



Indiana University of Pennsylvania

ADMINISTRATION AND FINANCE

# A&F NEWS

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# Crime Prevention Works at IUP

By Sam Clutter, Director of Public Safety and University Police

Crime prevention does work at IUP. Part of our strategy for proactive enforcement involves applying crime prevention methods in almost every way we interact with our community. Being proactive isn't always an easy process! In days gone by, police officers were often seen patrolling by foot on a "beat," and in doing so, they became an integral part of their surroundings. Everyone in their patrol zone knew them, from the merchants to the homeowners they interacted with every day. This "beat patrol" idea worked in urban areas and small-town settings as well. It does wonders at IUP!

Crime prevention on a college campus takes a somewhat different form. Interacting with college students in their environment is an ever-evolving process. IUP is a vibrant college campus that brings a diverse cross section of individuals to an area with a rural back-drop and the feel of small-town life.

Students first become acquainted with our officers during the orientation process, where we have an active part in explaining how students can become safe in their environment as they become students at our campuses and in turn become members of the Indiana community. Crime Prevention officers attend orientation sessions to speak to students and their parents about crime prevention topics and strategies that help make students safe while attending IUP.

After students begin their days at IUP, they will meet officers in many different ways during the course of their enrollment. Public Safety officers routinely patrol residence hall facilities and have direct contact with students and Residence Life staff members in the process. This interaction gives the students and staff an opportunity to point out to officers problems that are connected with living in residence facilities. Oftentimes, officers can solve issues proactively, before they become a part of our crime statistics. Public Safety officers are invited to residence hall floor meetings and routinely put together discussions and presentations on topics such as personal safety, sexual assault prevention, alcohol and drug abuse, and many other topics as well.

The presence of a uniformed police officer accomplishes great things for community members in a college environment. Parents feel comforted by an officer's presence during the difficult times of move-in, when the fall semester is new. Parents often comment that the presence of an officer gives them peace of mind when they leave their student behind, often for the first time for the parent and the student. They also acknowledge and expect that they can get answers to their questions from a police officer. Our officers are instructed to remain vigilant and calm in the presence of the public and to maintain a presence that is not only reassuring to our community, but a resource to go to 24/7.

Sgt. Tami Cramer is our officer currently dedicated to crime prevention efforts. Although all of our officers operate in a proactive, crime-prevention mode, Sgt. Cramer is tasked with programs and presentations and community interaction with other agencies that define our department's effort at crime prevention. She is a 16-year veteran of the department and is an integral part of what makes our system user friendly. Please take the time in the future to introduce yourself to Sgt. Cramer and her fellow officers and let them explain our efforts at making IUP a safer place to live, learn, and work.



Sgt. Tami Cramer

# IUP Budget Office, Financial Operations, and Bursar's Office Gone BAD!

By Rick White, Director of Financial Operations

That's right. The IUP Budget office, Financial Operations, and Bursar's office went BAD this year: **B**udget and **A**ccounting **D**irectors meeting, that is.

The Budget and Accounting Directors meeting is held twice per year, typically in State College, and provides the budget directors, accounting directors, and bursars of PASSHE universities and their respective staffs the opportunity to present, receive, and discuss financial and budgetary information that affects the individual universities and PASSHE as a whole. Each fiscal year, one of the PASSHE universities is responsible for developing the agenda, handling the logistics, and managing the meetings in cooperation with the Office of the Chancellor. This rotation is handled in alphabetical order, and fiscal year 2013-14 was IUP's turn at the helm. This year's two BAD meetings were held on October 31, 2013, and May 1-2, 2014.

BAD meetings have historically been held on a Thursday and Friday during November and May, with the meeting running from 1:00 to 5:00 p.m. on Thursday and 8:00 a.m. to noon on Friday. For the October 2013 meeting, IUP broke from tradition and conducted the first video conference BAD meeting. By video-conferencing the meeting over a single day, we were able to save the travel time and costs associated with an off-site event and still produce a quality educational and informational experience.

