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Inside AICPA, October 5, 1992

American Institute of Certified Public Accountants (AICPA)

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October 5, 1992

**Staff
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute:

		Anniversary
Paulette Myers	Aid to Minorities	18th
Greg Furke	SEC Practice Section	12th
Nancy Cohen	Information Technology	6th

Welcome!

David Stillman - Desktop Publishing Operator - Text Processing. Before joining the Institute, David worked as a freelance computer operator and copy editor.

C. Patrick Westover - Faculty Administrator - CPE Educational Support Services. Pat was previously employed by Caldwell College as the Director of Continuing Education.

Christina Stevenson - Secretary - Professional Ethics. Prior to joining the Institute, Christina worked for Springhouse Corporation as an Administrative Assistant.

Promotions

In Meetings & Travel, Elizabeth Harney was promoted from Conference Coordinator to Meetings Planner and Doris Simmons was promoted from Conference Assistant to Conference Coordinator.

In Accounting, Desmond Thompson was promoted from Accountant to Senior Accountant.

Wanda Torres in Programming & Systems was promoted from Senior Programmer Analyst to Technical Support Specialist.

Congratulations and Good Luck in your new positions!

**A Picture
Perfect Gift**

The New Jersey Transit Waterfront Transportation Office welcomes AICPA Harborside staff to the Garden State with a complimentary picture frame. The plastic frames measure 3 1/2" by 4 1/2" and are ideal for brightening up your work space. Mail services will deliver one frame to each Harborside employee sometime this week.

AICPA Van Service

The departure schedule for the AICPA van service between New York and Harborside operates as follows:

From NY (48th Street exit)	9:00 am, 11:15 am, 2:30 pm
From NJ (Atrium exit)	10:15 am, 12:30 pm, 3:45 pm

Packages for transport between the two locations **MUST** be delivered to the designated pick up points. Packages leaving Harborside should be brought directly to Mail Services (located on the third floor) at least 15 minutes before the departure time. From New York, packages should be delivered to the 6th floor receptionist 30 minutes before the departure time.

Employees traveling between the two locations must arrange for transportation by calling Tracey Argenzio on extension 6328 in New York or the third floor receptionist on extension 3318 in New Jersey. Seating is reserved on a first come, first serve basis.

Personal Safety

As a general security rule AICPA employee ID badges are to be worn at all times, not just to gain access to the building. If you forget your ID badge, a visitors badge will be issued to you for the day. We are enforcing the policy for your own personal safety.

All visitors to the Institute are required to wear a "Visitor" badge and are not permitted any further than the reception desk unless escorted by a staff member. A visitor should be escorted to the reception area at the conclusion of a visit and should return the badge to the receptionist.

Anyone who does not have a permanent ID badge should contact Human Resources to have a new one made.

Floating Holidays

Unlike vacation days, Floating Holidays may not be carried over into the next year. Be sure to use your Floating Holidays before the end of the year.

Resetting Your Telephone Speaker

Some Harborside employees may notice that in the morning the green light next to your speaker button is flashing. The flashing speaker light indicates that your speaker needs to be reset. To reset your speaker, press the "select" button to activate "reset speaker" (which is shown on your speaker button) then press the "speaker" button. You will hear a long ascending high pitch tone, at the end of the tone your speaker will be reset.