



# interCOM

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

## A MESSAGE FROM OUR GENERAL MANAGER

The beginning of a new year is a time for looking backward and forward - to assess where we have been and to appraise the future, even if only dimly.

We know where we have been, and it has been a difficult, challenging, and rewarding 1976. All of us operated under a program of austerity and we emerged successfully with a budget executed on target and a sound financial outlook for 1977.

As most of you know by now, I tendered my resignation to the Executive Committee to be effective in July of this year, and so this has been a momentous time for me. I would like to share with you some of my thoughts as I review the two years that I have been the General Manager and your colleague.

I have often been struck by the intense dedication of the men and women of the Institute in getting the job done, in the best way possible, even if it meant burning the midnight oil and responding to emergency situations. It made my job easier during our difficult periods and is reflected in the outstanding record set in the fiscal year 1976 budget execution.

Now, we face a change in staff leadership and I call on you once again for your support and assistance - and I know I will receive it. Together we can keep the Institute on the track during a period of transition in 1977.

With best wishes and unbounded admiration for all of you.

### RANDOM THOUGHTS

The Holidays are over (Thank Goodness)

Another Christmas and New Years holiday season is over, and the post holiday blues are in style. Why the blues? Why not? After all the spending for gifts by using credit cards, the time has come to pay the bills as they begin to arrive. And by this time we have had the opportunity to break some New Years resolutions made at a time of determination and with the best of intentions. Have you checked your weight since the holiday? If so, you probably found that all the celebrating added a few pounds. The good food proved too irresistible, and it was thought that slight overindulgence was excusable at that time of year. It sure was fun while it lasted - was it worth it? It certainly seemed so at the time.

Then, of course, there are those elements over which we have no control. It is time for gathering all of the material, if you're an early starter, for the upcoming Income Tax Return preparation. Now there's something to look forward to. White Christmas is over, and we have White January, White February, and White March coming up. Depending on what your favorite winter sports are, this may be the bright spot on your calendar. Is it mine? I'll never tell.

Well, all of this may seem very negative, but how about the more optimistic side? This time of year offers a great opportunity to get things done. All those projects put off in favor of making merry can now be attended to. A more business-like atmosphere is conducive to putting us back on target. and it could be a very productive season. The daylight hours are being extended by minutes each passing week and the gloom of the shortest day of the year is in the past. Spring is still too far off to distract us, but a third of winter is already gone. It is axiomatic that there is nothing like a cold winter to bring the delight that comes with the first warmth of spring. For us in northern U. S. A., Spring is truly a time for renewal, and the axiom is most appropriately applied.



### PROFILE

Linda Rizzo, Purchasing Supervisor, came to the IEEE in June of 1966 immediately after graduation from Thorpe Secretarial Business School in New York. She most recently celebrated her anniversary with the Institute by receiving the traditional ten year bracelet.

Linda is a native New Yorker who relocated in New Jersey when the IEEE's Service Center opened. She now resides in Freehold and makes the 35 mile trek with several other IEEE Service Center employees. When asked about the move to New Jersey she

smiled and said she has adjusted very well to what her parents refer to as "country living". Linda prefers the slower paced lifestyle in New Jersey.

Her career with the IEEE began as secretary to Mr. Ray Mendolia, 3 months after which she was appointed purchasing assistant while still handling Mr. Mendolia's secretarial work. Since 1970 she has been working in conjunction with Corporate Services on the standardization program for the Institute which resulted in the publishing of the Office Supply Catalog. This book was distributed to Staff Directors, and Directors, and explains the procedures that have been set up for purchasing items from outside vendors as well as stock room supplies and major office equipment.

Linda has varied interests but when asked to pinpoint a few favorites she indicated that she gets a great deal of enjoyment from trying different types of Chinese cuisine, and traveling (with a special love for the southwest and west coast). In the past 14 months she has been to Texas, Arizona, Mexico, Nevada, and California. This past fall she spent a few days being held up by bandits (the one-armed type) in Las Vegas! When asked where her next trip would take her, she kiddingly said that she would like to spend two weeks in a Chinese restaurant in Arizona, however San Francisco and Lake Tahoe would do.