The fall BAD video conference kicked off at 8:15 a.m., with an opening address by Cornelius Wooten, vice president for Administration and Finance. The rest of the morning followed with a presentation on the Fraud/Waste/Abuse Incident Reporting System; an introduction of Frank Brogan, the new PASSHE chancellor; a presentation on export control and embargoes; and an audit recap by CliftonLarsonAllen, LLP (PASSHE's independent audit firm), including updates on GASB (Governmental Accounting Standards Board) 60 and accounting current developments. The morning went pretty much as planned, except for the fire alarm that forced IUP's participants to evacuate the building. Fortunately the alarm was just a drill, and we were able to rejoin the conference in short order.

The afternoon sessions resumed at 1:00 p.m. with a general accounting discussion, followed by sessions on position budget management, general budget, and 1098-T and other issues. The meeting was brought to a close at 4:40 p.m. with a brief business meeting and closing remarks by Bob Deemer, budget director, and Rick White, director of Financial Operations.

For the spring meeting, we returned to the traditional State College venue to provide additional networking time and give participants the opportunity to focus on the meeting away from the competing demands of on-campus responsibilities. The afternoon sessions got under way at 1:00 p.m., with opening remarks from Susie Sink, associate vice president for Finance, followed by two sessions for all participants: "Reducing Costs and Improving Facilities with Benchmarking and Procurement Efforts," presented by special guest Steve Dupes, assistant vice chancellor for Facilities at PASSHE, followed by a session on System and state initiatives.

Following these presentations, the participants split into two concurrent break-out sessions each for accounting, budget, and bursars. While sessions are designed specifically with the targeted participants in mind, each participant has the option of selecting which break-out sessions to attend.

The accounting sessions included "GASB 68—Accounting for Pensions" and an accounting issues update; the budget sessions included a double dose of "Position Budget Management"; and the bursars discussed "Communicating with Students" and "Form 8300—Reporting Cash Payments over

\$10,000.” The afternoon concluded at 5:00 p.m., following a brief meeting of the combined groups to review the logistics for Friday’s meeting.

Friday got under way as usual with a continental breakfast from 7:15–8:00 a.m. At 8:00 a.m., the combined groups participated in an SAP update. Following the SAP update, a special break-out session was offered to the assistant/associate VPs for a general discussion opportunity while the rest of the participants were treated to a presentation titled “Eat Well...Be Well,” by special guest Diane Wagoner, assistant professor in IUP’s Food and Nutrition Department. A brief refreshment break at 9:40 a.m. permitted attendees to grab a cup of coffee, make quick calls back to the office, check out, catch their breath, and then go back to concurrent sessions at 10:10 a.m.

The next hour provided each group an open forum to discuss items of concern and issues specific to their universities or PASSHE as a whole. Following the open discussion, the budgeteers and accountants were brought back together for a presentation on ethical decision making while the bursars continued at a break-out session regarding student A/R collections and the Office of the Attorney General.

As the saying goes, all good things must come to an end. The spring BAD meeting was adjourned at noon by a brief business meeting to pass the BAD responsibilities to the next university. The fall 2014 and spring 2015 BAD meetings will be orchestrated by Kutztown University.



First Row (L to R): Randy LeBlanc, Tammy Hamilton, Susie Sink, Mistie Blazavich, and Judy Simpson

Second Row (L to R): Tim McCroskey, Barb Ritts, Chris Patterson, Brenda Penrod, Evie Carnahan, Ruth Houser, Lora Lee Bertig, and Bob Deemer

Third Row (L to R): Rick White, Bob Britcher, and Tom Toia



Seated (L to R): Mistie Blazavich, Chris Patterson, Rick White, and Bob Deemer

# Sweet and Sour

By Bill Bracken, Bursar's Office

During Operation Iraqi Freedom, I was given the distinctive honor of commanding an 18-ship aerial refueling formation consisting of two KC-135 aircraft and 16 F-14 Tomcat Navy fighter aircraft. The skies were blue; I was well-rested and ready to slip the surely bonds of earth. Twenty minutes after takeoff, my formation was at 24,000 feet, flying around at 350 miles per hour, and we were ready to begin refueling operations. The first F-14 approached the refueling nozzle when he told me that before he could begin refueling operations today, he needed to know if I was "sweet or sour." What a perplexing question. My wife has been known to call me sweetheart, so maybe I was sweet. On the other hand, my ever-loving children like to occasionally slip Dad one of those sour Warheads now and then, so maybe I was actually sour. One thing was for certain: Despite all of my background, I was now experiencing a communication breakdown.

