



A&F NEWS

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"Active Shooter: What You Can Do"

By Sergeant Tami Cramer, University Police Crime Prevention Specialist

New for 2016, the Indiana University of Pennsylvania Public Safety and University Police Department started offering a new crime prevention program designed to educate members of our staff and faculty. The program is called "Active Shooter: What You Can Do." This course is available online by the Federal Emergency Management Agency (FEMA) and the U.S. Department of Homeland Security.

This program discusses the FEMA course in detail and includes the video "Run, Hide, Fight." It has been offered five times this year and approximately 300 staff and faculty members have attended.

The University Police received positive reviews from both staff and faculty since the program started on January 12, 2016. The University Police plans to continue to provide this program to staff and faculty throughout the year. Any upcoming programs will be posted in the *IUP Daily*.

A quick review of the program is as follows:

How would you defend yourself against an active shooter?

Run—Hide—Fight

Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move wounded people
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call University Police or 911 when you are safe

Hide

- Hide in an area out of the shooter's view
- Lock the door or block the entry to your hiding place
- Silence your cell phone (including the vibrate mode) and remain quiet

Fight

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Commit to your actions. Your life depends on it

When Law Enforcement Arrives:

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming, or yelling
- Do not stop to ask officers for help or direction when evacuating

Information to Provide to 911 Operators:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons in possession of shooters
- Number of potential victims at the location

Additional Safety Instructions:

- The first officers to arrive at the scene will not stop to help injured persons.
- Expect rescue teams to follow the initial officers.
- These rescue teams will treat and remove the injured.
- Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.
- Do not leave the area until law enforcement authorities have instructed you to do so.



Summer Temp Job Fair

By Craig Bickley, Associate Vice President for Human Resources

In an effort to reach a greater population and improve the candidate pool for summer temporary positions, the Human Resources Office, in partnership with Facilities Management, hosted its first job fair in the Eberly College of Business and Information Technology in March.



The Human Resources staff, including a few spouses and student workers, in conjunction with supervisors from skilled trades and custodial services, hosted the one-stop shop event.



Candidates walked in, were greeted, and preliminarily screened. Those who needed to complete an online application were taken to a computer lab, where a team of staff provided assistance. From there, applicants were taken to rooms where they interviewed with supervisors in something reminiscent of speed dating. All in all, nearly 100 applicants were processed during the two days. While deemed an overall success, lessons were learned and improvements are to be included in the event next year.

IUP Administration and Finance Supports Relay for Life 2016

By Craig Bickley, Associate Vice President for Human Resources

The 2016 Relay for Life effort saw the IUP Human Resources Department, for the first time, spearheading the Administration and Finance Division's fundraising efforts. The



activities included some familiar standards, such as the Luncheon for a Cure, but this year expanded to hoagie and pizza sales, candy sales, raffles, commemorative footprint sales (including a single \$200 donation to trample the AVP for Human Resources, Craig Bickley's office, with footprints), not to mention a donation from APSCUF and its members. Despite a late start, the group raised \$5,640. The

event culminated with the walk, which occurred May 13-14, at the White Township Recreation Park. Norm, the Crimson Hawks mascot, made a surprise visit at the event, putting in a few laps of his own while passing out lollipops to the children in attendance, and even hugging a baby or two. A big thank you to all who walked, donated, or helped with the events and activities this year. A special thanks to Aramark for its partnership. To all — your efforts do not go unnoticed and are much appreciated.



The Grate (or should this be Great?) BBQ Debate

By Barb Ritts and Jodie Cadile, Budget Office

Charcoal or Gas – this can be one of a griller’s most important decisions, but despite what some may think, one type is not necessarily superior to the other.



Charcoal grilling is a great option if you have the time. Grillers can use regular, formed briquettes, but those traditional briquettes are basically pressed sawdust and don’t add much more to food than just heat. Lump charcoal burns hotter than briquettes and is made up of irregular chunks of actual hardwood charcoal. It is made by taking a large batch of wood pieces, lighting them, and then closing off the air supply to the chamber. The wood then slowly carbonizes and becomes charcoal. The end result is a fuel that conveys a nice wood flavor. This high heat application of charcoal grilling gives a

wonderfully smoky flavor to steaks and burgers. Indirect heating allows for poaching, roasting, braising, and even baking. A big upside to charcoal grilling is most certainly the flavor. Nothing replicates the classic grill taste like high-quality charcoal. It affords some really spectacular smoky flavors every time you grill that propane cannot provide. Inexpensive grills are easy to find for as low as \$25. If a griller prefers, the upscale deluxe models are also available upward of \$600.

