



The Staff Circuit

Fall 1993

Written By and For The Employees of I.E.E.E.

A LETTER FROM THE GENERAL
MANAGER AND EXECUTIVE DIRECTOR

JOHN H. POWERS

A Busy Summer

The summer is usually associated with vacation and leisure time, but the past few months have been very busy for the IEEE staff. Some key highlights include:

PISCATAWAY EXPANSION

We began to move into and use our new facilities. In August, the Conference Center hosted the first Board of Directors series of meetings ever held at an IEEE facility. Thanks to the efforts of many of the staff, it was a great success. Now that we have first class conference space, Piscataway will be used much more frequently for volunteer and staff meetings. During the summer, the warehouse and shipping operations moved into their new space in Building 3. This fine facility will serve our storage and distribution needs for many years to come. In September, we began our initial moves into the new office space in Building 3 as well as rearranging some of our existing space to prepare for the relocations from New York.

INFORMATION SYSTEMS

After a lot of hard work, long days, and weekends for the IEEE-ORACLE team, we are beginning to implement our new order processing and membership systems. Once the data conversion, testing and training are completed, we will begin to benefit from the enhanced functions that we have long awaited.

FINANCIAL ADVANTAGE PROGRAM

September was the official launch of the new IEEE Financial Advantage Program. This comprehensive package of investments, annuities, loans, insurance and credit cards represents a significant expansion of IEEE member benefits. The new financial programs are unique in the association industry and offer very attractive terms. They were also designed to be available to all IEEE employees. This program was made possible by some very aggressive and innovative efforts of the staff.

OPINION SURVEY

The first opinion survey ever held for IEEE employees was conducted this summer. The response was excellent and the results, in general, were quite favorable. This extensive amount of data will provide important feedback to management which will help us to continue to improve our operations. I want to thank all of you who took the time to participate. Your candid input is valuable and important to the future of the IEEE.

I appreciate all the extra time and effort that went into these and other projects. Although the summer has been busy, I don't expect the pace to slow down this fall. We all share in the challenges that face the IEEE as we introduce the changes and improvements that are necessary to assure IEEE leadership.

MURRAY SLOVICK NEW EDITOR OF SPECTRUM

Murray Slovic has been appointed the new editor of Spectrum, IEEE's award-winning flagship publication. Prior to joining Spectrum, he was editor-in-chief of Dealerscope magazine, serving the consumer electronics industry. Murray has twenty years of journalism experience, having held both editor and publisher titles at Industrial World, a magazine with readers in more than 100 countries and editions in three languages. Slovic also worked for Dempa Publications, Japan's largest electronics publishing company as Managing Editor of AudioVideo International.

Slovic holds a bachelor's degree in aeronautics and astronautics from New York University and lives in Mercerville, NJ, "not far from Princeton University and the David Sarnoff Research Center," he says. Slovic's interests include music, travel and computer hardware and software. Says Slovic: "In a recent New York Times article PC Magazine's technology VP Bill Machrone was cited as typical of today's new generation of computer users because he has three PCs at home. I guess I qualify as well because I also have three—a laptop and two desktop machines." Slovic was very happy to learn that Spectrum's Macintosh Centris computers included software enabling him to switch data and files back-and-forth between Mac and PC formats.

He has an eleven year-old daughter, Gillian, and is active on her school's strategic planning committee. Slovic also describes himself as a sports "junkie," following all major spectator sports and many minor ones—including Australian Rules Football, Sumo Wrestling and Formula One Grand Prix Racing.

We welcome Murray to the IEEE and wish him well in his career at Spectrum.

THE SECURITY CORNER PC SOFTWARE AND THE FEDERAL COPYRIGHT LAW

by Rob Daniels



Most of us use a personal computer (PC) frequently at work. We may also have one at home, and therefore have access to many different computer programs. It is important to know that there are specific federal regulations as well as codes of ethics we need to be aware of and follow when utilizing any software.

All IEEE employees should use software only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law and is contrary to The IEEE's standards of conduct. This means that the software that is loaded on your hard disk may not be duplicated for use on any other PC. If a department has 10 PC's with WordPerfect installed on each machine, then that department should also have 10 sets of original diskettes and documentation for WordPerfect.

Any person illegally reproducing software can be subject to civil and criminal penalties, so it's just not worth it to copy software. If you need software to do your job and your supervisor agrees, that software will be purchased for your use.

