



interCOM

COMPOSED, EDITED, AND PRINTED BY AND FOR THE EMPLOYEES OF IEEE

MESSAGE FROM OUR GENERAL MANAGER

One of the most important and interesting assignments for each of us at this time of year is your performance appraisal. It is important because it gives you and your supervisor a chance to see how your job is going and what you can do to function most effectively. It is interesting because each of us likes to "take stock" from time to time of our progress.

You will be pleased to learn that the 1977 Budget, as approved by the Board of Directors in September, has a significant allocation for improved staff salaries. Supervisors are now preparing recommendations for merit salary increases for employees who have a December review date. This effort will provide recognition for meritorious individual performances in 1976.

I am pleased to report that, at the end of 1976, it looks as if we will be able to bring our budget in on target. I want to thank each of you for helping us do this through your personal performance, and to urge your continued splendid cooperation in the future.

The Method

One of the columns regularly printed in INTERCOM concerns department write-ups and profiles of key employees. It is no coincidence that thus far we have presented columns dealing with personnel, benefits, and now payroll. The method behind this is consistent with the INTERCOM aim that is, to be informative to employees in areas where they may seek answers to basic questions. The departments covered to date are those with whom all IEEE employees maintain interface. Employees are interested in knowing who represents these departments because those persons are most important for answering employee questions.

In future issues we will present introductions to other persons and departments in the same manner. In the long run we plan to cover all departments so that we as employees will also gain knowledge of other IEEE activities in a handy form. Later issues, as the list grows longer, may include an index to such articles. It is for this reason we hope that you will save your personal copies of INTERCOM rather than discarding them as you are through reading each issue.

PROFILE

Q. Who at IEEE fits the following description? Industrious, athletic, intelligent, is in the numbers business, stands 5 ft. 3 1/2 in. tall, loves to dance the Polka, is brown haired, brown eyed, and is good looking, feminine, and modest.

A. You guessed it...Frances Kravetsky of Payroll. Francie, as she is known, is one of the new breed of old time New Jersey IEEE employees who joined the IEEE staff on September 2, 1974. Francie is a product of South Plainfield, N.J., born and raised locally. She attended South Plainfield High and graduated in June 1971. From that time until she joined the IEEE staff she attended and graduated from the Taylor Business Institute in Plainfield, then worked as a keypunch operator. She also held a secretarial position at Rutgers University where she attended classes as a part of the benefits program. She took business and academic courses to round out her education.

Francie began as secretary to Mike Sosa in Financial Accounting, and when Sharon Starzyk left to have her first child Francie went into training as the new Payroll clerk.

One of her many strong points is her grasp of the payroll procedure. Her work is very exacting and requires the utmost in accuracy or there will be angry recipients of error ridden payroll checks barking at her heels. When a seeming irregularity occurs and a person approaches her office with check in hand, her knowledge and tact must be sharp enough to allay the fears of the complainant while giving the appropriate recorded explanation of the problem. Normally the problem may be one of misinterpretation by the employee of the net result, although there have been times when inaccurate information was computed on the weekly time sheet by the complainant. Satisfaction is the usual outcome of these encounters.

In her free time Francie may be found enjoying one of several athletic interests. Her favorites include skiing, whenever the skiing is good. She plays tennis and has developed a winning reputation in doubles. In English-style horse-back riding she has managed to garner a fair share of first and second prizes. In short, excellence in whatever she undertakes to do seems to be her hallmark.

Philosophically she stands as one who avoids extremes. She disavows movements such as are rife today and proceeds to individualize her efforts with a day by day quest for attainment of personal excellence.

Francie sees in her future a possible home and children. In this writer's opinion, if fortune should smile on her she will someday live fairly close to a ski area, where she will gaze out the window overlooking her tennis court and a stable housing her very own horses.



Payroll Department

On the business end of Payroll we find that it is work of a solitary nature in which Francie Kravetsky maintains with good reason, the more businesslike part of her personality.

In preparing the payroll she must compute overtime indicated on weekly time sheets or make deductions as warranted. The issuing of regular payroll checks are normally delivered to Francie on the Thursday preceding payday for distribution. When questions from employees arise it occurs very shortly after check distribution takes place. It does not take long for employees to notice variations from the norm, but explanations are usually stated on the check stub.

