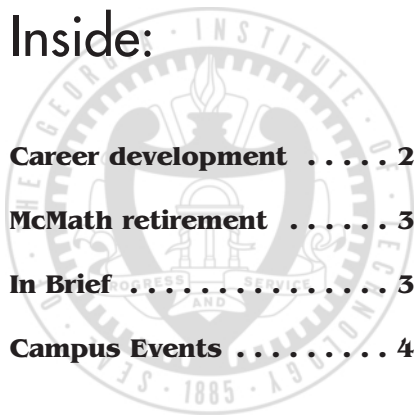


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# THE WHISTLE

FACULTY/STAFF NEWSPAPER

Volume 30, Number 24 • July 18, 2005

THE GEORGIA INSTITUTE OF TECHNOLOGY

## Records management warehouse provides long-term storage solution

Matt Nagel  
Institute Communications  
and Public Affairs

Tired of losing documents that you need long-term? Are your department's records kept in storage that just isn't adequate? The Georgia Tech Records Center can help eliminate some of those long-term storage problems.

The Library's Archives and Records Management Department provides long-term storage for campus business records to facilitate compliance with legal and fiscal guidelines.

Kirk Henderson, records manager, says the Records Center is a resource that can help campus units and departments meet the requirements of the Georgia Board of Regents Retention Guidelines governing record storage.

"The Board of Regents has specific guidelines for what records should be stored and the time period or life span for each set of records," he

said. "We can help departments organize their material into groups that meet those requirements."

The Records Center also provides assistance in determining what types of records need to be kept and what records can be disposed of immediately. Henderson suggests that any campus unit or department interested in using the free service should contact the Records Center.

"The first thing we'll help them do is an assessment of what they are producing on a day-to-day basis as far as records. We work to eliminate any duplication and help you organize information into groups that fit the Board of Regents' Retention Guidelines."

If necessary, clients are also able to access the records after they put them into storage. Retrieval can take as little as a day for a file or a few files. However, if the department is looking for a number of files or even

*Records continued, page 2*

### Dennis pays Tech a visit



Kevin Ellis, a certified arborist and tree surgeon for Georgia Tech, begins to clear away the 80-foot American elm that fell in front of Smith Residence Hall along North Avenue in the aftermath of Hurricane Dennis. Though it displayed no visible signs of illness, the 75-year-old tree failed due to rotted heart wood in its center cavity, a common disease among deciduous trees.

## Management helps educate members of Iraqi Ministry of Electricity

Matt Dixon  
College of Management

Crime and terrorism don't top the list of concerns that Iraqis want their government to address, according to a recent poll conducted by the International Republican Institute. Restoring reliable electrical power ranks number one.

In a country where summer temperatures can reach 130 degrees, frequent power outages have been a huge source of public anger and frustration since the end of Saddam Hussein's regime in May 2003. On "good" days, Iraqis might have 12 hours of on-again, off-again electricity. But often the total is only half of that.

Georgia Tech College of Management's Huang Executive Education Center recently lent a hand in helping solve this shortage by providing leadership training to 38 members of the Iraq Ministry of Electricity, who recently traveled to Atlanta.

Georgia Tech's Strategic Energy Initiative helped, too, teaching Iraqi officials about the latest in power plant technology.

Contracted by the U.S. Agency for International Development via Bechtel Corporation, GE Energy selected Georgia Tech to provide the training program. "We've had a good relationship with GE Energy, providing other types of training for its employees, so when they recognized they needed help with Iraq, we were a natural place to look," said Dan Stotz, director of executive education for the business school.

During a two-month period, Iraq Ministry officials came in two different groups: first upper-level managers and then operations people. With the help of translators, they took classes covering a range of management and energy issues and made field trips to power plants.

Iraq's power grid never recovered from the 1991 Gulf War due to the

international embargo blocking the flow of goods and services into and out of the country, he explained. Faced with parts shortages, power managers had to patch the system as best they could. Keeping Baghdad fed with electricity was their top priority as the power infrastructure in other regions fell into deep disrepair.

Some professors were disheartened to learn of management practices that became standard in the Iraq Ministry during Hussein's regime. "Given Saddam's legacy of favoritism, a lot of the principles you'd consider to be normal — pay for performance, merit recognition — just aren't there," said Dennis Nagao, associate professor of organizational behavior. "We taught them best practices. However, they have a lot of entrenched individuals, the old guard, who are going to be difficult to root out."

