

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.

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UNIVERSITY TELEPHONE - NEEDS TO GET ON TRACK: Your providing timely and accurate information, for inclusion in the University's Telephone Directory, is EXTREMELY important! Many people, inside and outside of FIU, rely on the information in the directory; therefore, the information MUST be accurate. If you wish to provide corrections, please contact PERSONNEL RELATIONS - RECORDS at 554-2200. The information on the addendum to this "Personnel Touch" corrects whatever corresponding information is presently in the directory.

TRAINING AND DEVELOPMENT SURVEYS: The last group of training and development surveys have been distributed to A&P and Professional USPS employees. The data stemming from these surveys will be analyzed by mid-May. Conclusions from these surveys will be studied in connection with the conclusions drawn from the earlier surveys completed by other USPS employees, V.P.'s, deans, directors and department heads. Then a comprehensive university training and development plan/program will be put in place, and announced in late June, or as soon as approved. Thank you for your participation and input into this important process.

DEPARTMENTAL LEDGER SEMINAR: A departmental ledger seminar will be conducted on both campuses. The seminars are especially geared for newer employees; however, employees who have been employed at the University for greater than a year, can benefit, also, by getting to update information. The seminars will provide you with a clear picture of the whole process, pertaining to departmental ledgers. You will have the chance to clear up most of your issues and questions regarding:
° all monthly financial forms and reports (proper use and tracking entries) and ° procedures regarding cash, expense, OCO, OPS, and other salaries. (CONTINUED IN NEXT COLUMN)

TAMIAMI:

The seminar at Tamiami will be videotaped, in the interest of providing new employees a quicker orientation to the University's financial record keeping system. The videotape will be available for loan to all departments. In order to make the videotaped program meaningful to the widest audience, experienced as well as inexperienced employees should attend this session. Your questions and concerns about the system can help you now and will help future viewers better understand the system and the rationale for many procedures associated with it. You can "MAKE IT IN THE MOVIES" as well as get information you need:

TAMIAMI

Tuesday, May 12, 1987
9:00 a.m. - 12:00 NOON
Room VH 307 (The F.E.E.D.S Classroom)

BAY VISTA

Wednesday, May 13, 1987
9:15 a.m. - 12:00 NOON
Room TC 333-B

Please confirm your attendance by calling Mrs. Rooslin Joseph, at 554-2534, by Thurs., May 7, 1987.

UNIVERSITY'S NEW EMPLOYEE ORIENTATION PROGRAM:

The New Employee Orientation Program provides new employees with information about University benefits, opportunities, procedures, policies and services -- all designed to help the new employee begin employment with greater knowledge of the University. Please JOIN US! Refreshments will be served.

Friday, May 29, 1987
8:30 a.m. - 12:00 NOON
Room PC 521

Please confirm your attendance by calling 554-2534 by May 26, 1987.

USE IT; DON'T LOSE IT!

USPS employees who have not used their Special Holiday for 1986 - 1987 should do so before June 30, 1987. Failure to use this holiday will result in the loss of same for the '86 - '87 fiscal year.

MEMBERS OF STATE HEALTH INSURANCE:

(1) Your plastic identification cards for the prescription drug program are scheduled to expire on July 1, 1987. New cards will be mailed to employees in late June or early July. If you have moved, please be sure to contact Personnel by June 1, 1987 to fill out the necessary change of address forms, so that your card will be mailed to the correct address.

(2) If you have questions about whether or not a physician is a PPC provider, that information may be obtained by calling 1-800-342-0601.

ANNUAL F.I.U. EMPLOYEES' PICNIC:

All employees and their families are invited to attend the 1987, F.I.U. Employees' Picnic sponsored by the USPS Senate. The fun, games, and feast will take place on Saturday, May 16, 1987, at Tropical Park, 7900 Bird Road, Pavilion #1. The events include good food, fun-clown, softball, and other games for children and for adults. For ticket information, please call:

TAMIAMI: Judy Green, 554-2880;
Betty Gajate, 554-2878; or
Karen French, 554-3414.

BAY VISTA: Matt Crawley, 940-5579;
Christine Edwards, 940-5573.

Purchase your tickets early and plan on bringing friends, family, softball gloves, and folding lawn chairs.

CURRENT JOB OPENINGS:

TAMIAMI CAMPUS:

Computer Programmer Analyst I, #47399, Computer Systems and Services, minimum biweekly salary: \$832.32, closing date: 5/14/87.

BAY VISTA CAMPUS:

Assistant Director, Research Programs and Services, Academic Affairs, #50094, minimum annual salary: \$18,000.00, closing date: 5/21/87.

EMPLOYEE DISCOUNT:

Optix Vision extends to all employees of Florida International University 25% discount on all eyeglasses, sunglasses, and contact lenses.

