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## Inside AICPA, February 6, 1995

American Institute of Certified Public Accountants (AICPA)

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February 6, 1995

**Staff  
Anniversaries**

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

		<b>Anniversary</b>
Florence Napolitano	Customer Service	13th
Franklyn Farier	Distribution Services	7th
Cecilia Robin	<i>Journal of Accountancy/ Tax Adviser - Advertising</i>	7th
Rick Elam	Academic & Career Development	6th
Denise Graham	Collections	6th
Francisco Pacheco	CPE Course Assembly	6th
Bernadette Emery	Professional Ethics	5th
Steve Greene	Communications/Public Relations	5th

**Please  
Welcome**

Daniel J. Noll - Technical Manager - Accounting Standards. Dan joins us from Coopers & Lybrand where he worked as a Manager.

**Time Cards**

Due to the President's Day holiday on Monday, February 20, **PLEASE HAND DELIVER** all attendance records for this week ending 2/11 to Human Resources before the close of business on Friday, February 10. We also ask the Washington office to be sure to send all attendance records for this week ending 2/11 to Human Resources - New Jersey in Friday's (February 10) mail.

Both Human Resources and Payroll thank you for your cooperation!

**New Parking**

Due to the monthly increase in the "\$6.00 Parking Lot", staff member Jeff Pieper has coordinated an agreement with the owner of the Morgan Industrial Center parking lot. The parking lot is located on Washington Street at the corner of Steuben Street, diagonally across from the "\$6.00 Parking Lot". The monthly cost is \$80.00. Anyone interested may contact Jeff Pieper at ext 3260.

**Toner  
Cartridges**

Toner cartridges for Laser Jet Printers II, III and IV, along with the Avery labels used for these printers, are now available in the Stationery & Supplies office.

**Manhattan  
Advantage  
Booklets**

Now available in Human Resources (New York and New Jersey) are copies of the discount booklet "Manhattan Advantage". These free booklets offer special discounts on restaurants, recreation, shopping and other services throughout Manhattan.

## The Common Cold

Colds can result from exposure to any one of over 200 viruses. Technically, each of these virus causes a different cold. However, because the resulting symptoms are similar, we mistakenly view the combined effect as a single illness.

When you touch a contaminated object or shake the hand of a cold sufferer, you are exposed to the virus. Although the contact usually doesn't result in infection, however, you may unconsciously rub the live virus into your eyes or nose. There it may begin its attack on the body's defenses. Here are a few tips on how to treat and prevent a cold:

### Treating a cold:

- Take vitamin C
- Eliminate dairy

### Preventing a cold:

- Manage mental stress
- Reduce consumption of sugar and alcohol
- Take Zinc (found in throat lozenges)
- Exercise
- Eat fruits and vegetables
- Drink lots of nonalcoholic and unsweetened liquids
- Use ventilation in your home and workplace
- Practice good hygiene
- Disinfect your surroundings

The more you follow these tips, the better your body becomes at fighting the common cold.

## Training Update

There is still room available in the Upcoming Frontline programs.

These programs address the multi-faceted role we play in today's "do more with less" work environment and the "inter-dependent" relationships necessary to work effectively. No matter what your responsibilities are, you are on the **frontline** when it comes to servicing our membership effectively.

The **Manager/Supervisor** programs address supervisory coaching skills and the fundamentals of leadership behavior. Discussion topics include providing constructive feedback, establishing performance expectations, coaching, developing team performance, and making organizational impact.

The **Project Leader** discussion topics include: giving feedback, building constructive and collaborative relationships, confronting issues, and winning support from others.

The **Project Contributor** programs explore our internal "customer/supplier" relationships and the dual roles all employees play. Discussion topics include giving feedback, getting your point across, resolving issues, dealing with changes, and being a team player.

### COURSE NAME

### DATE & LOCATION

### # of SESSIONS

Frontline Mgr/Spv I	March 7th - NJ	5
Frontline Mgr/Spv II	February 21st - NY	7
Frontline Project Contributors	February 21st - NJ	6
Frontline Project Leader	February 17th - NY	7

If you are interested in any of the classes listed above or have any questions regarding the Frontline program please call Gaby Ulloa at extension 6180.