Fortunately, the Iraq Ministry officials who came to Tech seem committed to making a difference,

Stotz said. "They're glad that Saddam is gone and very hopeful for the future. They know that getting electricity to the people is very important to the future of their country," he said.

An Iraqi training coordinator employed by GE said he was very pleased with the high quality of Georgia Tech's leadership development program. "I wish everyone in the Iraqi Ministry could get the training," he said. "They need it."

For almost all of the participating Iraqis, this was their first trip to America. Making time to explore Atlanta, visiting such attractions as the zoo and the World of Coca-Cola Museum, they were pleasantly surprised by the friendliness of Americans. "They wanted to know why the Americans in Iraq aren't as friendly," Nagao said. "I had to explain that's because we're not being shot at here."

## QUOTE UNQUOTE

"Because most engineers work in industry and often do not interact with the general public, many people are unclear about what engineers do, and high-school students have no idea what an engineering education offers."

—President Wayne Clough, commenting on the findings of a National Academy of Engineering committee commissioned to study the future of engineering education. Clough chaired the committee. (Chronicle of Higher Education)

## CAREER DEVELOPMENT QUARTERLY

BY DEBORAH COVIN WILSON

# When opportunity knocks, will you be ready?



During our first column for this year, we posed the question: "When performance review time comes, will you be ready?" Now that performance reviews are over, it's important that you begin to implement the steps that you outlined in your development plan.

Here's a question: If a manager or employee in your department or another

department called to inform you of a job opening, would you be able to apply for the position on the same day?

The reality is, employees must take charge of their careers. Self-assessment and feedback from others should be incorporated into your career plan, but action is also crucial, because you must be willing to act upon this feedback. Remember: "If you fail to plan, then you plan to fail!"

Begin by reviewing the actions included in your development plan, noting how many of these actions you have started or completed to date. It is also important that you take time to process the feedback received from your manager, and consider ways to apply this feedback to further your own skills and career.

Check to see if your resume is up-to-date, listing current skills and recent accomplishments, rather

than using one that was submitted before you began working at Georgia Tech. If you have made a presentation at a professional conference, completed any of Tech's certificate programs, or received any special recognition, make sure it is noted.

Once your resume is current, begin thinking about how you would answer the types of questions that one expects to hear in an interview setting. Examine your strengths and weaknesses. Think about what you can bring to your new position. Most importantly, though, is to consider your long-term and short-term goals, and how a new job will help you attain them.

Dr. Stephen Cooper, a professional career advisor with a national reputation, challenges employees to consider the following questions: What are your distinguishing values? What is the work that you are best at? What are your defining strengths and talents? What do you most love to do or what are you passionate about? What are your most compelling life interests? What do you need to learn, and what do you need to work at your best?

In order to answer these questions, one must set aside some time for self-reflection. When was the last time that you spent some quiet time with yourself to ponder the next step in your career?

In September, the Office of Organizational Development will begin to schedule open Career Development Planning Sessions, on the Web at [www.trainsweb.gatech.edu/mastcal.asp](http://www.trainsweb.gatech.edu/mastcal.asp).

I hope that this article has motivated you to take charge of your career. No one can better market you than you!

Deborah Covin Wilson is the director of career development in the Office of Organizational Development and can be reached at [deborah.wilson@success.gatech.edu](mailto:deborah.wilson@success.gatech.edu) or by calling 894-3850.



## THE WHISTLE

Editor: Michael Hagearty

Published by Institute Communications and Public Affairs.

Photos by Nicole Cappello, unless noted.

Publication is weekly throughout the academic year and biweekly throughout the summer.

Archived issues of *The Whistle* can be accessed electronically through the Georgia Tech Web page, or directly at [www.whistle.gatech.edu](http://www.whistle.gatech.edu).

Calendar submissions e-mailed to [editor@icpa.gatech.edu](mailto:editor@icpa.gatech.edu), or faxed to 404-894-7214 must be sent at least 10 days prior to desired publication date. Classified submissions are on a first come, first serve basis. For more information, call 404-894-8324.

