of all activity are maintained and provided to you as needed.

Theater Storage

Did you ever wonder where the IUP Theater Department stores all of those interesting props? The Central Storeroom! We have provided Theater with a designated area just for their props. These items are stored and entered into a database and given an ID number, and the Theater Department has been provided with a listing of items as well as a photo library to associate the ID numbers with the items. The Central Storeroom pulls the items on an as-needed basis and prepares the items for delivery to meet the needs of the department.

Project Storage

Do you have an upcoming project in your area? Have you ordered the items needed but are not ready for them? Our project storage area is perfect to meet your needs. We have a designated area to store those items that you will be needing in the near future. These items are kept in a secure area and will be prepared for delivery to meet your needs.

Delivery Services – Daily and On-demand Hot Shot

Do you need something picked up or taken to Lowes, Staples, or other off-campus locations? Our delivery service is not limited to getting your supplies to you, but we are also here to meet other delivery and pick-up needs. This includes delivery support to satellite campuses, businesses, and on-campus department-to-department deliveries.

Fixed Asset, Inventory Control, and Surplus

Items are tracked in the Central Storeroom, whether that means tracking new fixed assets arriving on campus, maintaining the whereabouts of those assets while on campus, or overseeing the surplus of assets when the need arises. Our inventory control area maintains the surplus and reissue area, which, by the way, is always open to our campus customers for an internal shopping trip. You just never know what you may find.

These are just a few of the services that the Central Storeroom offers to you, our campus customers. Please visit the website at www.iup.edu/centralstores for a more detailed list of ALL Central Storeroom services and what they can offer you. We also invite you to stop down to RSM to visit us and view our areas. Please give us a call at 357-4074, and we will be glad to answer any questions you may have.

Don't Let the Cold Slow You Down

By Tim Rager, Procurement Services

It's that time of year again: the days are getting shorter, and the weather is growing colder. But just because the shorts and tank tops have been put away doesn't mean you have to stop enjoying running outdoors. Here are some tips to help you continue to hit the pavement even when winter is bearing down on you.

- **Be Seen** The first and most important thing you can do is to be seen when you run. Unfortunately, with the winter months comes less daylight, and you may find yourself running in the dark. Be sure you are able to be seen by wearing bright, reflective clothing and flashers or lights when necessary.
- **Get Motivated** When it's cold and wet outside it can be hard to get motivated to get out there and run. One way to help counteract this is to find a partner to run with. If you set a time to go run with someone, you are less likely to forgo that appointment and more likely to get out there and go.
- **Dress Appropriately** This can be the hardest one to judge. You want to be warm, without sweating. A basic rule I use is to prepare as if it's 20 degrees warmer than it actually is. You want to dress in layers so you have the option of removing clothing if you get too hot. A base layer made from a wicking material and a wind-resistant outer layer are preferable. Try to wear shoes with the least amount of mesh to keep out the cold and slush, and find socks that wick away wetness but still keep your feet warm. Gloves and hats/mittens are a must!
- **Hydration** Hydration in the cold is just as important as when it's hot out. Many cases of hypothermia are the result of not being properly hydrated before going out.
- **Do a Warm-up** Before braving the elements, it is always a good idea to do a warm-up. Run up and down the stairs, jump rope, do some basic aerobics—all you need is something to get the blood flowing. It doesn't feel as cold outside if you are already warmed up.
- **Dealing with the Wind** It is always preferable to start your run by running into the wind and then finishing it with the wind at your back, so it doesn't hit you as you break a sweat. Another option is to use the landscape around you. Areas with a lot of buildings can help provide cover from the wind.
- **Have a Back-up Plan** Ultimately you have to decide what is best for you. If it's too cold or there is an issue of safety, you can always hit the treadmill or go to the gym to get your workout.



Pennsylvania in the Fall

By Rick White, Director of Financial Operations

The Autumnal Equinox occurred on September 23 at 4:22 a.m. EDT. Better known as the first day of fall, this marked the end of summer and the beginning of our descent into the cold of winter. But all is not darkness and despair. While the temperatures continue to cool gradually, the photosynthesis process will begin to slow down, and we will be presented with the colorful fall foliage that attracts visitors to Pennsylvania from far and wide.

According to the Pennsylvania Department of Conservation and Natural Resources, Pennsylvania has a longer and more varied foliage season than any other state in the union—or in the world, for that matter. We are located in one of only three regions of the world with the right mixture of deciduous tree species needed to produce this display of reds, oranges, yellows, and browns. These regions are eastern North America, the British Isles and parts of northwestern Europe, and the northern region of China and Japan. Forests located in other regions of the world are either tropical or comprise primarily conifers, which remain green year round.



