



A&F NEWS

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Kovalchick Complex News

By Kristen Kaltreider, Kovalchick Complex Marketing Manager

The Kovalchick Convention and Athletic Complex is in the midst of an exciting spring lineup. Its staff is ready to bring on new challenges and reach new goals.

Last fall, the KCAC hosted its busiest event season in its history. It kicked off the fall with the Lil Uzi Vert concert, which was sold out and the largest concert ever in the venue's history. Throughout the fall, it hosted national touring events such as Aaron Lewis, Crowder, Rodney Carrington, and the Beach Boys. It closed out the 2017 lineup with a successful Christmas spectacular on December 10. From October through December, the complex hosted 85 events with an estimated 30,000 guests.

The KCAC has been named one of the top NCAA Division II arenas in the nation by a fan survey on social media. It is in the company of facilities including the Alaska Airline Center at the University of Alaska Anchorage; Northern State's Wachs Arena in Aberdeen, South Dakota; and Gross Memorial Coliseum, at Fort Hays (Kansas) State University. Survey editors praised the IUP facility and the Ed Fry Arena as "one of the best in DII." The listing about IUP also notes that "the entire center seemingly racks up new accolades every year, finding themselves on different top arena lists each passing season."

The second season of LIVE on Pratt is halfway over. The series brought many exciting shows including: The Second City, Jim Brickman, Judy Collins, and Dublin Irish Dance. The series will come to an end this March with two of the most anticipated shows: "Menopause, the Musical" and Mike Super.

The Kovalchick Complex's newest show announcement was WWE Live: The Road to Wrestlemania that will be coming to the Ed Fry Arena on Monday, March 26. WWE offers the best value in entertainment with affordable tickets and non-stop action.

In the six years the building has been in open, it has hosted 553 arena events and 2,526 convention center events. Now as its seventh year starts, the complex is about to welcome its 1,000,000th patron, which KCAC staffers estimate will walk through the doors sometime this spring. The KCAC management team has an exciting celebration and prize pack put together for the lucky patron. The one-millionth patron will receive two tickets to all KCAC ticketed events and free parking for one year. Also, they will receive two season tickets for IUP football and basketball, a \$50 food voucher courtesy of Aramark to be used at the venue's concession stands, and a one-night stay at the Hilton Garden Inn.



Co-Op to Procurement Process

By Terry Breslawski, Director of Procurement Services and Central Stores

In January, a presentation was made to the College of Fine Arts, in conjunction with the Student Cooperative and the IUP Finance department. It offered an understanding of how services are procured when using Co-Op funding.

There are several key points of this process that are helpful to know that can help you get the desired service when it is needed, which is an important tenet of IUP Procurement Services. The first of these is that money and procurement do not mix. Funding, procurement, and payments are separate and distinct functions by design. While they are separate, they must also be coordinated and transparent, especially in a state university.

Second, the Co-Op and IUP are affiliated, but separate, business entities. Each has its own business structure and systems. Because of this, funding approval requires little human intervention. For 2018, a Request for Vendor Services form has been developed to replace the old Service Contract form, and it facilitates the request for funds and IUP procurement process.

Once the fund requester receives notice of approval from the Co-Op, a requisition is entered into SAP as normal. For departments that use Co-Op funding, a special agency account has been set up for these requisitions. Once the requisition is approved, the normal university procurement process follows. It's important to attach all supporting documentation to the SAP requisition to facilitate a smooth procurement process.

The last key point is to plan. Because of the additional steps, and the human interface between systems, extra time needs to be considered when utilizing funding outside of IUP budgets. Typically, we know when we would like an event to happen. Start the Co-Op to procurement process early in your planning cycle. Having an approved SAP requisition in place prior to an event markedly improves the likelihood that the necessary university contracts are in place and that the services provided will have their payment processed promptly.

