



# A&F NEWS

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## IN THIS EDITION...

"New Year, New You"	2
Meet Kathy Lucas	3
Fire Safety Considerations for University Students	4
Tips and Tricks for Spring Cleaning Season	6
Busy Time for IUP Post Office	8
Welcome	8



# **"New Year, New You"**

By Susanna Sink, Associate Vice President for Finance

*"There is nothing noble in being superior to your fellow man;  
true nobility is being superior to your former self."*

*Henry David Thoreau*

The New Year is a time when many people resolve to make changes to improve themselves. From small pledges such as "I'm going to finally clean out the junk drawer," to big promises like "I'm going to finally start working out," many people see the New Year as an opportunity for transformation. Despite believing that these changes would improve their lives, the reality is that many people find their resolution difficult to keep. As a result, many resolutions are abandoned before the end of January. Below, are a few common New Year's resolutions and some tips on how to follow through to achieve success.

One of the most common New Year's resolutions is to make healthier choices. From changing one's diet to becoming more active, many people pledge to change their habits to improve their health. There are a few small steps that you can take to help you follow through with your resolutions for better health. First, team up with a friend or two for support. Share your health and fitness goals, make plans to work out together, or share healthy recipes. Second, take advantage of the resources in your community to help you commit to better health.

Another common New Year's resolution is to become more involved in the community. Donating time or money to better the world around us is a fulfilling practice, but it's not always easy to know how or where to start. First, choose a cause that is meaningful to you. Next, check out the list of organizations in your community that are in need of volunteers or donations. Charitable organizations frequently host fundraising events. These are great opportunities to become involved by participating in a fun event that raises money and awareness for a cause. Check out a local calendar of events for dates and times of local charitable events.

Many people also pledge to spend more time with their friends and family in the New Year. It can feel like an insurmountable challenge to find more time in the day after fulfilling all of our daily obligations, but it's possible. The key is to acknowledge the importance of making time for the people we love. Yes, it might make life easier to stay late at work to finish that project, and of course, someone has to run the household errands and complete the household chores. However, relationships must be tended or they will wither and fade.

You can turn some of those obligations into a chance to spend time with loved ones. Make a family trip to the grocery store a game by giving everyone a list, and the first to collect all of their items wins. Cook dinner, clean the house, or do laundry as a family. Meet a friend for coffee and spend time working together, or at least in the same space. You could also carve out some time each week and dedicate it to a special family tradition, like movie night, or to catching up with the friend you wish you could see more often. It doesn't matter what you do together, as long as you're making it a priority to be together.

In the end, what matters most is that we feel as though we've made progress toward the goals that we've set for ourselves and that we're trying to become better.

Remember that even small steps toward our goals should be celebrated as a success because we've become greater than our former selves.

## Meet Kathy Lucas

By Kathy Lucas, Procurement Services

Hi! My name is Kathy Lucas, and I am a purchasing agent in the IUP Procurement Services department. I have been with IUP since October 2016.

I reside in Rural Valley with my husband, Doug, my great dane, Abby, and our cat, Coriander. I also have a son, Tyler, who lives in Ford City.

I got my start in the world of procurement in the late 1980s as a purchasing agent in the automotive industry. I guess you could say that I grew up in manufacturing, having spent almost 15 years in this capacity, as a PA to a senior purchasing agent, and on to becoming a corporate purchasing manager. After weathering the storm of plant closures and many manufacturing facilities moving out of the United States, I landed in health care. I started as a purchasing agent in a hospital and eventually moved on to home health care, where I have spent the past 14 years as a senior purchasing agent.

Although my career keeps me very busy, I do make time for activities and causes that are important to me. I foster and adopt great danes. The latest love of my life (*sorry Doug!*) is Abby. She is a 12-year old brindle great dane that I fostered when she was 18 months old. Within months of becoming Abby's foster parent, I adopted her as my own. Abby is a part of our family and is a true best friend.

My husband and I also cater and DJ parties and events for our families and friends. This keeps us hopping most weekends. It is a lot of work, but it is satisfying for us to see everyone enjoy the food and the music.

I am also president of a nonprofit organization called Valley Jam. Two years ago, a few of my friends asked if I would help organize an event to raise money for United Cerebral Palsy. Together, with our wonderful families, great friends and generous local businesses, we pulled together a golf outing and outdoor concert — and Valley Jam was born! The first event, in August 2015, was so successful that we organized a second one a year later. In the past two years, Valley Jam has raised almost \$17,000 that we have been able to donate to two charities that directly assist people within our community. We look forward to another rewarding fundraiser in August 2017.

In conclusion, I am happy to be a part of the IUP family. I am anxious and ready to serve the IUP community as a part of the procurement services team.



