one Georgia Tech people said it was a “dramatic step forward,” while to others it was a return to the old days, with only the names changed.

On June 5, President Crecine thanked members of the Task Force on Central Administration—the Winer Commission, for chairman Ward Winer—and accepted the recommendations, trimming to four the number of people reporting to him and restructurings functions and reporting relationships. The Commission, Crecine said, had worked diligently on a wide range of issues. They had been true to the guidelines outlined when the Commission was formed with members Winer, GTRI Director Richard Truly, Executive Vice Chancellor David Spence, alumnus John Adelsfield, and Ivan Allen College Dean Robert Hawkins. Winer is Regents’ professor in the School of Mechanical Engineering and Adelsfield is retired chairman and CEO of Rayloc.

Crecine said he completely agrees with the thrust of the report and will begin changes immediately. “It is my hope that most, if not all, of the major changes recommended can be implemented . . . by July 1.”

CONSOLIDATING DIRECT REPORTS

His direct reports currently number 25, including one executive vice president, ten vice presidents, six deans, three special assistants, two associate vice presidents, two Athletic Association representatives and one student ombudsman. The four remaining direct reports are now Executive Vice President Mike Thomas, interim Vice President of Student Affairs Roger Metcalfe, Vice President of External Affairs James Langley and a newly-created position, senior vice president for finance and administration. The Board of Regents approved the new position at its June meeting (see President’s Statement page 2). Special assistants also will continue as direct reports, along with the independent GTRIC (Georgia Tech Research Corporation), represented by Vice President Ron Bell, and Athletic Association representatives.

The next steps, Crecine told a panel of student leaders, involve implementation, including ongoing discussion with the principle administrators and directors to develop the remainder of the organizational chart. The chart (see chart on page 2) presented to administrators and students outlines only the direct reports and the various functions reporting to them. Some of these are already in place, Crecine noted, but others will have to be integrated. The most significant changes are in the Office of the Executive Vice President encompassing all academic and research areas, while the Finance and Administration area will have the most changes, including a new Office of Olympic Planning.

LIMES OF AUTHORITY DEFINED

Crecine said the reorganization is to “provide more time in my schedule for ad hoc requirements and contact with external audiences, and to clarify lines of authority” so that disputes are handled at lower levels than the President’s Office.

“This kind of reorganization is not unusual in organizations as they grow and develop to take advantage of strengths and compensate for weaknesses,” the president noted. “Organizations naturally grow by accretion. You have to stop every five to ten years to reassume structures and clean out the underbrush.”

Winer said the Commission “looked at a wide variety of organizational types that could have served Georgia Tech well. We focused on two plans. The only difference between the two was the location of student affairs. We considered one system that placed it under the executive vice president, but we decided to leave it as a direct report. We felt at this particularly time in Georgia Tech’s history it was best to leave it there.”

“This reorganization will free the president to be a leader,” Winer stated, “particularly in dealing with outside constituencies. We do not expect this plan to please everybody, but it enjoys the consensus support of the Committee.”

The Harris Commission, appointed last year by system Chancellor H. Dean Proctor to look at Tech’s organization and personnel policies, first raised concerns over the range of the president’s reports.

“This system only works if every direct report takes a university-wide view and perspective of all issues,” the president said. “Student issues have to be considered equally with faculty and staff views. Otherwise, I’m back in the dispute resolution business,” he said.

In answer to a question about burgeoning bureaucracy, Dick Truly noted that Georgia Tech “is a bureaucracy. So is the church, the Navy and a lot of other organizations. I think this structure, if managed, will make a far smoother running operation than what’s going on now. It allows the president to meet with his direct reports once a week to discuss organization-wide efforts. This is unsurprising what has already been an organization steeped in bureaucracy.”

(See organizational chart page 3).
President Announces Administrative Changes

TO: UNIVERSITY COMMUNITY
FROM: JOHN P. CRECINE, PRESIDENT
SUBJECT: ADMINISTRATIVE ORGANIZATION
DATE: 11 JUNE 1993

The Board of Regents approved the establishment of the position of Senior Vice President for Administration and Finance at their Board meeting this week; we are ready to begin implementing the major recommendations of the Winer Task Force on Administrative Organization.

Effective immediately, I have appointed James W. Ray as Interim Senior Vice President for Administration and Finance. The functions currently reporting to the Vice President for Planning, Budget, and Finance will report through her to Mr. Ray. The functions of the Associate Vice President for Facilities and Associate Vice President for Human Resources will, as recommended by the Winer Task Force, also report to the Senior Vice President.

