



A&F NEWS

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Welcome to the Park!

By Mike Brown, Associate Vice President for Facilities Management and
Tom Borellis, Special Assistant to the Vice President

IUP is constantly growing and changing as old buildings are torn down and new buildings are put up. Another kind of change is being planned for campus, and this one has to do with the use of outdoor space. A new park is in the planning stages. This park will be located on Grant Street, between Eleventh Street and Pratt Drive, and it will be called the Grant Street Park.

The area was closed for the construction of the Humanities and Social Science Building. After completion of the new building, the IUP administration has decided to keep this section of Grant Street closed to vehicular traffic. This will provide the opportunity for the creation of the park. The area will be a student-driven space, providing sort of a student playground. Some possible activities in the park will be:

- Volleyball (sand or hard)
- Bean Bag Game
- Human Scale Chess and Checkers
- Miniature Golf
- Banner Poles
- Open Space for Activities and Sales
- Tents
- Picnic Tables and Picnic Areas
- Basketball
- Hopscotch
- Badminton
- Sand Beach
- Fitness Center (outdoors)
- Stage
- Food Truck
- Bike Parking and Service

The activities will vary with time. If an activity is successful, it will remain; if not, a new activity will replace it. This will be a student-use decision.

Large planters will be placed to define the activity spaces and bring green to the area. Activity announcement banners will add color to the area as well as advertising events. Existing asphalt may be painted with large graphic designs created by students.

Another section of the park, will be considered the "passive" area. This area will be more park like. There will be lawn areas, more plantings, benches, tables, and chairs. Student sculptures could also be placed throughout. The main feature of the passive area will be the salvaged door arches from Keith Hall, which will remind everyone of some of the history of the IUP campus. Here is a space for just sitting in the grass or playing a game of Frisbee.

The project will take into consideration access for all emergency vehicles. The entire length of Grant Street Park will have a minimum 15-foot wide clear access. This access will be better defined as the project moves into the implementation phase.

In the months ahead, IUP will be meeting with facilities planning consultant, Smith Group JJR, to solidify the design of the park and begin to prepare documents for implementation. You may be asked to participate in a workshop to determine the actual program for the park. In the meantime, if you have an activity that you might like to stage in Grant Street Park, let us know.

Sole Source Contract Certification

By Terry Breslawski, Director of Procurement Services and Central Stores

In the work of Procurement Services with campus customers, questions and inquiries are received about the use of a Sole Source Contract Certification (Sole Source).

The primary goal of state procurement is to competitively bid for goods and services. This benefits the university in obtaining the best products and services at the best value. Competitive buying also enables an open marketplace that helps vendors assess their ability to offer the best value proposition. While nobody likes to be second, good vendors will learn from these events and work on improving what they offer.

In some circumstances, it may not be in the best interest of the university to invest time and resources into a bidding event. Some limitations include total spending of the buying opportunity, the number of competitors available to bid, particular critical requirements imposed by regulation, the type of work to be done, or exclusivity of third party manufacturers (authorized dealers and service providers). A sole source document is the mechanism approved by procurement law to authorize an exception to a normal bidding process.

Every Sole Source requires identification of the vendor and the goods or services being sought, as well as the total amount of funds to be budgeted. The person requesting the exemption must justify the circumstance and reasoning for the non-competitive purchase. The university legal team will prescreen the request and justification for validity and legality. The request must then be approved by the vice president for Administration and Finance, the President, and University Legal. If the amount of the request is greater than \$50,000, additional approvals must be given by the state. Once approved, the process of contracting the goods or services can begin.

A Sole Source cannot be identified to discriminate against a competitive buying opportunity or to avoid a competitive bidding process, such as an RFP. This approach is seen as an exception to a normal procurement process.

Procurement Services serves to support the Sole Source process in an advisement and facilitation role. Please consult with the department prior to drafting a Sole Source document. We can help determine if this is the correct process and answer questions about the process itself.

