

Member Services associates successfully changing skill set

by Evelyn Hargrove

Good oral and verbal communications skills, organizational and time management expertise, and proficiency with various software programs. These are just a few of the skills needed to be an IEEE Member Services associate.

Today's associates' skills have evolved as a result of new technology and the need to do business electronically. Associates now must be proficient with email and Web navigation. Increasingly, IEEE members — particularly international members — use email messages to inquire about membership, subscriptions, and payments for products and services. Email is accessible, convenient and a cost-effective way to communicate.

From October 1998 to January 1999, Member Services for the first time saw telephone contact incrementally decrease by 22 percent while the volume of email messages dramatically increased 77 percent.

Like email, the World Wide Web is also easily accessible and convenient. For the 1999 renewal cycle, IEEE launched several new Web applications such as Web Renewal, Web Contact Update and Web Account set up. Member Services assumed the responsibility for providing technical support to members who have questions or comments, or who experience difficulty using these applications. Monitoring also was established 24-hours-a-day, seven-days-a-week to respond to technical and other issues that occur outside the IEEE's normal operating hours.

continued on page 2

Two zeroes causing a stir: The IEEE's plan for ringing in 2000

by Christy Bouziotis

This coming New Year's Eve, while you're toasting champagne-filled flutes and that beaming ball of lights descends, staffers will be in various IEEE facilities welcoming the year 2000 in another way.

On the evening of 31 Dec., the IEEE will implement the Business Continuity Plan (BCP) it has been formulating since early this year. This plan, spearheaded by IEEE's Y2K consultant Anthony Scudiero, will result in powering down all major computer systems on the last day of the year, and monitoring the facilities through 2 Jan. 2000.

The BCP is the capstone of the IEEE's larger Y2K-compliance project. Key staff members from the existing Y2K teams — Facilities, Common Infrastructure, Primary Business Systems and Departmental Business Systems — will report to the Operations Center and IEEE-USA between 31 Dec. and 2 Jan. to oversee the various parts of the BCP. Because the Operations Center houses the IEEE's primary business, department



The DBS Team. Back row, from left: Sue Gilbert, Mitch Sharoff, John Bostrom, Tom Babicz, Dan Toland, Wayne Li, Linda Thiel, Chaucer Tran, Anthony Scudiero, Jill Bagley, Rob Jobmann, April Tesoriero, Ken Maze, Stella Oduyla, Robert Danco, Jeff Dill. Front: Mary Lynn Nielsen, Rosemary Tennis, Casey Della Salla. Not pictured: Dave Bankowski, Nichole Brownlee, Cate Blanchard, Jim Fecile, Kathy Gentile, Bob Labelle, Peggy Lefkin, Lisa Mizrahi, James Taylor and John Yaglenski

continued on page 2

IN THIS ISSUE

- | | | |
|---|---|---|
| <p>1 Y2K Business Continuity Plan
New technology=new skills</p> <p>3 Primary Business Systems upgrade
Interns experience the work place</p> | <p>3 Life on the international road</p> <p>4 Workspace interior decorators</p> <p>5 1999 Honors Ceremony
A Brush with Rock n' Roll Royalty</p> | <p>7 People
Benefits at Work</p> |
|---|---|---|

Member Services

continued from page 1

To prepare for their new roles, Member Services associates received more than 400 hours of Quality College and department training to become familiar with Internet terminology, software and hardware requirements, browsing and searching techniques, Internet Relay Chat, and Telnet and FTP procedures.

The new role brought about other changes in Member Services as well. The "Staff Connection Help Desk" developed a Web page on the Eye on the Institute and an email alias, staffconnection@ieee.org, to assist employees in answering external inquiries about IEEE membership, functions, and products and services; and to direct employees to transfer these inquiries to the appropriate area. "Staff Connection" also has a search engine and links to other internal and external Web sites to make it easier to locate information.

The *WWW Web Wire* newsletter, created by Mary Laties of Member Services, communicates new advances to the current Web applications and keeps Member Services staff up to date with the ever-changing technologies. ♦

Business continuity plan

continued from page 1

and infrastructure systems, most of the activity will occur in Piscataway.

The Institute has every reason to believe its power and communications providers are prepared for this significant calendar change. The BCP will be implemented, however, as a precautionary measure on behalf of the IEEE members and customers around the world who depend on its information systems.