This may all sound a bit excessive, but if we do not enforce the federal copyright laws concerning software use, IEEE will be exposed to serious legal liabilities. Consequently, if you feel someone may be misusing software within the company, you should notify your department manager immediately.

As always, if you have any questions or comments concerning PC software, or any data security matter, please contact Rob Daniels, Data Security Administrator, at extension 5455. And remember, you are the key to data security.

KEEP ON ROOTING

by MaryAnn Hoffman

The Regional Activities Department, in conjunction with the RAB Section/Chapter Support Committee, has brought Volunteer (and Staff) Training into the 21st Century!

Would you like to know what the different grades of membership are? How to form a section? Services available via electronic mail? Who is eligible for IEEE Awards, and who do you contact when you receive an inquiry?

ROOT: Resource Officer Orientation Training, is a semi-interactive training program on diskette. With the click of a mouse you have a wealth of IEEE information at your fingertips.

This project was the idea of Hugo Fernandez Versteegen, 1992 Chair of the RAB Section/Chapter Support Committee. Staff and volunteers met on several occasions to define the levels within the program. The main menu contains the following headings: IEEE Units, Membership, Services, Awards, Tutorials, and Miscellaneous. Under each heading the user will find information intended to provide quick reference to IEEE officers—and Staff!

Every area within the Regional Activities Department contributed information to **ROOT**.

The Program contains a Glossary of over 200 IEEE Terms and Acronyms. The Index will provide you with an abbreviated definition of the terms maintained in the Glossary.

Also included in the program are the IEEE Constitution, Bylaws and Policies & Procedures. With a SEARCH function you may review these documents, as well as the entire program, for terms and phrases. This BOOLEAN search function saves time and effort.

ROOT is a hyper text file which can be copied unlimited, with the only provision being that the information is not altered.

Each Staff Director has been provided a copy of **ROOT**. If it has not been installed on your PC yet-ASK! Questions, comments and suggestions are to be directed to the Regional Activities Department Information Line at extension 5501.

And Then There Were Five

by Jayne Cerone

The Technical Activities Department recently expanded to include another Society/Council executive office. In March 1993, the Signal Processing Society joined the Communications, Electron Devices, Lasers and Electro-Optics, and Power Engineering Societies in having a dedicated staff associated with the Technical Activities Department.

The newly-created office is staffed by two IEEE veterans. Mercy Kowalczyk is Executive Officer and Theresa Argiropoulos is administrative assistant. Mercy previously served as Director of IEEE Corporate Activities, Executive Assistant to the General Manager, and Executive Assistant for the IEEE Computer Society. Theresa administered the seminar program for the IEEE Standards Department, and was responsible for formatting various standards publications. At this time, the Signal Processing Executive Office is developing systems for Society administrative activities and financial operations. New Constitution and Bylaws are being prepared to reflect the organization's evolving structure. Long term plans include strategic planning and development of expanded programs for members.

20 Years of the IEEE Service Center

by Charlie Stewart



When the Board of Directors was considering building a service center facility in 1973, they figured the proposed 36,600 square foot building, to be erected in a corn field on Hoes Lane, would meet IEEE's needs into the 1990's, if not to the end of the 20th century. **WRONG!**

The Service Center opened for business January 1975 and by October 1979, we were building a 20,000 square foot warehouse addition in order to relocate the warehouse, shipping and printing from the wing of the original building that is presently occupied by Regional Activities. This would surely take us to the end of the century, with room to spare. **WRONG AGAIN!**

By late 1988, we had completed a new three story 62,000 square foot addition, and five years later, we are in the throws of completing our third expansion, a 43,000 square foot addition. In actuality, this latest expansion is more along the lines of a 64,000 square foot addition, since there were only three walls left standing and braced from the



Ground Breaking of 1979 warehouse expansion.



Construction of original Service Center expansion, 1979.

original warehouse as a base for the newest facility.

Like the Giants and Jets (and the Yankees, if George has his way), IEEE has shifted a large portion of its playing field (base of operations) from New York to New Jersey. In the early 1970's (pre-Piscataway), IEEE had 4 floors at 345 East 47th Street, plus a floor in a commercial loft building on East 46th Street, which served our storage, warehouse, shipping and printing operations. In those days, we had around 160,000 members, 225 in staff, and a considerably smaller publishing operation.