Ethics in Accounting and Business

By Rick White, Director of Financial Operations

What are Ethics? According to the *Merriam-Webster Dictionary*, ethics are the rules of behavior based on ideas about what is good and bad. Alternatively, Richard Paul and Linda Elder, of the Foundation for Critical Thinking, define ethics as “a set of concepts and principles that guide us in determining what behavior helps or harms sentient creatures.” (1)

As employees of IUP and Pennsylvania’s State System of Higher Education, we are given the special status of being part of Pennsylvania’s public employee workforce. Because of this, we have a fiduciary responsibility to the citizens of Pennsylvania to ethically perform the business affairs within our areas of responsibilities with honesty, integrity, and transparency.

To assist us in fulfilling these responsibilities there are many laws, regulations, and policies in place to provide guidance on what the public demands and the penalties associated with non-compliance. Following is a listing of some of this guidance:

- Act 170 of 1978 as amended by Act 9 of 1989, 65 P.S. §401 *et. seq.* file financial disclosure statements.
- Commonwealth of Pennsylvania GOVERNOR'S OFFICE MANAGEMENT DIRECTIVE 205.22 - financial disclosure.
- Office of the Chancellor Procedure/Standard Number 2013-15 Relationships with Affiliated Entities June 14, 2013 - prohibits the use of Commonwealth resources, including personnel, supplies and equipment, for the pecuniary benefit of affiliated entities.
- Act 1988-101 Municipal Waste — Ethics disposal & recycling.
- Commonwealth Legal — Contracts Manual - As Commonwealth employees, no situation must exist within the scope of your employment in which personal gain is achieved and/or the violation of the public trust occurs.
- Act 451 1957 State Adverse Interest Act. — Not just perception, an act to enrich one’s personal benefits by the detriment of another.
- Adverse Interest Act 71 P.S. §776.1 *se. r.eq.*, this statute prohibits an adverse interest by state employees. A state employee is defined as an appointed officer or employee in the service of a state agency and also receives a salary or wage for such service, 71 P.S. §776.2(0) The term Adverse interest is defined as a party to a contract, other than the Commonwealth or State agency, or a stockholder, partner, member, agent, representative or employee of such party, 71 P.S. § 776.2(4). Contract is an agreement for the acquisition, use or disposal by a State agency of *services* or of supplies, materials, equipment, land or other personal or real property, 71 P.S. §776.0.
- IUP Procurement Services Code of Ethics.
- PA State System of Higher Education Board of Governors POLICY 1998-04-A: PROCUREMENT OF GOODS, SERVICES, SUPPLIES, AND CONSTRUCTION Adopted: October 8, 1998 Amended: April 8, 2004 Comply with the provisions of the Code, Board of Governors' policies, and all applicable collateral statutes, including, but not limited to, the Prevaling Wage Act, Separations Act, Steel Act, State Adverse Interests Law, and Ethics Act, when contracting for goods, services, supplies, and construction.
- Act 57, Title 62 Procurement Code - CHAPTER 23 - ETHICS IN PUBLIC CONTRACTING. 1980-18-Code of Conduct Executive Order of the Governor
- Other Management Directives
 - 205.9 - Code of Conduct Statement of Financial Interest – Filing 12/11/2013
 - 205.10 - Financial Disclosures Required by the Public Official and Employee Ethics Act 12/11/2013

- 205.12 - Financial Disclosures Required of Former Employees by the Public Official and Employee Ethics Act 03/27/2014
- 205.14 - Prohibition of Activities Not Specifically or Directly Connected with the Official Business of the Commonwealth on Commonwealth Property 11/21/2011
- 205.15 - Membership in Associations, Organizations or Societies 2/9/2006
- 205.16 - Compliance with the Whistleblower Law, Act 1986-169 11/22/1995

In addition to the laws and policies of the Commonwealth, the accounting profession has established extensive standards and guidelines for the reporting and auditing of financial information and the standards of conduct appropriate for accounting professionals. These rules are embodied in Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), Generally Accepted Governmental Auditing Standards (GAGAS), the AICPA Code of Professional Conduct, and many other professional organization membership standards.

