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11-7-1994

## Inside AICPA, November 7, 1994

American Institute of Certified Public Accountants (AICPA)

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

		Anniversary
Joyce Reid	Data Processing Operations	34th
Ruth Jackson	Accounting Standards	15th
Rita Novick	Membership Administration	14th
Donna Borowicz	Accounting	13th
William Boyd	Circulation	10th
Anthony Gambino	Information Retrieval	10th
Bill Borgeson	Microcomputer Support/ Office Automation	8th
Laurie Seltzer	Budgeting & Financial Analysis	8th

**Please Welcome** Rick Gesualdo - Financial Analyst - CPE Accounting. Rick joins us from Eaton Corporation, Commercial Controls Division where he worked as a Manager of Accounting.

**Promotions** Bruno Matricciano was promoted to List Sales Coordinator in Promotions from I/O Coordinator in Electronic Imaging.

Congratulations and much success in your new position!

**Best Wishes To...** ...Nancy Myers, Director, Practice Management, will retire on November 15, after over 30 years with the Institute. Among other assignments, Nancy has served as Director of State Society Relations, State Legislation, Industry and Small Business Development functions. Upon retirement, Nancy will continue to remain active in the theater industry. She serves on the Board of two theater groups and is currently raising money for an upcoming Broadway musical.

...On November 18, 1994, Herb Jacobowitz, Warehouse Supervisor, Distribution Services will retire after 15 years with the Institute. Herb joined us in 1979 as the Warehouse Supervisor and has been working in this capacity ever since. He has no set plans, but looks forward to relaxing and doing "whatever comes up!"

Our bon voyage wishes to Nancy and Herb couldn't be more appropriate. Their hard work and dedication has been greatly appreciated!

**Floating Holidays** Just a reminder, unlike vacation days, floating holidays may not be carried over into the next year. Please be sure to use your floating holidays before the end of the year.

**Reminder** Several New Jersey staff members recently reported that personal items were missing from their desk. While we have alerted the proper security personnel, it's a good practice to remove personal articles from the top of your desk when left unattended.

**Telephone Tip** If the time display on your 7407 telephone still shows eastern daylight time, press the "DATE/TIME" button on your phone to reset it's internal clock.

**Training Update** **PaperChase Workout:** This program, designed for staff who attended the Time Management-Planner, helps to set-up your filing system so that anyone can locate paperwork or files quickly. A class is scheduled on Monday, November 14th from 9:00am-5:00pm in the New York training room. Please note that you must be a New York staff member to attend this class, more classes are being scheduled for the New Jersey office.

**PowerPoint:** A powerpoint class is scheduled for November 15th from 9:00am-5:00pm in the New York training room. This software makes presentations easy for you by letting you create overheads with your laserjet printer. If you are interested in this program please call Gaby Ulloa.

**Lan Windows:** Below are the dates for Lan Windows Training. Please keep in mind that New Jersey staff should attend the New Jersey Training class, as this makes it easier for the Computer Department to set-up your computer. There are 2 classes a day, one from 9:00am-12:00pm and the other from 1:30pm-4:30pm.

<b>New Jersey Dates</b>		<b>New York Dates</b>	
December 2nd	New Jersey	December 15th	New York
December 12th	New Jersey	January 3rd	New York
December 19th	New Jersey	February 6th	New York
January 4th	New Jersey	February 28th	New York
January 10th	New Jersey		
January 18th	New Jersey		
January 27th	New Jersey		
February 1st	New Jersey		
February 10th	New Jersey		
February 16th	New Jersey		

- Training Tips**
- \* A 486 Computer is a prerequisite for all Windows applications.
  - \* If you call to reserve space in a training class, make sure you follow-up with a training request form approved by your supervisor and submit to Gaby Ulloa in Human Resources - New York.

If you are interested in any of the classes above or have any questions please call Gaby Ulloa on extension 6180.