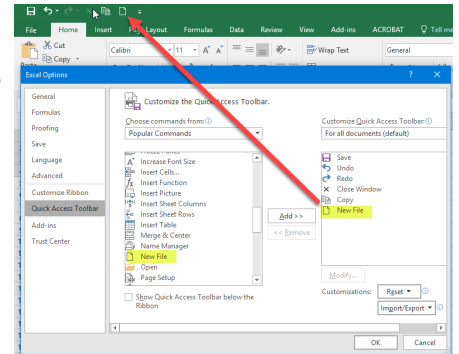
Tips for Excel Users

By Jodie Cadile, Budget Office

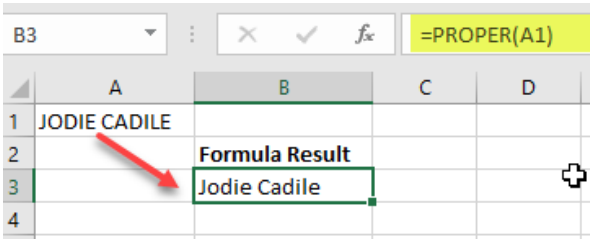
Did you know Excel can do amazing things? Here are some tips:

Switching Between Excel Screens — It is sometimes quicker to use the CTRL + Tab function if you have multiple versions of Excel open instead of minimizing each version.

Create a New Shortcut Menu — If there is a command that you find yourself using often, make it into a shortcut. One example, File – Options - Quick Access Toolbar, add New File from the left column to the right, save it. The new file shortcut now appears in the upper left corner Excel.

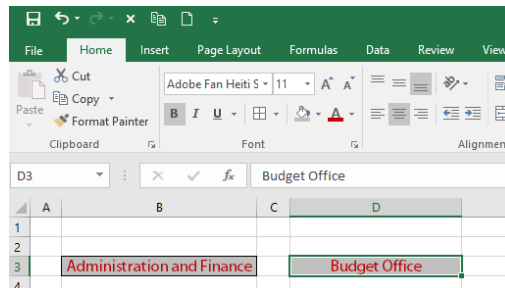
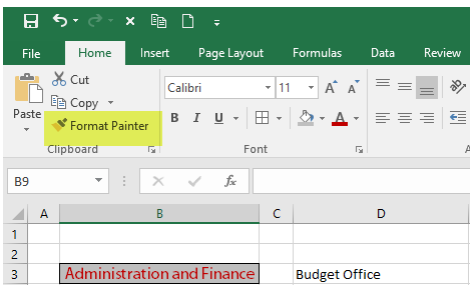


Upper, lower, proper — These functions can be used when data is downloaded from a database but isn't grammatically correct. For example, in the Position Budget Management system (PBM), some names appear in all capital letters. If I was going to use a PBM download for a report, I would want to correct this so I would use the PROPER function.



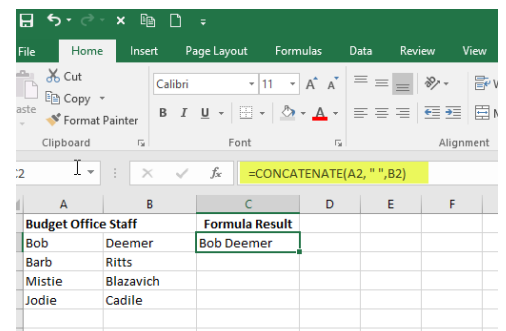
Current Date Shortcut — To quickly insert the current date into a cell press CTRL and ; on your keyboard and the current date will appear.

Format Painter — To copy identical formatting from one cell (or row or column) to another, simply highlight the cell(s) containing the formatting you wish to copy, choose the format painter option, and then highlight the cells you wish to apply the formatting to.

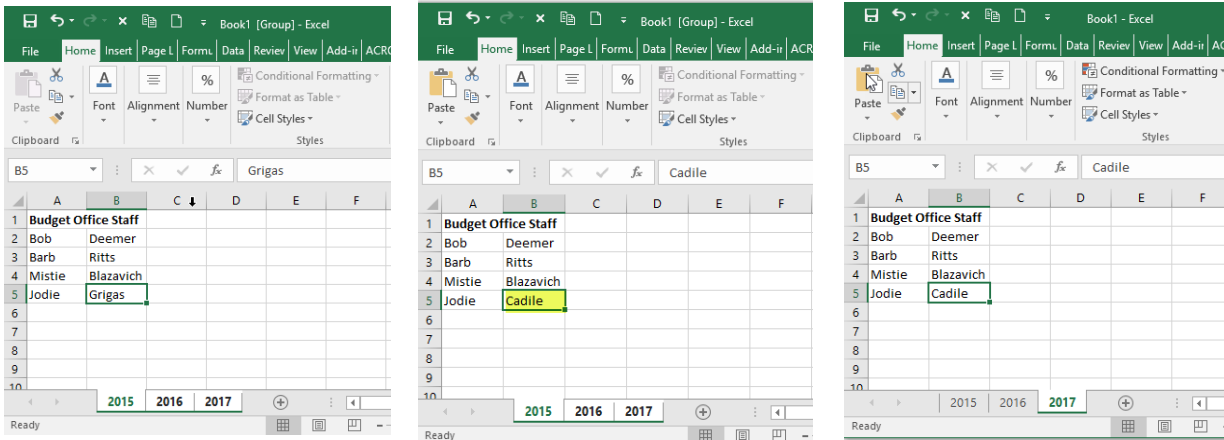


The fill, border, font color, column width have all been applied.