You might be wondering, Why do we need to be concerned about all these laws, rules, policies, and standards? First, as professionals, we are held by society to a high standard of moral and ethical conduct to always act in the best interest of our clients, employers, and the public, even if such acts are, to our own, or their detriment. Second, as public employees, we have a fiduciary responsibility to the public to ensure public resources are properly used and protected.

When these standards are not strictly upheld, both the public and private individuals can be financially damaged. Those failing to meet these standards may be reprimanded, fined, and/or incarcerated.

The potential for ethical misconduct has been pushed to the forefront of the accounting profession by a series of failures (frauds) that have occurred since 2000 (at least 47 major cases), which has generated damages into the billions of dollars. Specific high profile frauds include Enron (2001), Tyco International (2002), WorldCom (2002), HealthSouth (2003), and Bernard L Madoff Investment Securities (2008).

In response to these events, legislation has been enacted around the world to strengthen and increase the ethical conduct requirements placed on the accounting profession. The United States enacted the Sarbanes-Oxley Act in 2002 and replaced the Public Oversight Board with the Public Company Accounting Oversight Board. Additionally, the PA State Board of Accountancy has modified continuing education requirements for CPAs to include specific course content addressing ethical conduct.

If you would like to learn more about how ethical professionals can get caught up in the consequences of unethical behavior, there is an internet video presentation by Winston Smith, the former CFO of HealthSouth, discussing how he and his staff got caught up in one of the largest frauds in U.S. history. This video may be viewed at <http://danielsethics.mgt.unm.edu/videos/ethics-instructional-videos.asp>.

(1) (2006) The Miniature Guide to Understanding the Foundations of Ethical Reasoning by Richard Paul and Linda Elder. United States: Foundation for Critical Thinking Free Press. (Wikipedia)

Lost Hound, Now Found!!!

By Mistie Blazavich, Budget Office

Beagles love to run, and our puppy Charley is no exception. She is almost 2 years old and has been taught by her older "sister," Mina, the joys of breaking out of the fenced-in yard and investigating the great big world around her. However, this summer she began an adventure that taught her family what a wonderful area we live in.

The beagles taking a jaunt around the hill behind our house was not unusual. We don't permit them to run, but on occasion they would break free. This is what occurred on Saturday afternoon, August 20. We called to her and drove around the area looking for her. However, once 10:30 p.m. rolled around, and there was still no Charley, I knew we needed backup. She had never been gone this long, we had a rainstorm, and folks were target-shooting near our home, which she is not used to. I immediately posted the alert to my Facebook page with a picture, and many folks picked up the lead from there. On Sunday, we began making "lost" posters and placing them at the usual spots: the town store, post office, ice cream shop, etc.

We also spoke with the Indiana County Humane Society and Four Footed Friends. These folks are great if someone finds your pup and turns it over to a shelter. If you provide a description, they will be on the lookout for pets that match those that are missing.

The Dog Warden is also a valuable resource as well. Indiana County's warden is Bonnie Coleman. Her phone number is 724-639-0319, and once she receives a report she will stay alert when she is in an area where there is a missing pet. She also recommended that I speak with the area vets, in case Charley had been in an accident and a good samaritan had taken her for medical treatment.

After alerting the veterinarians in our area, specifically Veterinary Clinic of Indiana and Indian Springs Vet Clinic, I found out that the Indian Springs Clinic also has its own Facebook page where they will provide information on missing pets.

