
NEWSLETTER

WOODS HOLE
OCEANOGRAPHIC INSTITUTION



APRIL 1992

WHOI Supports Local Science Fairs

The Institution awarded a \$1,500 college scholarship to Margaret Bothner, overall winner of the Fourteenth Falmouth Community Science Fair March 14. Margaret, a junior at Falmouth High School, was recognized for her work on the sources and concentrations of radon in Falmouth homes, particularly in well water.

The scholarship is the thirteenth scholarship awarded by WHOI to the science fair's overall winner. The award is made by the Education Office to promote greater interest in science and engineering among high school students. The scholarship is paid to the college or university of the winner's choice in direct payment of tuition and fees.

More than 1,400 students in kindergarten through grade 12 participated in the fair. Forty-two projects were entered by high school students, 140 projects from the middle school and 80 class projects from the lower grades. Numerous WHOI staff served as judges at the fair (see photos at right and on page 8).

The Institution also supports the Falmouth Academy Science Fair, held March 6. The Academy's fourth fair attracted more than 100 exhibits. Biologist Larry Madin was the keynote speaker. WHOI awarded a day trip with a research team on the coastal vessel *Asterias* and a \$500 college scholarship, plus two 2-year subscriptions to *Oceanus* magazine. The overall winners of the science fair this year, Elizabeth Tyndale and Jonas Zahajszky, were recipients of the college scholarship and research trip, respectively.

Twenty-nine students from Falmouth High School and Falmouth Academy participated in the South Shore Science Fair, also supported by the Education Office. A number of local students received awards and advanced to the state science fair at MIT later this spring.

Photo by Lee Campbell



Associate Director for Education John Farrington congratulates Margaret Bothner, overall winner of the Falmouth Community Science Fair and recipient of WHOI's \$1,500 college scholarship.

Photo by Dave Gray



Associate Scientist Peter Shaw of the G&G Department talks with a student during the project judging March 13.

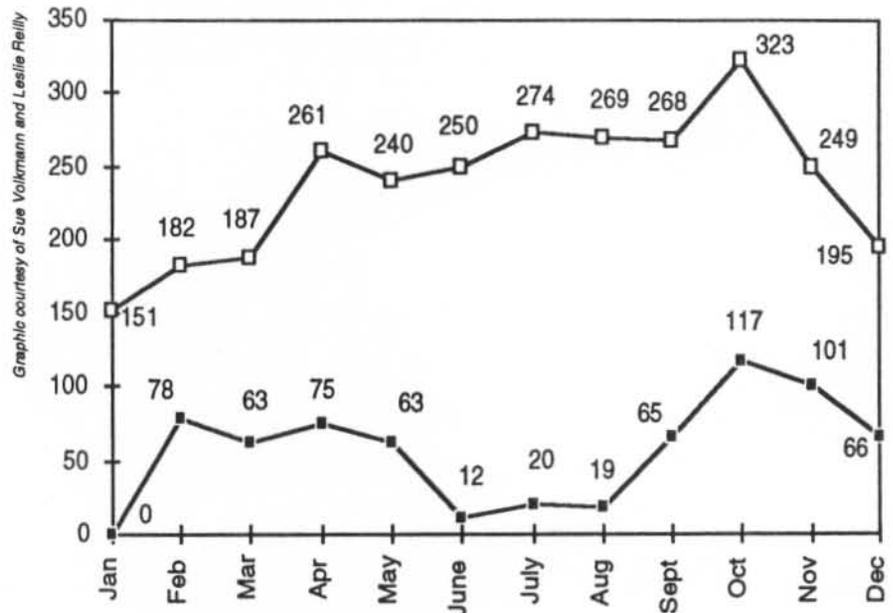
Conference Scheduling System Moves From Paper to Computer

More than 2,500 meetings and conferences are held at WHOI each year, ranging in size from a handful of individuals to hundreds, with services ranging from coffee and room set-up to full conference services including catering, registration, hotel and travel arrangements and about every other conceivable amenity.