Then came the Service Center in the mid 1970's and the memorable two floors at 820 Second Ave, which Publishing Services and Standards had the misfortune of occupying from 1978 to the end of 1988. It was the Second Avenue experience that prompted, if not necessitated the need to seek quality and cost effective alternatives to the New York City office real estate market - resulting in the accelerated growth of the Service Center in the past six years.

As we head into the end of 1993, and the first quarter of 1994, IEEE's New York and New Jersey operations will be composed of the following:

NY - 15th floor (to be completely renovated) plus a small office support operation on the 2nd floor and ComSoc office at 305 East 47th Street. These will total 13,700 square feet.

NJ - The three building complex for a total of 163,000 square feet.

In addition, the Service Center will have the recently established, and still being completed, IEEE Conference Center composed of seven meet-

ing rooms, which can be divided into a total of 12 rooms, along with a warming kitchen and registration area. This facility is located on the ground level of Building Number 2.



1993 expansion of the Service Center.

It is the intent of the Conference Center to offer a quality facility to encourage more volunteer related meetings and programs at the Service Center and develop a closer staff/volunteer working relationship.

As IEEE grows and expands, the New York and New Jersey operations have also changed to meet these needs - especially the ever expanding Service Center.

August Board Series of Meetings a Success

The August Board meetings was the first meeting series held in the newly constructed Conference Center at IEEE. Comments from volunteers and staff alike were generally very positive. The inauguration of the Conference Center and the logistical arrangements by the new centralized meeting planning function within the Corporate Activities Department received high grades. The meetings provided a true test for the new Meeting Planning Services (MPS) group. This group is currently composed of Laura Jobmann, Georgina Crane, Addy Zeni and Roseann Carey. It is working with an Institute-wide ad hoc committee composed of representatives from the various staff departments to assure proper coordination of meeting functions.

Dr. Irving Engelson, Staff Director for Corporate Activities, emphasized the unusual effort and structural changes that were required to construct the conference facility to meet the needs of the various boards. It resulted in a very attractive, functional, and large meeting facility that comfortably accommodated the Board of Directors and other administrative meetings, including USAB and EAB.

Dr. Engelson has expressed his appreciation for the cooperation received from the various departments in making these meetings a great success. In particular, he singled out Bill Habingreither, Staff Director for Customer Service, and his dedicated staff, including Ron Ranger and Joe Moore, who performed admirably. The efforts of Carla George and the Cafeteria staff were also appreciated.

Corporate Activities is already working with President-Elect, Dr. H. Troy Nagle, on the first Board series of meetings to be held in January 1994, most of which will again take place at our Piscataway Conference Center. All IEEE staff can rightfully be proud of the achievements during the first Board series of meetings in the new facility this past August.

Still Busy After All These Years

by Judith McDonald

IEEE certainly has active and varied retirees. Traveling, family, volunteer work, gambling, etc. You name it, our retirees seem to be involved in it. I'd like to thank all of the retirees who responded to my request for information. So many response were received that only a portion of them can be printed in this issue, the rest I will save for upcoming issues.

Tom Bartlett writes that at the present time he's totally relaxing and enjoying his recent retirement. He's taken up golf, something he wanted to do for years but never had the time. But he says, "It's tough on this old body". Tom and his wife, Elaine have been traveling and are planning to go to Switzerland, Germany, and England next year. He writes he misses everyone in the office but it's great to spend all his time with his family. He hopes all the retirees are enjoying life!

Rudy Spatarella writes that he is retired for a second time from Selective Insurance Company! He's also enjoying various hobbies including playing keyboard, composing songs, writing, gardening, hunting, hiking. Rudy is also

planning an extensive tour of Europe in 1994. He sends his best regards to all his old friends, active and retired at IEEE.

Dee Weitz writes - "It's hard to believe, that it's 4 years since retirement. Time flies and there's never enough of it. I love my home and enjoy condo life. I've adopted 14 of my neighbors grandkids and love being a surrogate grandmother. I'm also thrilled about recently adding one more "adopted" grandchild from IEEE. I attend the MET OPERA and still go to ARMY functions and activities and hope to travel more soon. Life in the Retired Lane is worth the trip. You'll love it!!!"

Woody Gannett "I'm not doing a blessed thing, and I'm still two weeks behind (just like the good old days)".

Ruth (Tabak) Hochman writes: "I got married for the first time at the ripe (old) age of 76. I'm enjoying married life to the hilt - but I do not regret waiting this long - I have had a very full life. Currently, my husband and I have done quite a bit of travelling and focus on enjoying ourselves as much as possible. My love to everybody."