The functions currently reporting to the Vice Presidents for Student Services and External Affairs will continue to report to Vice Presidents Wehre and Langley. Executive Vice President Thomas, in addition to his current responsibilities (except for Human Resources) will have reporting to him the Vice President for Strategic Planning, the Office of Minority Educational Development, and the Office of Information Technology.

Executive Vice President Thomas will continue to chair the Institute Resource Allocation Advisory Committee (IRAAC). There will be one important change in that the IRAAC will have a Secretariat reporting to the Board. The interim Director of the Secretariat will be Ronald M. Bell (who continues as Vice President and General Manager of the Georgia Tech Research Corporation), who will be assisted by a small support staff. The duties of the Secretariat are to provide "neutral competence" for IRAAC — screening budget requests for accuracy and efficiency, structuring resource allocations decisions so that IRAAC recommendations are made in the context of all sources of funds and short and long-term impacts of the various budgets that make up Institute resources, conveying annually in a comprehensive public document the results of Institute resource allocation processes, and assisting with the quarterly budget reviews.

Search committees for the Senior Vice President and IRAAC Secretariat Director positions will be announced next week.

My direct line reports are now four — Executive Vice President, Senior Vice President for Administration and Finance, Vice President for Student Services, and Vice President for External Affairs. The two statutory responsibilities — President of the Georgia Tech Research Corporation and Chairman of the Georgia Tech Athletic Association — remain unchanged.

The next step will be for the Executive Vice President and Interim Senior Vice President to consult with individuals representing functions reporting to them, and, with the assistance of the Winer Task Force, (re-)examine organizational arrangements within their areas of responsibility.

The titles of Vice President for Operations and Vice President for Information Technology are now vacated. All other titles remain unchanged.

After more than two decades of incremental changes to the administrative structure and organization of Georgia Tech, I welcome this major re-examination of Georgia Tech’s administrative structure, look forward to a similar re-examination in the Executive Vice President’s and Senior Vice President’s areas, and anticipate a more smoothly functioning organization with clear lines of responsibility and authority.

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**Recommended Central Administrative Structure**

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**Employee Alcohol Policy Approved**

by Victor Rogers

In their joint meeting on April 27 the General Faculty and General Faculty Assembly approved the Policy on Employee Alcohol and Illegal Drug Use.

"We were very careful to make sure our policy reflected the current laws and Regents' policy," said Dr. Andy Smith, chair of the Employee Alcohol and Illegal Drug Use Committee and director of the School of Psychology. The policy for employees follows the student policy which was revised last fall, he said.

At all events and activities that are sponsored or supervised by a recognized Georgia Tech organization or department, the sponsoring or supervising organization (a) shall not serve or make available any alcoholic beverages to anyone; or (b) shall not invite or permit attendance of individuals under the lawful drinking age (21 in Georgia); or (c) shall be responsible for (1) checking identification of all individuals in attendance to ensure that alcoholic beverages are not served or made available to any individual under the lawful drinking age, and (2) obtaining prior authorization from the president or his designee, currently the Office of Facilities.

The noteworthy change is that the sale, distribution and consumption of alcohol is prohibited in buildings which are primarily used to hold classes, Dr. Smith said.

"The policy is not prohibitive, but it acknowledges the fact that on a college campus there is a large number of people under 21, and you have to be careful not to cause a situation which would be illegal or improper," Dr. Smith said.
New Dean Foresees School of Management in Top 20

A for a four-year search the School of Management has a new Dean, and a preview of his goals reveals he plans to stay well beyond the time it took to find him.

New dean, Dr. Arthur Kraft, joined Georgia Tech from Rutgers - The State University of New Jersey, where he served as dean of the School of Business and professor of finance and management. He was named the first dean of the newly established School of Business at the New Brunswick campus of Rutgers.

Although he leaves Rutgers, he plans to implement some of its successful programs into the School of Management at Tech. One program, called the Deans’ Club, will give students more opportunity to meet and ask questions of the Dean and the administration.

“It will be an open attendance, and be a chance for me to talk with students about what we’re doing and allow them to ask questions,” Kraft said.

The Club will include students from every section in the School of Management. Those students will be divided into groups, which will meet with the Dean or administration periodically. The students will be selected from a pool of student volunteers for the Deans’ Club or nominated by faculty.

The students will not be just randomly picked, Kraft said, because then they may not get a good cross section of students who are pursuing a variety of programs.

