



# A&F NEWS

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# A MESSAGE FROM THE VICE PRESIDENT

By Cornelius Wooten, Ph.D.



As we approach the end of another fiscal year, I wanted to express my appreciation to each team member of the Administration and Finance Division for your hard work and support. By all counts we had a very successful year.

Despite the many uncertainties and the stress related to budget reductions throughout this past year, our division has weathered the storm. While we still face uncertainties, I am confident as a team we will face the future with optimism and enthusiasm.

Thank you for your support of the Administration and Finance Division. Your cooperation, hard work, and dedication have not gone unnoticed.

Throughout the 2011-2012 fiscal year, let us all remain committed, productive, dedicated, and focused.

## IUP — BEYOND EXPECTATIONS

"It is through cooperation, rather than conflict, that your greatest successes will be derived."

*Ralph Charell*

"The only man who never makes a mistake is the man who never does anything."

*Theodore Roosevelt*

"Walking your talk is a great way to motivate yourself. No one likes to live a lie. Be honest with yourself, and you will find the motivation to do what you advise others to do."

*Vince Poscente*

# IUP—Moving Beyond Energy Expectations

By Chuck Altimus, Facilities Management

Energy costs represent a significant portion of the university's operating budget. To minimize the budgetary impact of these costs, various cost containment strategies must be utilized to manage, control, and reduce the overall cost of energy.

Near the end of 2009, a major energy-saving and conservation initiative was completed at IUP. Partnering with IUP in this initiative was Siemens Energy Services Corporation, the general contractor for the project. The scope of the project included the comprehensive renovation and modernization of thirty academic and administrative buildings, including facility improvements, and the introduction of energy-saving technologies and automated control systems.

While Siemens projected a reduction in energy costs of more than \$1 million annually, the actual savings achieved in 2010 exceeded this projection by \$185,165—a total savings approximately 12 percent above the original projection. The future annual increase in energy savings based upon efficiency improvements in automated control systems has also been projected by Siemens, and these projections are included in a report accessible at [www.iup.edu/facilities](http://www.iup.edu/facilities). See Recent News.

The IUP Facilities Management Project Team wishes to extend a note of thanks to those members of the campus community who patiently endured various inconveniences over the course of the construction and startup phases of this project. The team hopes that the campus community will continue to support the application of new building technologies and energy conservation initiatives.



**Money Isn't All You're Saving**

## Meet Human Resources

By Helen Kennedy, Associate Vice President for Human Resources

The Office of Human Resources provides the university with guidance and services in employee recruitment, employee and labor relations, human resource planning, employee benefits, job classification, workers' compensation, and developing and implementing personnel policies and procedures. As members of the HR team, we would like to introduce ourselves and the areas in which we work in order to give you a better understanding of the services we provide and how we may be of service to you.

Helen Kennedy, associate vice president for Human Resources, administers all functions within the Office of Human Resources to ensure the continuity of human resources throughout the university. She ensures that all collective bargaining agreements, university and Pennsylvania State System of Higher Education (PASSHE) policies and procedures, and federal and state laws and regulations are administered appropriately. Helen is the university liaison with PASSHE legal counsel, the Office of Attorney General, and the PASSHE Human Resources and Labor Relations Department. She also administers the APSCUF collective bargaining agreement, working closely with the president and provost. In addition, Helen works closely with the president, vice presidents, deans, and managers in addressing all aspects of employee relations and human resource concerns.

Diane Donahue, Employee Relations director, assists the associate vice president for Human Resources by administering all noninstructional labor contracts and ensuring human resources policies and procedures are applied appropriately. She performs contract administration for all staff collective bargaining agreements; schedules labor-management meet-and-discuss meetings; and responds to grievances, recommends resolutions, chairs grievance meetings, and attends arbitration hearings. Diane conducts fact-finding investigations and coordinates predisciplinary hearings with the associate vice president for Human Resources. She also provides training to supervisors in contract interpretation, performance evaluation, progressive discipline, and grievance administration.

