New venue only change for 2003 Holiday Luncheon

The deviation in the traditional location of the Facilities Holiday Luncheon was about as obvious as the height difference in this year’s Santa and Mrs. Claus. Brittain Dining Hall replaced Weber SSTC 3 as the site because of renovations to the Weber auditorium space. The rest of the party activities were as faithful to tradition as ever with the large quantities of food, holiday music, door prizes and the recently added musical chairs competition.

Thanks to all the volunteers who worked behind the scenes and the committee that helped organize the event. The 2003 Holiday Luncheon committee members were Cindy Jackson (committee chair), Willie Stephens, Charlotte Banks, Judy Harper, Steven Marks, Jo Ann Pittman, Ronald Fambro, Revonda Dunn, Todd Berman, Steve Cseplo, Ronald LeRoy, Amanda Stefanakos, and George Roberts.

A special thanks also goes to the staff of Brittain Dining Hall, Chef, Greg Walker; Manager, Eric Phannenstiel; Unit Manager, Ken Wesolowski; and Purchasing Director, Bob Neth for their assistance and use of the facility.

Facilities’ Cindy Jackson and the Institute for Sustainable Technology and Development’s Nancy Jones teamed up to identify an environmental program with great impact and little effort on the part of participants. Jackson and Jones developed GT’s Green Purchasing Guide (GPG). With the GPG, they hope to promote the use of recycled office products and increase the amount of recycled content and remanufactured products ordered.

A review of past purchases showed GT, as a whole, was only purchasing 9% recycled content office supplies—far below the state average of 12%. The most commonly ordered office supply was copier paper—an item with a variety of recycled options.

Jackson and Jones chose Facilities to pilot a new study on the purchasing habits of office product buyers to track the changes in recycled content office supplies after a presentation on processes and product availability with the GPG. They expect a great increase of those purchases. Several other departments heard about the program and requested a presentation to their groups.

The guide is not limited to paper products, such as self-stick notes and file folders. It includes products such as scissors, paperclips, 3-ring binders, and toner cartridges. Office Depot, the State of Georgia’s exclusive source for core office products, now offers The Green Book as a supplement to it regular catalog for “environmentally preferable products.”

A copy of the Green Purchasing Guide can be found at www.sustainable.gatech.edu/campus/purchasing.php. A copy of The Green Book can be acquired through Cindy Jackson.
Warren’s Spotlight

The coming year promises to be one of major changes and challenges in Facilities. First we are faced with moving our operations and people located in the King complex to another location. Second, we are challenged by continuing reductions in our budget. Last, we have the difficulty of supporting our customers in spite of the challenges and changes our organization will experience this year.

It is hard to imagine Plant Operations being located anywhere but the King complex. My review of the Facilities archives reveals we’ve been in the King Building complex since 1961. Even the Facilities’ old timers can’t remember being anywhere but here. This is a very long time and it appears we will be moving to a new location during this year. As I write this, the new location for the O&M people in King will be O’Keefe. We are making plans to see exactly where all of us will fit, but at this point O’Keefe looks like a good fit for us. We hope to have the final approval of the details of our move by the end of January; this will allow us to set the start on the preparations of the space this spring.

While the change to the new work location will be challenging, it also looks like the FY05 budget will bring more challenges. We may be expected to work with fewer resources. The good news, for us individually, is the FY05 will probably include a pay raise. If we get the anticipated reductions in our budget, we will have to take a very hard look at how we operate with fewer resources.

We will be challenged to maintain a satisfactory or better support in spite of reduced resources. I’m confident we can meet this and other challenges we may face over this next year. What we all need to do is give our best and take each day as it comes.

Can we meet the challenges and changes the coming year will bring? My response is a resounding YES. This year has all the earmarks of being a semi-real year in the life of Facilities. We’ll be laying the seed for the future development of our organization and how we do it is very important. I look forward to facing the challenges of this year with you.