The goal

"Our primary objective is to confirm that critical business functions will be operational on the first work day of 2000," says Anthony. "We also plan to take prudent measures to protect IEEE assets from possible effects resulting from commercial power disruptions that could occur during the new-year rollover."

Here is the time line from 31 Dec. 1999 through 2 Jan. 2000 for the Operations Center.

Friday, 31 December

All business operations will conclude by a specified time and staff will be asked to vacate the complex. Management Council members, scheduled for various shifts, will be at the Operations Center around the clock throughout the entire BCP implementation to support the operation.

All systems and desktop hardware will be systematically powered down.

At 9 p.m., the Facilities Team will begin monitoring the buildings for emergency situations such as fire, floods and power outages. Monitoring will continue throughout the night. (In the other IEEE facilities, the landlords are responsible for the buildings' safety and operations as they relate to Y2K compliance.)

"Our team will conduct testing of all non-I.T. systems following the Y2K rollover," says John Hunt, Facilities. "While we feel that there will be no problems, we will be prepared to handle critical situations such as the loss of power, lighting or safety systems. Upon completion of our extensive test plan, we will declare it a 'safe building,' and alert senior management and the Infrastructure Team."

Saturday, 1 January

Once Facilities declares the building "safe" for occupancy, the Common Infrastructure Team representatives will begin the powering-up process. All business systems will be powered up and tested. Primary Business Systems Team representa-



At the ready in front of the fire pumping station is the Facilities Team. From left: Scott Burns, John Hunt, Ron Ranger and John Gulics.

Compliance status

Employees at the Operations Center have seen the signs throughout the facility warning, "Be prepared...Be compliant." But just how prepared are we?

Here is an update on where the IEEE is on project completions and system compliance:

- ◆ Facilities - 100 percent compliant
- ◆ Primary Business Systems - 100 percent compliant
- ◆ Departmental Business Systems - 95 percent complete with unit testing and remediation
- ◆ Common Infrastructure - 85 percent compliant
- ◆ BCP - final version in review

tives will then report to test Oracle systems and functionality.

Sunday, 2 January

With primary business systems functionality verified, selected representatives from each business unit will test their business-critical applications and processes. I.T. Help Desk personnel will be available to assist in solving any problems encountered during the testing of business-critical applications.

Monday, 3 January

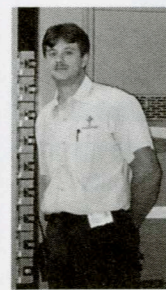
Regularly scheduled company holiday.

Tuesday, 4 January

Back to business as usual.

The Y2K program has not been just an I.T. project, nor a Facilities' responsibility, or just an upper-management concern. On the contrary, this has been an Institute-wide effort.

"The team members have worked extremely hard, taking on these duties in addition to their other responsibilities and, quite frankly, they've done a superb job," emphasizes Executive Director Dan Senese. ♦



John Turnbull oversees the main electrical transformer.

Primary Y2K milestone reached

On 17 May, a collective sigh of relief could be heard throughout the Institute. It was on this date that the newly-upgraded and Y2K-compliant IEEE Primary Business Systems went live, ensuring that the IEEE membership and financial systems are capable of operating successfully into the 21st century.

Months of planning and preparation, and more long hours of hard work than anyone wants to recount helped achieve this one very simple, but very impressive, result.

"When we began, we realized we had to examine every code in more than 1,000 programs. Every single process and job stream was tested, confirmed and then reconfirmed. The quality assurance was enormous," says Rita Reeck, I.T. and Primary Business Systems team leader.

Each business unit played an integral role in the carefully planned project to achieve this compliance. In the works since 1997, the almost 350 individual tasks in the project were successfully completed. These tasks addressed all of the IEEE's Primary Business Systems including the Accounts Payable, Accounts Receivable, Fixed Assets, General Ledger, Inventory, Membership, Purchasing, Revenue Accounting and Work Order systems.

A very important piece of the IEEE Y2K program was the planned two business weeks of system upgrades and Y2K remediation for the IEEE database systems and Web membership functionality. On the last day of April, these two operations were taken offline for the upgrade and remediation, but only after months of planning and partnerships among all business units throughout the Institute.

All areas of the IEEE worked around these systems while they were brought into Y2K compliance. Temporary systems were used and some deviations from employees' normal work schedules occurred during the first weeks of May.