Kraft seemed unimpressed by the fact that there was a four-year vac-ancy in the Dean’s office before he came. He said, he chose to come to Tech because it was a good opportunity to blend business education with other professional education specialties.

“Because of the way programs are structured here, there is considerable opportunity for students to take a concentrated effort in courses outside of the business school,” he said. “We can take advantage of the major changes that are occurring in business higher education nationwide.”

The flexibility of Tech’s management program allows students to focus in an area and get an in-depth knowledge of it. For example, students can concentrate in environmental management, international affairs or public policy. Getting a specialized education is extremely important to being competitive in today’s job market, Kraft said.

“Unless you’re in one of the real hot programs in the country, you can’t go very far being trained as a generalist,” he said. “You have to have some type of in-depth concentration.”

One of Kraft’s first task is to reorganize the department, and decide how it is going to function as a unit. He hopes to build more programs in executive education and executive master’s programs, and develop more of a relationship with students overseas. He not only wants to attract more international students, but to find more opportunities for Tech students to attend programs in other countries. One of the possibilities is developing a master’s and doctoral program at GT Lorraine in Metz, France. Currently, GT Lorraine’s program only offers master’s and doctor- al degrees in electrical engineering.

The new Dean wants to find international opportunities, not only for students, but also for Tech faculty. Kraft plans to begin working immediately on his plans for the School of Management. However, some of the plans will have to wait.

“We need to see that we don’t over extend ourselves, but see that we take advantage of the opportunity,” said Kraft.

Kraft’s biggest plan for the School of Management is to move it solidly into the top 20 of the nation’s institutions.

“That will take some doing,” he said. “It will take resources in terms of faculty, and we need to develop a sense of community. I think we can do it by having interdisciplinary pro- grams, giving people very specialized skills for certain markets. But, we’re not going to be all things to all people.”

Kraft doesn’t plan on doing every- thing alone. He has only been the Dean officially since June 1, and already he is building a relationship with Tech alumni. He said he hopes to have alumni very involved with the School, as recruiters and mentors. He is planning alumni committees to assist in developing curriculum and guidelines.

“We want to find out what qualifi- ties they like in people they hire and also encourage them to hire Tech graduates,” Kraft said.

Kraft is a native of Eden, New York. He received his Ph.D. in econ- omics in 1970, and a Master of Arts in economics in 1969 from the State University of New York at Buffalo. He is a 1966 magna cum laude graduate of St. Bonaventure University with a Bachelor of Science in Mathematics. He was a professor at Ohio University, and the University Nebraska-Lincoln. He served as an Associate Dean of the College of Business Administration at Univer- sity Nebraska-Lincoln in 1977. In 1983, became Dean of the College of Business and Economics at West Virginia University. He joined Rutgers in 1987.

He and his wife Joan Marie, have three children - Arthur Gerald, Stephen Michael, and Leigh Judith. Mrs. Kraft earned a Master’s in education from the State University of New York at Buffalo and a Master’s in guidance and counseling from Ohio University. Currently, she is Director of the Cook/Douglas Learning Resource Center for Douglas Col- lege at Rutgers.

Dr. Arthur Kraft

Olympic Planners Working to Clear Hurdles

by Sally J. Hill

A s planning for the Olympic Village progresses, mundane issues such as class schedules, graduate housing and possible research disruptions are causing headaches for planners, faculty and students.

The greatest source of frustration is not knowing what will happen. Right now, the only certainty is that the final decisions won’t please everyone.

“People want a decision,” said Dr. William Sayle, chairman of the Acad- emic Session Planning Committee. “We need to decide very soon if we are going to do, and we do need to worry about the details. Details really do count here. We screw up some detail we’re really going to mess up a lot of people.”

Decisions are near on the three main issues: summer session, gradu- ate housing and the impact on research. But, emerging minor issues are slowing the overall process.

“There are a lot of situations peo- ple haven’t thought of,” said Sayle. During a recent Town Hall meeting, one guest pointed out that toxic chemicals are delivered daily to the Boggs Building located in the center of the proposed village.

The plan for holding a summer ses- sion changes almost daily, frustrating both students and faculty. Shortly after the Atlanta Commit- tee for the Olympic Games named Tech the Olympic Village, President Crecine set up a Task Force on Uni- versity Operations. He charged the Task Force to “develop a set of rec- ommendations for best adapting Georgia Tech’s normal operations.”