FY 2004: Construction Projects Update

Food Processing Tech Building  (Project Manager: Gary Petherick)
Description: Phase 1 is 36,000 gsf of research space at the North Ave. research area for GTRI
Design: 100% complete; Construction: 15% complete
Estimated completion date: July 2004

Callaway Campus Recreation Center  (Project Manager: Gary Philips)
Description: Phase 2 is to enclose the Aquatic Center pool, new leisure pool, new recreation space, and build a 500 car parking deck for students and faculty/staff
Design: 100% complete; Construction: 78% complete
Estimated completion date: September 2004

Family Apartments  (Project Manager: Tom Suermann)
Description: 400,000 gsf of housing, 10,000 gsf daycare, and 800 parking spaces for graduate students, daycare patrons and parking
Design: 100% complete; Construction: 7% complete
Estimated completion date: January 2005

Klaus Advanced Computing Technology Building  (Project Manager: Ron LeRoy)
Description: 210,000 gsf for labs, classrooms, faculty offices, 200-seat auditorium, and parking structure for 540 vehicles for students and faculty/staff
Design: 100% complete; Construction: not yet begun
Estimated completion date: February 2006
ACCOUNTING
Vickie Clark is enrolled in “How to change a tire” class at West Georgia Automotive Institute. We hope she’ll pass.

AREA 1
We want to congratulate Jeff Bridges on his 3rd consecutive year of perfect attendance.

Paul Gruendler has moved again! If you see him walking along 10th St., do not attempt to pick him up.

AREA 2
Area 2 welcomes its new employee Steven Marks (Plumber).

Gentle Lee and wife Connie Lee will be returning to the “Mother Land” (Africa). A two week visit of course. Lee and his wife will be performing missionary work.

Bill Halabi has started a protest/rally against the FDA in regards to them banning Ephedra. Apparently, since the ban has taken place, he is afraid his current weight loss will be in jeopardy.

With the third season of “American Idol” in full swing, Area 2’s own Larry Copeland (Cowboy) braved another audition. Cowboy overwhelmed Randy, Paula, and Simon with a beautiful reminiscence of “Why Do Fools Fall In Love.” With standing ovation, he was Hollywood bound. But, unfortunately after doing a background his true age was revealed. He stated that the producers mixed-up 25 with 55.

AREA 3
Greetings from the stockroom of Boggs, Howdy & Happy News Years!

Johnny Roper & the gang went on his first cruise to the warmth of the Bahamas! Ooh la la!

Mike Picklesimer visited the Georgia Music Hall of Fame in Macon. He claims the ghost of Duane Allman greeted him at the door!

Charlie Cooke’s daughter, Danyae, has become a member of the national honor society. She will soon be enrolled at Columbus State College. Way to go Danyae!

Roger Humphrey took the entire month of December off on vacation. He had the worst Monday of his life when he came back.

There was a misprint in last Quarterly's News & Views, Michael Castille’s motorcycle wasn’t 100 CCs it was meant to read 1100 CCs. (My lawnmower has a bigger engine than 100 CCs!)

Some of our A/C mechanics have become chess players. If anyone needs a good game and a brain exercise come on down.

Vladamir is doing well in English class and Dennis is enjoying his new 7.1 digital audio amplifier. The basement never sounded so good.

AREA 4
Jo Ann Pittman is the proud grandmother of a new 6 lbs, 9 oz. baby BOY. He entered the world at 11:54 AM Saturday, 1-24-04. His name is Jakari Derrick Pittman. Congratulations!

We want to welcome the following employees to Area 4:

Philip Walls, plumber
Tim Ramey, HVAC Mechanic I
Floyd Rounds, HVAC Mechanic III
Jerry Johnson, Painter

AREA 5
Delora Felix is a grandma, again. It’s her third. Madeline Grace Atkins was born Feb. 3 at 6:09 PM weighing 7 lbs., 11 oz. and 19 inches long. Congrats to all!

BUILDING SERVICES
The custodian department is participating in an pilot study about vacuum cleaners. The department is one of eight customers of Tenant commercial vacuum cleaners. They will run the machines for 30 hours within 8 weeks. They will be testing for performance, design efficiency, versatility, and maneuverability. The machine is light weight and has tools to clean blinds.

CONSTRUCTION ADMINISTRATION
Two of Design and Construction’s projects won awards from the Georgia Chapter of the American Concrete Institute 2003 Awards Competition. The Ford ES&T Building received an Outstanding Achievement Award in the Mid-Rise Buildings category. In the Low-Rise Buildings Category, the Whitaker BME Building received top honors with the First Place Award. The projects will be honored at the Awards Presentation Banquet later this month. Kudos to Fred Dolder for outstanding management of these projects!