Now, a few of the downsides to charcoal grilling. Time is the biggest drawback. The grill needs to be manually lit and preheated for a minimum of 20 minutes, and typically much longer to reach cooking temperature. Lighting a charcoal grill will require a chimney starter or lighter fluid (although not recommended because it can alter flavor). Cleaning can be a big task due to the ashes, which should be cleaned out often. Grill grates might need replaced annually (or every other year) depending on wear and tear. Keeping a constant temperature can also be a challenge, since charcoal has a tendency to get very hot. Super-high temperature material will be at the bottom of a charcoal grill and, if unattended, it is easy to have a flare-up and ruin the flavor of food.



Propane grilling is a great option, if you like convenience. The gas is easily turned on with a twist of a valve and the press of a knob. Extinguishing the fire is as easy as shutting off the gas, and a propane tank can provide fuel for 16 to 20 hours. Gas makes it easy to grill delicate foods whose flavors can be overwhelmed by smoke. There is still the option to obtain a smoky flavor, though, with the use of wood chips. Another upside to gas grilling is that the heat of a gas grill is even and consistent, and there are no ashes to clean up and it can be used year-round. When shopping for a gas grill, it’s a good idea to ask about the temperature the grill will reach and the burner configuration. Some even consider gas grills as more of a second oven with a lot of flexibility.

A few of the downsides to gas grilling: Gas grills cost more than the classic kettle and other charcoal designs, so they can be a larger investment. The most popular gas grills can range from \$120 to \$300, while grills with more features can run between \$800 and \$1,500 — and beyond. A propane cylinder can cost up to \$30 to fill, which will yield about 20 hours of cook time. In addition to being pricier, the gas grill has more complicated parts that can break easily if you leave your grill untouched for a season. Gas connections and lines need checked, and flavor briquettes should be replaced as needed. Ignition switches and grates may also need replaced now and then. Covering the grill when not in use can minimize upkeep. Grill size can also be a factor, as lugging a gas grill to a picnic or for some ballgame tailgating could be inconvenient.

Whether gas or charcoal is a better fit for your grilling needs is an individual decision but just remember: what’s on top of your grate is just as important as what is underneath it, so try some delicious recipes this summer and enjoy!

To Train or Not to Train.....That is the Question

By Bill Bracken, Office of the Bursar

There I was, punching holes in the Texas night sky on my solo flight in the T-38 Talon. I had just completed what I recall was the perfect landing and began to take off as part of my touch-and-go procedures. At about 100 feet above the ground, too low to eject (and survive), and too high to land and stop in the remaining runway, I noticed that my No. 1 engine instruments (fortunately the T-38 has two) were dancing wildly. Why was this happening? The answer can be summed up very easily: a bird strike in my left engine. What were the chances of that happening?

In my best radio voice, I made the following radio call: "Cool 56, No. 1 engine failure, request immediate vectors to runway 28 center."

"Roger Cool 56, turn left heading 180, climb and maintain 3,000 feet, squawk 7700 and state intentions," the control tower operator replied.

Intentions? I guess my intentions were to safely land the aircraft on the ground, a task I was only going to accomplish with the help of a wing and a prayer and some outstanding training.

Despite all the wonderful opportunities offered from training programs, many organizations simply find training too time consuming or expensive. Not only is the trainee not performing their regular job duties, but the trainer — perhaps one of your more highly skilled employees — also appears to be taking time away from their regularly assigned tasks. However, despite the short-term costs of performing training, the organization in the long run will find a well-trained employee is worth their weight in gold.

After all, just as you wouldn't want an untrained doctor operating on yourself or a loved one, our customers want, and deserve, customer service from a highly trained professional staff. Which fear do we, as an organization, want to face? The fear of losing some short-term productivity as we train, or the fear of years of struggling as an organization because our workforce is not properly trained?

The bird I struck had no fear. He was dead. As for myself, I had other plans. As I developed my plan, the plane never seemed so quiet; I could almost hear my heart beating. People often ask me if I was afraid that night. I always reply that I am a United States Air Force pilot, and we don't know the meaning of the word fear. However, I will say that on this particular night, I did have a heightened level of concern. How intense was that level of concern? Well, as pilots before have said, only my wife (who does the family laundry) and I know the answer to that question and neither one of us are talking! Actually, during flying emergencies, there are too many tasks to accomplish and no time to think of anything other than the tasks at hand.

There is so much to do: Review single-engine landing procedures, single-engine go-around procedures, engine shutdown procedures, and ejection procedures (now that I was at 3,000 feet above ground level). One of the many sayings in the aviation world is that a superior pilot is one who uses his superior training and judgement so that he doesn't have to use his superior flying skills. Seeing how I was in pilot training and was in the process of developing those superior flying skills, my only choice was to depend on my training to overcome any weaknesses I had as a pilot.