In order to manage the many details involved, a collection of interactive computer programs called SCHEDULER was developed by Sue Volkmann of the Information Systems Center in conjunction with Pam Hart, Executive Assistant to the Director, and Leslie Reilly, Conference Coordinator.

The idea for a new process was envisioned by Hart after she arrived in late 1989 and heard many concerns from the WHOI community about the level of service they were receiving. Hart then met with Volkmann and various WHOI staff members including the Controllers Office, Services, and Purchasing in order to get the input necessary to develop a system that would be acceptable to all functions. Discussions continued in early 1990 when Reilly was hired.

Before the system went on-line in June 1990, it was tested for about



Monthly meetings at WHOI in 1991. Total number of classes: 679.
Total number of meetings: 2,849.

four months by Reilly and the Services group. After that, users were added a few at a time, in order to get their in-pup and further test the system.

There are two categories of user in SCHEDULER: **Viewers** and **Requesters**. Anyone at WHOI equipped with a PC attached to WHOI's ethernet can be a **Viewer**. These users have the capability to view and print information about the various classes, seminars and functions held daily at the Institution.

Requesters are authorized by the Departments to request reservations and services through the system. There are currently about 25 requesters who use the system on a regular basis. Requesters enter room requests directly into the system, where they are held in a temporary reservation file, until Reilly reviews them and then moves them into

Photo by Tom Kleindienst



Conference Coordinator Leslie Reilly

the master confirmation file.

Service Department staff print their daily work schedules from this master file and have been very enthusiastic about this clear and concise listing of the day's service requests. As part of the system, they also have a beverage program which allows them to track inventory and use, and enter cost information.

Continued on next page

The Newsletter is published monthly for employees, students and members of the Woods Hole Oceanographic Institution community. Copy deadline is the 25th of the month. Ideas for stories, photos, and items of interest to the community are welcome and should be sent to: Editor, Newsletter, News Office, Woods Hole Oceanographic Institution, Woods Hole, MA 02543. Telephone 508-457-2000 ext. 2270 or 3340.

Editor: Shelley M. Lauzon
Staff Support: Kathleen Patterson

Continued from page 2

The Conference Office is the only user with full access to the database and programs and the ability to change information once it has been entered. Scheduling functions by non-WHOI groups is done by Reilly, and anyone who prefers the phone is welcome to call, rather than use the system.

The shift to computer from paper was not easy for Reilly. "I had a hard time trusting the computer", she notes. "I kept the reservation book and used both systems for about six months, until I felt comfortable."

The paperless system has many

advantages. Reilly says SCHEDULER saves time and prevents errors, since rooms, for example, cannot be double-booked. "I get fewer phone calls now that people check availability and book through the system. Although I miss talking to some of the nice people I've come to know through the phone, I also realize how much more efficiently the computerized system allows me to do my job. Feedback from staff assistants and scientists tells me they are very pleased with the service they are receiving. A comment I've heard from more than

one user is 'I don't know how we lived without it.'"

Since SCHEDULER is a database management system, it is providing information to plan facilities use, check demand for specific meeting rooms, and to quantify the number of meetings held at WHOI (see graph page 2). It also allows the WHOI community to see what is going on.

Reilly is eager to get the word out about the system's capabilities and use. For more information about SCHEDULER or conference activities, contact her at ext. 2202.

CRC Open House Attracts Large Crowd

A large crowd was on hand March 12 at the Coastal Research Laboratory to thank Senior Scientist Dave Aubrey of the G&G Department for his five years of leadership as Director of the Coastal Research Center (CRC) and to introduce some of CRC's activities and CRL facilities to the WHOI staff.

Associate Director for Research Bob Gagosian presented Aubrey with a television set. Aubrey also received a satellite image of Cape Cod and the Islands from CRC staff, presented by Research Associate Bruce Tripp, and a signed photo card.

Poster displays from the Boston Harbor Project filled much of the high bay area. The Deep Submergence Laboratory's test-bed vehicle, HYLAS, was a popular attraction as visitors maneuvered it around the test tank.