Best wishes to Mike Patterson as he recovers from surgery.

INFORMATION TECHNOLOGY

(Continued on page 4)
Shop News

(Continued from page 3)

December 4, 2003, our Facilities Focus Guru, Anjum Khan became a citizen, CONGRATULATIONS! Who are you going to vote for? Please don't consult with Warren.

Justin Polazzo is staying busy adding a bath and a room to his newly acquired house, “The Bachelor-Rama.”

Steve Sywak is proud of kicking Area 2 Manager’s butt in golf.

Congratulations to Jimmy Lehmkuhl for reaching level 65 in Ever Quest.

CENTRAL SHOPS
Revonda Dunn can’t wait to pull her camper with her new 2004 white Chevrolet Silverado.

MOTORPOOL
The staff is very sorry to see Clarence Potter leave. Who’s gonna “school” Sherrod Prather in basketball now? (Is this a case of the master learning from the student?)

RECYCLING
Please welcome our new Foreman Frank Quinones. He certainly jumped right into things.

STAGING
We want to welcome Justin Foster who transferred from building services.

Also, we want to welcome our two new employees Stanley Tolber and Maurice Zellner.

STEAM SHOP
Congratulations to Warren Jameson and Brent Minter for making it past their six month probation. Everyone watch out because the trouble is about to begin.

UTILITIES & ENERGY
Welcome our new employee, Jan (“John”) Piechocki, our Fire System Electronics Technician.

Kirk Byers left the A/C shop leaving Tom Li as our new (only) #1.

We are proud to announce Mark Hopkins’ daughter, Heather, received her new liver on January 26th. Her recovery is proceeding better than expected.

Facilities Profile: LOCKSHOP

Employees: Kelly Bolton, Sonny Cody, Lee Jones, and George Morgan

What is the most unusual service request: Lee started with the most frequent request, “unlock a door that is already unlocked.” Then Kelly added, “Put a lock on a recycling bin.” Sonny said the most unusual one was when a door was broken into and the customer insisted on using the old lock.

Typical day for a Locksmith: A typical day is repairing locks, rekeying locks, cutting keys, and constantly answering “emergency building break in.”

What would it be like if you closed the shop for a week: “It wouldn’t be good; it would be murder. Close the campus? Ooooooh, not good. It will be a disaster when we open back up.”

Hardest aspect of the job: Dealing with irate customers who want the job done even though we don’t have the parts to do it with and meeting customer expectations while complying with our security guidelines.

What do you like the most about your job: I like working with our fellow employees. Giving the people the feeling of security is a sense of enjoyment for us. We enjoy the teamwork environment in the shop. We like 4:25 PM.

These men probably do not need an introduction. Most people know them by the end of their first day. Others on campus may see them more than they would like because of locking themselves out of their offices. (Left to right) George Morgan, Kelly Belton, Sonny Cody, Lee Jones.
IN MEMORY OF THOSE WE LOST IN 2003

Terry Huff

Terry received his early education at Thomas Heath Slater Elementary School, secondary education at Carver Vocational High School and, furthered his education at Atlanta Tech and Dekalb Tech. Terry was multi-skilled and held numerous positions with several companies. He worked at Atlantic Steel, Milton Bradley, Ivan Allen (Staples), and at Georgia Tech until his departure to glory. Terry shared his life with his loving and devoted wife, Patricia Lynn. Terry and Patricia were proud parents of two sons. Terry was well known for his meekness, his mildness, his compassion, his smile, and his love for sports.

Richard Harden

The Facilities family said a good-bye to a good member, Richard Harden. Richard died in a motor vehicle accident on December 10, 2003. Richard was just 19 years old when he started at Georgia Tech in 1971. He graduated from South Cobb High School and is survived by his sister and a niece.

As you probably know, he always liked to joke with people. If he joked with you, that meant you’re a friend.

The best way to remember Richard is by quoting him. When Michael Jordan asked him why he sits down on his tail all the time, his usual reply was, “It is my tail and I can sit on it.”