Originally, the Task Force recom- mended split sessions and to house freshmen and hold classes at an off-site location. Dr. Michael Thomas, Tech executive vice president, pro- posed moving all summer sessions to West Georgia College in Carrollton. The committee also considered split sessions on the Tech campus or the West Georgia College campus.

Both plans have been “on-again, off-again,” over the last two years. After the latest Executive Board review, a frustrated Sayle recom- mended canceling the entire 1996 summer session.

“To lose one academic session is not that big of a deal,” Sayle said. President Crecine doesn’t agree.

He prefers two intense half sessions on the Tech campus. Faculty and staff will not suffer financially, whether or not Tech holds classes that summer, he stated.

Most undergraduates making plans for that summer say they prefer the no session idea.

Graduate students are worried about disruptions in research and teaching. The summer is one of their most vital research times, because they are taking fewer courses, Sayle explained.

Tech will move most of the research programs outside the security area to minimize interference.

In addition, the mandate that grad- uate students move out of their apart- ments for two months that summer affects the students and their families. All moving and storage expenses will be paid by the Atlanta Committee on Olympic Games (ACOG). Campus planners are searching temporary housing, Olympic Planner Bill Miller said.

One of the few programs not con- cerned about that summer is co-op. They can work around it, Sayle reported. In fact, they are anxiously waiting for a resolution so they can work around it.

Despite confusion, frustration, the working relationship between the faculty and administration is good, said Sayle.

“Communications are open,” he said. “I got a very good reception from both President Crecine and Thomas. They understand there are some real problems, and we have to decide soon.”

Some faculty and staff members will never be satisfied, said Sayle. There is significant resentment from many people on campus because they weren’t asked before Crecine commit- ted Tech as the Olympic Village.

“There are some militant people who are just against anything the president is planning,” Sayle said. But there are also people who opposed the president’s decisions in the past and none are planning to work it out.

“Unfortunately, there is no clear answer, but we ought to enjoy it,” he said. “The benefits are going to be great in terms of publicity and good feelings about Atlanta and Georgia Tech.”

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JUNE
21 MONDAY
Summer Quarter Registration (Phase II)
Georgia Tech Library special hours (8:00 A.M. - 6:00 P.M.)
"National Institute for Architectural Education's 1993 Annual Prizewinners' Exhibition," now through June 26, Richards and West- brook Galleries (Georgia Tech Theatre for the Arts). An exhibition of prizewinning entries in the three major national and international architectural competitions sponsored by the National Institute for Architectural Education (NIAE).

JULY
1 THURSDAY
The Georgia Tech Chapter of Toastmasters International (Tech- masters) meets Thursdays, 7:30 A.M., Room 102 of the Microelectronics Research Center. Toastmasters is an international organization whose purpose is to improve the public speaking and leadership skills of its members.

Office of Information Technology seminar: "Introduction to Linux and the PICO Editor," 9:00 A.M. - 11:00 A.M., Room 239, Rich Building. "Understanding and Using Your Georgia Tech Computer Account," 1:00 P.M. - 3:00 P.M., Room 239, Rich Building; and "Developing Applications with the Iris Explorer," 5:00 P.M. - 7:00 P.M., Rooms 201 & 259, College of Computing. Call 894-4606 to register.

The Environmental Forum meets Thursdays, 11:00 A.M., 3rd floor, Student Center.

25 FRIDAY
Brown Bag Luncheon featuring Pat Bowes, VP for Quality at Milliken & Company, "Total Quality Management at the Milliken Corporation," 12:00 p.m. - 1:30 p.m., Westwook Gallery, Georgia Tech Theatre for the Arts.

1993 International Aerial Robotics Competition, 7:00 P.M. - 2:00 P.M., Student Athletic Complex (SAC) Field. Nine teams competing, including one from the University of Beijing. The Georgia Tech team expects to fly autonomously. For more information contact Tammy Tidwell at 894-8835.

Alumni Association Board of Trustees meeting.

28 MONDAY
GT Continuing Education Course "UNIX Systems Administration (COMP 110)," June 28 - 30. To register call 894-2947.

29 TUESDAY
Office of Information Technology seminar: "Introduction to VAX/VMS," 9:00 A.M. - 11:00 A.M., Room 239, Rich Building. Call 894-4600 to register.

Office of Information Technology seminar: "Introduction to SQL and SQL *Plus," 9:00 A.M. - 12:00 P.M., Room 239, Rich Building. Call 894-4600 to register.

30 WEDNESDAY
Office of Information Technology seminar: "Introduction to the Macintosh and System 7," 1:30 P.M. - 3:30 P.M., Room 239, Rich Building. Call 894-4600 to register.