"This project was one of the best examples of teamwork I've ever seen," notes Rita.

"Everybody realized how important this was and took their responsibilities very seriously."

In fact, over the course of the project, it's estimated that 17.5 staff years of effort were expended from planning to implementation.

Although this was a major accomplishment, a significant amount of work and preparation remains to be done before 2000 begins. But Y2K compliance for the Primary Business Systems is a major achievement and the entire IEEE team shares credit for the success of this piece of the program.

"No one can tell what will happen on January 1," says Rita, "But we feel assured we are as prepared as we can be." ♦

Entering the "real world"

by Greg Garcia, Corporate Communications intern

This was the end of our world as we know it — at least for the interns like me who worked at the IEEE. Since June, the 10 interns at the Operations Center had been exposed to what academia likes to call the "real world." No longer were we subjected to long, boring lectures nor were we requested to learn everything through textbooks. We gained the most important aspect of the "real world" that college doesn't teach — work experience.

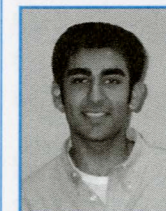
The IEEE is helping college students gain that experience through the Intern Program that began in 1998. Through an online job-posting Web site, students were able to email their resumes directly to IEEE Human Resources.

The comic strip *Dilbert* probably best describes how many young people perceive the working world — that the worker is just part of a huge machine and has no identity.

Perceptions like these are what scare students away from corporations and cause them to miss out on the experience prospective employers are seeking when hiring college graduates. But when interviewing the IEEE interns, no evidence of these perceptions was found.

"It's a comfortable place to work," said

Uzman Raza, a Rutgers University senior who



Uzman Raza



Michelle Lowry

interned with I.T. "You have to be able to interact and fit in, and that's something they don't teach you at school."

Michelle Lowry, an engineering major at Swarthmore College, said,

"As a future engineer, it's interesting to see what happens behind the scenes at an engineering society. The internship provides me with an insider's peak that most engineers never get."

Michelle was an intern in Strategic Planning & Institutional Research and is a sophomore this fall. Last year, she was the first recipient of an IEEE scholarship awarded to a local high school student.

Henry Shein, Strategic Planning & Institutional Research, said that increased workload was the reason he needed an intern in his department. Henry said that Michelle was not only working on day-to-day tasks, but also on projects that would prove to be a positive work experience.

When asked what the overall goals of the intern program were, Marsha Sacks, Human Resources, said, "We want to make it enticing enough so that when the interns graduate, they'll say, 'You know, the IEEE was a pretty nice place to work. I think I'd like to see what openings are available.'"

It appears that this goal is being met. Since the program began last summer, former intern Veronica de la Mata was hired by Human Resources as a Human Resources Information Services Trainee. She currently is working part-time while she completes two classes for her degree in computer science from Rutgers University.

"It's a good place to start," said Veronica. "I've learned things that college classes don't teach." ♦

Conducting business internationally

by Christy Bouziotis

Signal the "OK" sign with your thumb and forefinger to someone in Brazil and it will be anything but "OK." For

Continued on page 4

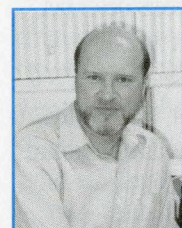
International business

continued from page 3

Brazilians, that particular gesture is obscure.

If you're in Paraguay, don't be offended if people stand very close when addressing you — it's their custom.

These nuances are just a fraction of the "cultural shocks" and experiences employees across the Institute have encountered when conducting business internationally.



Mike Petro

At the 1997 Frankfurt Book Fair in Germany, Mike Petro, Marketing & Sales, was quite surprised when a potential customer lit up a cigarette while browsing the IEEE display.

"Regulations on smoking and drinking alcohol on the exhibit floor were very relaxed," Mike explains. "People drank beer as they strolled the exhibits at 9:30 in the morning."



Sharon Strock

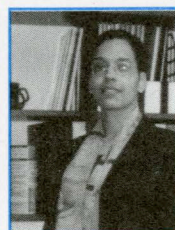
After a recent business trip to El Salvador — a country still feeling the aftermath of its civil war — Sharon Strock, Educational Activities, says, "Although I felt safe there, I learned to appreciate what I have back home."

When travelling outside San Salvador's city limits, it was not unusual for Sharon to see fully armed military personnel stopping cars on the highway to conduct random checks.