Judy Gallo, director of Human Resources, assists the associate vice president for Human Resources and is responsible for overseeing the day-to-day operations of the office. She manages the areas of employment, benefits, and classification. Judy ensures that noninstructional vacancies are filled quickly and in compliance with state, federal, and PASSHE guidelines. Judy is also the Human Resources contact for matters relating to ESS, SAP, URSA, and Banner employee records. She supervises the submission of employee data used in the *IUP Directory* and each year prepares the list of eligible employees for the annual service awards. Judy also represents the Office of Human Resources at weekly meetings with members of the IUP Research Institute to address personnel questions and concerns that relate to grant-funded projects.

Mary Rich, confidential administrative assistant for the associate vice president for Human Resources, processes a wide variety of sensitive and confidential information and materials relating to legal matters and labor relations (e.g., personnel files, collective bargaining information, APSCUF grievances, disciplinary actions, and labor-management correspondence). Mary conducts administrative research and prepares the information and materials pertaining to civil suits and complaints that are sent to the Office of the Chancellor, the Office of the Attorney General (OAG), the Pennsylvania Human Relations Commission, and the Equal Employment Opportunity Commission. She attends and takes the notes at all APSCUF meet-and-discuss meetings. Additionally, Mary works

directly with international employees and with immigration attorneys to process the immigration documents required for employment in the U.S. She also maintains Helen Kennedy's calendar and schedules all her appointments.

Jennifer Kostryk, confidential secretary, works primarily with staff-related labor relations concerns. Her duties include processing grievances and contracting-out agreements, preparing correspondence, and taking the notes at labor-management meetings for all nonfaculty unions. She creates SAP reports, collects and produces overtime equalization and seniority reports, and ensures that the listing of IUP's essential employees is up-to-date in the event of inclement weather. Jen is also co-maintainer of the Human Resources website, and in April 2011, she won the Golden Mouse Award given to the IUP Web Maintainer of the Month. Jen also assists with maintaining both Helen's and Diane's calendars.

Debbie Wardo, faculty/administrative employment manager, manages all searches for university faculty, managers, administrators, and coaches. At the outset of each search, Debbie meets with each search committee to educate and advise committee members regarding policies, procedures, and techniques pertinent to employee recruitment. She stays in close contact with the search committee chair throughout each search to answer questions and ensure that the process is properly documented. She supervises the appointment process and creates/maintains position records in SAP for new hires and for faculty, managers, administrators, and coaches whose positions are renewed. Debbie is also responsible for conducting background checks on candidates selected for faculty, management, and staff positions, as well as those selected to serve as continuing education instructors and those who serve as volunteers. She is the liaison between IUP and PASSHE in seeking approval for annuitant rehires, and she ensures that the PASSHE annuitant rehire policy is applied consistently.

JoAnn Peak, Employment Services secretary, is responsible for correspondence pertaining to staff appointments, classification reviews, resignations, and retirements. JoAnn assists in creating and maintaining positions in SAP-HCM and creates reports using Ad-Hoc Reporting in SAP. JoAnn also works closely with the Office of Payroll Services in processing change sheets for all payroll transactions. In addition, she prepares the personnel change exhibits for the Council of Trustees' docket (i.e., reports reflecting staff appointments, changes in employee status, and leaves and separations). She also monitors the electronic authorization/appointment process for staff position renewals and helps with posting job announcements and interviewing job candidates as needed.

Jackie Vislosky, Employment Services secretary, assists Judy Gallo, director of Human Resources, in coordinating staff searches, and Debbie Wardo, faculty/administrative employment manager, in coordinating manager, administrator, and faculty searches. Jackie's responsibilities include creating and posting position announcements, collecting applications for employment, scheduling candidate interviews, scheduling and administering typing tests for clerical positions, maintaining employment files and records, and serving as the primary contact for all employment-related inquiries pertaining to staff positions. Jackie also distributes the performance evaluation forms for staff and administrator position reviews.

Nancy Mayr, receptionist, greets visitors, takes and screens telephone calls, and responds to general questions directed to the office. She also maintains the office supply inventory, prepares work orders, and assists in hiring and training student workers. Nancy is responsible for entering and updating employee records in Banner, and she resets URSA passwords upon request. She provides clerical

support to the managers in Human Resources as needed and generates appointment letters, contracts, and renewal letters for faculty and coaches.