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Georgia Tech is a unit of the University System of Georgia.

*Records, cont'd from page 1*

boxes, the process could take longer.

Henderson says that in some cases clients can send a staff member to look through multiple boxes.

"Audits, in particular, can cause a client to need access to several boxes or files," Henderson explains. "We can send the boxes back to them, or they can send a staff member from their department over to search through them. When they are finished with the documents, we'll simply put them back into storage."

Departments maintain ownership of any document filed in the Records Center warehouse and access to the material will only be allowed with permission from the department.

"We've got 5,000 square feet of warehouse space that fits about 10,000 boxes. The warehouse is at about half its capacity, and we've got plenty of room to grow. It is a secured access space and is equipped with safety measures that most storage space isn't going to have," explained Henderson.

These security features include a monitoring system that ties directly into campus police and a fire suppression system.



Records Supervisor Kirk Henderson and Coordinator Yolanda Strayhorn work in the Records Center's warehouse, filing away several boxes for a new client.

Other services offered by the Records Center include secure destruction services of documents whose relevant life span has ended. This ensures that sensitive material is destroyed properly. Destruction services are free of charge to campus clients, as are most Records Center services.

For more information...

**Archives and Records Management**

[www.library.gatech.edu/archives/records.htm](http://www.library.gatech.edu/archives/records.htm)



## Next stop: Arkansas

A reception honoring the 33-year career of Vice Provost of Undergraduate Studies and Academic Affairs Bob McMath was held last week in the Alumni Ballroom. He will begin a new position next month, as dean of the newly created Honors College at the University of Arkansas at Fayetteville.

McMath, who has been affiliated with Georgia Tech since 1972, said he and wife Linda were looking forward to new opportunities. He promised the crowd he would continue to wear the ring he received as an honorary alumnus in 2004.

As a final gesture, Provost Jean-Lou Chameau presented McMath with an original work of art, with Buzz provoking the Arkansas mascot, a razorback hog.

## Tech matches best showing in Director's Cup standings

*Athletic Association*

The Georgia Tech athletic program placed 31<sup>st</sup> in the final Sports Academy Director's Cup all-sports rankings, released by the National Association of Collegiate Directors of Athletics (NACDA).

Tech compiled 526 points to equal its No. 31 ranking of 2003-04.

Every school ranked ahead of Georgia Tech, but one fields more sports than the Yellow Jackets. In fact, 28 of the 30 schools ahead of Tech have at least three more sports.

Schools are awarded points for their NCAA finish in 10 men's sports and 10 women's sports.

Georgia Tech sponsors 17 varsity sports; however, schools cannot count both indoor and outdoor track, so the Yellow Jackets can earn points in a maximum of 15 sports.

Stanford won the Sports Academy Director's Cup for the 11<sup>th</sup> consecutive year as the Cardinal earned points in the maximum 10 men's and 10 women's sports. Texas, UCLA, Michigan and Duke rounded out the top five.

Fourteen of Tech's 17 sports advanced to post-season play in 2004-05, and eight programs — men's basketball, volleyball, golf, baseball, softball, women's tennis, women's indoor track and women's outdoor track — finished ranked among the nation's top 25.

## IN BRIEF:

### NAE selects two from Tech for 'Frontiers' symposium

The National Academy of Engineering (NAE) has selected two Georgia Tech faculty — Civil and Environmental Engineering Assistant Professor Adjo Amekudzi and Chemical and Biomolecular Engineering Assistant Professor Christopher Jones — to participate in the NAE's annual Frontiers of Engineering symposium, a three-day event that will bring together engineers ages 30 to 45, who are performing cutting-edge engineering research and technical work in a variety of disciplines. Participants were nominated by fellow engineers or organizations and chosen from 220 applicants.

The symposium, to be held Sept. 22-24 in Niskayuna, N.Y., will explore aspects of identification and verification technologies, the engineering of complex systems, engineering for developing communities and energy. For more information about Frontiers of Engineering, visit [www.nae.edu/frontiers](http://www.nae.edu/frontiers).

### Register for faculty/staff charity run/walk

Georgia Tech is fielding a team to participate in the annual Kaiser Permanente Corporate 5K Run/Walk. In 2004, Tech's faculty and staff men's team took first place among a field of 80 teams.