Linda's outlook for the future both with IEEE and personal is optimistic. She feels that the Purchasing Department is capable of handling and solving any problem that arises. After completing this interview I, too, believe that the Purchasing Department is in extremely capable hands.

Kathleen McMaughan

### THE PURCHASING DEPARTMENT

The IEEE Purchasing Department is part of Administrative Services under the direction of Mr. Ray Mendolia, and supervision of Ms. Linda Rizzo. The function of Purchasing is to systematically control all expenditures made with outside vendors for the IEEE.

A very sensitive area of activity in any company is its purchasing function. At the heart of its activity is buying the many office supplies without which it would be difficult to carry on the daily business. Buying requires getting the most for our money and developing reliable suppliers who can deliver as required. Any item that requires the use of an outside vendor must be ordered through Purchasing. The procedure is as follows:

- 1) Send all three copies of the requisition to Purchasing. It will not require an authorized signature at this time.
- 2) Upon receipt of the requisition, Purchasing will note the best price, delivery and vendor name on the form. Competitive bids will be obtained when necessary, and if time permits, to meet a delivery date.
- 3) The form will then be returned to the originating department for review. If

acceptable in price and delivery, it must be approved by the person designated as an authorized signature. The third copy (the pink one) is retained by the originating department as a record of the order and cost.

- 4) Return the blue and yellow copies to the Purchasing Department for processing.

All bills from outside vendors should have a corresponding purchase order. This is important because before a bill may be paid, the purchase requisition, purchase order, and receiving copy must agree and be signed by all parties involved. The control is complete when this is done, and the vendor receives payment for his goods, and the originating department receives their supplies as ordered.

Reference has been made to the OFFICE SUPPLY CATALOG. It is imperative that all Staff Directors advise personnel in their areas of this book and assign someone to handle the ordering of stockroom supplies for that department.

The Purchasing Department is strictly adhering to the Authorized Signature List issued by Mr. Tom Bartlett. Requisitions received without proper approval can not be honored and will be returned for proper authorization.

In addition to the purchasing of office supplies and equipment, Purchasing works in conjunction with Accounting in the maintenance of inventory control of all office machines.



### IEEE HISTORICAL INKLINGS

Have you ever wondered how the IEEE came to adopt its diamond-shaped emblem, and what the arrows in the emblem mean?

IEEE's two predecessor societies had their two distinct emblems, as shown above. And as you can see, IEEE borrowed from both: the diamond shape from AIEE, and the arrows from IRE.

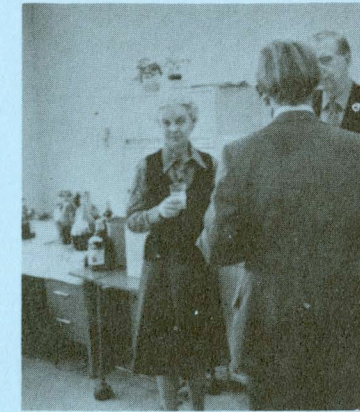
The basic idea of the arrows is to represent the relationship between the electric current and the magnetic field which, in essence, leads to electromagnetic radiation. The electric current is represented by the vertical arrow (the direction of electricity) and the magnetic field by the circular arrow surrounding the electrical line and in the conventional relationship to it. The best interpretation would probably be the thought that through the electric and magnetic forces, associated in space, there is born the electromagnetic wave which is the carrier of our radio communications. Perfectly clear?

Veronica Lewis

# IEEE CHRISTMAS



Mildred Smith: Nobody's looking, just one more.



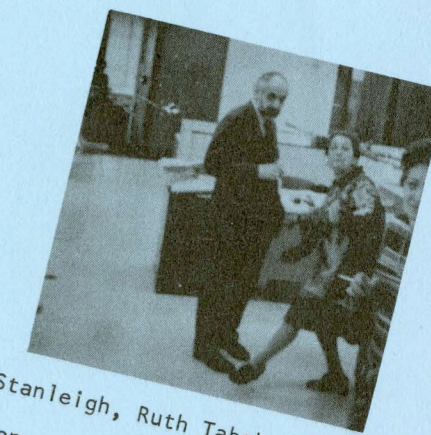
Emma White: Make mine milk anytime.