Senior Scientist Bob Beardsley of the Physical Oceanography Department succeeded Dave Aubrey as CRC Director January 1.



Photos by Tom Kleindinst



The Hall Cottage at the end of the driveway and the Woods Hole Consumers' Cooperative, now called the Co-op Building (right), circa 1948.



Hall Cottage (above) and the house behind the Co-op (below right) were torn down in 1967. The Co-op Building today (below).



The Co-op Building: a Brief History

The Co-op Building, located at 93 Water Street across from Smith Laboratory, was built by carpenter J.W. Bowles in 1887. WHOI purchased the property from Littie I. Hall in December 1946 "because of a serious need for rentable property" (from notes in WHOI Archives). The property then included three buildings, only one of which, the Co-op, survives today.

Hall Cottage, a small bungalow at the end of the driveway next to the Co-op, was torn down Nov. 18, 1967, as was the large two-story house directly behind the Co-op (see photos). A fenced-in lawn preserves the land overlooking Eel Pond where these two buildings once stood.

The building was an A & P store and the Woods Hole Consumers' Cooperative during World War II, hence the building's current name.

Through the years the Co-op has been used as storage space for the sails and rigging for R/V *Atlantis*, as the Institution Mailroom, and as office space for various groups. *Oceanus* Magazine staff, which shared the building with Public Information Office (PIO) staff during the 1970s and 1980s, moved to larger quarters in Caryn House in 1989 due to space needs for an enlarged PIO staff.

The Co-op now contains offices for the staff of the Public Information and News Offices and the Communications Department. A total of nine people work in the building, which underwent a major renovation in 1989-1990. During the renovation walls were removed, part of the building insulated, and an open reception area created for the many visitors to Woods Hole looking for information about WHOI.



Purchasing Buyline

Due to nationwide changes in government auditing, the Office of Naval Research (ONR) has taken an aggressive interest in how WHOI and other federally funded institutions spend money. While we have always complied with government regulations, Purchasing Manager Mo Moniz notes, it is now even more important to cooperate with auditing agencies. In doing so the Purchasing Department, together with ONR, has revised the documentation used for procurements over \$1,000 and has introduced a new form for "sole source or urgent procurements".

The new forms are required for requisitions with a total value of \$2,500 or more instead of the previous \$1,000. An important change is that the "sole source or urgent purchases" form **requires** detailed and specific information. The form must be completely and accurately filled out before an order will be placed. During the next few weeks buyers will meet with department execs to discuss the form and answer any questions.

Note: All purchase requisitions should be clearly legible, with the

"requisitioner/delivery" information completed. A realistic delivery date is preferred over ASAP. All requisitions must be approved by Sponsored Programs or General Accounting prior to the order being placed by Purchasing.

Revised purchase requisition forms are now available in the Stockroom. Please discard the old ones.

Other items of interest:

Purchasing placed 12,965 orders and spent \$20,911,226 in 1990. In 1991 the figures increased twenty percent (20%) to 14,287 orders placed totalling \$25,193,817.

In order to address the many changes taking place, Purchasing and Property Office staff meet every Friday morning from 8-9 a.m. Guests are welcome. Contact Mo Moniz at ext. 2721 if you would like to attend.

Expediting Orders

At present, the ROSS system does not provide a routine expediting program. Contact Laura Oxford at ext. 2375 to expedite purchase orders or to inquire about the status of a purchase order.

Property News

The Property Office has received authorization to tie into the General Services Administration (GSA) computer system through a program entitled MUFFIN (Multi-Use File For Interagency News). The program will enable WHOI to search for excess/surplus property. The installation date is not yet available.

The Property Office will soon begin bar coding inventory for asset management purposes. For more information contact Lee Wells at ext. 2410.

Reminder: If you are a property holder and are leaving the Institution, please notify the Property Office as soon as possible so that inventory can be transferred to another property holder.

Stockroom Hours

The Smith Laboratory Stockroom is open weekdays 8:00 a.m. to 4:00 p.m. The Clark Laboratory Stockroom is open weekdays 9:00 a.m. to noon. Check for new items, which are regularly added to the inventory.