We all have weaknesses. Maybe you're a new employee and everything is so new that 'weakness' does not even begin to describe what you're facing. Or perhaps you're a seasoned veteran of the workforce who is facing the challenges of learning a new software system, new financial aid rules, new billing requirements, or new government regulations. I believe training provides a critical link to help us overcome the sum of our fears and not only get the job done, but get it done in both an efficient and accurate manner.

"Cool 56, turn left 280, descend and maintain 500 feet, cleared ILS runway 28 Center." These were welcome words from the Air Traffic Controller as it meant I would soon be safely on the ground. Looking straight ahead into the night in search of the runway, all I could see was a series of firetrucks with their lights flashing neatly aligned with the runway. "What a vote of confidence, or not," I thought as I passed through 700 feet. Perhaps they knew something I didn't know about the events that were about to unfold. I guess my goal would be to land between the two fire trucks. It was now time to put this training concept to the test. All the practice with my instructors and all the training time in the simulator practicing emergency procedures was about to be put to the ultimate test. I was about to either have a road named after me (perhaps Bracken Boulevard,) or in a half hour or so I would be at the Officer's Club with a good story to tell. The end of this training sortie was near.

How does your training story end?

Supervisors, leaders, and co-workers, take full advantage of training opportunities as they present themselves. A properly trained employee will not only have improved performance, their work will be more accurate and consistent. Also, training enhances employee satisfaction, which directly translates into a highly motivated workforce and much more. Finally, as the employee finishes the task at hand, they will be appreciative of the time the organization took to ensure they were properly prepared for success.

After the asphalt seemingly rose up to greet my wheels and I landed, I taxied clear of the runway and shut down my engine. A truck was already there ready to tow me and my broken airplane to the hanger. It would still be a few months until I completed all the training requirements for graduation and some colonel whose name I can't even remember would pin the wings of an Air Force pilot on this proud second lieutenant's chest. If you ask me, that's not the night I became a pilot. That night, occurred a few months earlier when I encountered that bird; an encounter with a happy ending only for one reason: training.

What's the moral of the story? Keep on training! Whether you're training a new employee or a student worker, the success of your department — which ultimately leads to our success as a university — depends on us doing our absolute best job as trainers. The next time you're training, don't train like your life depends on it (because it doesn't,) but instead train with the attitude that you are developing the next generation of IUP team members, who, if properly trained, will continue to make IUP a premiere university and even better place to work!

Storage Service Reminder

By Michele L. Fatora, Supervisor, Central Stores

Project Storage and Staging

The time of year has arrived for projects to be started here on campus. Do you need somewhere to temporarily store your items until your area is ready?

The Central Storeroom can help. Our project storage and staging area is located in the storeroom, specifically in the receiving area. It is a secure area, and all items received are cataloged and maintained by storeroom staff. Once you are ready for the items, we will be glad to make the necessary delivery arrangements.

File Storage

Our file storage is located in a secure area of the Robertshaw building. This service provides your office with a safe, secure, and efficient way to store those files that are only used periodically or must be kept until a specific disposal date. Files are boxed and labeled (by you) and, once they arrive at the central storeroom, are cataloged in a database and placed in storage. You will receive a detailed report of what you have stored and the storage status.

The files are available as needed and can be scheduled for disposal at a time you request. Once the destruction date is set and confirmed by you and/or your department, we will take care of the shredding for you.

Shredding Services

Document shredding has been a value-added service at the Central Storeroom for several years. You may send your documents to us and we will take care of the proper shredding and preparing for recycling. You also have the option to use our shredder, if required for observed destruction of highly confidential materials. Shredding of documents can be done on an as-needed basis by entering a work order or on a regularly scheduled pick-up by making the necessary arrangements with the storeroom.

If you are in need of these services, please call us at x73015, and our employees will be glad to help you. You can also see a complete procedures list on our website, at www.iup.edu/centralstores/howto.



Ellucian Campus Receivable Collector

By Joy Vig and Marcella Capitosti, Office of the Bursar

You might have recently heard the term CRC around campus and was unsure of what this meant. In December 2015, the Bursar's Office purchased and implemented a new web-based software system solution called Ellucian Campus Receivables Collector. With Campus Receivables Collector (CRC), staff will be able to manage and collect delinquent student debt effectively and efficiently, providing personalized service to our students. This full-service billing, collections, and reporting system is designed to maximize the recovery of educational debt and streamline billing and collections.