Pennsylvania is particularly well suited to support these forests because of our unique topography of rolling hills, which rise from sea level to over 3,000 feet, and our location geographically between the 40th and 42nd North latitudes. This combination of elevation and latitude creates just the right conditions for northern trees such as gray and paper birch, sugar maple, mountain maple, black cherry, and mountain ash to mingle with southern trees such as southern red oak, sweetbay magnolias, umbrella magnolias, sourwood, persimmon, and sweetgum. In fact, Pennsylvania supports 134 species of trees. This mingling of northern trees and southern trees, in addition to a wide variety of vines and shrubs, is what makes Pennsylvania's fall mantle so spectacular.

If you would like to enjoy this fall's show in a manner you may not have in the past, DCNR supports a website with links to weekly fall foliage reports. These contain guidance on the best areas to view foliage at or near peak coloration. They include area descriptions, directions, and suggested activities. The site also includes a link to directions for a Discover Fall Tour of Southwest PA, which includes both a Northern Loop (approximately four hours) and a Southern Loop (approximately two and a half hours). Both loops originate in Donegal, and each route includes many interesting stops along the way. You can access this site at www.dcnr.state.pa.us/forestry/stateforests/fallfoliage.



Maybe it is because this beautiful event of nature occurs in our own backyards, or simply because we have seen this play so many times before (this will be number 59 for me), some of us take this wonderful act of nature for granted. I am sure you have all heard the expression "You've got to stop and smell the roses." This fall, we need to "Stop and see the foliage."



Have a wonderful fall, and enjoy the season.

Personal Safety and Social Responsibility

By Kevin Thelen, Director of Public Safety and University Police

Hello, IUP! Since beginning my new position on August 10, it has been my distinct pleasure and honor to have met so many of the students, faculty, staff, and administration here on campus. What a dedicated and inspired higher education community IUP has developed through each of your efforts – it's a privilege to be associated with this institution. I look forward to meeting more of you and to working with all of you to build on the fine and highly regarded reputation of IUP.

Let's reflect for a moment on the purpose of a higher education institution. A little over three years ago, Dr. John Smetanka of Saint Vincent College pulled this excerpt for a speech from the John Cardinal Henry Newman classic text *The Idea of a University* (1852):

If one must assign a practical end to a College education, I say it is to train good members of society. Its art is the art of social life, and its end is fitness for the world. It neither confines its views to particular professions on the one hand, nor creates heroes or inspires genius on the other. Works indeed of genius fall under no art; heroic minds come under no rule; a College is not a birthplace of poets or of immortal authors, of founders of schools, leaders of colonies, or conquerors of nations. It does not promise a generation of Aristotles or Newtons, of Napoleons or Washingtons, of Raphaels or Shakespeares, though such miracles of nature it has before now contained within its precincts. Nor is it content on the other hand with forming the critic or the scientist, the economist or the engineer, though such too it includes within its scope. But a College training is the great ordinary means to a great but ordinary end; it aims at raising the intellectual tone of society, at cultivating the public mind, at purifying the national taste, at supplying true principles to popular enthusiasm and fixed aims to popular aspiration, at giving enlargement and sobriety to the ideas of the age, at facilitating the exercise of political power, and refining the intercourse of private life. It is the education which gives a man or woman a clear conscious view of his or her own opinions and judgments, a truth in developing them, an eloquence in expressing them, and a force in urging them.

The premise of Newman's commentary was that acquiring knowledge and skill alone at a university is simply not sufficient to maintain a functional and, ultimately, an advancing and improving society. Our society relies on a parallel commitment on the part of all of us to develop and lead principled personal lives with shared dignity, respect, and concern for one another, as well. As we go about our daily routines, there will be endless moments where making the right choice for the right reasons at the right time will determine the course of our lives and even the outcome for the lives of others. As daunting as this may sound, practicing basic principles of personal safety and social responsibility make it far more likely that, generally speaking, all will be well for you and those around you.