Taffie Maynard remembers him as always being happy. Sonny Cody believes that even though Richard seemed to be a Dawgs fan on the outside, he really was Tech fan on the inside. No wonder he stayed at Tech for 33 years. Jo Ann Pittman reminded us that he had a big heart; he helped feed the homeless. He is truly missed, but we all know that this fall he will be looking down from above yelling, "GO BULLDOGS!"

Christina Glenn

January 2003 after a valiant fight with cancer. She was a native of Philadelphia, Pennsylvania. Christina worked in the GCATT building for the entire duration of her employment at Georgia Tech. She was a good employee with an outstanding personality and a million dollar smile.

Terry Farmer

Terry Farmer passed away in October after complications related to liver transplant. He worked in the storeroom for 18 years and he was liked by everybody in Facilities. He will be missed.

Perfect Attendance Awards


Institute Holidays

Thu. 1/1/04 - New Year's Day
Mon. 1/19/04 - M. L. K. Jr. National Holiday
Mon. 5/31/04 - Memorial Day
Mon. 7/5/04 - Independence Day
Mon. 9/6/04 - Labor Day
Thur.-Fri. 11/25-26/04 - Thanksgiving Break
TBA - Winter Break and New Year's Day
Holiday Compassion Shown in Tough Times

By Waytha Gordon

As we go through life we are always looking for compassion and sometimes we find it in some places where we least expect it. I would like to share an experience of this nature with you. I have an employee that works in the Van Leer Electrical Engineering building. Her name is Maxine Wilkerson. Mrs. Wilkerson is the custodian of her daughter’s four children. As we started going into the Christmas holidays, Mrs. Wilkerson sustained a back injury and was off from work for about two weeks without pay.

While she was recovering her husband had a heart attack and passed away. At this point, things looked mighty bleak for her and the kids and their Christmas. Somehow the employees in Van Leer heard about it and swung into action on their computers and generated an enormous number of gifts for her and the kids. So once again, Santa Claus was alive and well in the Wilkerson’s household and compassion was truly alive and well in the Electrical Engineering building. Hats off to every one involved and thanks from Building Services Zone 5 and the rest of the Facilities Department.

(Left) The Wilkerson’s kids open their Christmas presents. (Right) Mrs. Maxine Wilkerson is truly moved at the surprise party at Van Leer building.
Holiday Luncheon 2003

Ronnie, JC, and Ronnie.

Terence, Jocelyn, Andre.

Srdan, Stanley, & Craig.

Darryl, Lance, & Kenny.

Enjoying the Musical Chair.

Anna, Vanessa, & Vic

Andy drawing numbers.

Oveta, Judith, & Deborah

Marla & Kurin.

Vickie & Amanda welcoming the guests.

Patrick, Chuck, Frank, Tunji, & Steve.

Andrea, Sherry, Sandra.
Safety

Use smart car tips to keep safe during adverse weather

By Michelle Short
Adapted from cartalk.cars.com

It’s time for the ice and snow to start causing a problem for Atlanta commuters. Here are some commonsense guidelines to keep your car working properly and keep you safe during harsh winter weather.

*Get a tune-up*
If your car needs a tune-up or is due for regular service, get it done now. Bad hoses, belts, water pump, spark plug wires, and distributor caps can leave you stranded in the winter.

*Check battery*
Make sure your battery and charging system are performing correctly. If you need a new battery, look for “cold cranking amps” (CCA), the maximum number of amps the battery can deliver at zero degrees (F) for 30 seconds. A good battery is rated at or above 600 CCA.

*Check coolant*
Check to make sure the antifreeze will protect your car to the winter temperatures you’ll experience in your area. For most areas, you’ll need a 50-50 mix of coolant to water. If you don’t have proper antifreeze protection, you can ruin the engine.

If your coolant hasn’t been changed in years, get the cooling system flushed. This removes dirt and rust that has built up in the system. Another reason to flush the system is because the rust inhibitors in the antifreeze break down over time and need to be renewed.

*Fix Leaks*
If you have leaks in the cooling system, get them taken care of now. A car can overheat in the winter if they run low on or out of coolant.

*Check Wipers*
Winter wipers are gaining popularity. These have rubber coverings that keep ice from collecting on the blade. If you use these, make sure to take them off by warmer weather.

