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Inside AICPA, February 22, 1993

American Institute of Certified Public Accountants (AICPA)

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February 22, 1993

**Staff
Anniversaries**

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

Torny Berntsen	General Counsel & Trial Board	31st
Shirley Price	Technical Information	7th
Mary C. Browne	Order	5th
Evelyn Laino	Office Facilities	5th
Vince Sarno	CPE Production	5th
Cliff Schwartz	Accounting Standards	5th

Please Welcome

Michelle Yvette Carroll - Coordinator - Quality Review. Before joining us, Michelle worked for American Express Travel Related Services as a Customer Service Representative.

**Virus
Protection**

The Michelangelo virus attacks Personal Computers on March 6th, his birthday. In order for us to prevent this and other viruses from attacking any of the AICPA's PC's, please follow the following procedures:

- Harborside LAN users - From your main menu, access the Utilities menu and select **Option D: Virus Scan for Drive C:.** If a virus is found, please call Irene Taylor on extension 3305 and the Micro Computer Department will clean your disk drive.
- Harborside PC users not on the LAN - If you do not have virus protection software, please contact Irene Taylor (extension 3305) and the Micro Computer Department will check your machine.
- New York PC users - the Micro Computer Department will be checking you PC's.
- Washington PC users - Cris Ligon will be checking your PC's.

If your PC has not been checked by March 3rd, please call Irene Taylor. Thank you for your cooperation.

**Employee
Suggestion
Program
Awards!**

Congratulations to our first award recipients under the Employee Suggestion Program. They are:

Tony Gambino - Information Technology. Tony suggested the Institute establish a procedure for staff members to return unwanted items to stock which will result in a cost savings to the Institute.

Laurie Seltzer - Accounting. Laurie's suggestion was to offer Institute staff the opportunity to purchase older model computers and equipment as they are replaced.

Jeffrey Pieper - Circulation. Jeffrey thought it would be a good idea to profile different Institute departments in Inside AICPA to explain departmental functions and accomplishments as a way to increase the staff's awareness and knowledge of the Institute's products and services to members.

Tony, Laurie and Jeffrey came up with good ideas that will either save the Institute money, improve employee morale or improve business operations. Their creativity and initiative paid off for them and for the Institute.

It's easy to participate in the AICPA Employee Suggestion Program. If you have any idea - however big or small - that you think can increase revenues, save money or improve business operations, come to Human Resources and fill out an official Employee Suggestion Form, and you too may be eligible to receive an award ranging from \$50 - \$15,000.

Some of these suggestions have already been implemented and we are working toward putting the others into action. We will fill you in on the details as they become available.