Kathleen Manion, Classification and Organizational Development manager, is responsible for job classification, training, and administration of the AFSCME Sick, Parental, and Family Care (SPF) Absence benefit. In the area of job classification, Kathleen conducts desk audits and prepares job analyses of staff positions under review. In the area of SPF Absence, Kathleen informs employees and supervisors about this job-protected family and medical leave benefit and assists them in applying for and utilizing the benefit appropriately. She works with Payroll Services to ensure the appropriate application and tracking of such leave. Kathleen also coordinates Human Resources' training and development offerings, delivers seminars each semester on understanding job classification, and edits the articles that appear in each issue of *A&F News*.

Lindsey McNickle, Benefits manager, is responsible for managing the employee benefits programs, including health insurance, retirement, life and long-term disability insurance, flexible spending accounts and tuition waiver eligibility for all IUP faculty and staff members. This includes counseling and educating new, current, and retired employees as to their benefit options; processing and monitoring benefit enrollments; and ensuring compliance with PASSHE policies and procedures as well as compliance with all state and federal guidelines as they relate to employee benefits. Lindsey is also responsible for managing extended, intermittent, and reduced-time sick, parental, and family care leaves for non-AFSCME employees; coordinating the dissemination of information on the State Employees' Assistance Program (SEAP), as well as handling training and referrals; co-chairing the IUP Faculty and Staff Wellness program; and managing both the Workers' Compensation and Unemployment Compensation programs. She acts as a liaison between faculty and staff members and non-PASSHE benefit providers, including the Pennsylvania Employee Benefit Trust Fund (PEBTF), the State Employees' Retirement System (SERS), the Public School Employees' Retirement System (PSERS) and the State System's Alternative Retirement vendors.

Lorrie Vehovic, Benefits secretary, works closely with Lindsey McNickle. Her responsibilities include processing forms and employment information for employees; verifying benefit entitlements; responding to questions regarding benefit plans, options, and eligibility; enrolling employees and dependents in benefit plans; processing enrollment changes; calculating, processing, and verifying benefits transactions in SAP; reviewing employee tuition waivers to verify eligibility; and preparing benefit-related correspondence to employees.

You may obtain additional information and/or access many Human Resources forms on website [www.iup.edu/humanresources](http://www.iup.edu/humanresources). We are here to assist you and provide guidance in the areas identified above. Please do not hesitate to contact us.



Bottom (L to R): K. Manion, N. Mayr, J. Gallo, M. Rich  
Middle (L to R): L. McNickle, D. Wardo, H. Kennedy, J. Peak  
Top (L to R): J. Kostryk, D. Donahue, L. Vehovic, J. Vislosky

# The Central Storeroom and the Services We Provide to Campus Customers

By Michele L. Fatora, Procurement Services

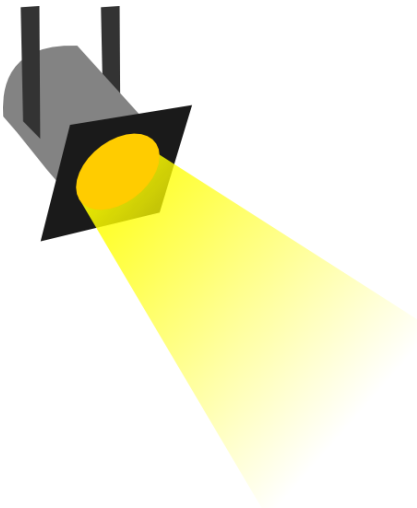
*Beginning with this issue, we will be spotlighting services provided by Central Stores. Please watch for each edition of the newsletter and our focus on Central Storeroom services.*

## **Project Storage and Staging**

Have you ever ordered items that you were not quite ready for? Do you have an upcoming project that you need to start buying materials for? Did you order too many or too much and need to find temporary storage for the excess?