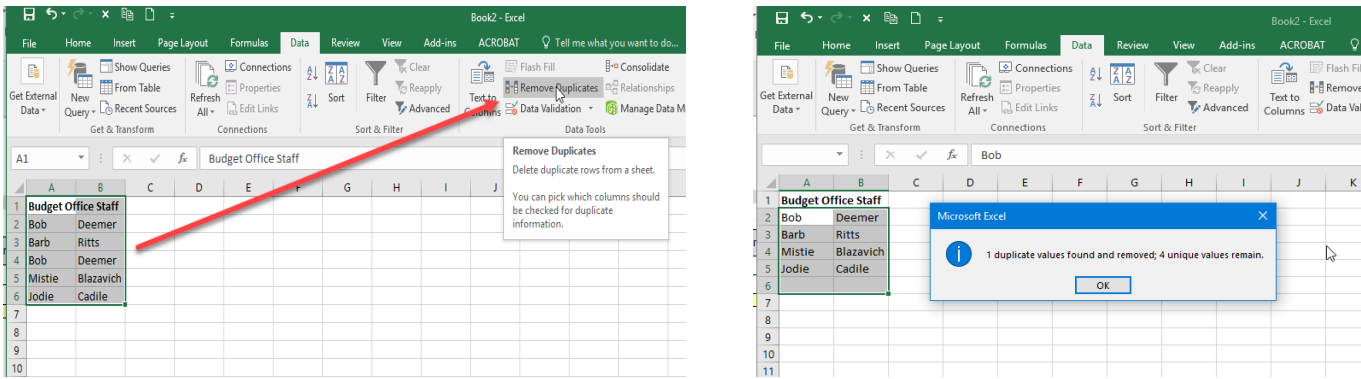
Concatenate — To combine the contents of multiple cells, use this function. In order to combine columns A and B into one cell showing first name followed by last name, use the formula highlighted in yellow. It is important to note that using quotations with a space in between them will place a space between the first and last name. If a space is not necessary leave this step out.



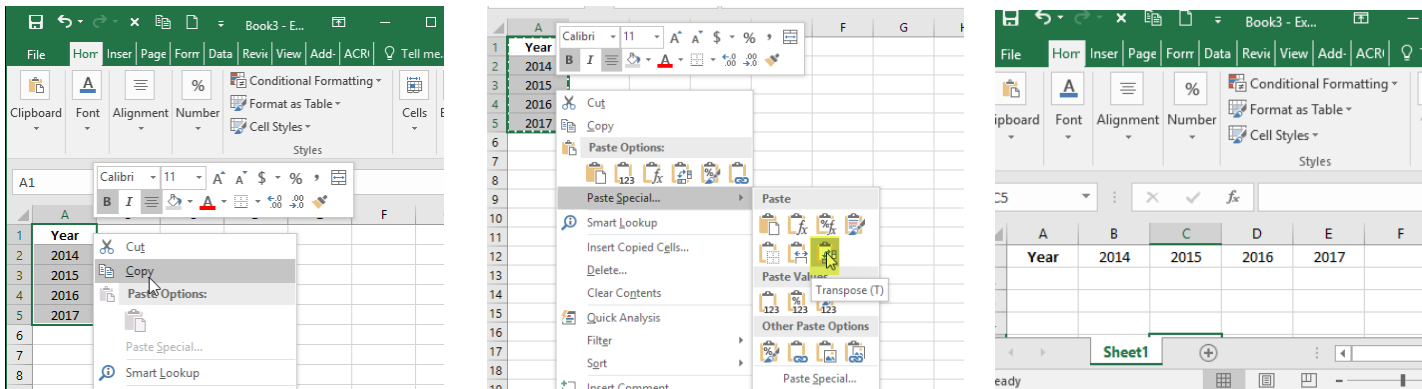
Making Changes to Multiple Tabs — When working with multiple tabs, if you need to make the same change to each tab, you don't have to scroll through each tab and make the change multiple times. You can make it one time using this tip. Hold CTRL and select each of the three tabs (you can see the tab color becomes white instead of gray when selected), make the change to one cell and ensure the change has been applied to each tab.