"Art in Motion," an exhibit honoring athletic excellence, July 6 - August 27, Richards and Westbrook Galleries, Georgia Tech Theatre for the Arts. The exhibit coincides with the Georgia State Games. For more information contact Boyd Beckwith, Gallery director, 894-2805.

31 THURSDAY
The Georgia Tech Chapter of Toastmasters International (Tech- masters) meets Thursdays, 7:30 A.M., Room 102 of the Microelectronics Research Center. Toastmasters is an international organization whose purpose is to improve the public speaking and leadership skills of its members.

Office of Information Technology seminar: "Introduction to ELM and the PICO Editor," 9:00 A.M. - 11:00 A.M., Room 239, Rich Building. "Understanding and Using Your Georgia Tech Computer Account," 1:00 P.M. - 3:00 P.M., Room 239, Rich Building; and "Developing Applications with the Iris Explorer," 5:00 P.M. - 7:00 P.M., Rooms 201 & 259, College of Computing. Call 894-4606 to register.

The Environmental Forum meets Thursdays, 11:00 A.M., 3rd floor, Student Center.

FRIDAY
Independence Day

9 FRIDAY
GT Continuing Education Course "Multimedia Executive Overview (MM 115)," To register call 894-2947.

12 MONDAY
Quality Council meeting, 2:00 P.M. - 4:00 P.M., Poole Board Room, Wadlow Center.

Office of Information Technology seminar: "Introduction to Wi- duia," 1:00 P.M. - 3:00 P.M., Room 239, Rich Building. Call 894-4600 to register.

New GT Continuing Education Course "Basic Radar Technology (ER 1581)," July 13 - 15. To register call 894-2947.


Monthly Advisory Committee meeting.

13 TUESDAY
Career Services Seminar: "Career Networking Strategies," 12:00 P.M., Room 239, Rich Building. For more information call 894-2550.

19 FRIDAY
Alcoholics Anonymous (open discussion) meeting. Bring your lunch every Tuesday, Student Center, Room 227, 12:10 P.M. until 1:00 P.M. Call Gayle Roberts for more information 894-2575.

Office of Information Technology seminar: "Introduction to Linux," 9:00 A.M. - 11:00 A.M., Room 239, Rich Building. Call 894-4600 to register.
New GT Continuing Education Course: "Introduction to Virtual Reality (COMP 139)," July 22 - 23. To register call 894-2547.

23 FRIDAY


26 MONDAY


21 WEDNESDAY

GT Continuing Education Course: "Hazard Communication for Construction (EST 133)." To register call 894-2547.

22 THURSDAY

Georgia State Games, July 22 - 26. Georgia Tech Campus and several other venues.

The Georgia Tech Chapter of Toastmasters International (Techmasters) meets Thursdays, 7:30 a.m., Room 102 of the Microelectronics Research Center. Toastmasters is an international organization whose purpose is to improve the public speaking and leadership skills of its members.

Office of Information Technology seminar: "Introduction to ELM and the PICO Editor," 10:00 a.m. - 12:00 p.m., Room 239, Rich Building. Call 894-4660 to register.

27 TUESDAY

Career Services Seminar: "Cracking the Job Market in Tough Times," 11:00 a.m. - 12:00 p.m., Room 343, Student Center. For more information call 894-2550.

Alcoholics Anonymous (closed discussion meeting) (Bring your lunch) every Tuesday, Student Center, Room 332, 12:10 p.m. until 1:00 p.m. Call Gayle Roberts for more information 894-2575.

Office of Information Technology seminar: "Introduction to SQL Query Function," 9:00 a.m. - 12:00 p.m., Room 229, Rich Building. Call 894-4660 to register.

28 WEDNESDAY

The Environmental Forum meets Thursdays, 11:00 a.m. - 12:00 p.m., Room 343, Student Center.

Career Services Seminar: "Successful Interviewing Strategies," 11:00 a.m. - 12:00 p.m., Room 343, Student Center. For more information call 894-2550.

Career Services Seminar: "Successful Interviewing Strategies," 3:00 p.m. - 4:00 p.m., Room 343, Student Center. For more information call 894-2550.