Today I work in the Office of the Bursar. Bad guys are no longer trying to shoot at me or my aircraft with 200,000 pounds of fuel. But one thing remains constant: In order to better serve my customers, whether in the air or on the ground, communication is the key to a successful outcome. Just imagine if I were to start a conversation with you and say, "I'm having a bad day today. I had to squawk 7700, my receivers were 20 minutes late to the ARIP so I had to do a point parallel rendezvous at the ARCP, I was Mike Charlie at 2345 Zulu, ...and we are out of coffee!" Well, you might understand the coffee part, but everything else may make little or no sense. Now imagine you are speaking to a soon-to-be IUP freshman concerning financial aid or a nervous parent about billing procedures. Words such as FAFSA, holds, and rev screens may make no more sense to them than my words did a few sentences ago. How do we communicate with our customers? Jamie Fleming, an *eHow* contributing author, had the follow suggestions:

1. Demonstrate **understanding**. Take into account your customer's thoughts and concerns. When you speak to a customer, be aware of his/her personality and needs as a customer.
2. **Repeat** the message often. The message to your customer will be successful when you emphasize its most important aspects. Stress important features of your services and products.
3. Be aware of **disruptions**. The most successful communication happens when you have the customer's complete attention. If you're in a public place (like your place of business), be sure to talk one-on-one and away from other conversations. Loud music in your business can drown out ordinary conversation, so avoid it.
4. Provide practical **details**. Give customers information that helps them understand your products and services more fully.
5. **Listen well**. Accurately listening to your patrons is as important as talking to them. Efficient listening is giving careful attention to oral and nonverbal messages. Focus on what your customer is saying and his or her body language.

Follow the above suggestions, and you, too, can be an effective communicator. By the way, Navy aircraft can use two types of fuel, JP4 and JP8. JP4 is the more explosive of the two, and Navy carrier captains only want it on their ships in case of an emergency. So yes, JP4 is considered by the Navy as "sour." As it turns out, I was "sour" on that particular day, and the F-14s left without their fuel. On the positive side, I learned about effective communications, and we found some extra coffee!

Bill Bracken holding his USAF Flight helmet.



# The Central Storeroom—Did You Know?

By Michele Fatora, Supervisor, Central Storeroom

The Central Storeroom is here to fill the everyday supply needs of campus customers. Whether it is supplies for department offices or maintenance supplies, we treat our customers' needs as a priority. We continue to honor our customer service by meeting this standard: If you have your reservation entered into the SAP reservation system by 2:00 p.m., your order will be delivered to your desk the same day or first thing the next morning at the latest. We also offer on-demand delivery services to meet the emergency needs of our customers, as well as a walk-up counter service. But, the Central Storeroom is so much more than just a "storeroom."

## File Storage Service

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

## Theater Storage

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

## Project Storage

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

## Export Control Support

One of our newest services is to provide our campus customers with the necessary Export Control (ECCN) information for their international travel. We supply the necessary labels to our customers with the assistance of Procurement Services and Financial Accounting.

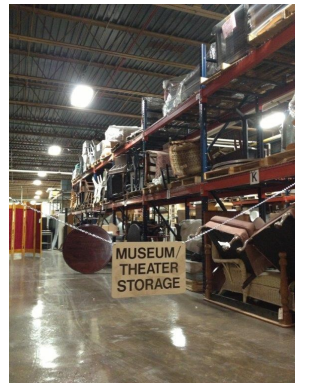
## Delivery Services

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

## Fixed Asset, Inventory Control, and Surplus

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

These are just a few of the services that the Central Storeroom offers to you, our campus customers. Please visit our website at [www.iup.edu/centralstores](http://www.iup.edu/centralstores) for a more detailed list of ALL of our services. We also invite you to stop down at Robertshaw Main Building to visit us and view our areas. Please give us a call at 724-357-4074, and we will be glad to answer any questions you may have.