If you answered “yes” to any of these questions, the Central Storeroom Project Storage and Staging service is *perfect* for you! This service provides campus customers with a “holding” area for materials they need to store. The Project Storage and Staging area is located in Central Stores’ secure receiving area. All items received are cataloged and maintained by storeroom staff. When the customer is ready for them, we arrange for delivery.

If you are in need of this temporary storage service, please give us a call at extension 7-3015 and speak to John O’Hara or Michele Fatora. You can also access project storage procedures and the required documentation form at [www.iup.edu/centralstores/howto](http://www.iup.edu/centralstores/howto).



# Lockard Oversees Maintenance of Kovalchick Complex

By Steve Black, Facilities Operations Manager

When Garry Lockard, IUP's newest maintenance repairman, walked into the Kovalchick Complex for the first time, he was in awe – but not for the same reasons that most visitors are. An expert in HVAC and refrigeration, Garry had just accepted a position with IUP and been given responsibility for overseeing all aspects of Complex maintenance.

The Kovalchick Complex, which opened its doors in March 2011, is a 150,000-square-foot, state-of-the-art conference and athletic facility. At first, Garry felt a little overwhelmed by the responsibility. The building seemed huge, and its systems were numerous and complex. He admits wondering how he would ever get a handle on the job. Never one to shy away from a new challenge, though, Garry viewed it as a learning experience and quickly got to work, investigating the physical plant operations and discovering all that the job entailed. Tackling his new duties one by one, he soon got up to speed and grew to assume ownership of the job.

Garry's duties include oversight of all mechanical and electrical systems in the Kovalchick Complex, and he has been studying these from the first day he walked into the building. At that point, the building structure was complete, but many of the mechanical and electrical systems were still being installed. The major building systems include heating, air conditioning, and various electrical systems, including lighting control and fire detection systems. In addition to these systems, Garry also maintains the commercial refrigerators, ice machines, dishwashers, beverage cooling units, and ventilation systems in place.

Garry graduated from the Pennsylvania College of Technology and has extensive background and training in heating, ventilation, and air conditioning. Prior to joining IUP, he was a member of the United Association Union of Plumbers, Fitters, Welders, and HVAC Service Techs. Since joining IUP, Garry has participated in various training programs in order to better understand the systems and equipment in place in the Kovalchick Complex.

Garry meets and interacts with many people in the course of the workday. Some of these folks are contractors putting the finishing touches on the building. Others include members of the university community and representatives of Global Spectrum, the organization that manages the building and schedules the meetings and events held there.

Since taking on the job, Garry has been working closely with the contractors for the various building systems, including the fire detection and sprinkler systems to learn how each system works. Garry says, "It took some time to learn the lighting control system, but I now know how it works and what each part does." He enjoys the unique aspects of his position, which include preparing for and supporting many different types of events; reading and interpreting sophisticated blueprints; and becoming intimately familiar with so many new, state-of-the-art systems.

Since signing on with IUP last year, Garry has made himself at home in the Kovalchick Complex. "There's a lot to learn and a lot to care for in this building," he says, adding that he now does regular walkthrough inspections to identify things that require attention. Garry enjoys his new job and work environment very much and has become increasingly comfortable in his work as the newest member of IUP's permanent maintenance team.



## Circus Opens to Sellout Crowds

*Thirteen Thousand Attend  
Five Days, Eight Performances*

By Amy White, Director of Marketing, Kovalchick Complex

Due to overwhelming demand from the greater Indiana community, Ringling Bros. and Barnum & Bailey Circus added two shows to its scheduled lineup of performances at the Kovalchick Complex last month. In total, eight performances were held over the five days the circus was in town.

"We are ecstatic to have been able to add two extra performances to the roster of what is 'the greatest show on Earth'," said Global Spectrum's Jim Grafstrom, general manager of the Kovalchick Complex. "We envisioned Ringling Bros. and Barnum & Bailey Circus to have a strong draw in Indiana, Pa., because the show engages the audience in new heights of family entertainment. Circusgoers enjoyed the intimate setting in which they were only a few feet away from the eye-popping illusions, the dazzling acts, and the thrilling animals from around the world. But sellout crowds and thirteen thousand people through the doors? . . . this is impressive for a brand-new facility."