*Fill Your Tank*
If you happen to get stuck or stranded, the engine is the only source of heat. You don’t want to worry about conserving fuel if you need to keep the car running to stay warm.

*Fill Washer Fluid*
On a snowy or messy day, you can easily go through half a gallon of fluid trying to keep the windshield clear.

*Carry Sand Bags*
Carry a snowbrush and an ice scraper. It’s also a good idea, if snow is in the forecast, to carry a bag of sand (not just for rear-wheel drive vehicles) to help with traction if you get stuck in the snow or ice.

*Have a Phone*
Obvious reason if you get stuck you can call for help.

*Clean Off Your Car*
Take some extra time to make sure your car is clean and your visibility is good. Don’t just clean off a little peep hole on the windshield. Clear off all windows, side view mirrors and lights. AND, clean off the rest of the car because the snow will either slide off the roof and cover your windshield when you slow down, or fly off onto someone else’s windshield and cause them to crash into you.

*Go Slow!*
Drive slowly and leave plenty of distance between you and other cars. Rapid movements lead to skids and loss of control.

*Know Your Car*
If your car has anti-lock brakes and traction control, know how they work, and how they help. It is also useful to practice using these features in an empty parking lot before having to use them on the road in an emergency.

*Carry Supplies*
Carry a snowbrush and an ice scraper. It’s also a good idea, if snow is in the forecast, to carry a bag of sand (not just for rear-wheel drive vehicles) to help with traction if you get stuck in the snow or ice.

Joke Box

Worker 1: Why did the foreman fire you?
Worker 2: Well, you know the foreman is the guy who stands around and watches others work.
Worker 1: Yes, anyone knows that. But why did the foreman fire you?
Worker 2: Well to tell the truth, he was jealous of me. A lot of the fellows thought I was the Foreman.
New Spam Management Software Sorts Email For User

Our tests of the "I Hate Spam" software running on our Exchange mail server were completed in mid-January. We are pleased with the capabilities and features of the product. On Jan. 22, we began moving mail accounts to the new mail server running "I Hate Spam." We will start slowly, only moving about 10 mailboxes initially, and then move a greater number of mailboxes each evening if no glitches occur. We will contact employees via email when they have been scheduled to move to the new server.

Here's a description of how the spam filtering works.

Once active in the new server, the spam filter software automatically creates the following three subfolders in the Inbox:

- **Spam - Quarantine** (suspected spam gets placed in this folder)
- **Spam - Whitelist** (place quarantined email here to allow future email from that sender)
- **Spam - Blacklist** (place email here to block future email from that sender)

Any mail from anyone listed in the Outlook contacts folder (personal contacts, Facilities employees, and all Georgia Tech faculty, staff and students) can never be blocked by the spam filter.

The spam filter uses over 2000 rules to process incoming mail and assigns a point value to each piece of mail.

If the assigned point value is below a certain threshold (currently set to 100 points), that piece of mail gets delivered normally—it will be placed in the Inbox.

Any mail receiving a point value of 100 or higher will be placed into your Quarantine folder. Everyone will need to look in the Quarantine folder periodically to determine if the quarantined mail is or is not spam. Then place quarantined mail into either the Whitelist folder or the Blacklist folder.

If the email to place in the whitelist folder needs to be referenced, place a copy of the email in that folder, keeping the original email in the Inbox (or any other folder chosen to store that email). There are several ways to copy the email, one of which is to simply highlight the email, press and hold the "Ctrl" (Control) Key, then drag and drop the email to your Whitelist folder.

After approximately six hours, the system cleans up the blacklist or Whitelist folders by adding the sender's email address to the appropriate list and then deleting the mail from those two folders.

If an unwanted email does wind up in the Inbox, move that mail to the blacklist folder to block future email from that address. Remember, anyone listed in the Outlook contacts folder can never be blocked by the spam filter.)

Please contact the helpdesk at 404-385-TEAM (8326) for questions on the

Computer policy refreshment needed; GT campus network integrity at risk

(The following 2 policies were originally disseminated on June 17, 2002.)

Please remember to turn your computer off before you leave for the day. Doing so results in our systems being less vulnerable to the millions of probes directed at Georgia Tech computers every day. Please contact your computer support team at 5-8326 if your computer needs to stay powered on for mission-critical reasons—we maintain a list of mission-critical computers.