Did You Know?

WHOI employees can purchase batteries, WHOI clothing and other souvenir items, film, video and audio cassettes, floppy disks, stationery supplies, hardware and other items for their personal use at the WHOI Stockrooms.

All personal sales are cash only. Have your WHOI Identification card or employee number ready when making a purchase. All items available in the stockrooms may be purchased by WHOI employees for their personal use. Sales tax is applied to appropriate items.

New Stockroom Items

Item #	Description	Cost
78095	Laser Jet cartridge HP II #92275A	\$59.00 ea.
63099	WHOI zip. nylon portfolio 16"x12" LN-16120	3.69 ea.
06072	Silikroil, penetrating oil	16.00 ea.
06070	Acro-kroil, penetrating oil 10 oz.	19.00 ea.
78055	Data cartridge 8mm Sony QG-112M	12.60 ea.
67105	Aqua pure water cart 2 pk Cuno @AP11OH/C	9.04 ea.
06066	Simple green cleaner/degreaser 5 gallon	48.00 ea.
67065	Saran Wrap, 50 sq. ft.	1.59 ea.
30207	Capacitor, electrolytic 50v 100 MFD	4.80 ea.

NEW FACES

No Photo



Natalia Beliakova
Guest Student
AOP&E
Bigelow 408
Ext. 3327
J. Lynch



Sam A. Brodsky
Part-Time Helper
MC&G
Fye 136
Ext. 2754
O. Zafiriou



Joseph J. Curran
Stockroom Clerk
Purchasing
Smith 114
Ext. 2282
K. Bohr



Sarah A. Green
Postdoctoral Investigator
MC&G
Fye 115
Ext. 2966
N. Blough



Robert J. Greene
Facilities Service
Assistant
Facilities
Quissett Warehouse
Ext. 2762
R. Joyce



Jens Gruetzner
Guest Student
G&G
Clark 241B
Ext. 2940
B. Tucholke



Eric W. Henderson
Guest Investigator
MPC
Crowell 101
Ext. 2220
J. Steele



Kristina L. Hogg
Part-Time Helper
MC&G
Clark 447
Ext. 2350
K. Buesseler



Erich F. Hargan
Temp. Research
Assistant II
Biology
Redfield 132
Ext. 3225
P. Lobel



Guoliang Jin
Guest Investigator
AOP&E
Bigelow 210
Ext. 2437
J. Lynch



Dong J. Kim
Guest Investigator
G&G
CRL 207
Ext. 2993
D. Aubrey



Tricia Palmer
Personnel Rep. -
Benefits
Personnel
Nobska
Ext. 2705
K. LaBernz



Brian S. Racine
Guest Investigator
PO
Clark 358
Ext. 2793
J. Whitehead



T. S. S. Rao
Guest Investigator
Biology
ESL
Ext. 3366
J. Ryther

Promotions

Jane A. Dunworth (PO)
to Senior Information Systems Assistant I (2/7/92)

David McDonald (Facilities)
to Temporary Security Guard Supervisor (2/23/92)

Peggy A. Stengel (Development)
to Development Officer (1/26/92)

Marcella R. Youngman (Personnel)
to Personnel Representative - Benefits (2/9/92)

Training Tapes Available

Audio cassette training tapes on a variety of topics are available to borrow from the Staff Training and Development Office at Personnel, Nobska House. New titles include the following:

Russian for Beginners - a self instructional language course (Georgetown University School of Language);
Speak Mandarin - beginning spoken Chinese (Yale University Language Series);

Controlling Interruptions - how to free up an hour a day;

High Impact Leadership - how to be more than a manager;

Self-Empowerment - achieving your potential through self-awareness;

How to Deal with Difficult People - strategies for getting results with the hard to handle people in your life.

Contact Melissa Weidman at ext. 3272 to reserve any of these tapes. A full listing of all books and tapes available for loan will be distributed soon to all departmental and administrative offices.

Telephone Tips

The Institution's digital telephone system offers many features. The following information responds to some of the most frequently asked questions received by the switchboard operators. Special group training on the system's features is available upon request; contact Linda Benway at ext. 2899.