# Fire Safety Considerations for University Students

By Kevin Thelen, Director of Public Safety and University Police

A report on campus-fire fatalities from the years 2000 through 2015 was recently released, and it provides a summary analysis of the causal factors behind the fire deaths of college students. The Center for Campus Fire Safety used data from on campus residence halls, family housing, college-owned off-campus student dwellings, and off-campus residential dwelling units that were located five miles or fewer from the campus that the student attends (includes rented houses, duplexes, apartments, rooming houses, or privately-owned residence halls) to compile the findings.

The goal of the report was to: 1) reveal the factors that lead to unnecessary fire deaths of college students, and 2) provide comprehensive information about campus fire fatalities to university fire/public safety officials and local fire and emergency service organizations that serve these institutions, so they can better plan to reduce and prevent injuries and deaths on college campuses in the future.

Some findings of the study are:

- During the last 16 academic years, there have been 85 fatal fires in student housing (as described above) resulting in 118 fatalities — an average of approximately seven per school year.
- **An astonishing 94 percent of fatal campus fires took place in off-campus housing.**
- Smoke alarms were either missing or had been tampered with (disconnected or battery removed) in 58 percent of fatal campus fires.
- Fire sprinklers were not present in any of the 85 fatal campus fires.
- A disproportionate number of fatal campus fires occurred on the weekend: 70 percent on Friday, Saturday, and Sunday.
- Males were more likely than females to die in campus fires, accounting for 67 percent of all victims.
- Alcohol was a factor in 76 percent of all fatal fires (fires where at least one of the students was drinking and, according to reports, legally drunk, which is at or above 0.08 blood alcohol concentration.)
- Smoking (29 percent) was the leading cause of fatal fires in campus housing, followed by intentional actions (16 percent), electrical (11 percent), and cooking (9 percent), with 18 percent of the fires classified as cause undetermined.
- The adage “nothing good happens after midnight” rings true for fatal campus fires, with 73 percent occurring between midnight and 6 a.m.
- April was the peak month (13 percent) for fatal fires in campus housing, with January, May, and October at 12 percent each. Predictably, the least number of fires occurred in June, July, and August when there are fewer students enrolled in colleges and universities.

As noted in the following attachment from the Federal Emergency Management Agency (FEMA) and the National Fire Protection Association (NFPA), home fires occur more in winter than in any other season.

The IUP Department of Public Safety encourages everyone to educate yourself and others you may reside with about fire safety.



# PUT A THERMOMETER ON FREEZE WINTER FIRES

Home fires occur more in winter than in any other season. As you stay cozy and warm this winter season, **be fire smart!**

**Half of all home heating fires** occur in the months of



Keep portable generators outside, away from windows, and **as far away as possible from your house.**

**Install and test** carbon monoxide alarms at least **once a month.**



Have a qualified professional clean and inspect your chimney and vents **every year.**

Heating equipment is involved in **1** in every **6** reported **home fires** and **1** in every **5** home fire deaths.



Store cooled ashes in a tightly covered metal container, and keep it outside at least **10** feet from your home and any nearby buildings.



Keep anything that can burn at least

**3** feet from any heat source like fireplaces, wood stoves, radiators, or space heaters.



Plug only **1** heat-producing appliance (such as a space heater) into an electrical outlet at a time.



For more information on how to prevent winter fires, visit [www.usfa.fema.gov/winter/](http://www.usfa.fema.gov/winter/) and [www.nfpa.org/winter/](http://www.nfpa.org/winter/)



# Tips and Tricks for Spring Cleaning Season

By Barb Ritts, Budget Office

It's that time of year again—people either love it or dread it, **SPRING CLEANING!** If you set out to clean your house from top to bottom, then you will most likely exhaust yourself long before you've achieved your goal. Instead, concentrate on the high-traffic rooms. Usually this means the kitchen and bathroom, plus the living room, den and any rooms that visitors might see. Decide what needs done in each room and collect some key cleaning tools.

So you won't feel overwhelmed, estimate the total number of minutes you can spend on housecleaning, and divide it by the number of rooms you want to tackle. Subtract five minutes from that to leave yourself a little cushion of time and set a timer. Start with the dirtiest or the most-used area. Begin with tasks that are at or above eye level, leaving the floor for last.

The **kitchen** is a good place to organize cabinets, the pantry, freezer and refrigerator. Sanitize cutting boards and sharpen knives. Clean small appliances and clean the oven. Most likely the floor can always use a good washing.

As for the **bathroom**, be certain to throw away any expired medications and unused cosmetic products. Check grout lines for resealing, shine faucets and other metals as well as the usual cleaning of sinks, showers, bathtubs and toilets.