Campus Receivables Collector provides:

Easy Transfer of Information

Campus Receivables Collector interfaces with Banner Accounts Receivable, exchanging account updates between the Banner A/R and CRC in real time.

Easy Student Access to Information

The web-enabled system permits real time view of all information, adjustments, and audit trail for all individual accounts. Students can log into <https://crc.iup.edu/> to view, make payments, or establish a monthly auto-payment to their account at any time.

Correspondence and Reporting

CRC system has a user-defined categorized inventory of letters, forms, billing messages and offers paper and electronic delivery options.

- Importing/exporting data to/from Banner Accounts Receivable
- Automate and manage billing and past-due notices
- Integrating correspondence and letters
- Establishing individualized payment plans
- Automation and monitoring of accounts
- Offers ACH online payment capability
- Integrates with Banner accounting feed and auto student holds
- Offers built-in analysis reports
- Provides self-service and 24/7 access to data

Credit Bureau and Collections Processing

Campus Receivable Collector system facilitates the submission and rotation of accounts to and from collection agencies.

Skip Tracing

Campus Receivable Collector system provides reports for skip tracing, tracks student's addresses, email addresses, telephone numbers, and fax numbers.

In this dynamic world, CRC will help our institution thrive as it delivers solutions, strategic guidance to help navigate change, and achieve greater transparency to be more effective with IUP delinquent student collections.

Civil Air Patrol Celebrates 75 Years of Service

By Kathy Evanko, Director of Conference Services

The 2016 Pennsylvania Conference and Awards Banquet was celebrated at Indiana University of Pennsylvania on May 20, 21, and 23, acknowledging its 75th Anniversary of serving in our country.

The members of the Civil Air Patrol have served in times of war, saved countless lives, given compassion to families of the lost, and trained multiple generations of leaders to continue to teach the nation about the past, present, and future of aerospace.

While an official auxiliary of the United States Air Force since 1948, its partnership with the Air Force has been strengthened to include a recent message from the Chief of Staff of the Air Force, Gen. Mark Welsh, announcing that Air Force Basic doctrine has been changed and the Civil Air Patrol is now a part of the Air Force's Total Force of active duty, reserves, Air National Guard, and now auxiliary.

While here, they had many seminars designed to expand a participant's knowledge of all aspects of the Civil Air Patrol's operations and missions.

At Saturday night's awards banquet, Col. Gary Fleming recognized Pennsylvania Wing's top performers with a full range of wing awards, and homage was also paid to military brothers and sisters who have been POWs, MIAs, and to those who paid the ultimate sacrifice.

Among the many displays and posters were a working model of PA Wing's F-22 fighter jet, and a plane flight simulator.



Please welcome the following employees to the Administration and Finance Division:

