



# The Staff Circuit

Spring 1994

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

A LETTER FROM THE GENERAL  
MANAGER AND EXECUTIVE DIRECTOR

JOHN H. POWERS

## A New Year

The start of a new year is always a good opportunity to look back at last year's major accomplishments and ahead at the challenges we face.

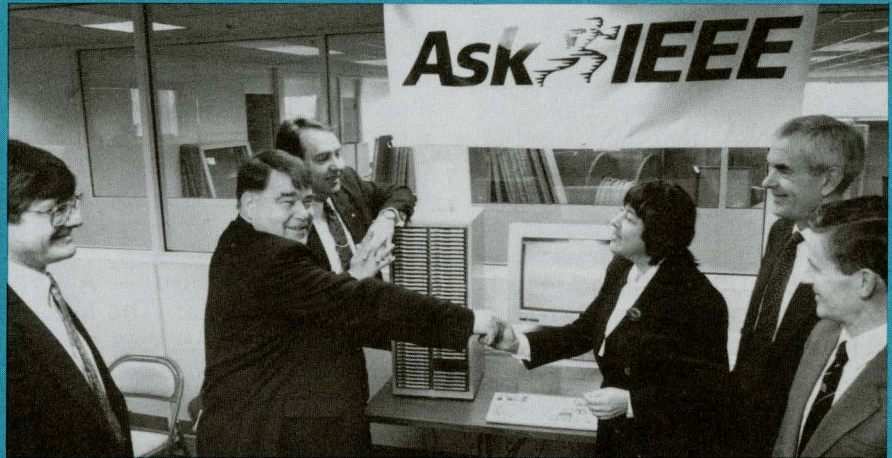
### 1993 Highlights

**Financial** - Although the results are not yet final, we expect to report a net surplus for the year which is significantly better than budget. This was possible by a combination of spending constraints and new income from member services.

**Piscataway Expansion** - As the final touches were still being completed on our new facilities, they were occupied and operational. When the dust finally settles from this enormous project, we will have a significantly expanded "Operations Center" to call home for our staff and volunteer activities.

**New Products and Services** - A number of new IEEE products and services were launched in 1993. Ask\*IEEE, which is now a partnership with the IEE, is a major new document delivery service available at a discount to our members. The IEEE Financial Advantage Program is a comprehensive offering of investment, insurance and financial services available only to members and employees. These new programs represent a significant expansion of our member benefits, which are critical to the future of the IEEE.

**Strategy** - For the first time in its long history, the IEEE has developed a for-



Dr. John C. Williams, IEE Secretary and Chief Executive, and Phyllis Hall celebrate the Ask\*IEEE Partnership while (left to right) Jim Ashling, John Powers, IEE Deputy Secretary Brigadier G.J. Rawlins, and IEE Deputy Secretary A Professor P.E. Secker look on.

mal strategy for its future. This comprehensive document of goals and objectives was the result of a year long effort by many volunteers and staff. It sets the direction for the IEEE into the 21st century.

### 1994 Challenges

**Financial** - Like the last two years, 1994 will be a challenge for us financially. But, like the last two years, I am confident that we can meet the challenge. We have a balanced budget that, with discipline and control, can be met.

**New York Consolidation** - As the final phase of the moves to Piscataway are completed, we are rearranging and consolidating our operations in New York. Our new "Corporate Office" will be on the 15th floor of the United Engineering Center.

**Information Systems** - This will be the year that we finally complete the implementation of our new information systems. The last phases of the project, including the critical order and membership processing functions, have been developed and tested after a long period of hard work by the IEEE-Oracle team.

**Board Series** - We successfully hosted a full Board of Directors series of meeting at the Operations Center at the end of January. This was a significant challenge for our new conference center since it involved a large, complex two-day "Retreat" as well as all the normal meetings of the volunteer boards and committees. We can now provide first class meeting facilities for even the largest and most complicated of our volunteer events.

**Operating Plans** - Now that we have a long range strategy for the IEEE, the task for 1994 is to develop operating plans to implement it and achieve its objectives. This will be a major undertaking by both the staff and volunteers over a period of years. A new planning process has been put in place to facilitate these operating plans.

We can all be proud of the accomplishments of 1993. I appreciate all the hard work and dedication it involved. It was a year of challenges and change - but it is just the beginning! I am looking forward to working with you to continue the direction that has been set for 1994.