GT Continuing Education Course: "UNIX Tools (COMP 114)," July 28 - 30. To register call 894-2547.
French Officials Sold on Tech's Plasma Torch

Recently four members of the City Council of Bordeaux, France visited the Georgia Institute of Technology to watch a plasma torch turn municipal waste incinerator ash from Bordeaux into glass. The City Council is sponsoring the tests at the Georgia Tech Plasma Applications Research Facility (PARF) to determine if its incinerator ash can be vitrified (melted and solidified) in an environmentally safe manner. A high percentage of the incinerator ash from municipal waste has been declared to be hazardous waste in France.

Currently, Bordeaux must ship its incinerator ash more than 500 kilometers (300 miles) everyday to the nearest hazardous waste landfield. The ash experiments are being conducted by the Construction Research Center (CRC), College of Architecture, the Environmental Science and Technology Laboratory, and GTRI under the direction of Dr. Louis Crees, director CRC.

Fifty-two hundred pounds of Bordeaux incinerator ash was shipped to Georgia Tech for this test series. The tests have indicated the toxicity of the vitrified ash is far below the allowable French toxicity leaching test criteria. During the demonstration several hundred pounds of ash were turned into a glass-like substance as the plasma torch temperatures exceeded 4,000 centigrade. The mohs, lavalike residue dropped from the bottom of the furnace onto a bed of sand. The gases generated from the vitrification process were treated in a scrubbing system to remove any harmful contaminants.

Based on the positive results of the experiments Bordeaux officials have already decided to build a plasma ash vitrification system adjacent to the city's municipal waste incinerator. They hope to save more than $2 million a year by eliminating the need to ship the ashes to a hazardous waste landfield and selling the solidified material as road gravel.

Logistics Institute Keeps Managers In Step with Technology

Logistics is the science of getting, keeping and moving people, materials and facilities. The Georgia Institute of Technology's newly opened Logistics Institute is committed not only to the fundamentals of transportation, but to improving quality, speed, use of environmentally friendly practices, proper inventory management, warehousing, information systems, customer service and materials handling. The Institute opened its doors in January with courses that provide a professional education for anyone with an interest in logistics, and offering a professional certificate recognizing proficiency. Approximately two courses are offered each month covering a variety of subjects including, how to layout a warehouse, the order picking short course, paperless warehouse, receiving and shipping short course and others.

Institute Director, Dr. Ed Frazelle believes Georgia Tech is the perfect spot for the Institute because of Tech's long history of involvement with logistics and materials handling. Tech has offered continuing education courses in logistics like the material handling short course for 40 years. Tech is also home to the Material Handling Research Center, the Production and Distribution Research Center, the Computational and Optimization Center and was most recently selected as the architect, with CAPS Logistics, to design a logistics strategy for the 1996 Olympic Games.

The Atlanta area, being headquarters to a number of logistics-focused companies, provides not only students for the Institute but creates a logistics need for the continuing study of this important science.
Thomas D. Galloway

AGE: 53

OCCUPATION: Dean and Professor of City Planning, College of Architecture

CURRENT PROJECTS: will be chairing the reconstituted Campus Master Planning Committee (formerly the Space Committee); facilitating the development of a campus plan for Georgia State University to be executed by faculty and students of both Georgia Tech and Georgia State.

HOW LONG HAVE YOU BEEN AT GEORGIA TECH?: 7 months

EDUCATION: Ph.D. (Urban Planning), University of Washington, 1972; MUP (Urban Planning), University of Washington, 1969; and BA (Sociology), Westmont College, Santa Barbara, California, 1962.

MARITAL STATUS: married to Sharon Perry Galloway


PETS: Golden Retriever: "Punkin"


LAST MOVIE: "Dave"

Hiring Temporary Employees

Your department's files are a mess; nothing is where it should be, and the person who can organize the place is swamped with other projects. Sounds like a job for a temporary employee. But, before you hire a temp, you should know the procedure has changed.

"In the past, departments hiring a temporary employee on an hourly-as-needed basis often side-stepped the Board of Regents' rule limiting temps to a six-month assignment," said Russ Cappello, manager of personnel. "Because the department hired the employee, the Office of Human Resources (OHR) did not have a record of the employee and therefore did not monitor the length of the job assignment.

A fall 1992 Board of Regents' audit revealed that numerous temporary employees classified as temporary have been employed continuously for an extended period of time. Departments may still hire temporary employees from outside agencies without consulting OHR. However, to ensure compliance with Regents' policy, Cappello suggests departments hire temporary employees through Tech Temps Services, formerly the Rambler Program. OHR monitors the length of job assignments of all TECH temps.

The requesting department should place a job order request with OHR, and OHR refers applicants to the department.

