

# the Personnel Touch

Prepared monthly by FIU Personnel Department. An internal communication on FIU Personnel matters, policies, procedure and benefit information. Suggestions on content may be sent to the Personnel Department, PC 220, Extension 2576.

December, 1986  
Volume 10, No. 10

## Our Holiday gift to you



Please join us at either campus to share the Holiday Spirit with us.

Bay Vista Campus  
Friday, December 12, 1986  
10:00 a.m. - 12:00 Noon  
TC 105

Tamiami Campus  
Friday, December 12, 1986  
2:00 p.m. - 4:00 p.m.  
PC 220

### LONG DISTANCE AND SUNCOM REPORTS

Project leaders are reminded to review their printouts of long distance and SUNCOM calls. Any calls not made for University business should be investigated and if they are personal calls, reimbursement should be required. You should be particularly interested in calls made after regular business hours, calls excessive in length, or calls made to places not regularly called.

### THE NEW 1986-87 STATE OF FLORIDA TELEPHONE DIRECTORY

On December 1, 1986, about 40% of the special seven-digit SUNCOM numbers that you may dial will change. You should soon receive a new 1986-87 edition of the State of Florida Telephone Directory. This edition will reflect almost all SUNCOM number changes for the new network and will be labeled "Effective December 1, 1986" on the front cover. Do not use the 1985 directory or any

previous edition after December 1st. SUNCOM users should cross reference present SUNCOM numbers with numbers for the new network. This will help avoid problems, such as reaching a recording saying the number dialed is no longer a valid SUNCOM number, reaching a number that rings on your end only (no answer and no recording), or reaching a different location on the other side of the state when dialing an old SUNCOM number. Repeated dialing attempts on SUNCOM may cause serious network congestion and inhibit long-distance calling throughout the network. If a SUNCOM caller reaches your location by misdialing or by dialing an incorrect number, please tell the person that many SUNCOM numbers have changed and refer him or her to the NEW State of Florida Telephone Directory or to a State Operator for the correct SUNCOM number. To find out if your SUNCOM number has changed, reference the new State of Florida

Telephone Directory as soon as you receive it or call one of the State of Florida Communications Training Specialists at SUNCOM 277-1570.

#### FEEDBACK ON 1986 MIAMI FEEDING MIAMI PROJECT

You, the University; and a host of Dade Countians are congratulated for the tremendous support given to the 1986 Thanksgiving Campaign of Miami Feeding Miami. This project fed 3,000 families for a day in 1985. The 1986 goal was to feed 10,000 needy families on Thanksgiving. 7,200 families, with an average of 4 members, were provided enough canned foods for 3 meals. These numbers yielded 84,000 meals provided in Dade County on Thanksgiving.

#### CANNED FOODS FOR FIU EMPLOYEES

The Department of Personnel received some canned foods after the Miami Feeding Miami Campaign ended. It is our wish to give these canned foods to an FIU employee whose annual salary is less than \$15,000. Employees who desire to receive this box of canned foods may submit their names and position to Ms. Mary Jo Crosby by Thursday, December 11, 1986. The selected employee, whose name will be pulled from a bowl, may pick up the box of canned foods from the Personnel Office on Friday, December 12, 1986 (if employed at Tamiami) or on Monday, December 15, 1986 (if employed at Bay Vista). If you have any questions, please call Ms. Crosby or Gene Pugh at 554-2534.

#### FEEDBACK ON THE AIDS SEMINAR

The AIDS Seminars held on October 28 and 29, 1986, were well attended and informative. If you missed these stimulating and informative programs, you should definitely confirm your attendance whenever you see the advertisement for future sessions.

#### SOUTH FLORIDA BLOOD SERVICE CHANGES NAME AND BLOOD DRIVE UPDATE

The South Florida Blood Service's recent merger with the American Red Cross makes SFBS the first new American Red Cross Blood Services Region in almost 20 years. SFBS is now called the American Red Cross South Florida Blood Services Region. During the 1985-86 academic year 731 pints of blood were donated by Florida International University. This represents a 255% increase over the 1984-85 academic year (286 pints). Thanks to everyone who contributed to this effort. Your generosity and concern for your community is appreciated. A plaque praising the University's 1985-86 effort is on display in the PC 2nd floor lobby display case.

#### HOLIDAY VISITORS TO CAMPUS

Hundreds of people come to the University during the Christmas holiday break, apparently wishing to do things to get a new start in the new year, i.e., change jobs or start school. They use their holiday break to pick up school catalogs, school and employment applications, as well as hoping to talk with someone about school entrance requirements. Most offices are closed, so people wishing for the University to play a role in their new year endeavors leave the campus disappointed.

You can help our holiday visitors, the University, and your department, by doing the following:

1. Post notices on your doors saying:
  - a. when your office will reopen
  - b. what phone numbers and employees may be contacted to provide information.
2. Leave a rack outside your door supplied with school catalogs, admissions applications, exams, employment applications or other forms and packets for which the public typically calls.

#### BEST YEARS OF HAPPINESS TO THE FOLLOWING RETIREES:

Irene Hodes, Administrative Secretary, Labor Center, 11/16/73 - 1/2/87.

Edward Shippen, Teaching Lab Specialist, Hospitality Management, 8/3/76-12/2/86.

Anne Todd, Administrative Assistant I, Student Affairs, 3/12/73 - 12/31/86.

#### NEW EMPLOYEE ORIENTATION

New Employee Orientation is more than just a welcome. It is designed to help faculty, A&P and staff begin employment at more efficient levels. The University supports this program and encourages you to attend on:

Friday, December 12, 1986  
8:30 a.m. - 12:00 Noon  
PC 521

Refreshments will be served. Please confirm your attendance by calling Mary Jo Crosby at 554-2534.

#### CONDOLENCES

We, along with friends and other members of the University, extend our condolences to the family of MIRTA P. TEJERA, Custodial Worker at Bay Vista, who passed away on November 10, 1986. May Mirta rest in peace.

HAVE A SOBER, SAFE HOLIDAY SEASON!  
HAPPY HOLIDAYS, EVERYONE!!