Susan Sacks, IEEE Power Engineering Society, and Janice Ganun, Magazines, were almost pick-pocketed during their stay in Berlin for the 1997 PES Summer Meeting.

While walking through what they considered a "nice" section of town, a group of young girls swarmed, poked, and prodded them. When Susan noticed that her purse was opened, she threatened to yell for the police. At that threat, the girls ran.

"Having worked in Manhattan, I thought I was prepared to face any urban situation," Susan says. "This time, though, I was caught off guard because the perpetrators were young girls!"



Samantha Padilla

The Internet can certainly help teach us about a foreign city before traveling there. However, there are some things — like natural occurrences — that remain out of our control. Just ask

Samantha Padilla, IEEE Lasers and Electro-Optics Society, who experienced three earthquakes while attending a conference-planning meeting in Japan.

"I was in my hotel room when I started to feel a swaying motion," she recalls. "When the blinds started banging against the windows, my mind finally registered what was happening."

Although travelers should be prepared for cultural differences when conducting business internationally, some actions and responses are universal.

While sitting on a park bench during her stay in Japan, a young girl fell in front of Samantha and began crying. As Samantha helped her up, the child's mother came over, smiled and cradled her daughter in her arms.

"That's just what I would have done to comfort my little girl," says Samantha. ♦

Home sweet office

by Debra Schiff

Little rubber snakes and frogs, a Magic 8 ball for those truly important decisions. Hanging plants, and whiskers on kittens, these are a few of my favorite things in my office that make the day a little nicer (just kidding about the whiskers). I also have comics covering the glass wall of my office and inspirational quotes taped to my PC monitor. One by Henry Ford reads: "A set back is the opportunity to begin again more intelligently."

Some folks decorate their offices to make them more comfortable — fewer white walls, less stress. Others like to be surrounded by pictures of families, friends, pets or momentous events. Either way, IEEE employees have interesting stories about what is on their desks or walls.

Pender McCarter, IEEE-USA, surrounds himself with mementos of 30 years in the association communications profession.

One of these includes a photo of him "collaborating with Willard Wirtz, who was President Kennedy's Labor Secretary when I was employed as a part-time research associate for the American Federation of Information Processing Societies," says Pender.

Pender's other wall hangings reflect his 18 years with IEEE-USA including photos of former talk show host Phil Donahue interviewing an IEEE executive vice president, Pender chatting with PBS/CNN correspondent Judy Woodruff and her son at a National Engineers Week event, and IEEE volunteers with Presidents Reagan and Clinton.

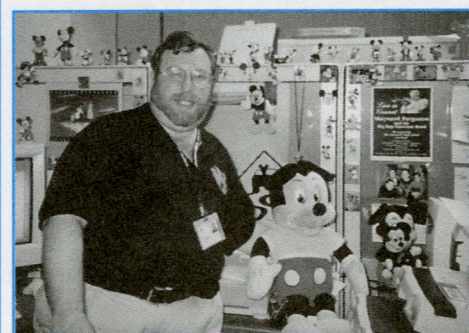
Another IEEE-USA staffer, Georgia Stelluto, has her "Southwestern Corner." Georgia's special spot includes cacti in ceramic pots, a miniature adobe house, a coyote statue, a miniature longhorn's skull, tiles decorated with Southwestern figures, a Georgia O'Keefe photo and a Southwestern scarf.



Georgia Stelluto and her Southwestern Corner

"I decorated this way because I love all things Southwestern," says Georgia, who visited Santa Fe, N.M., several years ago. "This corner of mementos brings me back a little picture of that journey that I can enjoy every day."

One of the more famous workspaces in Piscataway belongs to Mark Fendrick, Magazines/Newsletters, who displays more



Disney fan Mark Fendrick with his Mickey Mouse collection

than 100 Mickey Mouse figures, magnets and other Disney memorabilia.

"I have always been a big Disney fan back to the days of the original Disneyland and *Mickey Mouse Club* TV shows. I began collecting even before it became popular to be an adult collector of toys," confesses Mark.

"On one of our yearly pilgrimages to Disney World, my wife bought me a Mickey from the Band Concert figure for my office since music is another hobby," says Mark.

But his wife and children did not stop at that one figure, adding many more to his collection of Bandleader Mickeys.