# **“Saving one animal won’t change the world, but it will change the world for that one animal”**

By Jodie Grigas, Budget Analyst

I wanted to take this opportunity to spread some awareness about the Indiana County Humane Society and some ways that you can help, so that wonderful and loving animals can find permanent homes.

Growing up, I had the pleasure of sharing my home with two dogs we adopted from the Indiana County Humane Society. I was seven years old when we got our first dog from the ICHS. A few years had gone by since my first dog passed away, and my mom finally caved and said we could get a puppy (with the normal stipulations of course: “You will be in charge of feeding it, and walking it, and bathing it”... “This will be your dog, not mine”). Well, you can take a guess at how that turned out. Anyway, she was going to go to the shelter with my grandparents to get our new puppy while we were in school. The school day couldn’t end soon enough. My brother and I jumped off the school bus, ran up the driveway, flung open the door, and were immediately greeted by our newest family member—a two-year-old ball of fluff that was overjoyed to be welcomed into our family. I went on to name him Brutus, a very ferocious name for a dog that resembled Benji. He was part of the family for 18 years. I like to think that we gave him a great life and saved him from the shelter. But, the truth is, he gave more to us than we could ever give to him.

We adopted our second dog when I was in junior high school. I had gone to the shelter with some friends to walk some of the dogs, and I saw this dog that I just had to bring home. He was an older dog, they guessed about nine years old. He had cataracts and limited vision, and you could just tell he hadn’t had an easy life. I knew that my mom, much like myself, had a soft spot for all animals, and if I could get her to come see him, then he would be ours. So, that is exactly what I did. We were just going to go and “look.” No promises. That day, we brought home our new dog, Hobo. It took Hobo awhile to warm up to us. For a long time, if you went to pet him, he would cower in fear. I hate to think that someone may have abused him before he found his way to the shelter and eventually to our home, but it seemed that is what happened. It took some time, but Hobo came around. He fit right in with our family, like he had always been there. We only had Hobo for about six years, but I hope that those six years made up for whatever life he may have had before we found him at the shelter. Brutus and Hobo made our family complete.

I’m sure many of you are aware that the current Indiana County Humane Society, currently located along Rose Street Extension, has long been in need of some repairs. Some of you may not be aware that a new state-of-the-art facility is being constructed along Airport Road. This new shelter will include an adoption center, a surgical room, and an educational/meeting room. This shelter is necessary to meet the needs of animals in our community and will be designed to solve the most critical animal-related issues that face our community, including pet overpopulation, animal abuse, and neglect. Through the generosity of Indiana County residents, local businesses, corporations, and foundations, the new shelter is almost complete. The project is only \$100,000 away from being able to move the animals from the existing out-of-date facility into the new facility.



The ICHS is the only open-door shelter in Indiana County. This means that no pet is ever refused care and a temporary home. To date, the shelter has rescued over 30,000 cats and dogs. I would like to share with you some of the upcoming events that could help to get the animals into this much needed new facility.

- Yappy Hour is held at Benjamin's restaurant every second Thursday, June through September, from 5:00 to 7:00 p.m. It is \$10 admission for half-priced appetizers and any drinks. There will be live entertainment and shelter dogs at the event.
- There was a Cash Bash at Red Barn on August 2. Tickets were \$20 and earned you two chances for the drawing, food, and drinks.
- August 9 was a new event at Whitey's Peetza in Coral called "Disco Infurno."
- There is always a booth at the Indiana County Fair. This year it is the week of August 24.
- September 20 is the annual Cause for Paws Wag-a-Palooza event at Blue Spruce Park. The event is a walk or run around the lake. There are prizes and awards, kids' activities, light refreshments, Sheriff Robert Fyock with his K-9, Bak, and more. Registration begins at 11:00 a.m. Forms are available at <http://incohumanesociety.com/cause-for-paws>.
- There also will be a Demo Derby in October. The date is not yet finalized.