To Forward All Calls to Voice Mail:

Press forward (forward lamp flashes), dial ext. 5000, press forward a second time (forward lamp stays on, doesn't flash).

To Escape Voice Mail:

To reach another extension instead of or after leaving a message dial "O" and the four digit extension, followed by the # sign. If you do not know the extension you wish to go to, dial "O" for assistance.

Direct Messaging:

If you know the person is not available, you can leave a message directly by dialing 6600, followed by the person's extension and the # sign.

To Access Voice Mail from Outside WHOI:

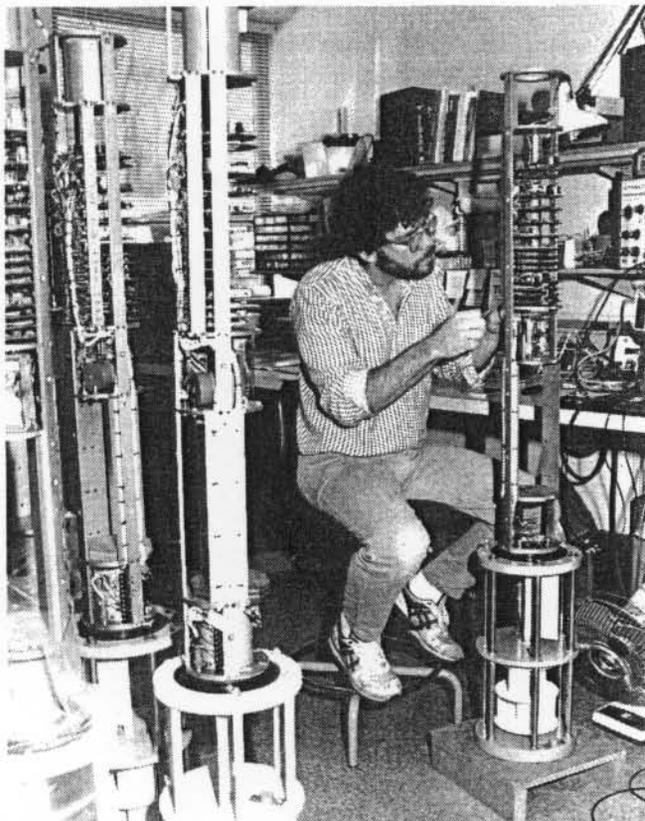
Dial 457-2000, then ext. 5000, then the mailbox number and password.

Toyota Offers Transportation to WHOI Staff

Due to the number of customers at WHOI, Falmouth Toyota in Bourne is offering rides to WHOI by 8:00 a.m. and pick up from WHOI at 5:00 p.m. each Tuesday. Vehicles requiring service must be at Falmouth Toyota by 7:30 a.m. and appointments are requested.

Exhibit Center Open for Season

The Exhibit Center opened for the 1992 season April 10. Hours are Friday through Monday 10 am to 4 pm, opening noon to 4 pm on Sundays. Beginning May 15 the Exhibit Center will be open seven days a week.



Kenton Bradshaw of the Physical Oceanography Department works on a current meter in Clark Lab.

Ship Notes

ATLANTIS II/ALVIN

R/V *Atlantis II* and DSV *Alvin* departed Manzanillo, Mexico, April 1 for continued studies of hydrothermal vents along the East Pacific Rise and are due at Acapulco, Mexico, April 28. They will depart May 2 to transit the Panama Canal, arriving in Galveston, Texas, May 15.

OCEANUS

R/V *Oceanus* departed Funchal, Madeira, March 25 for physical oceanographic studies in the Eastern North Atlantic. The ship is due at Las Palmas, Canary Islands, April 24. *Oceanus* will depart Las Palmas April 29 for a three-week cruise for the North Atlantic Tracer Release Experiment (NATRE).

KNORR

R/V *Knorr* departed Woods Hole March 21 for an 18-day shipyard period in Jacksonville, FL. *Knorr* left the shipyard April 13 and is now headed for Valparaiso, Chile, where it is due April 28. It will depart May 2 for its first WOCE cruise.