Since then, he has added Mickey pins and desk accessories, including a Mickey lamp and magnets.

"I have even had strangers leave Mickey items for me," Mark says.



Susan Sacks in her "window" office.

Susan Sacks, IEEE Power Engineering Society (PES), took a unique approach to decorating her workspace.

"When I joined the PES staff, I moved into an office without a window so I installed my own," says Susan. Susan changes the window frame wall hanging according to the season and holiday.

"I have the best view in the building!" says Susan. ♦

A royal ceremony

by Steve Ertel

Three hundred and fifty years after the historic execution of English monarch Charles I just outside the Royal Banqueting House in London, Charles (no relation) Concordia also made history when he received the IEEE Medal of Honor in the same building. He was the first Medal of Honor

recipient to receive his award at an IEEE Honors Ceremony held outside North America.

"This year's Honors Ceremony probably was the most memorable in the history of the IEEE," says Executive Director Dan Senese.

In addition to being the first ceremony held overseas, it was also the first to be held in a palace. The Royal Banqueting House at Whitehall Palace is considered a "hidden royal treasure." Built in 1622 from a design by the renowned architect, Inigo Jones, the house is the lone survivor of a fire that destroyed Whitehall Palace, the main London residence of King Henry VIII.

The program differed from past Honors ceremonies. As is tradition in England, a toastmaster was used as the moderator of the event. Trumpeters also added to the royal setting of the ceremony.

The building has several unique characteristics, including huge ceiling panels painted by Sir Peter Paul Rubens, the 17th century Flemish artist. Another is Queen Elizabeth's throne at one end of the room. Since the throne could not be removed, it was used as the centerpiece for the presentation.

Since each country has its own customs, the Awards and Meeting Planning Services staffs had several challenges to overcome. One was to select the appropriate attire for the ceremony. Customarily, only the award recipients wear tuxedos. However, in England either all male guests wear tuxedos or none do.

"Lounge suits" were recommended. Before U.S. male attendees began reaching into the depths of their closets for their leisure suits from the '70's, they were warned and disappointed by the fact that they're not the same as lounge suits. In Europe, lounge suits means dark suits and ties!

Another problem the staff had to work around was Queen Elizabeth's official birthday celebration on 12 June, the day of the ceremony. Because the queen traditionally has lunch with her Royal Horseguards at the Banqueting House, no trucks can enter until she leaves in the midafternoon.

The planning of this event was surely hard work, but paid off as the IEEE held its most prestigious, diverse and royal Honors Ceremony. ♦

A brush with rock 'n' roll royalty

by Greg Garcia

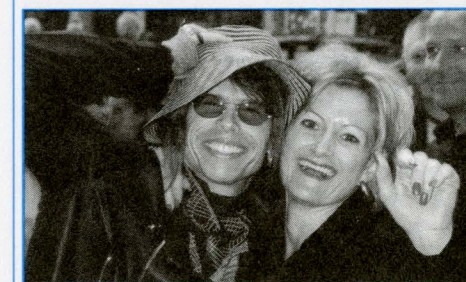
At the Honors Ceremony last summer in London, IEEE staffers might have hoped to catch a glimpse of British royalty. Unfortunately, no one was able to meet the queen, but some "star" gazing employees did encounter rock 'n' roll's royalty while staying at the Landmark Hotel.

This unanticipated encounter began when Marybeth Denike, Awards/Fellow, and Sherry Russ, Meeting Planning Services, were returning from a rehearsal at the Banqueting House where the ceremony was held. They entered through the hotel's back entrance and noticed that a "red carpet" had been rolled out along the entrance path. Without giving the matter much thought, they walked inside the hotel and were stunned to see the red carpet was for the rock group Aerosmith!

Not only was the band staying at the hotel, but so were rock 'n' roll legends The Rolling Stones and Kenny G! After some initial confusion about whether they had spotted Steven Tyler or Mick Jagger these refined employees quickly turned into autograph seekers — and lead singer Steven Tyler had no trouble obliging them.

"He was more than happy to have as many photos taken as we liked," says Marybeth. "He seemed to really enjoy it."