Please also remember to "lock" your computer when you're away from desk for extended periods of time. Doing so will prevent unauthorized persons from gaining access to your email and data files stored on your computer. Windows 2000 has a feature that allows you to lock your computer after some period of inactivity. (I have mine set for 5 minutes.) To access that feature, click the right-side mouse button somewhere on your "desktop" screen that isn't covered by a program window, an icon, or a toolbar.
Think outside the traditional flower box for garden interest

By Donna Chronic

Most of us think of edibles in the landscape as those wonderful vegetables that come out of our garden every year. Just the thought of red juicy tomatoes, crisp cucumbers, and spicy peppers makes me long for summer. Believe it or not, if you do a little investigating, you can find great plants that not only work in your landscape but also provide a bountiful harvest.

Fruit trees seem like the first choice but may not be the best option for the home landscape. Most fruit trees require extensive spraying and pruning in order to control insects and disease. Some of the unusual fruits are generally easier to manage and still give you a nice tree or shrub with attractive flowers. Some examples are persimmons, paw paws, quince and of course figs. They all are attractive, fruit bearing and easy to cultivate.

For all round usefulness, blueberries are my favorites. Blueberries provide multi-seasonal appeal. Foliage color can range from greenish blue in the summer to a bright red or yellow in the fall. An abundance of flowers in the spring insures a plentiful crop of berries in early summer. What about a carpet of strawberry plants for a groundcover? Dainty little white flowers in the spring with bright red berries to follow. In fall and winter, they offer an evergreen cover. Thorn-less blackberries work well on the edge of a naturalized area. But remember to give them lots of space because they can become invasive.

An entire article could be devoted to herbs and their ornamental use. For centuries, herbs have been used in specialty gardens and containers. Why not mix them in with your home landscape? Rosemary makes a fragrant and attractive shrub. Parsley, with its deep green color, works well as a border plant. Chives, fennel and dill make great specimen plants. Basil comes in a variety of sizes, shapes and colors. A couple of my favorites are “Purple Ruffles” and “Spicy Globe” basil. I always consider it a bargain when a plant is attractive, aromatic, edible and easy to grow.

A trick I like is to incorporate vegetables into my regular landscape and flowerbed. I love to see the look of surprise on someone’s face when they are admiring a flower and realize there is a pocket of lettuce growing next to it. There are fantastic new varieties that come in a wide array of shapes and colors. “Red Sails”, “Freckles”, and “Oakleaf” are all varieties of lettuce that have this ornamental appeal. A lot of work has also gone into breeding ornamental peppers that are both appealing and edible. A new variety called “Chilly Chili” has beautiful showy yellow, orange and red peppers that are clustered near the top of the plant.

As you can see, edibles should not just be relegated to your vegetable garden. With a little creativity, all kinds of edible plants can be included in your landscape. They can provide attractive foliage, nice flowers and an edible reward in the end. Experiment and have some fun!

Slow pet population growth by looking to animal rescue shelters

By Michelle Short

Overcrowding in the greater Atlanta animal shelters has reached dangerously high levels. According to statistics for the year 2001, over 130,000 animals were impounded at shelters for the 19 surrounding counties of Atlanta. Of those, approximately 26,000 were adopted and 90,000 were put to sleep.

According to Petfinder.com, a website which lists thousands of available dogs and cats nationwide, there are over 100 rescue organizations in greater Atlanta. These groups rescue dogs and cats from local shelters right before their time is up and provide food and shelter until a suitable adopter is found. These groups never kill the animals in their care.

When people think of getting a new pet, the first thing that comes to mind is looking in the paper for available puppies or kittens up for sale by breeders. In reality, there are many purebred dogs and cats out there in shelters and rescue groups. Many of the rescue groups in Atlanta are specifically for a certain breed of dog. Examples are “Georgia Jack Russell Rescue,” “Georgia Labrador Rescue,” and “Atlanta Persian and Siamese Rescue.” If you are set on getting a certain breed of dog/cat, there’s a pretty good chance there’s a rescue organization out there that will have the perfect dog/cat for you.