Remove Duplicates — To ensure there is no duplicate data, use the Remove Duplicates function. Highlight the entire data set, select the "Data" Tab, Click the "Remove Duplicates" button, select the columns (when prompted) you want Excel to find the duplicates in, and then press "OK."



Paste Special Transpose — To change data from rows to columns, or vice versa, use the Paste Special Transpose function: Select the data – Copy – Paste Special – Select "Transpose."



Excel can do amazing things. Chances are, if you are manually updating something in Excel, there is probably a formula that can do it for you! I hope you've found these tips helpful.

Nuclear Threat: What to Do?

By Kevin Thelen, Director of Public Safety and University Police

Recent events in Hawaii highlight the need for all members of the public to prepare for a nuclear threat of any origin. We'll quickly look at the two primary threats: facility incidents and nuclear strikes or attacks.

Nuclear power facilities use the heat generated from nuclear fission in a contained environment to convert water to steam, which powers generators to produce electricity. Although the construction and operation of these facilities are closely monitored and regulated (Nuclear Regulatory Commission), incidents are possible. An incident could result in dangerous levels of radiation that could affect the health and safety of the public living near the nuclear power plant.

There are five operating nuclear power plants in Pennsylvania: Beaver Valley (two reactors), Limerick (two reactors), Peach Bottom (two reactors), Susquehanna (two reactors), and Three Mile Island (one reactor). If you live near or frequent areas within 10 miles of these locations, be aware of the evacuation routes established for the area and have an emergency plan in place.

Knowing the following terms will help you identify a nuclear power plant emergency:

- **Notification of Unusual Event:** A small problem has occurred at the plant; no radiation leak is expected and no action on your part will be necessary.
- **Alert:** A small problem has occurred and small amounts of radiation could leak inside the plant. This will not affect you and no action is required.
- **Site Area Emergency:** Area sirens may be sounded and you should listen to your radio or television for safety information.
- **General Emergency:** Radiation could leak outside the plant, and off the plant site, and the sirens will sound. You should listen to the radio/television for reports and be prepared to follow instructions promptly.

Nuclear strikes or attacks from other countries, terrorist groups, or even individuals will typically add an element of property destruction — either massive, in the case of intercontinental ballistic missiles, or moderate and localized in the case of, say, a dirty bomb — to the radiation emergency described above for facilities. They will also come with minimal or no warning time, so it is important to prepare and have a plan for a strike or attack of this nature.

Not surprisingly, many of the preparedness and planning processes for each time of event are similar – let's consider how to prepare:

- Get an emergency supply kit that includes enough provisions for you and your family to live on for a minimum of 72 hours (three days). Be sure to include plastic sheeting, duct tape and scissors in your emergency kit and don't forget your pets.
- Make an emergency plan for you and your family. Include information on how you intend to contact family/friends post-event. Remember, infrastructure for telephones may be damaged – include a physical rally point in the event no contact can be made by phone.
- Learn about emergency response plans established for your area. Local and state governments, federal agencies, and the electric utilities have emergency response plans for nuclear power plant incidents that identify two "emergency planning zones." One zone covers an area in a 10-mile radius of the plant, where it is possible that people could be harmed by direct radiation exposure. The second zone covers a broader area, usually up to a 50-mile radius from the plant, where radioactive materials could contaminate water supplies, food crops, and livestock.
- Ask local officials where designated fallout shelters are in your community. If there are none nearby, consider makeshift shelters such as basements, subways, or tunnels.

- Obtain public emergency information materials from the power company that operates your local nuclear power plant or your local emergency services office. If you live within 10 miles of the power plant, you should receive these materials annually from the power company or your state or local government.
- Expect to stay inside for 24 hours following a nuclear blast or facility general emergency. In areas with the heaviest fallout, it might be necessary to shelter in place for up to a month.

OK, you've prepared and now there is an imminent or actual event. Now, what do you do?