**Living** and **dining rooms** are a good place to declutter books and magazines and clean electronics carefully. Wash curtains, ceiling fans and dust pictures and lamp shades.

In the **office** or **den**, organize files on your computer, delete all unnecessary programs and apps. Consider donating unused gadgets and clean the computer keyboard. If time allows, scan your computer for viruses.

A **bedroom** can be as quick as decluttering your wardrobe shelves and drawers. Throw away, or better yet, donate your old clothes, books, and things you don't use any longer. Wash curtains, dust lamps, picture frames, and furniture. Wash bedding and freshen up mattress and pillows.

If you have **pets**, now is a good time to clean their toys and feeding areas thoroughly. They will certainly love you for the effort.

To help with spring cleaning, here are a few natural cleaners you may not even know existed:

**RICE**—Can be used to clean the inside of a vase or thin-necked bottle. Fill three-quarters of the vessel with warm water and add a tablespoon of uncooked rice. Cup your hand over the opening and shake vigorously.

**TEA**—Brew a few pots of strong black tea to use for cleaning rusty garden tools. Soak the tools for a few hours in a bucket of cooled tea. Wipe each with a cloth, but remember to wear gloves, or your hands will be stained.

**GLYCERIN**—Will remove dried wax drippings from candlesticks. Peel off as much candle wax as possible, then moisten a cotton ball with glycerin and rub until clean.

**WHITE BREAD and KETCHUP**—Use the bread to dust oil paintings. Gently dab a slice of bread over the surface to pick up dirt and grime. Ketchup will remove tarnish from copper and brass cookware. Squeeze ketchup onto a cloth and rub on pots and pans. They should go back to their coppery color in just minutes. Rinse with warm water and dry with a towel.

**CLUB SODA and HYDROGEN PEROXIDE**—Shine a scuffed stainless steel sink using a cloth dampened with club soda, wipe dry with another clean cloth. Hydrogen peroxide works well to disinfect a keyboard. Dip a cotton swab in hydrogen peroxide to get into the smaller spaces.

**RUBBING ALCOHOL**—Use it to erase permanent-marker stains from finished wood floors or solid surface countertops. Pour rubbing alcohol onto a cotton ball and apply.

**CORNSTARCH**—This simple kitchen item will clean grease spills on carpets. Pour cornstarch onto spots and let sit for up to 30 minutes before vacuuming.

Here is a recipe for a natural miracle cleaner, no toxic products:

- 1 part Dawn dishwashing liquid (the original blue kind)
  - 2 parts hydrogen peroxide
- Mix together and pour directly on a stain or use from a spray bottle

Another natural, non-toxic homemade floor cleaner that cleans more than just floors is:

- 1 cup water (distilled water is best)
- $\frac{3}{4}$  cup vinegar
- $\frac{1}{2}$  cup alcohol
- 2-3 drops of dish soap
- 5-10 drops of essential oils such as lavender, orange, tea tree or peppermint (all optional)

Mix in at least a 20-ounce spray bottle. Spray cleaner on floor or other surface and wipe with a microfiber cloth.

Did you know that Baking Soda and Vinegar is a chemical-free way to unclog a drain?

- Pour  $\frac{3}{4}$ -1 cup of baking soda in the drain.
- Pour  $\frac{1}{2}$  cup vinegar in the drain and immediately cover the drain (using a plate or lid) as you want to keep everything inside the drain. Leave it sit for about 30 minutes. Run hot water through the pipes for 2 to 3 minutes. Repeat for really tough clogs.

Baking Soda and Vinegar can also be used to freshen a drain.

- Mix  $\frac{1}{2}$  cup baking soda with  $\frac{1}{4}$  cup table salt and pour down drain
- Follow by pouring 1 cup of heated vinegar down the drain. It will foam and bubble. Let it sit for 15 minutes then run hot tap water for 1-2 minutes.

It's been said that a clean home is a happy home, so send that dirt, those germs and all that clutter packing, do some spring clean-up—and enjoy the season.





## Busy Time for IUP Post Office



Dave Wilson has been diligently working on bulk mailing being sent out by various departments on the IUP campus. Two weeks into the Spring 2017 semester, over 85,000 pieces were processed and sent out.



Craig Peterson has his work cut out for him. This picture shows Craig in the middle of some of the over 1,000 packages that were received on Monday, January 30.

*Welcome*

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

Kathy Lucas, purchasing agent 1 in Procurement Services, October 24

### 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 Begins	Sunday, March 12
Spring Break: No Classes	March 13—March 19
St. Patrick's Day	Friday, March 17
First Day of Spring	Monday, March 20
Classes End	Friday, May 5
Graduate Commencement	Friday, May 12
Undergraduate Commencement	Saturday, May 13
Mother's Day	Sunday, May 14