If you are the type of person that loves any dog or cat regardless of breed, Atlanta area shelters still have plenty of mixed breeds. Mixed breeds can make wonderful pets. According to experts, mixed breeds are less likely to have aggression problems, and their gene pool is large so they have fewer health issues than purebreds.

Another myth regarding dogs that are in animal shelters is that the older the dog, the less trainable he/she’ll be. Most of the time an older dog is more willing (Continued on page 11)
Keep resolutions by focusing on behavior

Resolutions are made and broken every year. Some last a little longer than others. The key is in knowing your own behaviors and focusing on that. Losing weight is not simply a matter of just eating less or exercising more. How do you get to that point? With anything you wish to change, there is a process of self-modification.

One’s behavior, thoughts, and feelings are embedded in contexts—the things that go before them (antecedents) and the things that come after (consequences). A shorthand way of expressing this is A-B-C: Antecedents-Consequences. The effects of situations (As and Cs) upon our behavior (Bs) are influenced by learning experiences that continue throughout our lives.


The definite sequence of most self-change programs involves the following.

Select a goal and develop a commitment to change in order to reach that goal. Specify the behaviors to be changed. (Target behaviors.)

Make observations about the target behaviors. Keep a diary describing those behaviors or count how often you engage in them. Try to discover the things that stimulate your acts and the consequences that reward them.

Work out a plan for change. Your plan might call for changing a pattern of thought that leads to unwanted behavior, gradually replacing an unwanted behavior with a desirable one, and rewarding yourself for desired behavior.

Readjust your plans as you learn more about yourself. As you practice analyzing your behavior, you will be able to make more sophisticated and effective plans for change.

Take steps to ensure that you maintain the gains you make.

You accomplish this by inserting new antecedents or avoiding old ones, by inserting new behaviors, or by substituting new ones for old ones, and by insuring you are not rewarded for unwanted acts.

Anticipate obstacles and prepare yourself. Expect to make mistakes. Don’t give up, though. Think of how to respond the next time that situation occurs.

Don’t blame mistakes on your personality. When you make mistakes or give in to temptation, you should think of this as caused by pressures from the environment that do not interact well with your current level of skills.

Prepare for temptations. Avoid situation you know will be tempting. Ask your friends not to tempt you. Minimize the tempting quality of the situation and distract yourself when you are in that situation. Remind yourself of your goal.

Believe in yourself. Pick a target you feel there is some chance of reaching. Distinguish between past performance and the present situation. Pay close attention even to small successes. Don’t let old emotions hold you back. Don’t let depression lower your self-esteem. If you thought you could do it before, you still can. And rank situations according to their difficulty for you and start with the easier ones.

Use these steps on any kind of change you want to make whether it’s losing weight, smoking cessation, spending more time with family or even spending less and saving more money.

From “Self-Directed Behavior: Self-Modification for Personal Adjustment” (Brooks/Cole Publishing Co.)

Pet overpopulation

(Continued from page 10)

to learn new things because he has past the difficult “puppy age.” The dog probably already knows some commands, or might even be house trained. Many shelters and Petfinder.com list if a particular dog is housetrained or not. Older dogs have longer attention spans, which will help during training sessions.

Earlier this year when I decided to get a dog, I thought about buying a puppy from a breeder. I decided on a certain breed and searched the paper. But after seeing a TV news segment on the overcrowding at area animal shelters, I visited several county shelters. After a week of searching, I found “Wally” on Petfinder.com. Wally is a 5-month old purebred Beagle. He is a perfect match!

Even if your family is not looking to add another dog or cat to the household, you can still help control the pet population and overcrowding in area animal shelters. The number one thing is to get any pets in your household spayed or neutered. The reduced number of unwanted puppies born will cut down on the amount destroyed at the shelter. Also, keep an ID tag on your pet at all times. Many of the animals that end up at area shelters are actually family pets, which have escaped with no ID tags. Many shelters now provide “micro-chipping” for a small fee. If your dog or cat happens to run away and finds it’s way to the shelter, they scan the microchip, and you are reunited with your pet.

So, the next time you are thinking of bringing a new pet into your family, please consider adoption. There are many dogs and cats out there that would love to have a home.
My name is Quentin W. Santos. I'm 12 years old. I had the wonderful opportunity to visit G.T. I got to meet some great people. My aunt who works for area I has a cool boss. I want to thank the kind people who have said hello to us when they see us coming thru the campus.