Most crime is driven by an opportunity versus risk calculation. If a perpetrator believes the crime will be easy to undertake and the likelihood of being caught and punished is low, then the criminal act is far more likely to be committed. The object, then, is for all of our community to embrace concepts of personal safety and social responsibility so the **opportunity** to commit a crime is lessened and the **risk** of being caught and prosecuted (or held accountable) is heightened. Consider some of these basic concepts:

General

- Practice situational awareness. Pay attention to what is going on around you, don't walk and text with your head down, recognize your vulnerability, and remove yourself from situations that compromise your safety. Report the situation to police for investigation, if necessary.
- Report all suspicious persons, vehicles, and activities to the IUP Police Department, Indiana Borough Police, or the Pennsylvania State Police immediately.
- Use the "buddy system" and watch out for your neighbor.
- Keep the doors locked whenever you find yourself alone in a building.
- Report lights that are out and any hazardous conditions immediately to the IUP Police Department or Facilities and Grounds Maintenance.
- If you see someone being victimized or in a compromising situation, notify police immediately. Be a good witness and stay on the phone if requested by the dispatcher.
- Use the "blue light phones" around campus or personal phones to notify police of emergency or suspicious situations. Consider using personal cellular phones applications that will allow you to maintain contact with friends or family while you're traveling from one point to another.

Walking

- Avoid traveling alone at night.
- Confine walking to well-lit, regularly traveled walks and pathways. Avoid shortcuts, and keep away from shrubbery, bushes, alleyways, or any other areas where an assailant might be lurking.
- Do not accept rides from casual acquaintances or strangers.
- When walking to your vehicle or residence, have your keys/cards ready in hand.
- When being dropped off by taxi or private vehicle, ask the driver to wait until you get inside.
- If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around in order to pursue you.
- When getting out of a car, take a look around to make sure that you are not being followed.
- If you think you are being followed, cross the street and, if necessary, keep crossing back and forth. If you are pursued, call for help and run to a campus building, business, or residence. Enlist the aid of a passerby, flag down a passing motorist, or, as a last resort, pull a fire alarm. Do anything that might attract attention or summon assistance. If you are walking alone and someone passes you, check to be sure that person has continued walking in the other direction.
- Call the IUP Police Department for escort assistance if walking alone at night.
- If you find yourself confronted by an assailant, you must remember that while screaming and struggling may frighten off the assailant, in other instances you may further antagonize the assailant and bring forth a more violent reaction. Above all, you must keep your head and assess the situation before choosing your course of action. Whether or not the assailant is armed or has made threats against your life should be a determining factor in your decision. The key word in this type of situation is SURVIVAL.

Athletic Facilities/Workouts

- Use the "buddy system." Work out with a friend, and make arrangements to leave the gym together.
- Confine your running and jogging to the daylight hours and to open, well-traveled areas. If you run or jog at night, wear a reflective vest and exercise with a friend.
- Avoid bringing cash, wallets, watches, or other valuables to the athletic facilities.
- Avoid storing valuable sports equipment in your locker.
- Keep your locker locked whenever unattended. This includes those times when you leave briefly to shower, visit the trainer's office or the equipment room, etc. Most thefts at athletic facilities are from unlocked lockers.

Elevators

- If, while waiting for an elevator, you find yourself alone with a stranger, consider letting that person take the elevator while you wait for its return.
- If you are on an elevator with someone who makes you feel uneasy, get off at the next floor.
- Always stand near the control panel, where you have access to the alarm and floor buttons.

Driving

- Never drive under the influence. Never ride with someone driving under the influence.
- Whenever possible, limit traveling to well-lit, well-traveled roads.
- Never pick up hitch-hikers.
- Keep your doors locked while driving.
- When stopped at traffic lights or stop signs, keep your vehicle in gear. If threatened, sound your horn and drive away as soon as possible.
- Avoid stopping in poorly lit, out-of-the-way places.
- If your vehicle breaks down, signal for assistance by raising the hood and by tying a white handkerchief to the radio antenna or door handle. Stay inside your vehicle with the windows closed and the doors locked. If a roadside Samaritan stops, roll down your window just enough to talk and ask that he/she call the police. If the person appears to be a threat, sound the horn and flash your lights.
- If you think you are being followed, keep out of isolated areas. You need to look for a place where there are people. Stop and let the vehicle pass you. If the other driver is acting aggressively or signaling for you to stop, call the police and be prepared to provide your location and a description of the other vehicle, the driver, and number of occupants. Stay on the phone until you are in contact with the police or can drive to a police/fire station or the other vehicle is stopped by the police.
- When parking at night, choose well-lit areas. Before getting out of your vehicle, check for people loitering.
- Always remove your ignition keys. Lock the vehicle whenever it is unattended.
- Before entering your vehicle, always check the interior, paying particular attention to the floor and rear seat.

Rape/Sexual Assault

IUP has established procedures and available resources that include medical, counseling services, and police and Title IX investigators to assist and support survivors of rape or sexual assaults. Contact the IUP Police Department, Residence Life personnel, Counseling Services, or any faculty or staff member to report a rape or sexual assault.