This offer is good until further notice. Optix Vision, Concord Plaza, 3878 SW 112 Ave., Miami 33165, 554-5228.

ATTITUDE: IT MAKES A DIFFERENCE:

Perhaps the most important part of any job description is seldom or never mentioned, i.e., that the skills and tasks required of the position will be carried out in a business-like but courteous manner. In a service organization such as FIU, we are constantly subjected to scrutiny by individuals, by common interest groups, by lawmakers, and by students -- all of whom make up the group from which we draw our support and our paychecks. As we rush busily from task to task, we may sometimes neglect such niceties as friendliness, courtesy, and attention to the needs of fellow men and women, forgetting that the reason for these various important tasks is the service we render to our community and its constituents. This emphasis on attitude is hardly new -- it has been a part of good public relations for years -- and our actions reflect on the University's public image, for good or ill. Unfortunately, attitude is often reported negatively, or not at all. Thus, our many friendly, helpful employees may easily be taken for granted, while one offensive employee can quickly tarnish a good record and bring censure and disapproval to the University. Our responsibility as employees includes not only the efficient performance of our assigned duties, but careful attention to the kind of University image we are projecting to those with whom we come in contact while performing those duties. A cheerful, cooperative attitude not only contributes to good relations with the community we are pledged to serve, but also eases friction in the work area and makes our jobs easier and more pleasant. Remember the adage -- "An ounce of prevention is better than a pound of cure". Keep up the good image!

HOLIDAY! HOLIDAY!

The University will be closed on Monday, May 25, 1987, in observance of Memorial Day. Mark your calendar now. HAVE A SAFE HOLIDAY!

ADDENDUM

The following information corrects whatever corresponding information is presently in the directory. Please take a moment, NOW, to transfer or delegate transferring the following information into your 1987 University Telephone Directory. You will notice that just enough information is listed below, to let you know what information needs correction.

- CODES:
1. A line drawn through information means that that information must be deleted.
 2. Information not listed in the following listing means that the information in your directory stands as is.
 3. Information that is underlined in the following list denotes corrected information that must replace information currently in the directory.

DEPARTMENTAL LISTINGS: TAMiami

Administrative Affairs - Asst. V.P.	PC 549 <u>525</u>	<u>2006</u>
Alcohol Awareness and Drug Resource	<u>UH 319</u>	<u>3437</u>
BESES-Center-(.....) <u>SMRC</u>		
Bio Medical Research Grant (Mechanical Engineering)	<u>VH 134</u>	
Club Room (Students)		<u>2297</u>
Electrical Engineering Lab	VH <u>170</u>	
Environmental Studies	OE <u>205</u>	<u>2606</u>
Foundation, FIU	<u>PC 239</u>	
Graduate Studies, Office of	PC <u>538</u>	
Handicapped Student Services		<u>3532</u>
Home Economics Education		<u>2158</u>
Institute on <u>for</u> Public Policy and Citizenship <u>Studies</u>	<u>PC 242</u>	<u>2977</u>
Institutional Development (Title III)	PC <u>538</u>	<u>3021</u>
International Banking Center	<u>W4-202</u>	<u>2977</u>
Library Archives		<u>3136</u>
Multilingual/Multicultural Center	<u>PC 538C</u>	
Occupational Therapy Prosthetic Dept.	W-4 <u>OE-T3-104</u>	
Prosthetics and Orthotics	<u>OE-T3-104</u>	
Public Policy and Citizenship Studies		<u>2977</u>
Reading Lab		<u>2561</u>
Safety and Environmental Health		<u>2621</u>
Student Publications Yearbook		<u>2709</u>
TESOL.... Translation and Interpretation	2851	<u>2851</u>
United Faculty of Florida	<u>OE-T5-101</u>	
Vocational Education		<u>2713</u>

DEPARTMENTAL LISTING: BAY VISTA CAMPUS

Child Research Center....		<u>5942</u>
Clinic	<u>TC 110</u>	<u>5620</u>
Humanities		<u>5866</u>
Lost and Found	SC 110 <u>125</u>	<u>5800</u>
Minority Student Services	SC 265 <u>260</u>	<u>5813</u>
Modern Languages		<u>5866</u>
Parking Decals	AC-140 <u>S01</u>	<u>5555</u>
Print Shop Duplicating Services		
<u>Pub-2nd Floor Cafeteria</u>	<u>SC 220</u>	<u>5584</u>
Recreational Sports (Tennis Courts/Racquetball)	SC 266 <u>260</u>	<u>5813</u>
Ruth Foreman Theatre (Office)	FG-111B <u>SC 110</u>	<u>5902</u>
Student Affairs-Asst. Dean's Office	SC 215 <u>260</u>	<u>5813</u>
Student Retention Center	SC 265 <u>260</u>	<u>5813</u>
Student Union	SC 110 <u>125</u>	<u>5800</u>
Swimming Pool		<u>5800</u>
<u>Theatre and Dance</u>	<u>ACI-318A</u>	<u>5954</u>
Writing Lab	SG 365 <u>ACII 130</u>	