Short pay can occur when someone is docked for an unexcused absence or when overtime pay has been postponed due to late arrival of the weekly time sheets. That is why it is important that time sheets be submitted promptly on Friday or early Monday morning preceding the pay day. There are times when a new deduction appears for tax, insurance, etc., but previous notification is usually made when it concerns all employees. The opposite occurs when FICA payment is reduced to reflect an excused absence due to illness.

All deductions appear on the check stub and are indicated by a code letter and the amount deducted. Included here are the deduction codes and meaning. On the right side under the recipients name the following codes will appear:

H - Hospitalization - Blue Cross & Blue Shield

I - Insurance - Major Medical

B - Accident Insurance

K - Annuity

C - Christmas Club.

On the left side will appear:

O - Overtime at straight pay - usually to 40 hours

OT - Overtime at time and 1/2 - over 40 hours

E - Sick Pay - FICA

H - Holiday

V - Vacation

D - Docked.

If there are any questions not considered here call Frances Kravetsky on extension 115, or Ed Rosenberg, Accounting Manager on extension 116. If there are questions involving Benefits Deductions, contact Dee Weitz on extension 176.

1976 Marks a Milestone for many IEEE Employees

Welcome to the 15 year club. Happy Anniversary!!

Reed Crone	Proceedings
Ronald Jurgen	Spectrum
Edward McDonald	Conference Services
Michael Sosa	Financial Accounting

Welcome to the 10 year club. Happy Anniversary!!

Gail Ferenc	Editorial
Jack Fraum	EDP
Morris Kahn	Art Dept.
Jane Post	Systems
Mario Riptranzone	EDP
Linda Rizzo	Purchasing
Emma White	Education

The Exclusive - Thirty Year Club

- Woody Gannett
- Tom Bartlett
- Pat Lech

Interview with E. K. Gannett on the Occasion of his 30th Anniversary with IEEE (August 26)

p2: Some of the people reading this weren't even born when you started working for IRE (one of IEEE's predecessors) 30 years ago. Tell us a little about what it was like back in the "olden days". What was that organization like and what were you doing then as compared to now?

EKG: There has of course been tremendous growth in size and diversity in 30 years: 18 000 members vs. nearly ten times more; 1300 published pages per year vs. 70 000 (if one includes all the Conference Records); a single technical society vs. today's 30 Groups and Societies. Also, technology has substantially changed the way we do business, e.g., computers instead of quill pens,

photocopies in place of carbon paper, high-speed offset presses instead of cumbersome letterpress printing. Yet for all these seemingly big changes, it is surprising to realize that the Institute has really not changed at all. With the exception of the recent addition of professional activities to its charter, the IEEE still has the same goals, the same concerns and problems, the same kinds of people making it go (both volunteer and staff), and certainly the same opportunities for the future. It is changing as rapidly today as ever, which is a very healthy sign.

p2: For those who are new to IEEE or don't have much contact with our department, can you explain briefly what the Publishing Services Dept., for which you are Staff Director, is all about. (I'll be interested in the answer myself!)

EKG: What is the Publishing Services Dept. all about? It is all about 44 wonderfully talented people who keep me out of trouble by managing to do what's right and at the same time keep 37 Editors, 5000 authors and 170 000 proofreaders (members, that is) happy as clams at high tide.

p2: With all the responsibility you have and the tremendous amount of work you do, how come you're such a nice guy?

EKG: Nice things are always happening. Take this year for example. I've enjoyed my 30th anniversary thanks to the benevolence of my bosses; I acquired an IEEE T shirt (see photo) through the generosity of 3 ladies on the 11th floor, and I managed to become an owner of a houseboat (see photo) through the munificence of the Oystermans Bank and Trust Co. on Long Island. How lucky can you get?