Lucia Baker and Kerry Ann Ward, Awards/Fellow, and Stacy Lehotzky, Meeting Planning Services, also joined the impromptu photo session taking place outside the hotel lobby. Marybeth was even thoughtful enough to get a personalized autograph for co-worker Joan Muzzio, a huge Aerosmith fan. It was an experience that none of them will soon forget. ♦



Sherry Russ with Aerosmith lead singer Steven Tyler

PROFILE

Treasury: IEEE's money managers

by Annette Codispoti

Managing money is full of daily decisions. Are there enough funds on hand to pay bills? How should money be invested? What are the legal and tax implications of investments? What type of record keeping is needed? It's easier for individuals to turn over these decisions to professional money managers. For an organization like the IEEE, those professionals are the Treasury staff.

This seven-person department, which reports to Tom Lynch, is managed by Chuck Krajcsik, who is responsible for cash management, performance reporting, investment accounting and banking relations; and Suzanne Stiles, who oversees financial control and compliance.

Cash management

Bryan King controls this area and forecasts and manages the IEEE's cash flow and short-term investments, and makes sure that funds are moved to the right accounts in the most timely and efficient way.

"The daily cash management operation keeps the department busy," says Chuck.

The IEEE's cash flow depends on money coming in from membership renewals, publication sales and conference revenue. Treasury is responsible for ensuring there is enough money in the IEEE checking accounts to pay bills, as well as to electronically transfer funds and make payments in foreign currency. The IEEE issues nearly 25,000 checks and 700 wire transfers annually.

Performance reporting and investment accounting

Treasury doesn't manage the IEEE's investments of \$195 million by itself. It depends on the expertise of investment managers and custodians. James Vinchur and Kristen Merrick oversee these professionals. They also report on the performance of the IEEE's investments, which are monitored and presented to senior management, the IEEE Investment Committee and entities such as societies, regions and sections. Karyn Krause



Back row from left: Bryan King, Tom Lynch, Chuck Krajcsik, Suzanne Stiles. Front: Kristen Merrick, Karyn Krause and James Vinchur

is responsible for maintaining an accurate accounting of all investment and cash management activity, and reconciling this activity to the IEEE general ledger accounts.

Financial control and compliance

Keeping track of millions of dollars in investments involves making sure that record keeping is accurate and complies with various financial guidelines. That's the job of Suzanne Stiles. She also is responsible for Financial Services' process and project management efforts, and is the area's primary contact with external auditors for the year-end financial audit.

Banking relationships

Maintaining good relationships with banks and other financial institutions also is the job of Chuck and the Treasury team. They work with account officers and representatives to make sure bank-support functions and systems are meeting the IEEE's financial needs. Banking services are constantly reviewed to ensure they are cost-effective.

So the IEEE can always meet its financial obligations, Treasury has short-term lines of credit with the IEEE's Bank Group, which includes First Union, Mellon Bank and Bank of New York.

New initiatives

Treasury is working on a new initiative called Concentration Banking, which consolidates the banking activities of region, section and society conferences to a more centralized approach.

"IEEE entities such as regions and sections have historically maintained separate bank accounts, which deprives IEEE and these entities of the greatest benefit of pool-

ing funds — higher investment return," says Tom Lynch.

Tom estimates up to 2,000 accounts are opened in the IEEE's name throughout the U.S. The funds in these accounts — estimated to be between \$5 and \$10 million — are not reflected in the Institute's financial statements.

The pilot for Concentration Banking began last year with Region 3 and the IEEE Communications Society. Volunteers and other members will learn more about the benefits of the IEEE Concentration Banking Program at Sections Congress '99 in October. ♦

BENEFITS AT WORK

Saving money made easy

by Barbara Zobel

Saving money can be hard work. You have to make time to go to the bank, then fill out the forms, and stand in line to make a deposit. Sometimes, you might not get to the bank at all — and before you know it, that money you planned to save is spent.

The IEEE offers several easy ways for employees to put aside money for the future without ever having to go to a bank. Through various payroll deduction options, individuals can save for holiday shopping, vacations or other expenses. Employees can even purchase stock using a money market fund with an account through the IEEE fund provider, T. Rowe Price. Enrollment for the vacation fund is in May, and for the holiday and money market funds in October. Enrollment forms are sent by Payroll to each staff member at the start of the two-week enrollment period.