Race day is 7 p.m. on Sept. 15 at Turner Field. Early registration for runners and walkers is \$20 and open until August 15. Runners and walkers of all fitness levels are welcome, and those who register after July 21 receive a free 8-week training membership at Crunch Fitness.

For additional information, call 385-6358 or e-mail [susan.paraska@carnegie.gatech.edu](mailto:susan.paraska@carnegie.gatech.edu).

To register, visit

[www.kpcorporaterunwalk.com](http://www.kpcorporaterunwalk.com).

### OIT announces plans for new telephone service

The Office of Information Technology (OIT) has surveyed campus units and determined that the Institute needs a new telephony system — one that can deliver sustainable, feature-rich voice and data services to serve mobile and global needs.

The current Centrex telephone service provided by the Georgia Technology Authority will be replaced by a state-of-the-art system. The new service will include local and long distance calls, maintenance and support by an on-site team dedicated to telephony. Additionally, the system will help to incorporate emerging technologies such as Voice over Internet Protocol and cellular integration rapidly and flexibly.

Conversion to the new system will take place in phases during 2006. Students, faculty and staff with campus phones will not need to make any changes as new phone service features become available for use. Campus phone numbers will remain the same.

Georgia Tech Purchasing released a Request for Proposal (RFP) for the new system and services in late June. We expect proposals to be submitted by Sept. 1 with evaluation following. Any inquiries from vendors interested in this project should be directed to Procurement Services at 894-5000.

More information from OIT about the new system should be available this fall. For technical questions about this project, contact Anita Griffith at 385-6957.

## Awards & Honors

The DuPont Corporation has honored Assistant Professor **Christopher W. Jones** (Chemical and Biomolecular Engineering) with one of its DuPont Young Professor Awards, a three-year grant for his work in polymerization catalysis, functional silica materials and catalytic conversion of renewable resources.

Emeritus Professor **Alan Porter** (School of Industrial and Systems Engineering and Public Policy) was named by the International Association for Impact Assessment (IAIA) as recipient of the Rose-Hulman Award for his long-term contributions to the field.

College of Computing Assistant Professor **Milos Prvulovic** has been recognized by the National Science Foundation (NSF) as a recipient of the NSF Faculty Early Career Development (CAREER) award.

Four faculty in the College of Computing — Professor **Mary Jean Harrold**, Assistant

Professor **Pete Manolios**, Assistant Professor **Alex Orso** and Professor **Karsten Schwan** — recently received IBM's Faculty Award for Innovation, which supports university researchers who focus on specific areas of innovation using open source technologies.

For contributions in advanced polymeric materials science and processes, Regents' Professor **C.P. Wong** (Materials Science and Engineering) has received the 2006 Technical Achievement Award from the Institute of Electrical and Electronics Engineers.

Regents' Professor **Ben Zinn** (Aerospace Engineering) recently won two awards from the International Gas Turbine Institute (IGTI): the 2005 Aircraft Engine Technology Award and the 2005 IGTI Scholar Award. The IGTI is a technical institute of The American Society of Mechanical Engineers.

# C A M P U S E V E N T S

## Art & Culture

### Ongoing

The Hewitt Collection of African-American Art will be on display in the galleries of the Ferst Center for the Arts, Tuesday-Saturday from 10 a.m. - 6 p.m. and Sundays from noon - 6 p.m. The galleries are closed on Mondays. Admission is free. For more information, visit [www.ferstcenter.org](http://www.ferstcenter.org).

### Aug. 26

The Ferst Center for the Arts welcomes "Saturday Night Live" cast member Horatio Sanz and his sketch comedy troupe for an 8 p.m. performance. For tickets, call 894-9600.

## Faculty/Staff Development

### July 26

The Office of Organizational Development offers a one-day class in "Proofreading Made Easy," in room 308, Savant Building. To register, visit [www.trainsweb.gatech.edu](http://www.trainsweb.gatech.edu).

### July 28

The Office of Organizational Development offers a one-day class in "Business Writing Skills," in room 308, Savant Building. To register, visit [www.trainsweb.gatech.edu](http://www.trainsweb.gatech.edu).

### Aug. 11

The Office of Organizational Development offers a one-day class on "Building Better Work Relationships," in room 308, Savant Building. To register, visit [www.trainsweb.gatech.edu](http://www.trainsweb.gatech.edu).