Additionally, there are some other great Facebook sites:

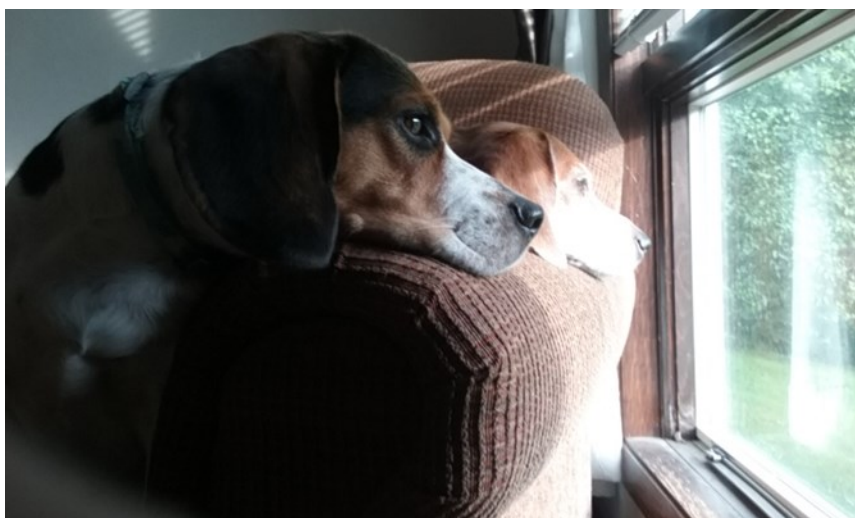
1. Indiana, PA Area Facebook Flea Market: Wanted, For Sale, or Free — This page allows you to post items for sale, in search of, or freebies. However, they do not permit you to sell animals, but you are allowed to post lost and missing pets.
2. Indiana County, PA Lost and Found Pets — This page is all about missing and located pets. There are pages set up for most of the counties around ours as well. This was another page which really helped spread the word about Charley.

Finally, we decided to place ads in The Indiana Gazette and The Horse Trader. We felt these publications would get to some households in our area that we could not reach personally. These folks were great and relatively inexpensive to place an ad.

After a few days of not hearing any news, not receiving any phone calls, and no sightings of her, we were losing hope. Tons of people knew about our missing pup, and every time someone mentioned that they heard about her and were keeping an eye out, it made us feel better. Some beagles are known to run 15 miles in a night, so I was beginning to plan how to

broaden our search. As I was getting ready for work on Thursday, August 25, our phone rang. A gentleman reported that he was walking a back road about one mile from our home and saw a beagle and called to her but she disappeared. My husband and I grabbed our other beagle and dashed to the location. After about 15 minutes of making Mina bark, Charley came back to her big sister. We were thrilled to get her back, she suffered no injuries, and somehow learned to chase rabbits during her adventure. The new rule at the Blazavich house is that the beagles must be tied up if they are outside.

My best advice if your pet ever goes missing is to get the word out quickly. Hopefully some of the information that I provided will be helpful. There is also a useful list of information from the Indiana County Humane Society at <http://incohumanesociety.com/lost-found-pets/>.



Personal Emergency Preparedness

By Kevin Thelen, Director of Public Safety and University Police

The Department of Public Safety would like to remind everyone that personal emergency preparedness for disasters is a critical component for survival of the event and mitigation of the after-the-fact impacts of the event. The month of September was dedicated to emergency preparedness. The department website contained weekly themes throughout the month of September. As a reminder, please use the following checklist from FEMA to prepare yourself and your family for emergency situations.



Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses**
- Infant formula and diapers**
- Pet food and extra water for your pet**
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container**
- Cash or traveler's checks and change**
- Emergency reference material such as a first aid book or information from www.ready.gov**
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.**
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.**
- Household chlorine bleach and medicine dropper** – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher**
- Matches in a waterproof container**
- Feminine supplies and personal hygiene items**
- Mess kits, paper cups, plates and plastic utensils, paper towels**
- Paper and pencil**
- Books, games, puzzles or other activities for children**



Recommended Items to Include in a Basic Emergency Supply Kit:



Water, one gallon of water per person per day for at least three days, for drinking and sanitation



Food, at least a three-day supply of non-perishable food



Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both



Flashlight and extra batteries



First aid kit



Whistle to signal for help



Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place



Moist towelettes, garbage bags and plastic ties for personal sanitation



Wrench or pliers to turn off utilities



Can opener for food (if kit contains canned food)