### Regional Activities Brings British Lecture to US High Schoolers

by Jill Levy

February 2 was a red-letter day for the Regional Activities Department. On that day, more than 25,000 US high school students had the chance to view, for the first time, a simulcast of the renowned Faraday Lecture. The Lecture is sponsored by the United Kingdom's Institution for Electrical Engineers (IEE) and the simulcast to more than 550 US and Canadian high schools was funded in the US by the IEEE Foundation.

Susan Sacks, Section/Chapter Support's Program Coordinator, took on this innovative educational/public

relations project, coordinating satellite up- and down-links, arranging for registration, coordinating distribution with educational satellite networks throughout the country, and distributing the teachers' supplemental training materials to each registrant high school.

The Lecture, which is presented numerous times and reaches more than 100,000 British secondary school students each year, was first presented in 1924 by IEE and with the exception of the war years, a Lecture has been given every year since.

The 1993/4 Lecture — Anyone, Anywhere, Anytime: The Magic of Communications — was co-sponsored by Northern Telecom, one of the world's foremost telecommunications company.

The objects of the 1993/4 Lecture were:

- to introduce high school students to a fascinating area of scientific technology — communications;
- to inform high school students about exciting careers in science;
- to inform the public about the significant role that engineers and engineering plays in the growth and development of modern society.

Plans are already underway to simulcast the February 1, 1995 Faraday Lecture also focusing on telecommunications. This year, the goal is to double the number of schools receiving the broadcast and, if possible, to arrange for broadcast on a national cable network such as The Discovery Channel or The Learning Channel.

### Corporate Activities - All Together

by Irving Engelson

The new Corporate Activities Department was initiated one year ago, on 15 March 1993. For the next eight months, the new activity oper-

ated from our New York facility. In November of last year, arrangements were made to transfer Corporate Activities from New York to Piscataway. As with every move, the experience was somewhat traumatic, particularly for committed New Yorkers who were unfamiliar with the spacious and pleasant environment of the IEEE Piscataway facilities. Some staff, including Joan (Devaney) Muzzio, Mary Beth Denike, Athelda Harden, Maryann Mitchell and Kathy Rohrer, decided to continue with us. Regrettably, a few of the staff who were unable to make the reverse commute left our employ. With their departure we not only lost some very fine employees, but also a wealth of experience and knowledge about our operations. New staff have been hired, some of whom transferred from other IEEE departments. As a result, a new team has been organized with new talent and new enthusiasm.

Because of the complexity of operations, the Awards and Fellows group, which is headed by Maureen Quinn,

remained in our New York facility to permit newly hired staff to be trained under the watchful eyes of their experienced colleagues. In the middle of February 1994, the Awards and Fellows operation finally made the move from New York to Piscataway. The Awards and Fellows Manager, Maureen Quinn, relocated to New Jersey and we hope she will enjoy her first Spring in the Garden State. Dolores Wright, who has been with the Institute for many years, has, on the other hand, joined some of her other colleagues in commuting from New York City. The efforts of Maureen and Dolores, in sharing their knowledge and experience with their new colleagues, is only matched by the eagerness and enthusiasm of the new staff.

With this last move, the Corporate Activities family is now together in Piscataway. We invite our colleagues from other departments to visit us and get acquainted with the "reunited" Corporate Activities Department.

### The Staff Circuit

Spring 1994

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## A Tribute to Edward Rosenberg

by Tom Bartlett

We who were privileged to have known Ed, rejoice in his memory but are saddened by the loss of his friendship, his guidance and his unfailing support. Throughout the years, regardless of his own personal problems, he was always there for others. Despite the pressures of his work, he always found the time to help others with untiring patience and understanding.

The role model he established should not just be recognized, but should shine like a beacon to be followed by others. The greatest tribute that could be paid to Ed is not in words, but in every day deeds. We should all follow his example of being understanding of our fellow man. We should cast out the evil of prejudice and look upon each other as brothers and sisters. Ed never asked about an individual's personal beliefs or country of origin. He cared only that someone needed help and he was there to provide that assistance. He never looked for and never wanted any praise or recognition. His reward was in knowing that he helped someone who was in need.

He is gone from us now, but his memory will live in our hearts forever.

Lord, we're sending a good man back to You. Thanks for letting us have him, even if only for a little while.



Ed with former employee Karen Armstrong.



Ed & MaryAnn Sukosky celebrate Halloween in 1993.



Ed & his department at their 1993 Holiday Party.

