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## Inside AICPA, March 25, 1991

American Institute of Certified Public Accountants (AICPA)

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March 25, 1991

**Staff Anniversaries** Congratulations to the following staff members who last week celebrated various anniversaries with the Institute.

		<u>Anniversary</u>
Jeanne Weisberg	CPE Educ. Supp. Svcs.	17th
Steve Geske	CPE Production	11th
Joe Davis	Computer Services	10th
Nafieza Karim	Membership Admin.	10th
Donna Wolf	Relations w/Educators	9th
Phil Sagazio	CPE Materials Mgmt.	6th
Loretta Szabo	Technical Standards & Services	5th

**Say Hello  
To...**

Kathleen Fischer - Secretary - CPE Prog. Dev. Admin. Previously, Kathleen worked as an Assistant to the Editor of Harper's Bazaar Magazine.

Sherman Honeycutt - Bindery Technician - Printing Services. Before joining the Institute, Sherman worked as a Printer for Lithomatic Business Forms.

**Opportunity  
Knocks -  
Again**

An additional follow-up session for all core graduates of the Investment in Excellence Program will be held on April 23, 1991. The session is three hours long and will be facilitated by Joe Cote. The topic is Performance Appraisal - Confidently Building Self-Esteem in Others.

This session will cover these major topics:

- o The better you feel about yourself, the better your appraisal of others will be
- o How to correct your people without damaging their self-esteem
- o Damaging vs. elevating talk
- o High esteem, high performance
- o The responsibility to observe
- o The power to grow
- o Channeling your power

If interested, call Elinor Paige on x5476.

**A Note  
Of  
Appreciation**

Well on the road to a speedy recovery, Don Schneeman, General Counsel & Secretary, thanks all of you for your good wishes. Don assures us he will be back to his usual "burly and dynamic self" shortly.

**Staff  
Promotions**

Edwin Tamman in General Accounting was promoted from Financial Analyst to Senior Financial Analyst.

William Boyd in Circulation was promoted from Manager-Magazines & Miscellaneous Subscriptions to Manager-Subscription Services.

Congratulations and Best of Luck in your new position.

**United  
Way  
Campaign**

The Institute's 1991 Tri-State United Way Campaign was a success! Staff contributions totaling \$26,660 break last year's all time record of \$24,500. This accomplishment can be attributed to the efforts of our volunteer captains and supportive staff members. In recognition, raffle prizes were awarded to both the contributors and captains in a drawing held on March 22, 1991, under the supervision of our Internal Audit Department. Six raffle prizes were awarded to the following contributors:

Emma Carlson	\$50 gift certificate to Sam Goody's
Ruth Cowan	\$50 gift certificate to Assembly Steak House
LoriAnn Fareri	\$50 gift certificate at Herman's Sporting Goods
Alan Johnson	\$50 gift certificate to Blake's Restaurant
Jose Ortiz	Sony Walkman
Doug Sauter	Sharp Memo Master Alarm

In the raffle for our staff captains, Joe Ciccone won a \$50 gift certificate to Sam Goody's and Mildred Ramos won a \$50 gift certificate to Herman's Sporting Goods.

Congratulations and thanks to all of you who support the United Way.

**Tuition  
Reimbursement**

The Institute encourages employees to take advantage of outside educational opportunities that will increase their effectiveness on the job.

According to policy, an application for tuition reimbursement will be approved if 1) the course is taken at a recognized educational institution, and 2) the course is related to the employee's present position, or to a position to which the employee could reasonably be considered. Approval is made on a course-by-course basis; not on the basis of a degree program. For example, if an Accounting Clerk is enrolled in an Accounting degree program, and a history course is required for such degree, the history course would not be approved for reimbursement. However, all the accounting courses would be subject to reimbursement.

So that fair and equal consideration is given to all requests for tuition reimbursement, please be sure to submit a copy of the course description with your completed application for tuition refund.