Local maps

Kovalchick Complex News

By Kristen Kaltreider, Marketing Manager

The start of the 2016 school year is now in full swing. We are pleased to welcome a new team member, Kristen Kaltreider, as our Marketing Manager. Kristen is a spring 2016 graduate of IUP with a bachelor's degree in marketing. During her time at IUP, she worked part-time at the Kovalchick Convention and Athletic Complex for two years. After graduation, Kristen worked full-time in the marketing department at S&T Bank.

"My internship at the Kovalchick Convention and Athletic Complex taught me that I had a passion for the industry and made me realize what I wanted my career path to be," Kristen said. "I'm excited to be back and look forward to the many events we have in store this year."

This school year, there will be many shows taking place at the Kovalchick Complex. Tickets are available at www.iuptix.com or at the Kovalchick Complex Box Office.

We are happy to announce our new series, "Live on Pratt!" This six-show series will take place in the Toretti Auditorium:

- * **The Association**—Thursday, October 20, 7:30 p.m.
- * **Shanghai Acrobats**—Wednesday, November 16, 8:00 p.m.
- * **Church Basement Ladies**—Tuesday, November 22, 2016 at 2:00 and 7:00 p.m.
- * **Caroline Rhea**—Saturday, February 18, 8:00 p.m.
- * **Classic Albums Live**—Thursday, March 9, 7:30 p.m.
- * **Leon Russell**—Friday, April 21, 7:30 p.m.

The IUP football team had its first home game on October 1, against Seton Hill, at 4:00 p.m. There are some great promotions and giveaways happening this year. We are offering free texting gloves to the first 250 students at the October 22 and November 5 games. We are bringing back our Li'l Hawks Club for children in eighth grade and younger. They will receive half-off on admission to all home games and received free admission for the homecoming game on October 15. Be sure to come say goodbye to the seniors on November 12, as that will be the last home game of the regular season.





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

- Stacy Nemcheck, from clerk 2 in Police/Dispatch to clerk 2 Postal Services, September 3
- Justin Costello, from equipment operator 2 in Afternoon Maintenance to equipment operator A in Grounds, October 1
- Tyler Zolocsik, utility plant operator 2 in the Cogeneration Plant, October 3

Human Resources Supporting Our Community

By Craig Bickley, Associate Vice President for Human Resources

The staff in Human Resources once again will be leading efforts in support of cancer research and the Indiana Relay for Life. This year, the planning committee will be teaming more closely with the student relay staff to maximize the university's impact and contribution to the cause. Additionally, staff recently attended the United Way Kickoff Celebration hosted by the Park Inn. As you can see from the picture, the event had an 80's theme and the Human Resources team is not too shy to jump right in.



Human Resources Team at the United Way Kickoff Celebration (Left to right): Brittany Weaver, Craig Bickley, Brittany Davis, and Lorie Albright

Management Team Administration and Finance

Dr. Cornelius Wooten
Vice President

Mr. Craig Bickley
Associate Vice President for Human Resources

Mr. Mike Brown
Associate Vice President for Facilities Management

Ms. Susie Sink
Associate Vice President for Finance

Mr. Sam Phillips
Assistant Vice President for Administration

Mr. Tom Borellis
Special Assistant to the Vice President for Special Projects

Mr. Terry Breslawski
Director of Procurement Services and Central Stores

Mr. Bob Deemer
Budget Director

Mr. Kevin Thelen
Director of Public Safety and University Police

UPCOMING EVENTS

Daylight Saving Time Ends	Sunday, November 6
Election Day	Tuesday, November 8
Veterans Day	Friday, November 11
Thanksgiving Recess: No Classes	Monday, November 21— November 27
Thanksgiving	Thursday, November 24
Classes End	Monday, December 12
Commencement	Saturday, December 17
New Year's Day	Sunday, January 1