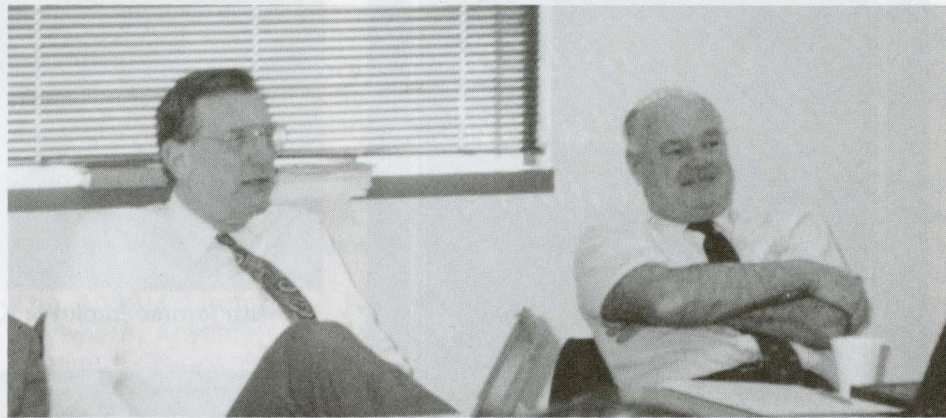
# QUALITY OUTLET

## Joint Volunteer-Staff Quality Team Goes to Work

by Wallace Read

There are many processes within the Standards Department that are essential to its smooth operation and over the years we have been proud of the way they function. So, when we were asked to select one for analysis using Process Quality Management (PQM) techniques, we decided to put out a real challenge.

We decided to use the New Standards Committee (NESCOM) process. That's everything that takes place between when somebody gets an idea to when approval to proceed is given by the Standards Board. We call it a PAR approval and issuance of a PIN. This process, above all others, has had a great deal of scrutiny and skeptics as we were, that any improvements could be made, we wanted to see how the PQM exercise would handle an already perfect process. It would be a real test.



Bob Kahrman and Wally Read discuss quality improvements.

With Jim Cox and Bob Kahrman as facilitators, four volunteers from the Standards Board, Clyde Camp, Joe Koepfinger, Jim Isaaks and Wally Read joined with four of the staff, Terry deCourcelle, Karen DeChino, Judy Gorman and Rona Kershner in a two day quality workshop. And what a session it turned out to be.

We looked at just two concerns, customer dissatisfaction and improvement of the PAR form and found out our "perfect" process was deficient. We identified 23 root causes and

were soon addressing possible improvements. 38 in all if you can believe it. Not bad for a "perfect" process.

It really was a very worthwhile exercise and we look forward to including some of the changes suggested.

## Anne Marlotte Joins the Quality Organization

Anne Marlotte, who joined the Quality organization on March 1, brings a broad range of Quality skills to IEEE. Her last assignment at AT&T was a Quality Consultant in Information Systems. In this job she provided consultation, facilitation, training, stakeholder communications and tracking of business plan objectives. She has also prepared and delivered Quality related training in various subjects such as Cost of Quality, Baldrige Award assessment, Team Leadership Skills and Process Management Methods and Tools.

Anne is available to work with you on any Quality related matter. She can be reached on (908) 562-5308.

## Quality Luncheon Held to Celebrate 1993 Successes

Quality had several successes in 1993. In fact, there were 15 teams covering a broad range of processes, that had completed their work and were recognized on January 7 at a luncheon held at the Operations Center.

The 109 employees and one volunteer who were honored chartered efforts such as the Suggestion System development (watch for further details on this one) and departmental efforts such as significant processing improvements in Accounts Payable.

## RETIREMENTS

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

**Joanna Biley**  
28 years of service

**Myron Cohen**  
22 years of service

**Marcia Meyers**  
9 years of service



## Skills Training

by Marsha Sacks

Databases, spreadsheets, word processing...so many of us have a need to know. That has been made very clear over the last few months. During January and February 30 IEEE employees took advantage of our software training and attended classes on Lotus 1-2-3. These classes were held at the Rutgers computer lab nearby. Although one of the classes had to be re-scheduled due to one of our many snow storms, all classes went very well.

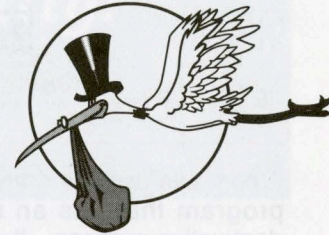
At the end of February, 60 IEEE employees decided it was time to learn the portion of our Oracle database that has been up and running for quite some time. They learned how to look up a purchase order, find out if an invoice has been paid, look up amounts in the General Ledger, and much, much more. This information is all at our fingertips. Let's utilize it!