Rosaire Pelletier recalls the happy hardworking times he had at IEEE. He also remembers seeing President Truman on Park Ave and talking to him.

Financial Advantage Program Launched

by Robin Tanner

September 1, 1993 was the launch of the IEEE Financial Advantage Program and we have had an overwhelming response to the program. As of September 21st we have had over 3,000 calls to the 1-800-GET-IEEE number and over 1,200 requests from the SPECTRUM ad.

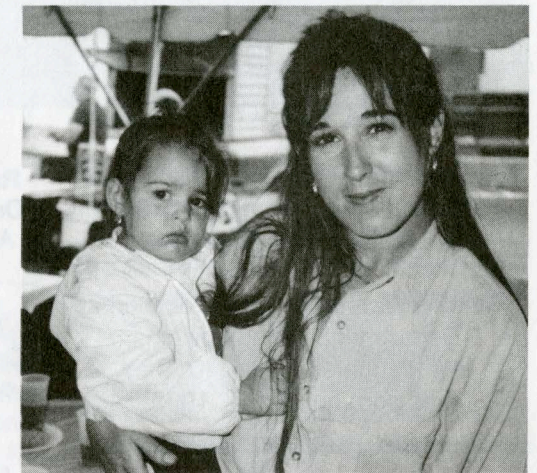
The new IEEE credit card with Primerica Bank became effective September 28, 1993. There will be no annual fee and additional cards can be obtained for family members at no annual fee. In addition to employees, the program will also be available to the employee's immediate family. There is a special offer of an 8.9% rate through March 28, 1995 on any balances you transfer from any other credit cards by January 15, 1994. All new purchases will be at a low APR of 12.9%. Another special feature is charging your travel tickets and receiving up to \$1 million in travel accident insurance, automatically, at no charge. There are many more benefits. Employees will automatically receive an application or you can call 1-800-772-2221 for a family member.



PICNIC 1993



Always a happy guy,
Jack Fraum enjoys
the picnic.



Kris Kovatch of the Technical Activities
Department and daughter Melonie.



Jhonattan Orocz, Luz Orocz's
son blowing bubbles.

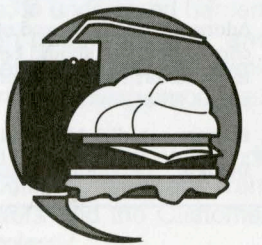
Elaine Rosenberg
of Publishing Administration
smiling in spite of the weather.



The IEEE picnic was held
on September 18, 1993.
As always, everyone had
a great time eating, enjoy-
ing the activities and this
year the heavy rain!



Robin Tanner of the Finance
Dept. and Peg Walsh of
Regional Activities.





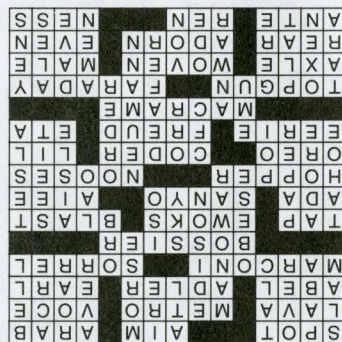
STORK'S CORNER

Marnie Clark of the IEEE USA office had a baby boy on August 6, 1993. Her son is named Tyler Clark.

Sandra Watson of the Publications Department had a baby girl. Her daughter, named Kasha, was born on July 17, 1993.



Solution to the Puzzle



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Address corrections and other correspondence should be addressed to its editor, Judith McDonald, or phone (908) 562-5318.

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MARRIAGES

Rachel Auslander of the Standards Department married John Maizel on August 28, 1993. Rachel and John spent their honeymoon in Maui.

Terri Schiesser of the Magazines Department married Alan Bookman on August 29, 1993. Terri and Alan honeymooned in Italy.

Michelle Phillips of the Standards Department was married on September 5, 1993 to Mark Greene. Michelle and Mark went to the Greek Isles for their honeymoon.

Mark Vasquez of the Technical Activities Department married Leida A. Jorge on September 11, 1993. Mark and Leida went to Aruba for their honeymoon.

Tina Floyd, of the Standards Department, married Rodney Alston on September 25, 1993. Tina and Rodney had a very special wedding & honeymoon on St. Thomas in the Virgin Islands.

Nancy Albano also of Standards was married on October 16, 1993. Nancy and her husband, Frank DeBlasi honeymooned in Aruba.