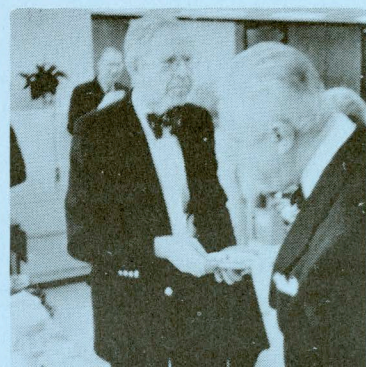
Mary Infante: Should I or should I not?



Betty Stillman: That was chewy.



Bert Stanleigh, Ruth Tabak, Mel Bonaviso: Dance anyone?



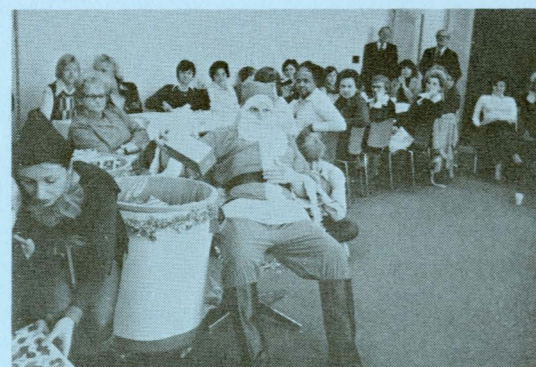
Dick Emberson: Joe Casey, what happened to the steak?



Esther Kelmenson: He's near the mistletoe.



Former General Manager Mr. Donald Fink in receipt of a parting gift presented by General Manager Dr. H. A. Schulke.



Santa Claus to Elf: My kingdom for an alkalyzer.



Esther Kelmenson: He slipped right by it!



Linda Rizzo - 10 year bracelet recipient presented by Dr. H. A. Schulke.

INTER-OFFICE MEMO

DR. HERBERT A. SCHULKE RESIGNS

This issue of Intercom coincides with the announced resignation of Dr. H. A. Schulke as Executive Director and General Manager of IEEE on January 17, 1977.

His dedication to his goals and accomplishments in reorganization has made a lasting impression on the IEEE staff. His leadership has inspired us all to perform at our peak efficiency.

It is with regret and trepidation that we at IEEE view his departure. The forthcoming period of readjustment will again require of us the utmost in effort to maintain our usual excellent performance.

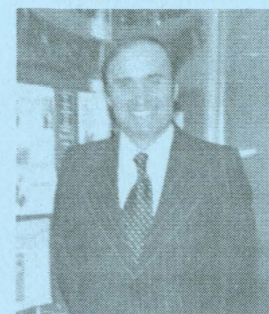
I know that the entire staff of the IEEE joins the members of the Intercom staff in wishing Dr. Schulke success in his subsequent endeavors.

Our deepest sympathy to Alba Santos of Technical Services whose mother passed away on November 21st. All of her friends at IEEE contributed to a collection and it was Alba's wish that the money be donated to her mother's favorite church, "Inglesia San Luis Beltran" in Bogota, Columbia, South America. A money order was addressed to the priest in care of the church and was hand-carried by one of Alba's friends who was going to Bogota for the holidays. We can't think of a more worthy cause at this time of the year, and just think of how much good this money will do and how far it will go in helping the poor people in this little town.

Member Services cordially send best wishes to Kathleen Venuto who was married to James Agans on December 26, 1976. We all wish her the very best in her new life and new apartment in Bound Brook.

Janice Shaffer is now happily situated in her new home in Barnegat. She loves it so much that it does not bother her to get up before six in order to be on time for work.

Field Services welcomes Nina Majorana who joined their staff on December 27th.



Congratulations Gene! We are happy to inform you that Gene Lombardo, Spectrum Advertising Dept., was recently awarded the Army Commendation Medal by the Secretary of the Army. As cited in a letter to Dr. Schulke, this medal was awarded to Major Lombardo for his dedicated work in creating several highly successful Community Action Programs on behalf of the 356th Civil Affairs Brigade. Major Lombardo's

exemplary service reflects great credit on his professionalism and his unit, and is in the highest tradition of the United States Army Reserve.