During the months of March, April and May more software training will be taking place. We're offering beginner and intermediate classes on WordPerfect for DOS and Windows, and beginner and intermediate classes on Lotus 1-2-3 for DOS and Windows. Over 60 staff members have registered for these classes. Hope you're one of those who is taking advantage of this opportunity.

If you would like to attend a WordPerfect or Lotus class, watch for the next flyer.

## STORK'S CORNER

**Doris Jones** of the IEEE-USA office had a baby girl on January 15, 1994. Her daughter's name is **Janae Danielle**.

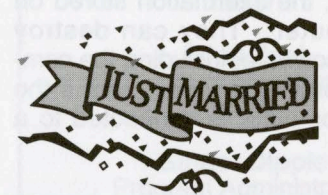


**Abb Ramandi** of Information Services has a new son. **Matthew** was born on February 17, 1994.

**Karen McCabe** of the Standards Department is a new mother. Her son **John Thomas** was born on February 1, 1994.

**Wendy Rochelle** of LEOS had a baby girl. **Kendall** was born on October 22, 1993.

## MARRIAGES



**Trudy Bell** of Spectrum married **Dr. Craig B. Waff** on October 2, 1993.

**Karen Miller** of Press married **Matt Henley** on November 13, 1993. Karen and Matt went to St. Kitts in the Caribbean for their honeymoon.

**Paula Sanders** of the Technical Activities Department married **Joseph Dunne** on November 21, 1993. Paula and Joe went to the Cayman Islands for their honeymoon.

**Trayce Butler** of Customer Service married **Clifford Anderson** on December 24, 1993. Trayce and Clifford went to Fort Lauderdale and Orlando for their honeymoon.

**Joan Devaney** of the Corporate Activities Department married **Robert Muzzio** on February 3, 1994. Joan and Robert went to the Pocono's for their honeymoon.

## SERVICE AWARDS

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.

**35 YEARS**  
Richard Schulz

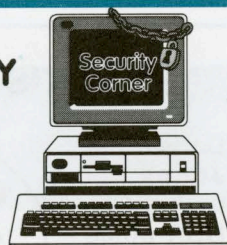
**20 YEARS**  
Nancy Heitmann  
Marilyn Potes

**15 YEARS**  
Roberta Eato  
Irving Engelson  
Sharon Ross  
Genevieve Kolbenschlag

**10 YEARS**  
Ann Hartfiel  
Melita Dixon  
Mark Mankin  
Robert Kahrman  
Glenn Zorpette  
Judith Gorman

THE SECURITY  
CORNERCOMPUTER  
VIRUSES

by Rob Daniels



A computer virus is simply a computer program that has an unwanted or destructive purpose. It may have the ability to reproduce by modifying other programs to include a copy of itself, or it may contain destructive code that can move into multiple programs or files on a system, and then spread through multiple systems in a network.

Viruses are typically introduced to a computer system when an infected program is loaded to the system from a diskette and then executed. If diskettes containing software are shared, the infection can spread to other systems in the organization.

Computer viruses can destroy the contents of a computer's disk system, and with it, the information stored on that computer. They can destroy computer software, including the computer's operating system. And, if the infected computer is connected to a

local area network, a computer virus can be spread to other computers on that network. Without backups, your work could be lost forever.

You can reduce the possibility of a computer virus affecting your system by taking a few simple precautions. These include:

1. *Don't share software.* Besides the fact that you may be in violation of Federal Copyright laws and the IEEE Electronic Information Security Policy, you may also be spreading computer viruses if you share software. You should only use "shrink-wrapped" software that has been approved by your department or manager.

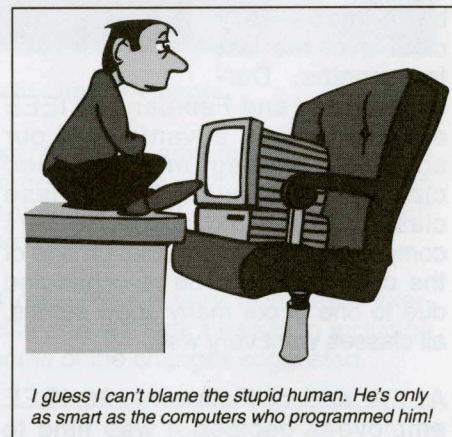
2. *Don't download public domain software or programs from bulletin boards.* Viruses may be hidden in this type of software, even in vaccine software designed to protect against computer viruses.