Congratulations to:

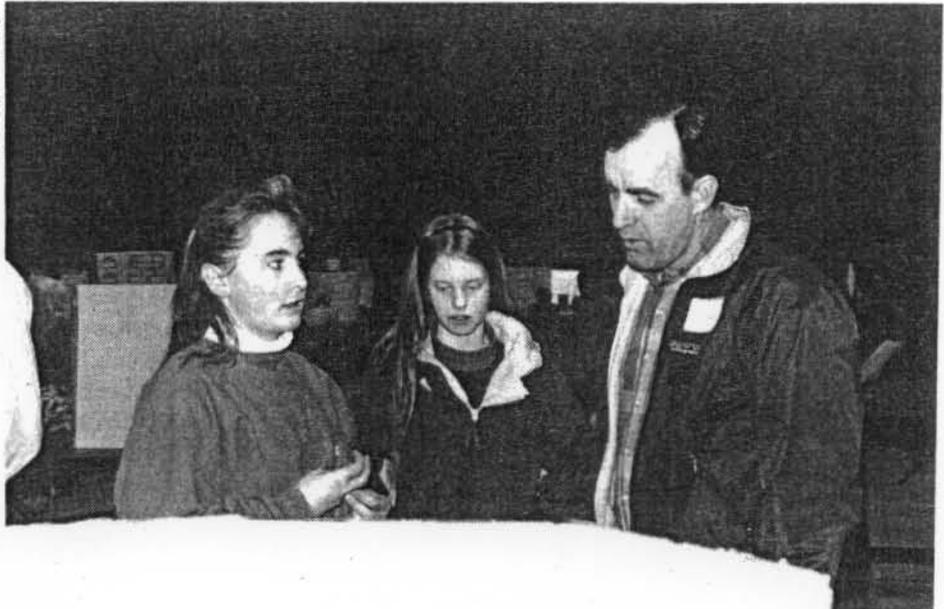
--Wayne and Abigail Spencer on the birth March 9 of their fourth child, James Gordon. James was born at Cape Cod Hospital and weighed 8 lbs., 8 ozs. Wayne is a Research Associate in the G&G Department.

--Lloyd Keigwin and Becky Belastock on the birth of their second son, Bradley Frances, 7 lbs., 12 ozs., at Saint Lukes Hospital in New Bedford. Lloyd is a Associate Scientist in the G&G Department.

--Ernie Smith of the Facilities Department and Georgiann Fox-Smith on their marriage February 15 at an historic home in Centerville.

--Laurel Moore and Timothy Duda, both of AOP&E, on their marriage February 15 in Sam Clemente, CA, and a second reception at Fenno House following their return from California. Tim is an Assistant Scientist and Laurel a Staff Assistant.

Photo by Dave Gray



Senior Engineer Chris von Alt of AOP&E discusses a research project with students at the Falmouth Community Science Fair project judging March 13.

Please copy this page if you don't want to cut the WHOI Newsletter.

UMASS/LOWELL Completing its Second Semester

The UMASS/LOWELL Program at WHOI is completing its second semester offering a variety of credit courses on site at WHOI. Since its inception in the Fall of 1991 ten courses have been conducted, serving 142 students, consisting of WHOI employees as well as employees of other local organizations. Subjects have included "C" Programming, Information Systems I, Scientific and Technical Communications, Precalculus, Statistics, and Organizational Behavior.

Plans are currently underway for continuing the program in the fall. Lowell is also willing to offer a limited number of classes this summer if there is sufficient interest. Please complete and return the following questionnaire to the Education Office, Clark 223.

- I would register for a course two nights a week from July 6th to Aug. 15th.
- I would register for a course one night a week for the fall semester from Sept. to Dec. 1992.

The courses I would like to take are: _____

Name _____ Location _____ Phone # _____

Please return by 5/1/92 to: Education Office, Clark 223, WHOI.

Cut out along dotted lines

Cut out along dotted lines