Once tickets went on sale, the all-new *Zing Zang Zoom, Gold Edition* circus production became the hottest ticket in town, and the additional shows helped to accommodate the flood of box office requests.

An added attraction hosted by Ringling Bros. and Barnum & Bailey was a Pachyderm Picnic held on April 7 that was open to the public. The picnic featured a presentation by elephant handler and trainer, Ramon Esqueda, on the natural behavior, daily care, and training of elephants. Participants were also introduced to *Circus Fit*, a national fitness program sponsored by Ringling Bros. that encourages youth to lead healthy, active lifestyles by combining fun and circus skills with strength training and aerobic exercise, which was presented by circus daredevil Jodie Urias. Urias led the children who attended in a modified hoop class and in a discussion of the benefits of healthy dietary choices.

"I am overwhelmed with joy and gratitude for the sellout performances," says Feld Entertainment representative Jaclyn Taylor. "Indiana is a wonderful market for our family shows, such as the Ringling Bros. and Barnum & Bailey Circus, and we will continue to keep the Kovalchick Complex on our list of fantastic places to perform. We are looking forward to bringing *Disney on Ice* to the complex in December."



# Home Summer Safety

By Frank Carrozza, Environmental Health and Safety

During the summer, most of us will be involved in outdoor activities such as home projects, sporting events, cookouts, outdoor swimming, lawn care, gardening, or relaxing around a camp fire toasting marshmallows. All the extra activities may lead to illnesses or accidents which make summer a busy time for emergency rooms. The Centers for Disease Control and Prevention, the Consumer Product Safety Commission, and the U.S. Fire Administration all offer summer safety tips on their websites. This article includes tips for avoiding common summertime accidents and illnesses. It also includes links to websites where you can acquire additional information.

## Lawn mowers

Many of us mow our lawns on a weekly basis during late spring, throughout the summer, and into early fall. According to David Bishai, author of a 2006 Johns Hopkins School of Public Health Study titled "Injuries from Lawn Mowing Increase Nationwide," "nearly 80,000 Americans are sent to the hospital each year as a result of injuries sustained while using lawnmowers. Most of these injuries are caused by debris shot out by the fast-spinning blades. Tips listed in the study include:

- Wear goggles, long pants, and close-toed shoes with gripped soles when mowing.
- Clear the yard of debris before mowing.
- Keep everyone, especially small children, out of the yard while mowing.
- Reconsider mowing if you have a history of chest, back, or joint pain.
- Use care and wear protective gloves when servicing mower or changing blades.
- Get help lifting if needed—many injuries occur while lifting mowers.
- Never service a mower while it is running.
- Mow only in good weather conditions—avoid mowing in high heat.
- Do not use riding mower on steep hills or embankments.
- Do not carry passengers on riding mowers or tow passengers behind the mower.
- Do not allow children under the age of 16 to operate a riding mower.
- Store lawn mower in area with minimal traffic and where children do not have access to the mower.

David Bishai's study can be found at [www.jhsph.edu/publichealthnews/press\\_releases/2006/bishai\\_lawnmower.html](http://www.jhsph.edu/publichealthnews/press_releases/2006/bishai_lawnmower.html)

## Ladders

According to the Consumer Public Safety Commission, 164,000 people are treated in emergency rooms in the United States each year due to ladder-related injuries. The following are tips to keep you as safe as possible when working from a ladder:

- Do not exceed the ladder's load restrictions.
- Use the proper ladder for the job.
- Be sure metal ladders have slip resistant feet.
- Do not use metal ladders near live electrical circuits. Instead, use a wood or fiberglass ladder.
- Keep your body centered between the rails on the ladder.
- Always read and follow the instructions on the safety label pasted on the ladder.