1946



1976

Pat Lech

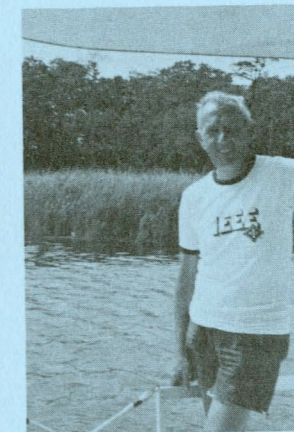
Pat Lech joined the staff of IEEE October 1946 as a Correspondence Clerk in the Membership Department. Less than a year passed and she was promoted to Supervisor. Because of her extensive knowledge of the Institute she was chosen to work with the Consulting Firm and the Data Processing Staff to achieve the complete automation of our fulfillment system. Pat was very instrumental in the transition to Automation. As an outgrowth of this she attained her present position as Manager of Systems.

Pat is happily married to Richard Lech and both are new CB enthusiasts. They have a beautiful home in Englishtown, New Jersey and like most homeowners are fighting the battle of the Crab Grass.

In spite of the fact that Systems people always think they're right, Pat has made and maintains lasting friendships. The type of friendships that make the IEEE a viable organization.



1946



1976

E. K. Gannett



1946



1976

Tom Bartlett

Tom Bartlett

Tom joined our merry band on February 11, 1946 (he claims he was only six at the time) as a shipping clerk and office messenger. Vivid memories of those early years still linger with him, including the fact that after only one week of work he received a raise from \$26 to \$28 per week. He remained in the Shipping Department until January 1951 when his Air Naval Reserve Unit was activated during the Korean Conflict. Upon his return to civilian life he rejoined the Institute requesting a transfer to the Accounting Department. For the next eight years his evenings were spent at Pace University earning his BBA degree while his days were spent in the Accounting Department. He was promoted to Manager in 1962, later promoted to Assistant to the Treasurer and then Controller in 1974.

Tom is married to the former Elaine Ruedi and they are the proud parents of two boys Scott, soon to enter college and Glenn, who at the same time will enter high school.

The Lowdown on the Slowdown

The Commerce Department reports with some glee that sales and income figures show an easing up of the rate at which business is easing off, which is taken as proof of our President's contention that there is a slow but noticeable slowing up of the slowdown.

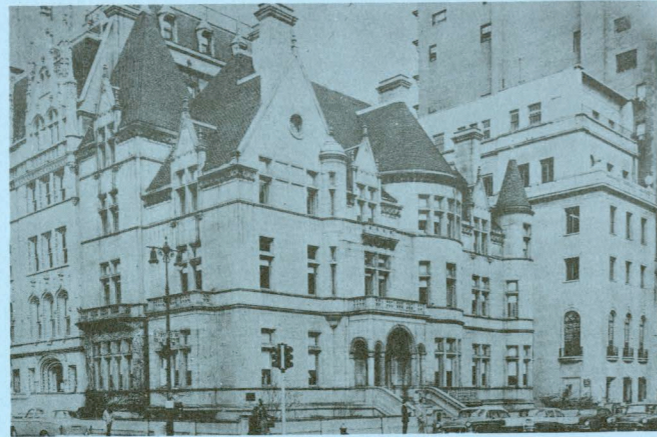
In order to clarify the cautious terminology of the experts, it should be noted that a slowing up of the slowdown is not as good as an upturn in the down curve, but it is a good deal better than either a speedup of the slowdown or a deepening of the downcurve, and it does suggest that the climate is about right for an adjustment to the readjustment.

Turning to unemployment, we find a definite decrease in the rate of increase, which clearly shows that there is a letting up of the letdown. Of course, if the slowdown should speed up, the decrease in the rate of increase of unemployment would turn into an increase in the rate of decrease of employment. In other words, the deceleration would be accelerated.

But the indicators suggest rather a leveling off, referred to on Wall Street as bumping along rock bottom. This will be followed by a gentle pickup, then a faster pickup, a slowdown of the pickup, and finally a leveling off again.

It is hard to tell, before the slowdown is completed, whether a particular pickup is going to be fast. At any rate, the climate is right for a pickup this season, especially if you are unmarried and driving a convertible.

Submitted by: Vince Giardina



IRE 1 East 79 Street, N.Y.C.