Laura Wapinski of the Technical Activities Department was married on October 17, 1993. She and her new husband, Matt Riello, went to Hawaii for their honeymoon.

Sharyn Perry of Publications married Steve Vitrano on October 29, 1993. Sharyn and Steve went to Australia for their honeymoon.



RETIREMENTS

The following employees have retired recently. Best wishes from all of us for a happy and healthy retirement.

Henry Ayling
8 years of service

Robert Klein
13 years of service

SERVICE AWARDS

AUGUST 1993 - OCTOBER 1993

We are very proud of our long-term employees whose dedicated efforts have contributed much to IEEE's success. We offer our sincere congratulations and appreciation to the following employees.

25 YEARS

William Saunders
Ann Burgmeyer

15 YEARS

Jack Demetris
Rosanne Loyal

10 YEARS

Gertrude Bell
Diane Burton
Georgina Ayala
Marie English



QUALITY OUTLET

Skills Training

by Marsha Sacks

Most of my efforts in the skills training area have recently been directed toward organizing the training for our new Information System. However, there were other projects that have been developed.

One that had a large response was IEEE Clubs. Many staff members replied to the survey that was distributed in early September — some signing up for 2, 3, or more clubs. It was great to see such enthusiasm.

The final version of the Product Inventory Manual is being distributed for insertion in the IEEE Directories binder. It's been slimmed down and revised in response to the survey that was distributed. Try it!

Two more revised New Employee Orientations were held — one in New Jersey and one in New York. As done after the previous orientation, an evaluation survey was sent out to those who attended. All responses to the evaluation survey are read, and revisions and improvements made where necessary.

More software classes (Word Perfect and Lotus) will be scheduled this Fall. Those who signed up for classes last time but could not be accommodated, will be notified first. After those people are registered, a general announcement to all employees will be sent out. We are looking into providing additional software training, possibly for Tour of Internet, Freelance or Harvard Graphics.

Credit & Collection Team

by Donna Hourican

In response to customer feedback, a quality team was formed to review IEEE's current credit policies and procedures to ensure that sales are not being impeded, Institute assets are protected and to identify opportunities for process improvement.

The results of this effort are new credit policies and procedures that are consistent with industry standards and empower the Customer Service Associates to handle new customers and improve the order fulfillment cycle. Incorporating the enhanced functionality provided by the Oracle systems helped us to change the way we operate. Accordingly, implementation of the new policies will coincide with that of the Oracle systems.

The hardworking team members are listed below.

- John Burke
- Esaleta Corbin
- Jim Cox
- Judy Fosko
- Bill Habingreither
- Donna Hourican - Facilitator
- Bette Marotto
- Bob Ross
- Terri Simonetti
- Mike Sosa - Team Leader
- Gerard Stafford-Smith

Gold Circle Awards

by Jim Cox

The American Society of Association Executives sponsors an annual Gold Circle Award competition. It brings recognition to the best publication and public relations works achieved by associations. It has 22 categories ranging from journals to marketing pieces.

The IEEE has eight entries which include a magazine, a newsletter, Proceedings, the Standards brochure, a new Public Relations brochure and three Education products. We will know the results prior to October 31, 1993. Let's all wish them the best!

Customer Service Roundtable

by Jim Cox

On August 25, 1993, IEEE held the first meeting of the newly formed Customer Service Roundtable. Quality Customer Service is the joint product of many different organizations with the Customer Service Center representing all of us to our members and the public. We all have a stake in ensuring that our processes are of high quality and the Customer Service Associates have all the necessary information and tools required to provide customer satisfaction. Accordingly, the Roundtable members come from the various product areas such as Education, as well as Marketing, Customer Service and Quality.