- If an accident at a nuclear facility or a nuclear strike/attack were to release radiation in your area, local authorities would activate warning sirens or another approved alert method. They also would instruct you through the Emergency Alert System (EAS) on local television and radio stations on how to protect yourself.
- Take cover immediately, as far below ground as possible. If you're indoors, stay indoors. If you're outdoors, seek shelter in a facility immediately. If you're driving, pull safely off the road and either seek shelter in a building or lay flat on the ground in as low an area as you can find. When indoors, close windows and doors, turn off air conditioners, heaters or other ventilation systems and close fireplace dampers. Stay where you are, watch TV, listen to the radio or check the internet for official news as it becomes available.
- Remember three key ways to minimize your exposure to radiation: distance, shielding, and time.
 - Distance — The more distance between you and the source of the radiation, the better. Maximizing distance could mean evacuation or remaining indoors to minimize exposure. Follow instructions from emergency management officials.
 - Shielding — Having a thick shield of heavy, dense material between you and the source of the radiation will help reduce your exposure to the radiation.
 - Time — Most radioactivity loses its strength fairly quickly. Minimizing time spent exposed will also help reduce your risk.
- Keep food in covered containers or in the refrigerator. Food not previously covered should be washed before being put in to containers.
- If you suspect you have been exposed to nuclear radiation:
 - Change clothes and shoes
 - Put exposed clothing in a plastic bag
 - Seal the bag and place it out of the way
 - Take a thorough shower
 - Seek medical attention as directed by emergency management officials
 - Follow directions of emergency management officials

Nuclear threats from facilities and other actors have been present for many decades now, but many of us have become far too passive about this type of personal preparedness and planning — even for frequently recurring threats such as weather events. The recent and ongoing threats from North Korea present an opportunity to get this type of thinking back on our collective radar screens. It's a complicated world out there — be personally responsible for preparedness, planning, and resilience for yourself and your family.

White Release Doves

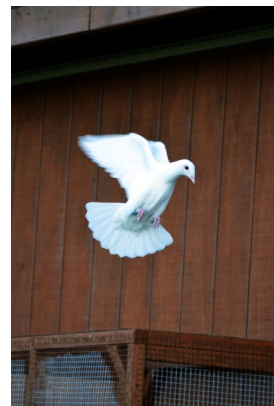
By Ron Alsop, husband of Karen Alsop from the Associate Vice President for Finance Office

Did you know the white dove is a universally accepted symbol of peace? Civilizations around the world have used these beautiful birds as a means of extending peace to each other.

Did you also know that in addition to peace, the white dove is often used as a symbol of love and hope? Since they also mate for life, it is no wonder that they have become ambassadors of love and hope at events such as weddings and funerals.

People of faith are quick to remind us that it was a dove that Noah sent out from the ark to look for signs of life. It didn't happen at first, but upon the third try the dove returned to Noah with the proverbial olive branch clinched in its beak. It was also a dove that descended upon Jesus at the time of his baptism.

Obviously, the white dove plays an important role in nature and has been here for a very long time. Even non-believers are quick to notice that when it takes flight, those powerful white wings and graceful flight make it a real pleasure to watch. Most people also enjoy hearing their vocalizations, known commonly as cooing—a pleasing sound indeed.



White release doves are actually members of the pigeon family and are technically known as Rock Doves or *Columba Livia*. These birds were originally bred as racing pigeons in Belgium in the 1800s. They have a tremendous instinctual ability to “return home,” which also gives rise to another popular name of “homing” pigeons.

I would be remiss if I did not point out there are thousands of breeds of pigeons/doves and not all have the homing instinct! As a fancier of all birds, I am saddened when I hear of someone who has purchased a dove from a pet store and releases it thinking it will return—it doesn't. It's been bred and raised to be a caged indoor pet and simply can't survive in the wild.

Even though the white release dove is born with the homing instinct, it takes considerable training to help it perfect it. Once trained, however, it can actually return home from distances of hundreds of miles. The instinct remains so strong that adult birds cannot be re-trained to return to a different home other than where they were raised. Thus, to train them to come home, they must be babies when purchased so they accept the new location as home.

The training begins with just letting them “free fly” from the loft and return on their own. They will naturally explore their surroundings, but will return to the loft where they have accepted as home, the place to sleep and eat. Once they are familiar with short, close trips to and from the loft, the next step is known as basket training. They are placed into a basket and taken away from the loft for release. The initial release is within sight of the loft but then additional releases can be made from distances further and further away.



They must be released in all four directions so that they learn how to return from anywhere. Soon it is possible to take them several miles from home in any direction and they will return. Many people have tried to determine just “exactly how” they know to do this. Some think it is based on the magnetism of the earth, others believe it has to do with them being able to see ultraviolet light, while others (like me) just shake their head in amazement and enjoy nature at its best.