IEEE HISTORICAL INKLINGS

We have previously written about the early homes of the AIEE, one of the two predecessor societies that merged to become the IEEE in 1963. The other predecessor was IRE (the Institute of Radio Engineers) formed in 1912 and itself the result of a merger of two earlier associations. IRE had no headquarters staff office for a number of years. Some business was conducted at the offices of prominent IRE members, notably John Hays Hammond at 71 Broadway, New York, and Alfred N. Goldsmith at the City College of New York. In 1924 IRE was able to afford to rent a small office at 37 West 39th Street and employ a full-time clerk. In 1928 larger quarters were rented at 33 West 39th Street, the Engineering Societies Building. As the staff enlarged and space became cramped, IRE made a move to 330 West 42nd Street to larger but soon inadequate quarters. In time the staff split up in an effort to relieve overcrowding; at one point in April 1945 the Editorial Department moved to the fourth floor of a loft building on West 58th Street.

IRE found a "permanent" home in December 1945, and it was a beautiful home indeed at 1 East 79th Street on the northeast corner of Fifth Avenue and 79th Street, overlooking Central Park in a lovely and exclusive residential area of New York. This came about as a result of a highly successful Building Campaign Fund conducted under the chairmanship of Raymond Heising to which individual IRE members of all grades contributed so that IRE could purchase its own home. The new IRE building was the former mansion of multimillionaire Isaac Brokaw and was modeled after a French chateau (Chenonceaux), with gray granite facade, steeply sloping tile roofs, turret, and moat. The Institute employees who had the pleasure of going to this building each working day will not soon forget the marble fireplaces, handwrought iron work, stained glass windows, carved ceilings, and other embellishments of a more careful and more caring architectural age. The IRE/AIEE merger took place in 1963; shortly thereafter the staff moved to 47th Street, and the IRE home was sold to real estate promoters. Today the building remains only in photographs and in memory.

Veronica Lewis

INTER-OFFICE MEMO

Pat Malazdra has assumed the responsibility of Supervisor of Cash Processing. We all wish her luck. *Pat* and Cash Processing welcome *Laura Kohler* back to the IEEE. *Laura* joins their ranks as Assistant Supervisor.---It is hoped that *Ann Masessa* and *Donna Ancuta* are beginning to feel at home in Member Services.---Corporate Services happily welcome *Renee Panero*. *Renee* replaces *Lois Richwine* who has moved to the Lone Star State of Texas.---SPSU is proud to announce the addition to their flock of *Sishile Mangla* and *Celia Diamond*.---*Elaine Filocco* and *Eileen Boun* replace *Kathy Collins* and *Denise Gray* in SSU. *Kathy* is now going to beauty school (we didn't think she needed it) and *Denise* has a new job in Education. ---TAB considers itself a fortunate department, specializing in the very nicest people. Their newest addition is *Marja Shimatis*.---Welcome aboard *Jay Tracy, Jr.*, *Jay* replaces *Donald Wiss* as Accountant of the Finance Department.---Continuing Education is in the process of scheduling spring 1977 short courses. Please feel free to call *Kathleen* or *Denise* (ext. 174 or 175) with member inquiries about dates and locations. Upon completion, course flyers will be placed on an internal distribution list with extra copies obtained through Continuing Education. Educational Services is also planning home study courses. Any staff member wishing to avail themselves of this service can contact Educational Services.---Electro 77 in the person of *Joe Antonaccio* and *Wendy Weber* are temporarily located in Piscataway. They are formulating plans for the 1977 Convention and request that anyone talking to members remind them that Electro 77 will be held April 19, 20 & 21.---*Marge Salek* of EDP will become the personal secretary of *Cathy Ferrere* of INSPEC this month. EDP enlists the support of all in wishing *Dave Ambrose* of Systems a very speedy recovery.---

If your vacation plans include visiting Martinique see *Malvina Torto*. *Malvina* vacationed there and recommends it highly, she was the envy of Technical Services displaying a gorgeous tan.---If you plan to see America first talk to *Ginger Bulfinch* of SPSU who is back after a drive to California with many stops along the way. *Ginger* suggests that you check the long range forecast for California weather. It rained every day she was there.---What does *Vincent Giardina* of Educational Services have in common with *President Elect Jimmy Carter*???