On December 15th, 50 people attended a luncheon to celebrate the retirement of Edwin D. Mac Donald, which became effective on December 31, 1976. Ed Mac Donald was employed by AIEE on January 9, 1961 (prior to the merger) and has served IEEE for 15 years. Most of his time was spent supporting IEEE Conferences. An ardent traveler, Ed has already planned his first trip. In January he will be driving to California (in his brand new car) to take in many beautiful sights. His four piece luggage gift will really come in handy. He will be traveling for about a month. We'll miss you Ed.

Dateline EDP---The computer isn't always right, but we are. With humility and best wishes to all. EDP

CHRISTMAS AT IEEE

On December 17th a Christmas get-together was held at the home of Elizabeth Escala, supervisor of Field Services. About 20 people from the various departments of the New York staff of IEEE attended and a good time was had by all.

There were also good times for those who attended the 10th floor Christmas Party hosted by IEEE on December 23rd, especially Millie Smith who was able to get quite a few holiday kisses under the mistletoe.

Santa (Pat Merola) came to the Piscataway Service Center accompanied by a very beautiful little elf (Cathy Cardone). The cafeteria was transformed into a Christmas Wonderland. Santa distributed gifts to the staff and a sumptuous feast, compliments of IEEE, was enjoyed by all. The party ended with everyone joining Rudy Spatarella and Fran Hall our guitarists in singing Christmas Carols.

Christmas and New Years went over in the grandest "Broadway Tradition" with the people on the 15th floor - TAB, Standards, Field Services, Education, Conference Services, and Power. They hosted, and toasted, and ate, and made merry, and because they are all such delightful people they all had a good time.

# JUST A REMINDER

GUESS WHO AT IEEE???????????

The IEEE offices will be closed on Monday, February 21st in observance of Washington's Birthday.

## Happy Birthday

What person does this description remind you of?

- Color: Purple
- Vegetable: Carrot
- Car: Ford with the look of a Lincoln
- Song Title: Anniversary Waltz
- Movie: Gone With The Wind
- Type of clothing: Stylish
- Animal: Poodle

as seen by: Walter Last

Note: The answer to last issues "Guess Who" is Ed Rosenberg.

### January

- 6 Pat Darmstadt
- 8 Pat Lech
- 11 Carl Maier
- 12 Carol Gershowitz
- 16 Marie Atkins
- 17 Josephine Malyar
- 17 Jorge Rivera
- 27 Emily Sirjane
- 31 Veronica Lewis

### February

- 3 Renee Panero
- 4 Charles Bendel
- 4 Margie Newsome
- 4 Debbie Rutledge
- 7 Debbie Crawford
- 8 Linda Rizzo
- 8 John Tagler
- 9 Una Lennon
- 12 Frank Jay
- 18 Diane Patten
- 19 Anne Gates
- 26 Dave Ambrose
- 27 Sue Jacobsen

As if the holidays weren't enough reason to celebrate, the Capricorns and Aquarians here at IEEE will be having birthdays to continue the excitement of the season. And lucky they are to have reason to celebrate!! With weather like we've had lately, a reason to celebrate is definitely welcome.

Capricorn people are strong willed and determined. They work hard toward their goals and are not easily thrown off their course. Though sometimes disappointed, they are almost impossible to discourage. These traits may sound cold and impersonal, but Capricorn people are actually very warm, understanding, always gentle, and even somewhat shy. They have the strength and determination to reach the top, but the goodness of heart and understanding to have the total respect of every person fortunate enough to have the pleasure of knowing them.

Aquarius people are also in search of success. They can bear responsibility and have high ideals, but are sometimes hampered by their generosity. Occasionally they may allow friends to impose on them, but not for very long. Aquarians love liberty and freedom and will not be burdened or tied down without good cause. Nevertheless they try to remain patient and faithful. They are intelligent and often show interest in the occult and the mystical things in life; they are artistic, ambitious, sincere, and generous and their magnetic personalities make them well loved and remembered by everyone.

### ATTENTION:

If we have missed your birthdate, or you wish to remind us of your upcoming birthdate, please contact your area reporter so that this information can be placed on the birthday list which is to be printed soon.

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