3. *Secure your computer system when not in use, especially any network file servers.* If at all possible, file servers should be in a controlled or locked area. PC's can be controlled, if necessary, by installing virus software

that scans your systems for viruses at logon.

4. *Regularly backup the information stored on your computer.* Store those backups in a safe place, and then control access to that area.

Finally, if you suspect that your computer has been infected with a computer virus, stop interacting with the computer, and **leave it turned ON.** Note any symptoms and record any messages shown on your screen. Notify your supervisor, and then notify me, Rob Daniels, Data Security Administrator at 908/562-5455, or the Systems Administrator at 908/562-5467.



*I guess I can't blame the stupid human. He's only as smart as the computers who programmed him!*

A gopher is a dynamic system. Both the menu structure and the information files may be changed at anytime. Thus, the most up to date information about a gopher is always the online information.

Each staff member will be supplied with a gopher client program to run on their PC, MAC, or Sun workstation to access the gopher server. Our current plans are to provide gopher client access to each department by April 1, 1994.

If you are new to gopher services, you should begin by reading the first menu entry "About this Gopher". For more information you can contact the Help Desk at x5470 or send email to help.desk@ieee.org.

## IEEE Staff Gopher

by James Taylor

A gopher is a menu driven information system. It is sort of a bulletin board system that allows one to browse information over a network without knowing the location of that information. Each menu entry will take you to another menu, a text field, or start the transfer of data to your local computer.

An internal IEEE staff gopher is being developed on the Technical Activities Server (tab.ieee.org). The purpose of this gopher server is to improve communication between IEEE management and staff. The main menu currently has the following entries:

1. About this Gopher
2. 1994 Holiday Schedule
3. Abstracts from the Institute
4. Building Information, e.g. Emergency Closing
5. Cafeteria Menu for the week
6. Employee Handbook
7. IEEE Information Sources/ Directories
8. IEEE Top-Level Gopher
9. Job Postings
10. Miscellaneous Information
11. Personnel and Benefits Information
12. Security Policy
13. The Staff Newsletter

## Taking Advantage...Financially!

by Ginger Dipple

As you already know, the Financial and Travel Services Department (formerly "Finance") has been sponsoring the Financial Advantage Program since the Fall of 1993. The program (commonly referred to as "FAP") has been very successful... and is keeping us quite busy!

FAP currently includes 13 distinct benefit programs. All of these programs are available to IEEE members and staff alike, as well as to their families. The benefit programs are as follows:

- Annuities
- Bank Services (auto, education, home financing)
- Car Rental
- Credit Card
- Debit Card
- Hotel and Leisure Discount Program
- Discount copying
- Insurance
- Long Distance Service
- Mutual Funds
- Overnight Express Delivery
- Office Supply Discount Program
- Travel

Also, an automatic payroll deduction is now available exclusively for staff members who are interested in the Mutual Fund Investment Program. Contact Ginger on x5329 for details!

## About Travel

The IEEE Travel Service has been available to staff and key volunteers

since January 1994. Mary Sullivan, IEEE Travel Counselor, has been on staff since early March to handle all your travel needs. If you intend to use the Travel Service for either business or vacation use, we suggest you fill out a personal profile now, if you have yet to do so. This way, we can capture information about you so that when it comes time for travel reservations, you're already on file! To obtain a travel profile form, contact Addy on x5385.

If you, an IEEE Member or a family member are interested in any of the above programs, call: 1-800-GET-IEEE (439-4333).

For Travel assistance or information you may need, call 1-800-TRY-IEEE (879-4333), or send an email to financial.advantage@IEEE.ORG.

We urge you, as IEEE Staff members, to partake in the benefits of the program, and to encourage family members, too!