For more tips on ladder safety, go to the CPSC website: [www.cpsc.gov/CPSCPUB/PUBS/ladder.html](http://www.cpsc.gov/CPSCPUB/PUBS/ladder.html)

## Summer Temperatures

The Centers for Disease Control and Prevention estimates that between 1979 and 2003, more than 8,000 people died in the United States due to heat-related illnesses. The following are suggestions to help protect yourself from heat-related illness when working in extreme heat for extended periods:

- Avoid hot meals and heavy foods.
- Dress infants and children in cool, loose-fitting clothes and shade their head and eyes from sunlight. Do not leave children alone in a parked car.
- Drink plenty of fluids—16 to 32 ounces of cool fluid every hour is recommended. Do not wait until you are thirsty to get a drink.
- Know the warning signs of heat stress. If you feel your heart pounding, you are gasping for breath, or you become dizzy, light-headed, confused, or weak, stop what you are doing and get into a cool, shaded area or indoors.
- Always wear shoes if you will be walking on potentially hot surfaces.

For more tips on heat safety, go to the CDC website: [www.bt.cdc.gov/disasters/extremeheat/heat\\_guide.asp](http://www.bt.cdc.gov/disasters/extremeheat/heat_guide.asp)

## Gardens

Gardening is an enjoyable pastime for millions of Americans. Some of the plants, flowers, and trees in our yards, however, may be dangerous. Eating leaves, berries, roots, or bark from the wrong plants can lead to serious illness or death. Texas A&M University's AgriLife Extension Service has developed an informative chart which identifies some of the most common poisonous plants found in gardens. The chart can be found at [aggie-horticulture.tamu.edu/lawn\\_garden/poison/poison.html](http://aggie-horticulture.tamu.edu/lawn_garden/poison/poison.html)

## Power Tools

According to the CDC, each year more than 36,000 people are treated in emergency rooms for chain saw injuries and thousands more for injuries caused by power hedge and weed trimmers. The Consumer Product Safety Commission has developed some very good fact sheets on outdoor power equipment safety. These can be found at <http://www.cpsc.gov/cpsc/pub/pubs/tools.html>.

These are just a few hazards we may face around our homes during the summer. For more information on avoiding everyday injuries, visit the Centers for Disease Control webpage at [www.cdc.gov](http://www.cdc.gov).

*Have a happy and safe summer!*



# Crimson Hawk (Norm) in Danger of Being Replaced by Mallard (Clark?)

By Donna Detwiler, Office of the Bursar, and Dave Strong, Budget Office

In late April, two male mallard ducks were sighted in the vicinity of Clark Hall. After extensive investigation, it was determined that they were not part of the G4 TV network's *Campus PD* production. No, these ducks flew in for another purpose entirely. The best clue as to why they were there came a few days later . . . when a female duck appeared.

Each morning, the ducks greet the many people who pass by Clark Hall. And on many occasions in recent weeks, the ducks have been observed, photographed, and herded from the street by both students and staff.

To gain a better understanding of these feathered creatures, an investigative study was commissioned. Researchers found that the male (drake) is approximately two feet long, with a wing span of 32-37 inches. The drake also sports curly tail feathers that are very distinctive. The female (hen) is smaller, has fewer colorful feathers, and does not have curly tail feathers. Mallards select their mates in the fall of the year but do not begin to breed until late March. The male accompanies the female while she searches for an area with thick ground cover that provides a suitable spot for the nest.

Our mallards bring to mind the story *Make Way for Ducklings* by Robert McCloskey. The story takes place on the busy streets of Boston. Mrs. Mallard leads the eight ducklings to the highway in hopes of crossing to reach the Public Garden Lagoon, but she has trouble getting across the road. A friendly policeman stops traffic, allowing the Mallard family to cross. The ducks cross the highway, "Embankment Road," and proceed down Mount Vernon Street to Charles Street and then into the garden. The Mallard family decides to stay in the Public Garden, and they live happily ever after.

Since the University Police do not provide an escort service to get the mallards around campus safely, students and staff members do their best to protect them as they slowly cross Eleventh Street, waddle through the Clark parking lot, and even wobble across South Drive to rejoin their family. Every day, the residents of Clark Hall look for the mallards, watching to see if they are in the grass or sitting on the road. We keep a close eye on them to be sure they keep out of harm's way. Since their arrival, these ducks have become our Clark Hall mascots. They brighten our day with each quack and waddle, and they give us something to look forward to each morning.