If you are a victim of rape or sexual assault, contact the police as soon as you may safely do so. If you need immediate medical assistance, call 911. Secure any article(s) of clothing or bedding that may contain potential evidence and do not shower, bathe, brush your teeth, or gargle. If potential electronic evidence may exist, such as text messages, calls, or pictures, be sure to inform the investigating officer. Be prepared to provide a description of the suspect and suspect's vehicle and to describe the location of the assault, if you know where it occurred.

All information that you give will be held in the strictest confidence in accordance with IUP policy and Pennsylvania law. If you wish to report information concerning a possible rape or sexual assault involving someone else, you are encouraged to do so as soon as practical.

Protect Your Property

Theft is a common, opportunistic crime that occurs primarily when property is left in unlocked or in unattended areas. Protect your personal property and the property of fellow IUP students, faculty, and staff with the following suggestions:

Residence halls and private residences

- Keep the door(s) to your room or residence and windows locked at all times. Do not allow a person(s) unknown to you to follow you into residence halls after entering with your access card.
- Report defective campus locks on windows and doors IMMEDIATELY to the IUP Police Department or the Facilities and Maintenance Department.
- Never sleep in an unlocked room or house.
- Do not put your name or address on key rings or cards.
- Do not keep your room or residence and vehicle keys on the same ring.
- If you lose the keys/card to your on-campus residence, notify Residential Life immediately. If you lose the keys to your off-campus residence, have your locks changed immediately.
- Women living alone should not use prefixes "Ms," "Miss," or "Mrs." on their doors or mailboxes. Instead, use the first initial and last name. This is also advisable for any telephone or other directory listings.
- Require callers to identify themselves before opening your door. Campus and noncampus residents should require identification from all repair or service personnel.
- Do not let strangers use your telephone.
- If you receive obscene or harassing telephone calls, or several calls with no one on the other end, notify the IUP Police Department or local law enforcement agency.
- If you find that your room or residence has possibly been entered, DO NOT GO INSIDE. Go to a neighbor and call the IUP Police Department or local law enforcement agency. If you are already inside, DO NOT TOUCH ANYTHING. You may disturb evidence that is important to the police investigation.
- If you see a suspicious person or vehicle on campus or in your neighborhood, IMMEDIATELY contact the IUP Police Department or the local law enforcement agency. Try to get a good description of the person or vehicle or the license plate number.

Offices and Laboratories

- Keep all offices, desks, cabinets, and laboratories locked when not in use.
- Make sure that all locking devices are in proper working order.
- Utilize a key control system. All department keys should be signed out and collected when not in use. Keys should be issued only when absolutely necessary.
- Do not label keys with their use. Consider using a code system instead.
- Avoid bringing valuable personal property with you to class or to work.
- Petty cash should be kept to a minimum.
- Women should keep their purses locked up, and men should not hang up coats or jackets with wallets or other valuables in the pockets.
- Watch out for your fellow students, faculty, and staff. If someone forgets to secure his/her area of property, keep an eye on it. Found or abandoned property may be reported to the IUP Police Department.

- Report all suspicious persons or improperly secured areas to the IUP Police Department immediately.

Motor Vehicles

- Report all suspicious persons or vehicles around parking areas to the IUP Police Department immediately.
- Keep your vehicle locked and the windows rolled up tightly and never leave your vehicle running when unattended.
- When parking off campus, choose a well-lit, heavily traveled area.
- Packages, luggage, and other valuables should be locked in the trunk.
- Keep spare keys somewhere other than inside the vehicle, where a thief can easily find them.
- Always keep a record of your vehicle identification number (VIN), plate number, and title certificate number available for quick reference.

Bicycles

- Invest in a good U-Bar bicycle lock and always use it, no matter how long you plan to be away from your bicycle.
- Always lock your bicycle. Bicycles should be locked around the frames to an object such as a telephone pole, sign, or lamp post, bicycle rack, etc.
- If you must leave your bicycle outside, choose a well-lit, heavily traveled location.
- Find out if your bicycle is covered under a personal or parents' insurance policy. If not, it would be advisable to insure it.
- Maintain a record of your bicycle information. Make, model, identification numbers, and even a picture is great information for reporting purposes.

Property Identification

Come to the IUP Police Department during business hours to have your personal property engraved with a personal identification number. Keep a record (preferably including a photo) of all your personal property, including personal identification information, readily available should you need to file a report or a claim.

Social Responsibility

Your involvement is essential to the prevention of crime on or around campus. Lack of interest and complacency are the prime contributors to the success of crime. The burden of crime prevention rests not only with the IUP Police Department but also with each member of the IUP community.