The Publications Department welcomes *Karen Genco* as Receptionist for the 11th floor and *Diane Quinn* our newest Editorial Assistant.

Jack Fraum is as pleased as punch that his daughters graduated from high school and are attending Glassboro State College this fall. He thinks this is great, but what tickles him most is that tuition is tax deductible in the New Jersey State Tax Package.

Happy Birthday

November

2-Joan Ambrosino
Herbert A. Schulke
3-Bert Stanleigh
4-Carolyn Yankoski
5-Kathleen Doktorski
10-Hector Delgado
Esther Kelmenson
John Wong
13-Eddie Donahue
Mai McNair
Ann Zinna
16-Claire Cardone
18-Vince Giardina
19-Mary Goulding
20-Ivan Easton
22-Mario Ripatranzone
Stella Castillo
24-Henry Prins
25-Alice LeClair
27-Pat Wojnas
30-Audrey Waldman

December

8-Regina Giardina
Janice Goodman
Frank Timmons
9-Denise Gray
15-Fernando Serrano
18-Janice Shaffer
19-Brett Knobel
24-Ed Spatarella
27-Rosanne Perrucci
29-Ed McDonald
30-Mark Malyar

Scorpios and Sagittarians are up this issue. Both are fantastic signs. I know, because I'm a saggie myself, and we're perfect.

The Scorpios you work with are generally thoughtful and thorough. Don't get them angry, however, because they're known for their fiery tempers. This shouldn't matter too much, though, as they are also resourceful, loyal and good to have as friends. They have interesting personalities, but have their deep side and can be very private people. They often directly contrast their Sagittarian friends.

Sagittarians are well-rounded individuals. Very creative and deeply philosophical, they also tend to be romantic. Saggies never do anything in a small way, and there are few things they won't try at least once. They are, for the most part, decisive and do well in command situations. Could this be because a Sagittarian can usually talk anyone into just about anything? They are pleasant, jovial, and can sometimes exhibit prophetic abilities. Things are seldom slow when a Saggie is nearby.

So you see, Scorpio or Sagittarius, we have quite a few interesting people to work with around here.

JUST A REMINDER

The IEEE offices will be closed on the following days:
Thursday, November 25 - Thanksgiving Day
Friday, November 26 - Day after Thanksgiving Day
Friday, December 24 - Christmas Eve
Friday, December 31 - New Years Eve

Guess Who at IEEE??????

INTERCOM STAFF

What person does this description remind you of?

Weather: Tornado
 Time of Day: 6:00 a.m.
 Fruit: Grapes on a vine
 Book: War & Peace
 Song Title: Flight of the Bumble Bee
 Road: Turnpike
 Famous Person: Field Marshall Montgomery
 Car: Jaguar with dents
 Animal: Deer
 Color: Red

as seen by: R. Provost - Programming

Answer to appear in the next issue.

- Late News Item -

Congratulations to John M. Kinn, Chief Program Manager of the IEEE Washington office for his promotion to Staff Director of Professional Activities for the Institute and Director of the Washington office!!!

From the entire staff of IEEE INTERCOM:
"A GREAT HOLIDAY SEASON WISH TO ALL"

Editor	Rudy Spatarella	Office Services NJ
Co-Editor	Verna Miller	Data Processing
Consulting Editor	Gene Kone	c/o Pat Mazzei
Copy Editor	Carolyne Elenowitz	Publications

REPORTERS

Roger Allan	Spectrum	
Tom Bartlett	Executive & Controller	
Ann Burgmeyer	Publications	
Kathleen Doktorsky	Education	
Jean Green	Printing & Mailing	
Gina Giardina	Subscriptions	
Fran Hall	Financial Accounting	
Susan Jacobson	Membership	
Esther Kelmenson	Technical Activities	
Veronica Lewis	Corporate Support	
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Henry Prins	Advertising	
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Betty Stillman	Standards	
Carolyn Yankoski	Shipping - Warehouse - Purchasing	
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Printer	Arthur Spatarella	Printing
Distribution	Stella Castillo	Admin. Services
Typists	Anita Schleider	Student Services
	Ruth Tabak	Field Services
	Linda Rizzo	Purchasing

NEXT ISSUE MID JANUARY