On the job order request, the department outlines the required skills, experience and job duties for the position, said Mary C. Haynes, assistant department manager. Temporary Employment. OHR determines the salary range according to the Board of Regents' guidelines. Normally the department requesting a temp does not interview the applicants. OHR reviews the applications and presents the applicants so there is a pool of qualified applicants for most job classifications.

"We try to find qualified applicants for all positions," said Haynes. "If the requesting department has someone in mind for the position, the department can send the person to OHR to complete an application," she said.

"But, the person still must meet the requirements for the job."

"This is a service-oriented department," Haynes said, "and we try to satisfy the campus departments, within the guidelines of the policies and procedures."

SERVICE CHANGES NAME AND EXPANDS

"The new name, Tech Temps Services, is a more appropriate description of the new direction the temporary service is taking, according to Haynes.

"Tech Temps Services is a full-service temporary agency operating as any temporary agency," she said. "We simply recruit exclusively for campuses. Our goal is to furnish the campus with qualified temporary employees."

"Until now, the service primarily filled the need for clerical or utility-type help," she said. "Now temporary employees are available in the areas of administrative, secretarial/clinical, labor and skilled trade, in addition to technical positions, engineering and computer science.

Approximately 300 Tech Temp workers are employed across campus. They must complete the tax forms and other paperwork just like regular employees. However, they do not receive sick or annual leave, medical insurance or life insurance.

"We have a lot of people who don't need benefits such as medical or life insurance because they are covered by their spouse's policies," Cappello said. "Some have other interests and only want to work a few days each week, or they want to work half-days."

If a temporary employee works more than 20 hours per week, he or she can work for six months only. If a temporary employee works less than 20 hours per week there is no time restriction.

OHR is expanding Tech Temps to include additional testing and training of the employees. Some of the areas of training will include customer service and numerous personal computer programs.

People in the News

E. Jo Baker
Associate vice president, Office Academic and Research Support (OARS), was awarded the title of professor emerita of psychology and associate vice president emerita for Academic Affairs by the Board of Regents at its May meeting.

Debbie Bell
Research Associate II, Office of the President, was recently elected to a two-year term as Secretary of the Society of Research Administrators, Southern Section. The section consists of 14 states and Puerto Rico.

James E. Brittain

Linda Casot and Monica Rowland
Associate director of Client Services, and supervisor, Helpdesk, presented a seminar entitled "Implementing and Managing a Helpdesk in an Educational Environment" for the (Digital Equipment Computer Users Society) DECUS '93 Atlanta Symposium held at the Georgia World Congress Center.

Anthony Calise
Professor, Aerospace Engineering, was elected a fellow by the American Institute of Aeronautics and Astronautics (AIAA) at its annual meeting and international aerospace exhibit, "Aerospace '93."

Gerald J. Carey, Jr.
Associate director, GTRI (Georgia Tech Research Institute), Office of the Director, was awarded the title of principal research engineer emeritus and associate director emeritus of GTRI by the Board of Regents at its May meeting.

Devon G. Crowe
Chief scientist and associate vice president, Georgia Tech Research Institute (GTRI), has been elected a fellow of the Optical Society of America for his distinguished service in the advancement of optics, particularly for research in optical science, innovation in optical engineering, and achievement in the administration of research and development.

Students at Tech Temp

Georgia Tech students cannot be employed as Tech Temps while currently enrolled in classes. Students taking a break from classes for the summer (or any quarter) are eligible for employment as Tech Temps. If a department has a student employed as a research assistant, student assistant, etc., the department wants to continue employing the individual while he or she is not taking classes, the department must transfer the student's status to that of a Tech Temp. The department should send a job order request and a personal services form (PSF) to Human Resources, Haynes said. For more information or to hire a Tech Temp, contact Mary Haynes or Peggy Bennett in OHR.

Employment Update

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<td>Black Females</td>
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<td>Black Males</td>
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<td>NEW EMPLOYEES:</td>
<td>10</td>
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<td>UPHOLD MOBILITY:</td>
<td>6</td>
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</table>
MISCELLANEOUS

Baby swing, like new, $40; baby walker, like new, $25; and infant car seat $15. Contact Beverly Peace 894-3651.