Vacation and holiday funds

Employees can open up a holiday account with as little as \$5 deducted, or a vacation account with \$25 deducted from their bi-weekly paychecks. Money on deposit earns

continued on page 8

PEOPLE PAGE

A rewarding job: profile of Lucia Baker

by Nancy T. Hantman

There have been many firsts for Lucia Baker, Awards/Fellow, since she joined the IEEE in 1997. Last year, she took her first plane trip. It was to the 1998 IEEE Honors Ceremony in Detroit. So far this year, she traveled outside the U.S. for the first time to the 1999 Honors Ceremony in London and on top of that, she won a game show contest.

"Wheel of Fortune" presented Lucia with an all-expenses-paid trip to Hawaii after she and a friend had submitted their names on a postcard. Sony, the contest's sponsor, notified them last November that they had won. This January, they claimed their prize by spending a relaxing week in Maui.

According to Lucia, the charter flight to Maui seemed surreal, but "Hawaii looked just like the postcards," says Lucia. A beautiful beachfront hotel and day trips — along with a signed photograph of Vanna White, one of the show's hosts — added to Lucia's pleasure.

Retirees benefit from the 401(k) plan

by Evelyn Hargrove

Are you like most employees who enroll in the IEEE 401(k) plan? You scan the quarterly reports and then file them away, never worrying about the plan again until it's time to retire. If you wait until a few months before that long-awaited retirement day to begin calculating the benefits, a bitter reality may hit you. You may discover you haven't saved nearly enough money to live on.

Take the time now, while you're still working, to understand how to maximize your 401(k) benefits. That's the advice given by three IEEE retirees — Art Spatarella, Janis Levine and Betty Bias — on how to make the most of the 401(k) plan.

Many employees may remember Lucia from her appearance in this publication's "Guess the Baby" contest. The clue used was "this baby has a rewarding job." When Lucia reflects on her work, that still holds true.

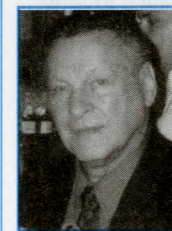
She is directly involved in the annual Honors Ceremony, the Technical Field Awards presented throughout the year, and the many details related to both programs. A self-described "people person," she is in daily contact with award recipients, hotel and travel staff, and the recipient's corporate liaisons. Keeping track of it all ensures that there's never a dull moment.

A new experience

Before joining the IEEE, Lucia was executive assistant to the chairman and CEO of Simon & Schuster.

Working for the IEEE has been a new experience in several respects. She says the IEEE is more conservative than some of her corporate employers had been but has so much more to offer such as generous vacation time, great people to work with and programs to help employees upgrade their skills.

Lucia particularly appreciates Quality College, and has taken several courses,



Arthur Spatarella

"Contribute the maximum amount of 16 percent when you enroll or as soon as you can," says Art, who retired after 28 years of service. "It wasn't always easy, but it's the best thing I did."

Janis, who retired after 20 years, says, "Become familiar with how to maximize your benefits. Take the time and effort now to learn about the 401(k) plan's investment choices."

"If you look at the 401(k) as a savings account, it's a great way to go," says Betty, who worked at the IEEE for 20 years. "I thought I would miss that money from my paycheck but I never did."



Janis Levine

continued on page 8



Lucia Baker (far right), along with other Wheel of Fortune contest winners, get ready to board their flight to Hawaii.

including one on the MS Access software program.

Indoors, outdoors

Although she has a home office, Lucia says she "must go home to peace and quiet." When she is not in her tranquil home setting, she enjoys fishing, especially for bluefish, flounder and fluke in New Jersey and Pennsylvania, as well as camping.

She and her husband, Luis Maldonado, a Wall Street executive, are building a house in Pennsylvania and expect to move this December. Their daughter, Zinetta, is a nurse at Pascack Valley Hospital, Westwood, N.J. ♦

You must have been a beautiful baby!

Who did this cuddly tot grow up to be? (Clue: This New Jersey employee's main concern is your health and wealth.) Email your best answer to Kathy Kowalenko and perhaps you'll win a prize for being the first to guess correctly. Prior contest winners are ineligible. The employee's identity and the winner will be announced in the next *Network News*.

The baby in the second quarter 1999 issue was Bill Saunders, IEEE Spectrum. The first person to identify him was Michael Triunfo, IEEE Spectrum. Thanks to all who participated.