Thank you for having all the cool movies we had a chance to see like “Finding Nemo.” I go with my aunt to CRC On Saturday. They have a nice game room, weight room and a big huge pool with diving boards. I only hope and wish to attend this college when I’m older.

I want to thank my aunt. She is so strong in her will to make sure we are alright. We may have lost our mother in 9/11, but my aunt will also be mom to me. Thanks Georgia Tech. Love, Quin

Sam and Tommy,

I want you to know that Mattie Hurst has made a big, positive impression her first few weeks on the job at the Library. Mattie has a wonderful, “can do” attitude, works hard to keep us looking clean, and is a joy to be around. I’ve been pleasantly stunned by all she does to make our restrooms and general passageways clean. The floors always look good!!!.

Thanks for sending Mattie to us…we’d love to have her stay among us. Many fellow staff would echo these sentiments.

Sincerely, Crit

Tommy,

This morning Richard Murphy discovered a woman apparently experiencing a seizure while sitting inside a parked car outside of the Rich Building. He immediately alerted a passerby with a cell phone who then called the police. Soon after, an ambulance arrived to transport the woman to the hospital. Undoubtedly Mr. Murphy's quick action helped get this woman the medical attention she needed.

Gerald J. Davis
Sr. Facilities Manager, Information Technology

My name is T.W. Santos. I'm 10 years old. I have visited my aunt’s job for a while. I have met the most nicestest people there. First, I would like to thank my aunt. She has paved the way for me and my brother to leave New York City. And we ended with a life in Atlanta, Georgia. When my aunt hurt her ankle, we got to meet her bosses Mr. Hineman, Mr. Cowart, a very nice lady, Ms. Judy and some of her coworkers.

Then we got to meet the nice people who work in Food Service. We made friends with the nice ladies at Pizza Hut and Burger King.

Thank you for sending Mattie to us. Many fellow staff would echo these sentiments.

Sincerely, Bruce W.C. Ellis, Ph.D. Cantab
Georgia Tech Research Institute

Dear Ms. Jones,

This is just a quick note of praise for one of your team members. Ms. Dorothy Williams cleans the second floor of the Baker Building where I have my office. I must say that Dorothy is one of the very brightest spots in my day. She is always warm, friendly, and has a disposition that exudes caring and diligence in her work.

It is not often that one encounters workers of such character, diligence and kindness. She sets an example that many of us would do well to follow. You should be proud to have her on your team. She is a tremendous asset.

Sincerely,
Bruce W.C. Ellis, Ph.D. Cantab
Georgia Tech Research Institute

Dear Gentleman:

For the past several weeks, the squirrels have been eating the fruit berry from the Bradford Pear trees by the Power Plant area where the reserve parking spaces and service spaces. This would cause fruit dropping that would leave a dark red stain on the cars. I called the Landscape unit and they contact the Tree Removal and Cutting division at Georgia Tech.

I want you to know that the Tree Removal and Cutting division services have did an outstanding job, pruning the Bradford Pear Trees. There knowledge of pruning the trees is excellent. Thank you for the services.

Rita

Good Morning Mr. Chapman,

I wanted to take this opportunity to tell you how well Ms. Mary Wilson does her job. Although, I haven't been in OHR very long, we have had several people cleaning our building and I am sure I am not the only one who notices the impeccable work she does.

Others just give the appearance as though they are cleaning and only do the bare minimum as it shows when the toilet still smells like urine after they have left. However, Ms. Mary puts forth 100% and it shows from our bathrooms, carpet, down to the water fountain. I was almost in shock yesterday when I saw her cleaning the water fountain. She also sweeps and dusts areas that can't be reached with the vacuum.

I'm not sure if you all recognize star employees or if you give any types of bonuses, raises and/or promotions. But in the short time she has been with us, I feel more comfortable using the bathroom and am confident that it has been properly sanitized.

I think at times we assume if you are young you have more energy and will do a better job. Well not in this case. I couldn't go another day without letting you know how GREAT she is. She motivates me to do my job better.

M. Akodu
Benefits Counselor, OHR