These are just a few of the things that, next time you are looking for something to do, you should think about attending. You would be helping the animals, and it's sure to be a good time. More events and information are always available at the ICHS website:

<http://incohumanesociety.com>.

Finally, the ICHS is always in need of donations of things such as bleach, paper towels, cat litter, animal food, etc. Any donations will be greatly appreciated.



The new facility located along Airport Road

# Homer-Center Boys' Basketball: Wildcats' Winning Season

By Marcella Capitosti, Office of the Bursar

Any parent knows what a joy it is to watch your child grow and excel in any or all activities. After the loss of Jimmy, then our only son, on July 5, 1994, I could never have imagined that, nearly 20 years later, our sons Joe, a senior, and John, a sophomore, would have such a wonderful basketball season. Watching them play together was like having twins. This sport requires a team effort, and it can be challenging when siblings play together.

Coach Bob Rado won his 400th career game on January 22, 2014, with a win over Marion Center, 72-57. Joe received his 1,000th high school career point at the Northern Cambria game. Coach Rado commented, "Capitosti is unselfish, and he is not always looking to score, he is just looking to make everyone better and win as a team." Joe's brother John has taken on the same attributes.

On Saturday, February 1, Homer-Center boys' basketball faced Blairsville at a packed Homer Dome for a fight for the Heritage Conference title. Homer-Center ended up losing 65 to 51, as Blairsville out-shot Homer. This was the largest attendance of any game this season, standing room only, and was definitely not the outcome the Homer boys were fighting for.

"Seven miles, one point" was the caption for the game on February 10. Homer pulled out a victory, 60-59, at Blairsville and had now tied for the Heritage Conference standing. With 15 seconds left on the clock, senior Joe Capitosti was on the free throw line and made one of his two shots to secure the win. After the game, Joe commented, "It is what we have been playing for all season to get the conference first, but we are glad to share it." Joe led the team in points, and his brother John followed with his contribution of points.

February 12, Homer secured its share of the Heritage Conference by winning against Northern Cambria, 87-43, at Homer. Joe scored 27 points and Coach Rado commented, "This is the nicest group of guys I have ever worked with." Homer-Center was seeded third in the District 6 Class A playoffs and soon would face Claysburg-Kimmel.

February 14, Marion Center won over Blairsville, giving Homer-Center the conference championship outright, and Homer-Center no longer had to share the title. Some said it was a dream come true, and I say it was an answer to many prayers.

Winning 72-48 over Claysburg-Kimmel on February 20, with 14 turnovers in the opening half, was not pretty. "Our shots were not falling in," said John Capitosti. Joe and John scored 13 points apiece in the first half to keep Homer afloat. John had a game high of 19, and senior Joe had 16.

Bishop Guilfoyle rallied to beat Homer-Center with a score of 58-53 on February 25 in the District 6 Class A semifinals. Homer worked hard and never quit but in the end, just could not pull it off.

The Homer-Center team was clawing its way to the state District 6 Class A playoffs against Juniata Valley on February 27. Homer dug deep to win 74-62 for the consolation game. Joe stated, "We are always up to the challenge, and we want to get to states and play more games. Every game could be my last, and I am just trying to stay alive."

With an up-and-down season, Homer-Center was able to pull out a 47-45 victory against Elk County Catholic in a PIAA first-round game on March 7. It was Homer-Center's first state playoff win since 2009. Coach Rado commented, "They gave everything they had and wanted to win in the worst way." Joe stated, "I am on cloud nine, and words can't explain how I feel. I have been waiting all year to win a game in states. I love the game so much; I do not want my senior year to end. I told my teammates we may never get this chance to play in states or win." John stated, "We had to prepare differently, and that is what it took." Joe led with 18 points, and John scored the second most with 10 points.