During past wars, it was common practice to place homing pigeons on military airplanes and war ships. The most famous pigeon was named Cher Ami. He was the last ray of hope for a lost battalion from New York. He somehow made it back even though severely injured. Cher Ami was credited for saving the lives of 194 American servicemen.

At this point you are probably wondering; just how do white release doves get that white color—especially since their relatives seen flying around in towns and cities are always various shades of black, grey, white and brown? Would you believe that we hand paint each one of them—I didn’t think you would. So, the real answer is they are bred that way.

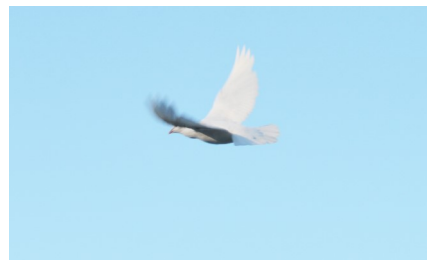
White is not actually a color but rather the lack of it. These birds are bred to have no pigment in their feathers and thus are born white. There are also some albino birds born on occasion, but they have red eyes rather than the black eyes seen on most white release doves.

Because these birds look so much alike, it is very difficult to determine the sex of a particular bird until it gets old enough to mate—about five to seven months. The courtship process is nothing short of hilarious as the male struts around the female trying to impress her. If she selects him, they will mate and she will lay two eggs about ten days later.

The male selects the nesting site but the female builds it with sticks and straw which the male brings to her one piece at a time. Also amazing is once the chicks hatch, they double their size and weight every day during the first week.

The egg incubation process takes about 18 days. Both birds take turns sitting on the eggs to keep them warm. The male always sits on them during the day while the female will sit during evening hours and through the night.

Ron Alsop, author of this article, is from the Penn Run area. He was one of the first in his area to establish a purple martin colony in 2017 after trying for eight years. He also enjoys white doves and maintains his own loft and white dove release business known as Rose Run Releases. For additional information on purple martins or doves, he can be reached at 724-254-3694.



Relay for Life

By Craig Bickley, Associate Vice President for Human Resources



The Office of Human Resources is once again leading the university's employee efforts for this year's Relay for Life initiative in support of eradicating cancer. So many of us have been touched by cancer, either personally or through the suffering or loss of a loved one, and it's time cancer be cured.

Indiana County's relay will be held at the White Township Recreation Complex at noon on Saturday, June 2, 2018. This year's theme is "Blast From The Past, Making Cancer History." All employees are encouraged to come out and support our team's efforts. We've chosen the 80s as our decade — which might say something about us (we already had the clothes!).

There are several fundraising initiatives underway between now and the event, and we would appreciate any financial support you would be willing to give. You will see communications from our office throughout the semester. Some initiatives underway include:

Daffodil Sales — January

Harlem Globetrotters — February 6

Candy Bar & Balloon — Valentine's Day (February 14)

Chipotle — March

Aramark Food Truck — April

Casual Fridays — \$20 for 20 weeks (February 2 to June 15)

Yankee Candle Sales

Relay Basket Raffle — June 2-3

If anyone would like to be involved on our planning committee, or if you are a crafter and would like to donate something you've made for inclusion in our basket raffle, please reach out to Brittany Davis (bdavis@iup.edu) in Human Resources.



In Transition

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

- Paige Wallace, patrol officer in Public Safety and University Police, January 15
- Zachary Lukon, patrol officer in Public Safety and University Police, January 15
- Nathan Hamilton, patrol officer in Public Safety and University Police, January 15
- Matthew Krupa, patrol officer in Public Safety and University Police, January 15

Please congratulate the following employees on their permanent assignments:

- Valerie Quarles, custodial worker 1 in Custodial Services, November 6
- Teresa Campbell, custodial worker 1 in Custodial Services, November 13
- Sonya Weston, custodial worker 1 in Custodial Services, January 2
- Vernon Leasure, custodial worker 1 in Custodial Services, January 20
- Sean Murphy, custodial worker 1 in Custodial Services, February 5



**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. 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 Begins	Sunday, March 11
Spring Break: No Classes	March 12—March 17
St. Patrick's Day	Saturday, March 17
First Day of Spring	Tuesday, March 20
Classes End	Friday, May 4
Finals	May 7—May 10
Graduate Commencement	Friday, May 11
Undergraduate Commencement	Saturday, May 12
Mother's Day	Sunday, May 13
Memorial Day	Monday, May 28

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