IUP Police cannot be everywhere at once and are, therefore, dependent upon you to recognize and report incidents of suspicious and criminal activity. The extent of your cooperation will greatly influence IUP's effectiveness in combating crime and creating a safe and secure learning environment. Doing your part means:

- Being situationally aware of your personal vulnerability and following the suggestions outlined in this article to protect yourself and your property.
- Being alert for suspicious or criminal activity and conditions that may represent a hazard to you and/or the IUP community.
- Getting involved by becoming more security conscious and by reporting all incidents of suspicious or criminal activity, no matter how insignificant, to the IUP Police Department or local law enforcement agency immediately.

Remember that unreported crimes cannot be solved and that by not reporting crimes, you allow the perpetrators to commit additional and perhaps more serious crimes. Many times, crime solving depends upon how accurately and promptly the incident is reported.

It is important that you be able to provide as much of the following information as possible:

- The nature of the incident.
- When and where the incident occurred.
- Number of persons involved (names, sex, race, age, height, hair style/color complexion, distinctive characteristics, i.e., facial features, scars, physical defects, glasses, clothing, etc.).
- Direction and method of travel.
- Vehicles involved (color, type, make, model, license plate number and state, distinctive characteristics, i.e., decals, bumper stickers, damage, number of occupants, etc.).
- Description of stolen property (item, manufacturer, model number, serial number, value, color, dimensions, etc.).
- Any other applicable information.

Let's work together and take good care of ourselves and one another so we will all have a great IUP experience. Always watch out for one another. In fact, watch one another – like a Hawk...



Please welcome the following employees who are new to the Administration and Finance Division:

- Thomas Lytle, equipment operator A in Maintenance to equipment operator A in Central Stores, May 2
- Katie Schiefer, fiscal assistant in Office of the Bursar to fiscal assistant in Payroll Services, June 6
- Timothy Vadasy, temporary maintenance repairman 2 to permanent maintenance repairman 2 in Maintenance, June 27
- Justin Costello, temporary equipment operator A to permanent equipment operator A in Grounds, July 4
- Richard Norris, temporary stock clerk 2 to permanent stock clerk 2 in Central Stores, July 11
- Joshua Yokitis, patrol officer in Public Safety and University Police, July 15
- Brett Verzi, patrol officer in Public Safety and University Police, July 16
- Ryan Tennant, patrol officer in Public Safety and University Police, July 17
- Angela Phillips, clerk typist 2 in Human Resources, July 20
- Daniel Zack, temporary equipment operator A to permanent equipment operator A in Maintenance, July 25
- Kevin Thelen, director of Public Safety and University Police, August 8
- Edwin Buterbaugh, temporary equipment operator A to permanent equipment operator A in Maintenance, August 22
- Laura Slebodnick, HRIS Administrator in Human Resources, August 31
- Heather Layton, fiscal assistant in Accounts Payable, September 1
- Kristin Squires, security officer in Public Safety and University Police, October 5
- Anna Shively, employment specialist in Human Resources, October 5
- Tyler Shrader, clerk 2 in Public Safety and University Police, October 8

Performing alongside the PSO

Congratulations to bassoonist Luke Hamilton, who was one of 42 specially selected IUP music students to perform alongside the Pittsburgh Symphony Orchestra during its September 30 concert at IUP.

Prior to the concert, three PSO musicians and director Francesco Lecce-Chong visited campus for individual rehearsals and workshops. On the morning of September 30, the IUP musicians traveled to Heinz Hall for rehearsal with the full orchestra before returning to Indiana for the 8:00 p.m. performance in Fisher Auditorium.

Luke is the son of Bill and Tammy Hamilton. Bill works in the Communications Department, and Tammy is director of Grant and Special Fund Accounting in the Financial Operations area.



Management Team Administration and Finance

Dr. Cornelius Wooten
Vice President

Mr. Craig Bickley
Associate Vice President for Human Resources

Mr. Mike Brown
Associate Vice President for Facilities Management

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. Terry Breslawski
Director of Procurement Services and Central Stores

Mr. Bob Deemer
Budget Director

Mr. Kevin Thelen
Director of Public Safety and University Police

UPCOMING EVENTS

Daylight Saving Time Ends	Sunday, November 1
Election Day	Tuesday, November 3
Veteran's Day	Wednesday, November 11
Thanksgiving Break— No Class	November 23—29
Thanksgiving	Thursday, November 26
Classes End	Monday, December 7
Final Exams	December 8—11
December Commencement	Saturday, December 12
Winter Begins	Monday, December 21