By the way, Norm (the IUP Hawk) has not been seen in the vicinity of Clark Hall since the ducks arrived.



The Mallards-in-residence nevertheless enjoy their temporary home on the IUP campus.



## **New Campus Signage in the Making**

By Tom Borellis, Special Assistant to the Vice President for Special Projects

How many times on campus have you been asked, "How do I get to.....?" or "What building is that?" Administration and Finance is working on a solution. The professional WAYFINDING firm of KMA Design is going to work with IUP to answer these questions and more. KMA Design of Canonsburg, Pennsylvania, has coordinated well over forty campus wayfinding projects. The term WAYFINDING is an age-old term that describes the various techniques used by people to find their way from place to place. It's more than just signage and logistics: It deals with safety and security, as well.

This Campus Signage Master Plan will include both exterior and interior signs. Proper campus wayfinding provides interconnectivity between destinations, not just the labeling of spaces and buildings.

Barbara Martin of KMA Design says, "Two of the many things we have to consider when laying out a campus wayfinding (signage) plan are branding/marketing and the convenience for first-time visitors." KMA will be conducting surveys with faculty, staff, students, administrators, and visitors.

This signage planning program will begin late summer/early fall this year. It will take KMA approximately six months to develop the plan. From this plan, IUP will make some decisions on how to proceed with the implementation, which will be done in phases. KMA was selected from a Request for Proposal in which twenty different firms submitted to IUP proposals from all over the country.



## New Face in the Post Office

By Audrey Patterson

Pamela Anderson Faris is a new part-time employee in the Post Office. She has been here since fall of 2010. She works on Wednesday, Thursday, and Saturday.

Pamela lives in Indiana with her husband, Dave, son Nathan, age 12, and daughter Morgan, age 8. They also have a pet bunny named Sugar. Pamela spends a lot of her time chauffeuring her children to their activities. Nathan plays ice hockey for Indiana Youth Hockey Association and Little League Baseball in Homer City. Morgan is a cheerleader for Homer City Bears Football and takes tap, jazz, and ballet lessons at Sharon's School of Dance.

Pamela was born and raised in Indiana. She graduated from IUP in 1993 with a Bachelor of Science degree in Education. She met her husband while working full-time as a children's mental health case manager at Family Counseling Center in Kittanning. After starting her family, she worked part-time at the Monroeville Post Office as a postmaster replacement and at the Indiana County YMCA as front office staff. After living in Monroeville for five years, she and her husband built a home next to the house she grew up in. They are thrilled to be back home in Indiana.

Pamela loves working so close to home and for this well-respected institution in her community. She enjoys meeting and providing services to the students. She says her co-workers "have been a joy to work with. They are always friendly and willing to help when I need it."



Pamela Anderson Faris

## Congratulations to...

- Brandi and Jesse Buchleitner welcomed a new baby boy into their family on April 28, 2011. Waylon James weighed seven pounds, four ounces and was twenty inches long. Brandi is an employee in the Bursar's Office.




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### Management Team Administration and Finance

Dr. Cornelius Wooten  
*Vice President*

Mr. Mark A. Geletka  
*Interim Associate Vice President for Facilities Management*

Ms. Helen Kennedy  
*Associate Vice President for Human Resources*

Ms. Susie Sink  
*Associate Vice President for Finance*

Mr. Sam Phillips  
*Interim Assistant Vice President for Administration*

Mr. Tom Borellis  
*Director of Student Housing Development*

Mr. Bob Bowser  
*Director of Procurement Services and Central Stores*

Mr. Samuel Clutter  
*Interim Director of Public Safety and University Police*

Mr. Bob Deemer  
*Interim Budget Director*

## UPCOMING EVENTS

Summer Session I Classes End	Friday, July 1
Independence Day	Monday, July 4
Summer Session II Classes Begin	Tuesday, July 5
Summer Session II Classes End	Friday, August 5
Fall Classes Begin	Monday, August 29
Labor Day	Monday, September 5
Grandparents Day	Sunday, September 11
First Day of Autumn	Friday, September 23
Columbus Day	Monday, October 10