401(k)

continued from page 7

Here are the ins and outs of the IEEE 401(k) Plan:

- ◆ You can invest in the 401(k) plan by having a percentage of your salary automatically deducted from your paycheck and deposited in the plan. You can deposit up to 16 percent of your salary each year up to a maximum dollar amount — \$10,000 in 1999. The ceiling, which is set by law, is adjusted by the Internal Revenue Service annually for inflation.
- ◆ Three factors make the 401(k) a deal you can't afford to pass up. First, the amount deposited in your 401(k) plan is deducted before your wages are taxed, which means you defer paying federal income tax on this money. The more money you put into the 401(k) plan, the lower your taxable income and the less tax you pay. Second, the earnings on your investment grow tax-free until withdrawn. And if the tax advantages aren't

convincing enough, how does free money sound? The IEEE matches the first four percent of your contribution dollar for dollar.

- ◆ The IEEE offers eight different funds, managed by T. Rowe Price, in which to invest your money. The farther away you are from retirement, the stronger the case for investing a majority of your assets in stocks, historically the best performing investment category.
- ◆ If you leave the IEEE, your 401(k) money can go with you. There are three options: leave your money in the plan, roll over the balance into your new company's plan, or deposit the money into a rollover IRA.
- ◆ You are also eligible to borrow from your 401(k) account. Contributions made by the IEEE to the 401(k) plan as part of the IEEE matching feature are "vested." This is the portion of your account you are entitled to withdraw or borrow against. You can borrow up to 50 percent of your vested account value or \$50,000, whichever is less. The minimum loan amount is \$1,000. ◆

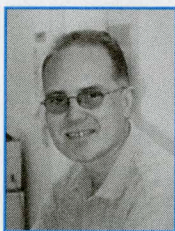
Saving money

continued from page 6

interest of up to four percent. Checks are issued from the vacation fund in May, and the holiday fund in October. Employees can discontinue their payroll deductions at any time.

Money market funds

Through a bi-weekly payroll deduction of \$25 or more, employees can enroll in a T. Rowe Price U.S. Treasury Money Market account, which earns interest of between four and five percent. Employees can write checks from the account when the balance reaches \$500.



Jamie Villanueva

Jamie Villanueva, Mailing Services, says, "I enjoy the convenience of the check-writing option.

If I have an unexpected medical emergency, I can write a check for \$500 or more with no penalty for withdrawal."


In addition, Jamie says that if his credit card bill for the month is exceptionally high due to vacation or

house repairs, he just writes a check for the entire balance to avoid a finance charge.

All monies saved are after-tax dollars so there are no penalties for withdrawal. Accounts can be closed and payroll deductions also can be discontinued at any time. Investment summaries are mailed to individuals twice a month.

Saving through the stock market

Kathy Kowalenko, Corporate Communications, discovered that for a fee of \$35 per transaction, she could buy stocks with her money market savings through the T. Rowe Price Discount Brokerage service. Used as a "sweep account," the money is transferred from the account to purchase stocks. She receives a Transaction

 **Network NEWS**

445 HOES LANE, PISCATAWAY, NJ 08855
NEWSLINE: 732 562 6397

Editorial Board

EDITOR -IN-CHIEF
Kathy Kowalenko

COORDINATOR
Judith Babeu

REVIEW BOARD
Don Curtis
Helen Horwitz

LAYOUT
IEEE Magazines & Newsletters

PHOTOGRAPHER
Carrie Briggs

REPORTERS

Christy Bouziotis	Evelyn Hargrove
Jayne F. Cerone	Joann Kilyk
Annette Codispoli	Greg Kohn
Laura Durrett	Michelle Meeh
Bernice Evans	Ken Moore
Nancy T. Hantman	Lyle Smith
	Barbara Zobel

Confirmation every month showing the status of her stocks.

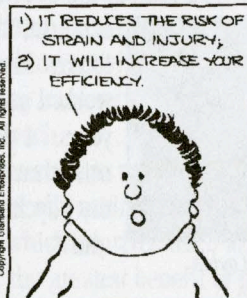
Investing on your own

If you don't want to wait for the Payroll open-enrollment period in October, you can open an individual money market account directly with T. Rowe Price at any time during the year with an initial investment of \$2,500. Once the account is established, you can request Payroll to set up a direct deposit from your paycheck to the account.

For more information about T. Rowe Price funds or online investment information, visit <http://www.troweprice.com>.

For more information about the holiday, vacation or U.S. Treasury Money Market fund, call April Tesoriero, Payroll, ext. 5381. ◆

GRANTLAND®



0322