

## **Centers & Institutes Directors Meeting**

**Minutes: December 8, 2011**

**C&I Directors Attending:** Robert Boldin, Small Business Incubator  
Ann Creany, Literacy Center  
Sam Gualardo, PA-OSHA Consultation Program  
Carl Luciano, Biotechnology Research Institute  
Christoph Maier, Applied Research Lab  
Gian Pagnucci, Center for Digital Humanities & Culture  
Lou Pesci, Center for Highway Safety  
Tim Runge, Center for Gifted Education and Child Study Center  
Bob Wilson, Institute for Mine Mapping, Archival Procedures & Safety

**Others Attending:** Hilliary Creely, School of Graduate Studies & Research  
Sadie Hauck, IUP Research Institute  
Tracy Eisenhower, IUP Research Institute  
Andrea Kimmel, IUP Research Institute  
Ute Lowery, IUP Research Institute

- Dr. Creely welcomed the center directors for the final fall semester meeting. The spring semester meetings will include representatives from the IUP Office of Development and, hopefully, the PA Chamber.
- Dr. Boldin presented information on his featured center, the Small Business Incubator. He described how IUP came to own the Robertshaw building and how the center has used space there over the years.
  - Currently, the Small Business Incubator occupies 30,000 square feet and has 14 tenants. (The list of current tenants and brochure are attached). Dr. Boldin estimates that over 100 small businesses have been incubated in this space since the center was established.
  - Tenants pay \$3.60 per square foot (without air conditioning) or \$6.00 per square foot (with air conditioning), and this charge includes utilities.
  - Typically, a small business will stay in the space for 3-5 years, while they are becoming established. They are encouraged to hire an attorney and CPA and to concentrate on their businesses.
  - Last year, the tenants generated about \$12 million in revenue, and this year it is projected at \$14 million.
  - The tenants are assisted by the other Eberly College of Business & Information Technology centers. The Government Contracting Assistance Program helps them to find grants. The Small Business Development Center advises them on getting their business started. The Small Business Institute provides students who donate time and gain valuable experience.
  - Using the 1.4 multiplier for the 1990-2010 period, tenants and graduates of the incubator have added over \$1 billion to the regional economy.

- Project Development Officers from the IUP Research Institute attended the meeting in order to continue the discussion from last month's meeting and to answer any new questions.
  - Dr. Pagnucci requested information on finding donors for projects. Ms. Eisenhower said the IUP RI has a form online requiring key words, but suggested they utilize SPINPlus and PA Foundations Online themselves for more effective and timely results.
  - There was discussion on how a gift (routed through the IUP Foundation Office) differs from a grant (routed through the IUP RI). Dr. Creely said that she has met with William Speidel (Associate VP for Development) to discuss the process in detail. Mr. Speidel will attend a future center directors meeting to discuss how centers can seek donations.
  - Ms. Eisenhower asked center directors to keep Robin Gorman (in the IUP President's Office) informed about any donations that are received.
  - The IUP RI project development officers have been working on revising the website and will add links to the IUP Office of Institutional Research, Planning and Assessment, PA Census Bureau, and US Census Bureau website pages that provide data needed for grant proposals.
  - The IUP RI project development officers encourage center directors to contact them if they need estimates for release time, summer contracts, graduate assistantships, etc. They are hesitant to put general numbers on the website, since there are so many variables to consider. They can provide customized information to the center directors in 1-2 days.
  - Dr. Pagnucci said it is very difficult to get new faculty members interested in applying for grants, considering the teaching load and committee assignments. He feels that they become "burned out" before they even begin. Ms. Eisenhower had a document generated by Lisa Newell that addressed researcher concerns. (This document will be sent to the C&I directors at a later time.)
    - The President's Advancing Grantsmanship Fund (<http://www.iup.edu/newsItem.aspx?id=116662&blogid=2573>) provides faculty some incentive to submit grant proposals.
  - The IUP RI project development officers offered to participate in faculty meetings to present and/or discuss research related topics.
  - Dr. Creely said that more release time is desperately needed for research and scholarship, and she hopes that faculty groups can provide a consistent and persuasive message to university administrators.
  - Dr. Runge said departments and colleges can be helpful to new faculty by assigning them less class preparations and committee work.
  - Dr. Maier asked if the IUP RI assists students who are looking for internships. Ms. Eisenhower said the IUP RI can help if the funding proposal must come from the university and not directly from the student.

