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American Institute of Certified Public Accountants (AICPA)

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October 24, 1994

**Staff
Anniversaries**

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

		Anniversary
Art Podorefsky	CPE Program Development - Tax	15th
Fred Gill	Accounting Standards	11th
Chris Miller	Human Resources	8th
Simmona Steele	Library Services	8th
Dan Providence	Examinations	7th

Please Welcome

Shudine Y. Covell - Secretary - Academic & Career Development. Shudine joins us from ABN AMRO Bank, N.V. where she worked as a Secretary/Office Administrator.

Juanita Frasier rejoins the Institute as a Copying Coordinator in Printing Services.

**Promotions/
Transfer**

Bill Borgeson was promoted to Microcomputer Support Specialist in Microcomputer Support/Office Automation from LAN Administrator in Information Retrieval.

Ronald Dunn, Distribution Services, transferred from New Jersey to New York.

In Electronic Imaging, Ed Lake was promoted to Publishing Technology Specialist from Lead Desktop Publishing Operator and Nilda Montalvo was promoted to Desktop Publishing Supervisor from Lead Typesetting Operator.

Marguerite Gray, Membership Administration, was promoted to Supervisor. -

Congratulations and much success in your new positions!

Flu Shots

The Institute has contracted with Affiliated Physicians, a medical service for preventative medicine, to provide inoculation for the flu.

Affiliated Physicians will be on site in NEW YORK on Thursday, October 27 between 10:00 a.m. and 12 noon in the Training Room on the sixth floor. To make an appointment to be inoculated call Gaby Ulloa at ext. 6180 by 5:00 p.m. on Wednesday, October 26.

Affiliated Physicians will be on site in NEW JERSEY on Tuesday, November 8 between 10:00 a.m. and 12 noon in the Training Room on the second floor. To make an appointment to be inoculated please call Jennifer Kurylka at ext. 3357 by 5:00 p.m. on Thursday, November 3.

Employees in the Washington, D.C. office will be notified by Ela Work as to the date and location of the immunization program.

You should not receive the vaccine if you are allergic to eggs or thimerosal or if you have a fever or viral illness. Check with a physician if a vaccination is being considered for pregnant women and people who have received another type of vaccine during the past 14 days.



Standard Time resumes on **Sunday, October 30** at 2:00 a.m.. Please remember to turn your clocks **back** one hour.

Inclement Weather Information

In the event of a severe storm, widespread transportation disruption, or other emergency, to find out whether or not the Institute's office hours are changed or if the office is closed, N.J. and N.Y. employees should dial either **(212) 596-6088** or **(201) 938-3858**. You will hear a recorded message authorized by President Chenok announcing any change to our standard hours of operation. This message, which is accessible 24 hours a day, represents the official word on office operations. The responsibility for calling this number to determine whether the office hours are changed or if the Institute will be closed rests with each member of the staff. Staff members can also tune in to News Radio 88 on the AM dial for office closing information. If it becomes necessary to shut down during regular business hours, cost center heads will be notified.

CPA Job Bank

The AICPA and participating State Societies recently teamed up with Job Bank USA to create an employment referral service for members nationwide. The CPA Job Bank offers new employment opportunities as well as helping members find new employees. Resume development assistance is also available.

For more information on the CPA Job Bank, please refer to an article in the June 1994 issue of *The CPA Letter* or call (800) 939-1040.

Training Update

Update Time Management classes for staff that attended the Organizer are scheduled for November 30th in NY and December 8th in NJ from 9:00am-11:00am. This brush-up class will cover some changes to the annual packs and review some new concepts. In the interim if you need any Daily Plan sheets 1-31 you can stop by Human Resources in NY or NJ and pick-up a one or two months supply.

Planners update classes will be scheduled in January, in the meantime watch your mail for the 1995 Calendar.

The Advanced Lotus for Dos class scheduled for October 31st is full. If you are interested in attending an Advanced Lotus class, please fill out a Training Request form, you will be placed on a waiting list and you will be notified as soon as a date is available.

When calling to inquire about a computer class please specify whether the application is for Windows or Dos and the software Version. For any Windows program, Windows Lan Training is a prerequisite. If you are signing up for the WordPerfect 6.0 for Windows please let us know whether you are proficient in WordPerfect 5.1 so that we can place you in the appropriate class. Any phone registration must be followed with a Training Request Form with the appropriate signatures and application information requested above. **Please note:** If the form does not have all the appropriate signatures this includes the Director or above, the form will be sent back to you which will delay getting into a class.

If you have any questions you can call Gaby Ulloa in Human Resources at extension 6180.