The Homer-Center boys' basketball season came to an end on March 11, with a 94-66 loss to Vincentian Academy in a PIAA Class A playoff game. Homer trailed until the third quarter and came within five points, but Vincentian was too much. Joe scored 18, and John added 9 points. The Wildcats finished 23-4, battling back to win the Heritage Conference Championship for the second straight year and get to the state playoffs. The Wildcats had six seniors: Bryan Buzi, Joe Capitosti, Darren Carr, Anthony Caruso, Robert Della-Pena, and Cody Miller. Coach Rado, in his 35th season of coaching, stated, "I just enjoy being around them, and that is why I coach." The team worked hard, and memories were made, just like a family.



## WELCOME

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

- Rodney Goodlin, custodial worker 1 in Custodial Services, April 7
- Richard Norris, temporary groundskeeper in Grounds Department, April 7
- Roderick Phillips, temporary groundskeeper in Grounds Department, April 7
- Vickie Marshall, temporary groundskeeper in Grounds Department, Punxsutawney, April 8
- Jonathan Long, temporary groundskeeper in Grounds Department, April 9
- Cody Beere, temporary groundskeeper in Grounds Department, April 10
- Glenda Michele Rosborough, custodial worker 1 in Custodial Services, April 21
- John Sickon, Jr., temporary groundskeeper in Grounds Department, April 21
- Gene Taylor, temporary groundskeeper in Grounds Department, April 21
- John Brady, temporary maintenance repairman 2 in Facilities Maintenance, May 5
- R. Michael Brown, associate vice president for Facilities Management, May 5
- Edwin Buterbaugh, temporary maintenance repairman 2 in Facilities Maintenance, May 5
- Timothy Dreischalick, temporary maintenance repairman 2 in Facilities Maintenance, May 5
- Paul Fairman, temporary maintenance repairman 2 in Facilities Maintenance, May 5
- Mark Horvath, temporary maintenance repairman 2 in Facilities Maintenance, May 5
- Terry Johnson, temporary maintenance repairman 2 in Facilities Maintenance, May 5
- Anthony Kline, temporary maintenance repairman 2 in Facilities Maintenance, May 5
- Vernon Leasure, temporary maintenance repairman 2 in Paint Shop, May 5
- Randy Mers, temporary maintenance repairman 2 in Facilities Maintenance, May 5
- Daniel Serian, temporary laborer in OHRL/Maintenance, May 5
- Norman Trimble, temporary electrician in OHRL/Maintenance, May 5
- Jeffrey Tucker, temporary maintenance repairman 2 in Facilities Maintenance, May 5
- Timothy Vadasy, temporary maintenance repairman 2 in Facilities Maintenance, May 5
- Harold Wetzel, temporary maintenance repairman 2 in Facilities Maintenance, May 5
- Peter Yacovone, temporary maintenance repairman 2 in Facilities Maintenance, May 5
- Michael Yanity, temporary maintenance repairman 2 in Facilities Maintenance, May 5
- David Zik, temporary maintenance repairman 2 in Facilities Maintenance, May 5
- Tamara Barrow, temporary custodial worker 1 in Custodial Services, May 9
- Vicki Black, temporary custodial worker 1 in Custodial Services, May 9
- Robert Cessna, temporary custodial worker 1 in Custodial Services, May 9
- Trentin Davis, temporary custodial worker 1 in Custodial Services, May 9
- Michael Decker, temporary custodial worker 1 in Custodial Services, May 9
- Misti Durante, temporary custodial worker 1 in Custodial Services, May 9
- Andrew Rusko, temporary custodial worker 1 in Custodial Services, May 9
- David Woodward, Jr., temporary equipment operator A in Grounds Department, May 12
- William Abner, temporary custodial worker 1 in Custodial Services, May 13
- Steve Wagner, temporary laborer in OHRL/Maintenance, May 19
- Andrew Lightner, maintenance repairman 2 in Facilities Maintenance, May 27
- Brittni Hickey, temporary custodial worker 1 in Custodial Services, June 3
- Beth Shearer, faculty/administrative employment manager in Human Resources, June 16
- Kellie Kunkle, temporary custodial worker 1 in Custodial Services, June 17
- Phillip Levri, security officer 1 in Public Safety, July 28
- David Moody, equipment operator A from Grounds to Central Storeroom, August 11
- Craig Bickley, associate vice president in Human Resources, August 25