### Aug. 16

The Office of Organizational Development hosts a one-day class in "Defensive Driving." The 6-hour course will teach participants how to recognize both potential and immediate hazards, how to avoid accidents in a variety of driving conditions and how to choose safe and legal driving behaviors. The emphasis is on identifying and choosing safe and legal behind-the-wheel behaviors and actions. Attendees must have a valid state driver's license. To register, visit [www.trainsweb.gatech.edu](http://www.trainsweb.gatech.edu).

### Ongoing

Faculty, staff, alumni and graduate students are invited to join Georgia Tech's chapter of Toastmasters International, which meets every Thursday at 7:30 a.m. in room 102 of the Petit Microelectronics Research Center. For more information, visit [www.techmasters.gatech.edu](http://www.techmasters.gatech.edu).

## Miscellaneous

### July 27

Flicks on Fifth presents a free screening of the movie "Sahara," at 9 p.m. in Centergy Plaza. For more information, visit [www.flickson5th.com](http://www.flickson5th.com).

### Aug. 1

Application deadline for the President's Undergraduate Research Award (PURA), which pays a part-time salary for research work with a faculty member or travel expenses for presentations at professional meetings. More information is available at [www.undergradresearch.gatech.edu](http://www.undergradresearch.gatech.edu).

### Aug. 5

Summer commencement, 9 a.m. in Alexander Memorial Coliseum. For more information, visit [www.gatech.edu/commencement](http://www.gatech.edu/commencement).

### Aug. 22

Fall semester classes begin.

The Whistle is on a biweekly publication schedule during the summer semester. The next issue will be published on August 1. E-mail all calendar events to [editor@icpa.gatech.edu](mailto:editor@icpa.gatech.edu).

# C L A S S I F I E D S

## AUTOMOBILES

1990 Cadillac Brougham. Excellent condition. Low mileage for its age. Brown with leather interior. Loaded. \$2,500 firm. Call 894-1108 or e-mail [vincent.pierotti@housing.gatech.edu](mailto:vincent.pierotti@housing.gatech.edu).

1995 Ford Probe SE. Red, 93K miles, automatic. Show car with 18-inch rims, body kit, red/black racing seat with harnesses. Sound system not included. \$8,000 OBO. E-mail [marilu.suarez@inta.gatech.edu](mailto:marilu.suarez@inta.gatech.edu) or call 770-597-5671.

2000 BMW 528i. Premium sport package, grey, 51K miles, all extras, excellent condition, \$22,500, Call 404-875-6704 or e-mail [dwebster@ce.gatech.edu](mailto:dwebster@ce.gatech.edu).

## FURNITURE

Bunk bed, solid wood w/3 drawers, mattresses included, \$200. Small desk w/corner shelf unit and chair, \$100. Call 404-378-1548 or e-mail [dlsmsme@bellsouth.net](mailto:dlsmsme@bellsouth.net).

Leather sofa and love seat. Cream colored, perfect condition. Both for \$400. Picture available. E-mail [miriam.golob@ssc.gatech.edu](mailto:miriam.golob@ssc.gatech.edu).

Girl's bedspread ensemble. Twin spread, sham, dust ruffle, curtains and two sets of sheets. Beautiful lime green and royal blue tulips on white. Paid more than \$200; asking \$75. Call 894-3325.

White metal futon style bunk bed with black cushion and twin mattress. Good condition, works better in the "up" position. \$50. E-mail [lisa.gardner@gtri.gatech.edu](mailto:lisa.gardner@gtri.gatech.edu) or call 770-528-7003.

## REAL ESTATE/ROOMMATES

4BR/2BA house on Lake Avondale, 8 miles from Tech. LR, DR, secluded office/hobby room, 2-car garage, eat-in kitchen, mudroom/laundry, large lot. \$439,000. Call Angie, 404-299-5259.

1BR/1BA condo in Cross Creek. 12 min. from GT. Wood floors, new Berber carpet. Golf, tennis, pool, gated community. W/D. \$125,000. Call 894-3476 or e-mail [mercedes.saghini@arch.gatech.edu](mailto:mercedes.saghini@arch.gatech.edu).