- Shawn Baird, equipment operator A in Maintenance PM to equipment operator A in Grounds, February 20
- Kathy Igo, administrative assistant 1 in Procurement Services, March 21
- Vickie Marshall, temporary groundskeeper in Grounds, March 21
- Roderic Phillips, temporary groundskeeper in Grounds, March 21
- Gaynelle Kalanavich, temporary groundskeeper in Grounds, March 28
- Landon Martin, temporary groundskeeper in Grounds, March 28
- Donald Woolslayer, Facilities Operations director in Facilities Operations, April 4
- Joseph Pearce, temporary groundskeeper in Grounds, April 5
- Brian Tonkin, temporary groundskeeper in Grounds, April 5
- Sean Murphy, temporary groundskeeper in Grounds, April 11
- Daniel VanHorn, temporary groundskeeper in Grounds, April 11
- Jillian Miller, patrol officer in Public Safety and University Police, April 18
- Christopher Ramsden, patrol officer in Public Safety and University Police, April 18
- Justin Reed, patrol officer in Public Safety and University Police, April 18
- John Reken, patrol officer in Public Safety and University Police, April 18
- Bruce Waters, patrol officer in Public Safety and University Police, April 18
- Timothy Dreischalick, temporary maintenance repairman 2 in Building Services Maintenance, May 2
- Paul Fairman, temporary maintenance repairman 2 in Building Services Maintenance, May 2
- Ryan Hoe, temporary electrician in Building Services Maintenance, May 2
- Vernon Leasure, temporary maintenance repairman 2 in Building Services Maintenance, May 2
- Joseph Marinas, mason in Grounds, May 2
- Nicholas Robson, temporary maintenance repairman 2 in Building Services Maintenance, May 2
- Daniel Serian, temporary laborer in Building Services Maintenance, May 2
- Donna Swatsworth, fiscal technician in Bursar's Office, May 2
- Jeffrey Tucker, temporary maintenance repairman 2 in Building Services Maintenance, May 2
- Kristin Wells, temporary custodial worker 1 in Custodial Services, May 2
- Logan Blystone, temporary custodial worker 1 in Custodial Services, May 8
- Teresa Campbell, temporary custodial worker 1 in Custodial Services, May 8
- Anthony Chronoski, temporary custodial worker 1 in Custodial Services, May 8
- Edward Lutman, temporary custodial worker 1 in Custodial Services, May 8
- Sherry Mills, temporary custodial worker 1 in Custodial Services, May 8
- Valerie Quarles, temporary custodial worker 1 in Custodial Services, May 8
- David Wannett, temporary custodial worker 1 in Custodial Services, May 8
- Sonya Weston, temporary custodial worker 1 in Custodial Services, May 8
- Mitchell Borst, temporary maintenance repairman 2 in Building Services Maintenance, May 9
- Jeremy Daugherty, temporary groundskeeper in Grounds, May 9
- Nickolas Dies, temporary custodial worker 1 in Custodial Services, May 9
- Mark Horvath, temporary maintenance repairman 2 in Building Services Maintenance, May 9
- Garrett Jennings, temporary maintenance repairman 2 in Building Services Maintenance, May 9
- Terry Johnson, temporary maintenance repairman 2 in Building Services Maintenance, May 9
- Christopher Mantini, temporary maintenance repairman 2, Building Services Maintenance, May 9
- Melissa McAfoos, temporary custodial worker 1 in Building Services Maintenance, May 9
- Eric Myers, temporary semi-skilled labor in Grounds, May 9
- Ricky Overman, temporary maintenance repairman 2 in Building Services Maintenance, May 9
- Richard Rugh, temporary custodial worker 1 in Custodial Services, May 9
- Margaret Tyger, temporary custodial worker 1 in Custodial Services, May 9
- Charles Weston, temporary maintenance repairman 2 in Building Services Maintenance, May 9
- Jeffrey Zele, temporary maintenance repairman 2 in Building Services Maintenance, May 9
- David Zik, temporary maintenance repairman 2 in Building Services Maintenance, May 9
- Jules Dill, temporary custodial worker 1 in Custodial Services, May 10
- Charles Dotts, temporary custodial worker 1 in Custodial Services, May 10
- Colt Gaiser, temporary custodial worker 1 in Custodial Services, May 10
- Brenda Hamacek, temporary custodial worker 1 in Custodial Services, May 10
- Marissa Kletter, temporary custodial worker 1 in Custodial Services, May 10
- Lynn Marsh, temporary custodial worker 1 in Custodial Services, May 10
- Brooke Omasta, temporary custodial worker 1 in Custodial Services, May 10
- Jeffrey Roles, temporary custodial worker 1 in Custodial Services, May 10
- Michael Sickon, temporary custodial worker 1 in Custodial Services, May 10
- Kathryn Wirgnoivcz, temporary custodial worker 1 in Custodial Services, May 10
- Joshua Stumpf, temporary custodial worker in Custodial Services, May 15
- Matthew Bartus, temporary maintenance repairman 2 in Carpenter and Paint Shop, May 16
- Brittany Davis, temporary clerk typist 2 in Human Resources, May 16
- Frank Shurina, Jr., temporary maintenance repairman 2 in Carpenter and Paint Shop, May 16
- Matthew Strotman, temporary maintenance repairman 2 in Carpenter and Paint Shop, May 16
- Daniel Fleming, temporary custodial worker 1 in Custodial Services, May 31

Pepsi Vending Promotions

By Mary Shaffer, Card and Vending Services

Thanks to our friends at Pepsi, the Card and Vending Services office ran two special promotions for IUP students in February and April.

From February 15 to March 4, each Crimson Cash purchase at a Pepsi vending machine on campus entered students for a chance to win Beats By Dre headphones. The winner was senior Mario Catanese (pictured below).

The second promotion was from April 11 to April 24. Once again, each Pepsi purchase using an I-Card was entered in a drawing, only this time for an Amazon Kindle. The winner was freshman Zachary Winski.

The Card and Vending Services thanks Pepsi for its sponsorship of these contests, and we look forward to future promotions.



Senior Mario Catanese (left), the winner of the Beats by Dre headphones, pictured with Dave North, the Director of Card and Vending Services

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

Independence Day	Monday, July 4
Summer Session 2 Classes Begin	Tuesday, July 5
Summer Session 2 Classes End	Friday, August 5
Fall 2016 Classes Begin	Monday, August 29
Labor Day	Monday, September 5
First Day of Autumn	Thursday, September 22
Columbus Day	Monday, October 10
Halloween	Monday, October 31