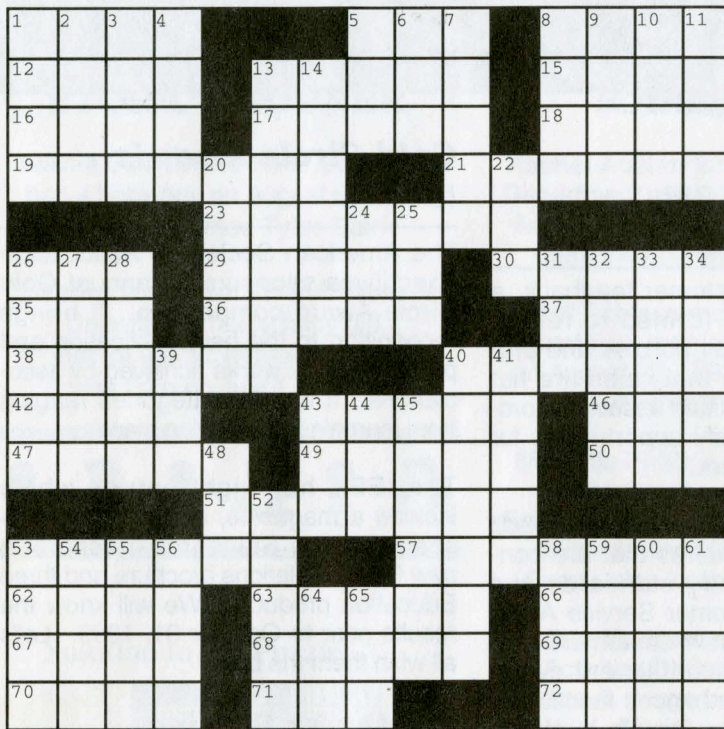
The purpose of the Roundtable is to have open discussions on all matters of customer service, to understand barriers to providing high quality service, and improve customer satisfaction by eliminating barriers and improving processes.

The first meeting covered the new credit and collection policies, feedback from visits to booksellers and the Customer Service Vision project.

All submissions for the next issue of the Staff Circuit are due by December 23, 1993. Please mail to Judith McDonald, Human Resources, NJ

Meeting of the Minds: An Electrical Engineering History Crossword Puzzle

By Andrew Goldstein



Instructions:

This crossword puzzle contains the names of nine significant figures in the history of electrical and electronics engineering. Each of the figures has a meeting room named after him or her in the Piscataway or New York facilities. You can solve the puzzle by matching the clues given here with the biographical information engraved on the plaques which are mounted in each of the meeting rooms.

Across:

1. Fido's brother
5. Draw a bead on
8. Resident of Saudi
12. Mount Saint Helens' output
13. Henri's subway
15. Sotto _____ (whisper)
16. Cain's victim
17. Mortimer _____ (philosopher-educator)
18. _____ Warren (Supreme Court justice)
19. Intuitive inventor who developed long-distance radio communication
21. A dark red horse
23. More inclined to give orders
26. Spinal _____
29. Fuzzy allies from *Return of the Jedi*
30. Explosion
35. She worked with Babbage to popularize the analytic engine
36. Brand of television confused for a Sony
37. IEEE predecessor society, founded in 1884
38. She developed the first computer program compiler
40. Hangman's ropes
42. Nabisco sandwich cookie
43. Cryptogram maker
46. _____ Abner
47. Creepy
49. Sigmund _____
50. _____ Kappa Nu (an award for young engineers)
51. Knot-making craft

53. Cruise vehicle
57. He discovered electromagnetic induction
62. Bar which connects the wheels
63. Made on a loom
66. Masculine
67. _____ Window (Hitchcock thriller)
68. Decorate
69. Tied up
70. Pot starter
71. Stimp's partner
72. The Loch _____ monster

Down:

1. Grand _____ (a four-run homer)
2. Lotion ingredient
3. "_____ and out"
4. Nose powder
5. Ocean between U.S. and Europe (abbr.)
6. IEEE predecessor society, founded in 1912
7. He used the help of the great physicist Henry to develop his 1835 invention
8. State strongly
9. Lion's cry
10. Unit of land
11. He just beat out Elisha Gray for his 1876 patent
13. Prize-winning horse
14. Among his many inventions is America's first industrial research laboratory
20. Unpleasantly plump
22. Spheroid

24. Home to the clouds
25. Equal (Comb. form)
26. Nevada Lake
27. Love dearly
28. Type of money
31. _____-Tze (founder of Taoism)
32. Pathway
33. "Now you _____, now you don't!"
34. He invented the polyphase AC motor.
39. Food from Hawaii
40. With 65 Down, he pioneered computer architecture in the 1940s with the stored-program concept
41. Selection at a restaurant
43. Ozone depleting chemical in aerosols (abbr.)
44. Boston Bruin Bobby _____
45. Has worse hearing
48. Ostrich-like bird
52. Nobel Peace Prize winner, along with Jimmy and Menachem
53. Scarlett's home
54. Beasts of burden
55. Map
56. Star of *Pretty Woman*
58. The last word in prayer
59. Jay and Arsenio's competition
60. Pub quaffs
61. Cravings
64. Poem of praise
65. See 40 Down