Financial  
Advantage Program  
Phone List

**Mike Sosa**  
FAP Director (& Financial Advisor)  
x5324

**Robin Tanner**  
Program Manager  
x5327

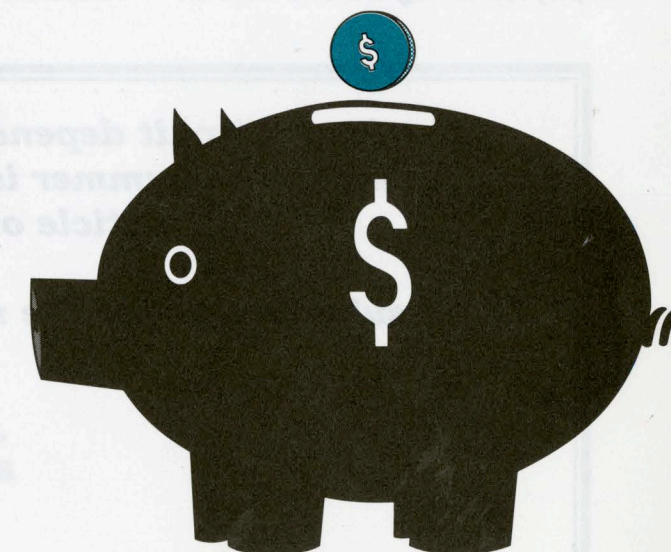
**Addy Zeni**  
Travel Manager  
x5385

**Ginger Dipple**  
Program Administrator  
x5329

Getting the  
Word Out

The Financial and Travel Services Department will continually provide staff with updated information on the Financial Advantage Program and have also scheduled periodic employee presentations to keep the information flowing!

If you have questions on the Financial Advantage Program, or would like to propose any new benefits, contact us directly.



## **It's Time to Clear the Air!**

by Stella Paone

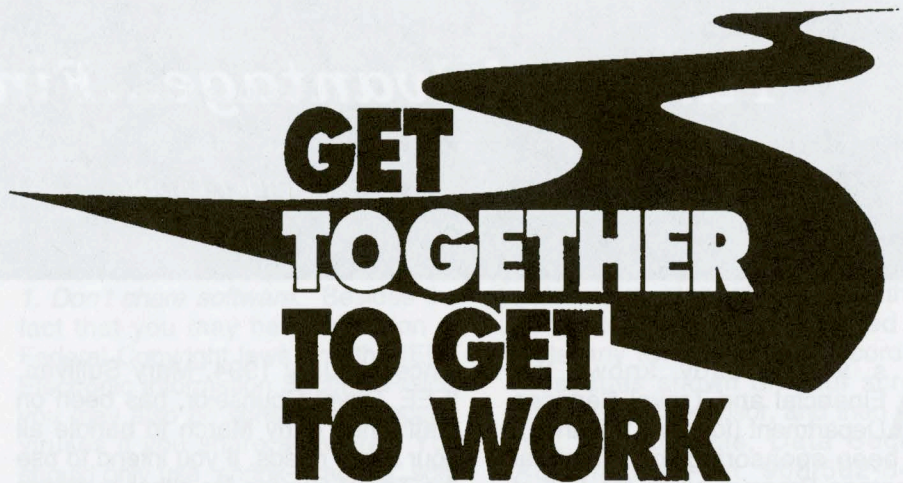
Did you know that:

- New Jersey ranks second in the nation for poor air quality?
- Cars are the single largest contributor to ground level ozone, a major component of smog?

The 1990 Federal Clean Air Act Amendments required states, such as New Jersey, with air pollution levels that exceeded federal standards to reduce the levels of atmospheric carbon monoxide and ground-level ozone.

In June of 1992, the State legislature passed the New Jersey Traffic Congestion and Air Pollution Control Act to comply with the federal law. This Act empowered the New Jersey Department of Transportation with developing an "Employer Trip Reduction Program".

IEEE Operations Center is among more than 6000 employers in the State of New Jersey which are required by these Federal and State mandates to develop and implement an Employer Trip Reduction Program. The aim of the program is to improve air quality by reducing the number of employees driving alone to work on



weekdays between the hours of 6 a.m. and 10 a.m. This can be achieved by taking a bus or train, joining a van pool or car pool, riding a bike, or taking a hike!

The entire State of New Jersey is impacted, except Atlantic, Cape May and Warren counties, where air quality problems are less severe. About 1.7 million employees, 48 percent of New Jersey's work force, are affected.

In addition to clearing the air, ETR will help reduce the traffic congestion that is hampering economic development and diminishing the quality of life in many parts of New Jersey.

Stella Paone of the Human Resources Department has been des-

ignated as IEEE's Employee Transportation Coordinator. Very shortly, she will be surveying our Piscataway employees to determine their current commuting patterns. We will also be interested in their concerns about their commute and whether they would be willing to change to ridesharing, transit, or other commuting alternatives if the services were available. Once this information is analyzed, an Employer Trip Reduction Plan will be drafted for approval by the Department of Transportation later this year.

We will be in regular communication with our Piscataway staff regarding further developments as they unfold.

***The Staff Circuit depends solely on contributions from you!  
Help make the Summer issue our best ever by contributing an  
article or other information.***

***All submissions for the next issue are due by May 20, 1994.***

***Please mail to:  
Judith McDonald  
Human Resources,  
New Jersey***