Respectfully submitted,  
Jean Serio

Current Tenants	Contact	Phone	Room	Description
1 <b>Chasers Now</b> <a href="http://www.chasersnow.com/">http://www.chasersnow.com/</a>	<b>Gregory Stathes, John Lamplugh</b> <a href="mailto:support@chasersnow.com">support@chasersnow.com</a>	724-484-3888	Rm 34	local delivery service offering cold beverages, snacks, tobacco products, party supplies etc to Indiana area
2 <b>Commonplace Coffee</b> <a href="http://thecommonplacecoffeehouse.com/">http://thecommonplacecoffeehouse.com/</a>	<b>Mr T J Fairchild</b> <a href="mailto:indianacoffee@gmail.com">indianacoffee@gmail.com</a>	724-422-4839	Rm 25	microroaster - coffee bean roasting and distribution
3 <b>Deal Machine Enterprises</b> <a href="http://www.amazon.com/shops/dealmachine">http://www.amazon.com/shops/dealmachine</a>	<b>Rick Bavera &amp; Hansen Wijaya</b> <a href="mailto:rwbavera@gmail.com">rwbavera@gmail.com</a>		Rm 19	internet retail sales of consumer items <a href="http://www.dealmachine2011.ecrater.com">http://www.dealmachine2011.ecrater.com</a>
4 <b>Elan Minerals, LLC</b> <a href="http://www.elanmin.com/index.html">http://www.elanmin.com/index.html</a>	<b>Jason Leeper &amp; David Gunter</b> <a href="mailto:jhleeper@gmail.com">jhleeper@gmail.com</a>	610-716-5307	Rm 12	oil and gas production, engineering, exploration and consulting
5 <b>Espresso Analyst</b> <a href="http://espressoanalysts.com/">http://espressoanalysts.com/</a>	<b>Mr David Sutfin</b> <a href="mailto:espressoanalyst@gmail.com">espressoanalyst@gmail.com</a>	724-541-2151	Rm 25	service and repair of espresso and coffee brewing equipment
6 <b>Evergreen Boys and Girls Club</b> <a href="http://www.evergreenbgc.org">http://www.evergreenbgc.org</a>	<b>Ms. Breanne Angove</b> <a href="mailto:b_angove@bgcwpa.org">b_angove@bgcwpa.org</a>	724-910-6042	Rm 38	provide summer camps for kids
7 <b>Fast Times Screenprinting</b> <a href="http://www.fasttimes.us/">http://www.fasttimes.us/</a>	<b>Mr Tony Medvitz</b> <a href="mailto:fasttimes7@comcast.net">fasttimes7@comcast.net</a>	724-463-9007	Rm 27	screen printing, vehicle wrapping and sign mfg
8 <b>Illumina Clinical Associates</b> <a href="http://iluminaclinical.com/index.html">http://iluminaclinical.com/index.html</a>	<b>Ms. Sharon Barto</b> <a href="mailto:sbart@iluminaclinical.com">sbarto@iluminaclinical.com</a>	814-467-4490	Rm 22	clinical research services working to deliver new drugs and medical devices to the market
9 <b>Moreau Technical Services</b> <a href="http://www.moreautech.com">http://www.moreautech.com</a>	<b>Michael Moreau</b> <a href="mailto:mmoreau@moreautech.com">mmoreau@moreautech.com</a>	724-541-3664	Rm 20	IT services and sign/graphic services
10 <b>Patterson Medical</b> <a href="http://www.pattersonmedical.com/">http://www.pattersonmedical.com/</a>	<b>Mr Damond Powell</b> <a href="mailto:Daymond.Powell@patterson-medical.com">Daymond.Powell@patterson-medical.com</a>	724-349-9394	Rm 26	providing rehabilitation equipment for the medical industry
11 <b>Sisters Three Gluten Free, Inc.</b> <a href="http://www.sistersthreeglutenfree.com/">http://www.sistersthreeglutenfree.com/</a>	<b>Mrs. Patty Merlo</b> <a href="mailto:jpmerlo@comcast.net">jpmerlo@comcast.net</a>	724-349-8377	Rm 31	Creation and distribution of Gluten free bread mix products.
12 <b>W J Young &amp; Associates</b> <a href="http://www.wjyaengineers.com/">http://www.wjyaengineers.com/</a>	<b>Mr William Young</b> <a href="mailto:WYoung@WJYAengineers.com">WYoung@WJYAengineers.com</a>	724-463-7090	Rm 9/10	consulting engineering firm
13 <b>White Ram Energy</b> <a href="http://whiteramenergy.com">http://whiteramenergy.com</a>	<b>Eugene Bem</b> <a href="mailto:gene@whiteramenergy.com">gene@whiteramenergy.com</a>	917-701-2732	Rm 32	data analysis and systems support for energy industry
14 <b>Zentinel</b> <a href="http://zen-tinel.com/">http://zen-tinel.com/</a>	<b>Mr. Larry Vaughn</b> <a href="mailto:lvaughn@zen-tinel.com">lvaughn@zen-tinel.com</a>	724-357-9709	Rm 7b	manufacturing/design/assembly of mobile surveillance equipment

\$2m



The Indiana County Small Business Incubator is a community service outreach project of Indiana University of Pennsylvania. It is dedicated to increasing Indiana County's economic prosperity by encouraging high-tech development and industrial diversification.