3BR/2BA new house for rent on Campbellton Road in Ben Hill area. New appliances, large back yard, quiet area. Call 404-699-0589.

3BR/2.5BA home in Decatur. Huge kitchen with granite counter tops, fireplace, hwd floors, plantation shutters. Two Charleston-style porches, fenced-in back yard, storage shed, walk to Oakhurst Village. Call 404-210-4572.

Going on sabbatical? Leaving town for a while? I am looking to sublet or house sit from June 2005 - May 2006 or any time in that range. Can care for pets and do yard work. Call Sarah, 894-2421 or e-mail [sg201@mail.gatech.edu](mailto:sg201@mail.gatech.edu).

3BR/2BA house on 1/2 acre in Douglas County. Located in very quiet swim/lake community. Close to I-20, and Publix. Rent for \$1,100/month. Call 404-358-0322.

2BR/2.5BA Buckhead condo in golf, swim, tennis, gated community. Off I-75, 10 minutes to GT, minutes to finest dining and shopping. \$1,000/month. Call 404-414-1232.

2BR/1BA house in Midtown West close to GT, Buckhead, downtown. Just renovated: hardwoods, tile, new plumbing, HVAC, windows. Quiet street, private back yard. Call 404-325-3449.

4BR/3BA house in Morningside. Listed for sale but will consider lease purchase. Great schools, walk to Va-Hi & parks. See [www.showing247.com/761sanantonio/fmls.html](http://www.showing247.com/761sanantonio/fmls.html). Call 404-325-3449.

3BR/2BA new house for rent. Single family home or 3 roommates at 1895 West Kimberly Road in the Ben Hill area, new appliances. Call 404-699-0589.

3BR/2.5BA FSBO in Marietta. Newly renovated kitchen with stainless appliances and Corian. Newly painted exterior and interior. Large fenced back yard. \$240,000. Call 678-478-5794 or e-mail [chris.shipe@rotc.gatech.edu](mailto:chris.shipe@rotc.gatech.edu)

1BR/1BA condo on 16th floor of One Buckhead Loop. All new interiors, everything upgraded. Rooftop pool, private gym, concierge, secure parking. \$209,900 firm (owner has \$278k in it). Call J.R., 404-358-7532.

3BR/1.5BA house in Chamblee near I-85. Hardwood floors & ceilings, W/D, fenced-in yard. \$1,100/month. Call 678-468-7234.

**SPORTS/FITNESS/RECREATION**  
WESLO Cadence 3250 treadmill. 1HP motor, 6 mph, tilt, speed/time/heart monitor, like new, \$100. E-mail [dh16@mail.gatech.edu](mailto:dh16@mail.gatech.edu) or call 404-444-8316.

Free: Schwinn lady's 3-speed bicycle or basketball goal set w/10-foot pole, hoop, braces (needs backboard, net). E-mail [dh16@mail.gatech.edu](mailto:dh16@mail.gatech.edu) or call 404-444-8316.

## MISCELLANEOUS

Snapper Hi-Vac riding mower, 28-inch, mulch kit, EZ-drain oil valve, model M280919B, used fewer than 80 hours. Paid \$1,200, sacrifice for \$750. Call 894-6221.

Pink ipod Mini, \$125. Call Ms. King at 385-2382.

Full-breed American Pit Bull Terriers (No papers). 12 weeks old. All have received first set of shots. Call 404-798-4503.

Free dog: Fergus is a great 50-lb. short-haired white dog. We have an allergic infant so we can't keep him. See [www.prism.gatech.edu/~sp119](http://www.prism.gatech.edu/~sp119) or call Sean at 678-895-8096.

Seeking a Jamaican native to teach Patwa; will pay \$8/hr. for lessons 2 days/week. Call 770-369-0378.

Horses for sale, pictures upon request. Appaloosa, Tennessee Walkers, \$600-\$1,500. Call 894-3680 or e-mail [charles.twiggsg@gtri.gatech.edu](mailto:charles.twiggsg@gtri.gatech.edu).

Brand new Douglas touring tires. Size 215/60/16, all four for \$100. E-mail [erica@ece.gatech.edu](mailto:erica@ece.gatech.edu).

E-mail ads to [editor@icpa.gatech.edu](mailto:editor@icpa.gatech.edu).