1988 22’ Catalina w/ fixed keel. Includes: dark blue fabric cushion interior, self-contained head w/ privacy curtain, kick up rudder, manual bilge pump, stern boarding ladder, furler w/ blue cover, anti-fouling bottom paint, teak handrails, bulkhead mounted compass w/ light, head sail furling gear, split back stay w/ tension adjuster, poleless spinnaker, boom vang, jiffy reefing hardware, radial furling genoa, blue main sail cover, outboard bracket. Top pop in main cabin, cockpit/cabin canopy, back rail attached barbecue grill, depth finder, 1991 Evinrude 6 HP motor, SealRanger 3000 marine radio/telephone, cabinet equipped w/ stereo speakers and interior fan, also includes trailer. Docked at Lake Lanier, Aquaduct, Dock ZC, slip 75. 83-950. Call 998-5214 or 934-6632 after 6 p.m. for additional information.

REAL ESTATE

For sale: BY OWNER - 3 BR, 2 BA, 2-story traditional on cul-de-sac; prettily covered back porch with fireplace; brick fireplace w/ gas starter; garage door opener; custom interior trim; new neutral carpet; new AC and water heater; national schools of excellence; near GA 400, North Point Mall, MARTA and parks and recreation areas; great family neighborhoods. $80,900 (negotiable). Call 475-5907 or 894-0015.

For sale: 3 BR, 2 BA, brick ranch in Clarkston/Sonne Mountain area. Living room, dining room, family room with fireplace, huge recreation room with wet bar, and separate laundry room. Extras: hardwood floors, fenced backyard, ceiling and attic fans. Can easily have an in-law suite or office. $106,000. Call Connie 944-1946 or 297-9569.

For rent: LCC faculty member has 2 BR, 1 BA, 1st floor Virginia Highland apartment with AC to rent beginning early July; perfect for 1 or 2 people. Quiet street and lovely yard. Rent is $625, including utilities. Call Carol collect at (503) 683-7583 (Pacific time, from June 13).

For rent: Condo, 2 BR, 1 1/2 BA, at 14th and Holly. Living room, dining room, appliances, plus washer and dryer. Call 925-7528 (evenings).

I.D. CARD CHANGES

Effective July 1, regular employees will no longer be required to renew their I.D. card. The change is part of efforts to improve overall service delivery and reduce administrative costs.

New I.D. cards for regular or "permanent" employees will not have an expiration date, and the expiration date on cards currently in use will no longer be applicable.

Eliminating the need for more than 1,500 employees each year to make a trip to OHR (Office of Human Resources) to renew their I.D. cards will save all campus units money in lost work time. I.D. supply and labor costs will also be reduced for OHR—permitting staff to spend more time and money providing real value-adding services to the campus community.

It is not necessary to have a new card made without an expiration date; a sticker will be mailed to all regular employees to place on the back of their I.D. card explaining that all regular faculty/staff cards are now valid until employment with Georgia Tech terminates. New cards will be issued for job title and department changes. Procedures for temporary I.D. cards will not change; all temporary I.D. cards will have an expiration date. Cards for adjunct or peripheral employees (anyone not paid directly by Georgia Tech) will also continue to have an expiration date.

Also effective July 1, faculty/staff I.D. cards will be issued 9:00 a.m. to 3:00 p.m. on Mondays, Tuesdays, and Wednesdays. I.D. cards will be issued at other times to accommodate special needs or circumstances (faculty/staff working at off campus locations, retirement, etc.).

CATCHING-UP ON TDAs

The column on tax-deferred annuities (The Whistle, May 24) stated employees with a minimum of 15 years service may contribute more than 20 percent of their salary to the program. However, this “catch-up” provision also applies to many employees with less than 15 years service. The provision generally allows employees to put 20 percent of their salary plus up to $3,200 per year in additional “catch-up” money (but not more than $4,500 during the first 15 years of service, or $12,500 per year after 15 years of service) into their 403(b) accounts.

SUMMER PARKING RULES

During quarter break, and for the remainder of summer quarter, any campus parking permit (except D01) will authorize parking in interserved spaces in the following areas: A05, A10, A12, A16, R01, R03, P01 and P03. These areas normally have numerous vacant spaces during quarter break and summer quarter. Space utilization surveys will be made in each of the lots the first two weeks of summer quarter. If persons with regular permits for those areas have trouble finding a space, it may be necessary to reinstate some restrictions in some of the areas. Persons should abide by all other parking regulations.

Did You Know?

(Left) Paul W. Mayne, associate professor and (right) Glenn J. Rix, assistant professor, Geotechnical Engineering in the School of Civil Engineering, viewed the 150’ long x 200’ wide x 25’ deep crater at the corner of Techwood Drive and 10th Street. The two provided their expertise to the local media as the JUNE 14 DEADLY COLLAPSE.