This program was funded in part by (until 2007) the Ben Franklin Partnership of Central and Northern Pennsylvania.

As a unit of the Management Services Group, a number of diversified services are offered to new entrepreneurs as well as established companies. The Management Services Group includes the following operations:

- Small Business Incubator
- Small Business Development Center
- Center for Family Business
- Center for Technology Support and E-Commerce
- Government Contracting Assistance Program
- Small Business Institute

#### Tax Incentives

The Incubator has been granted KIZ (Keystone Innovation Zone Tax Credit) whereby tax credits can be used to offset certain state tax liabilities and significantly contribute to the ability of young KIZ companies to transition throughout the stages of growth.

Your company maybe eligible for KIZ tax credit if you:  
1) have been in operation for less than eight years,  
2) are located within the boundaries of a DCED approved KIZ, and 3) operate within one or more of the targeted industry sectors of a particular KIZ and have worked with the KIZ coordinator.

For further information go to the Department of Community Economic Development: <http://www.newpa.com/download.aspx?id=821> and contact the Indiana County Office of Planning and Development at 724-465-3870 extension 3161

#### HOW TO CONTACT US

*If you are interested in pursuing a business venture, or if you have a company that you believe may qualify for Incubator space, please call for an appointment.*

**Management Services Group  
Indiana County  
Small Business Incubator  
Indiana University of Pennsylvania  
5 Robertshaw Center  
Indiana, PA 15705**

**Dr. Robert J. Boldin**

Director

(712) 357-2179

FAX: (724) 357-4514

[rboldin@iup.edu](mailto:rboldin@iup.edu)

[www.iup.edu](http://www.iup.edu)



## **INDIANA COUNTY SMALL BUSINESS INCUBATOR**

*Eberly College of Business  
and Information Technology*



**"Incubator Program  
Offering Assistance To  
Regional Entrepreneurs"**



Indiana University of Pennsylvania



## The place to locate for start-up and early stage businesses

A start-up or developing company that is involved in engineering services, software development, information technology, light manufacturing, assembly, advanced technology, mail order/direct marketing, or other selected service or manufacturing activities may be eligible to apply as a tenant for space within the Incubator facility.

As an Incubator tenant, a company will benefit from the nurturing assistance and various services provided in-house that will help to build a solid foundation to support future growth.

An Incubator tenant is offered initial rental rates lower than standard commercial rates. Gradual rate increases ease the initial financial burden faced by all businesses in the start-up phase, but prepare the business for its ultimate responsibilities in the greater community.

The Incubator staff specializes in helping individuals move their innovative business ideas from project development to commercialization. Specific areas of assistance include:

- Receptionist
- Shared use of fax and copy machine
- Conference room
- Education workshops and seminars
- Networking with other businesses
- Ample parking
- 24 hour access in a secured building



## Affiliation with IUP's Management Services Group

The Indiana County Small Business Incubator is an integral unit of the Management Services Group (MSG) of the Eberly College of Business and Information Technology at Indiana University of Pennsylvania.

The Management Services Group offerings include:

- Business plan development
- Counseling on starting a business
- Consulting services related to
  - accounting & bookkeeping
  - marketing
  - financing
  - strategic planning
  - operations management
  - site search
- Government Contracting
  - federal
  - state
  - local
- Student interns for business projects
- Collaboration with IUP faculty, staff, and students
- Forms for filing:
  - sales tax application
  - employer I.D. number
  - fictitious name registration



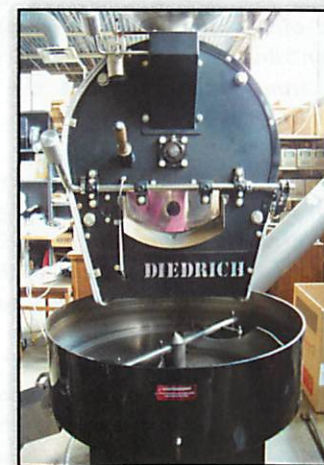
## Highly Trained Workforce

IUP offers over one hundred undergraduate majors, forty masters programs, and eight doctoral programs with many nationally recognized for their strength and distinctiveness. In particular, over 600 students major in computer science, management information systems, and technology support and training. Incubator tenants can choose from among many of the 14,000 to 15,000 students to serve as interns or part-time employees.

## Extended Tenant

The Incubator also offers an "Extended Tenant" status for a company interested in becoming a tenant but who has not yet progressed to a sufficient stage of business development to apply for space as a tenant. This status offers access to all the Incubator services without the company actually occupying space within the facility. Incubator personnel also provide ongoing consulting for its graduates.

Incubator tenants, extended tenants, graduates and other regional businesses are welcome to use the resources of the MSG for all their business needs.



Photos compliments of current Indiana County Small Business Incubator tenants.