EMPLOYEE LISTING:

Andredt Andreoli		<u>2400</u>
Arnhols, Charles, Jr.	Computer Programmer	<u>Analyst II</u>
Bone, Richard	<u>Associate Professor</u>	
Cortina, Rodolfo		3027 <u>3207</u>
Duguid, William R.		<u>2706</u>
Efford, Sarah, D.	Cashier	<u>940-5540</u>
Fins, Elvira	<u>Adm. Sec.,</u>	<u>3207</u>
Green, Judith G.		<u>2880</u>
Greene, Harvey	Fiscal Asst. I	<u>940-5540</u>
Leonard, Rene	Mech. Engineering Tech-	
Ringstrom, Norman H.		<u>2063</u>
Wagner, Michael J.,	Assoc. Professor	
Yellin, Edward P.,	Maint Mech. BV	<u>940-5577</u>

NEW EMPLOYEES OR NAME CHANGES SINCE PRINTING DIRECTORY

(A)	Abdur-Rahim, Miriam	SGA SC 259	<u>5640</u>
	Alam, Miriam	PC 539	<u>2494</u>
	Arenas, Reinaldo		<u>2851</u>
	Aulet, L.	PC 130	<u>2383</u>
(B)	Balogh, Barbara	UH 340	<u>3475</u>
	Basiratmand, M.		<u>5591</u>
	Basulto, J. E.	UH 212D	<u>2796</u>
	Belton, D. Purch		<u>2161</u>
	Berry, G. D.	TC 130	<u>5718</u>
	Branch, Barry	PC 547A	<u>2700</u>
	Bretos, Miguel	Lib. Cuban Archives	<u>3313</u>
(C)	Canaves, M.	WI Lab	<u>2531</u>
	Carreras, E. M.	DM 347	<u>2317</u>
	Cassidy, P. J.	DM 451	<u>2591</u>
	Carper, Ann		<u>2231</u>
	Cluxton, E. E.	ACI 249	<u>5877</u>
	Cotton, V.	DM 233	<u>2711</u>
	Cotillo, Miguel M.	Housing/Custodial	<u>554-0035</u>

New Employees or Name Changes (continued)

(D)	Danda, Pandi	DM 359B	2847
	Daniels, Sabrina D.	Cashier, PC 120	2325
	Dank, S.	Physics, AC - OE 202	3502
	Dau-Chelala, Esilda	AT 252	3126
	David, James	Maintenance	5577
	De La Vega, M.	VH 216	2531
	Del Castillo, Joann	ACI 238	5880
	De Vito, Danielle	ACII, 248	5915
	Dock, Stephanie	Clerk Specialist	<u>940-5540</u>
	Donnelly, R. B.	OE 148	2598
	Duda, David S.	SC 110 Pool	5800
	DuPont, Bernard J.		2643 <u>2653</u>
(E)	Elfrey, Beth	DM 397	2581
	Erenye, Istvan	DM 415B Math.	2022
(F)	Ford, M.	ACI 200 SPAS	5840
	Ford, C.	TC 134 Lib.	5722
	Fu, Ji-Shi	OE 231 Physics	2605
(G)	Garcia, C. M.	WID	2167
	Giguere, J. C.	Housing BVC	5587
	Gomez, F. B.	PC 528	2111
	Gonzalez, D. A.	ACI 160 Fin. Aid	5765
	Gonzalez, Mendes M.	ACI 200	5926
	Goud, A., R.N.	OE 115	2401
	Grof, Caryl M.		2893
(H)	Harrison, B.	DM 451	2591
	Holtzman, Susan	DM 480	2874
(I)	Interian, Raul	AT 133	3013
(J)	Jackson, Eric	DEC. SCI.	2375/2822
	James-Pile, G.	PC 515H Contr's. Off.	2547
	Johnson, T.	W-9 Fitness C	2255
	Jorge, M. I.	DM 347	2317
	Joseph, Rooslin	PC 215G	2534
(K)	Kahrisi, A.	OE 200 Phys. Sci.	2605
	Kleinert, Kathleen	OE 115 Clinic	2401
	Kogler, G. F.	OE T3	2841
	Kwon, Tae Hyoung	DM 381B, Sci.	3401
(L)	Lamere, Darlene G.	PC 531	2211
	Lorenzo, M. G.	DM 292	2563
	Lorie, Fernando	Public Safety	<u>2623</u>
	Lyons, Angela D.	ACI 318A	<u>5859</u>
(M)	Manko, Z.	UH 331	3048
	Martin, A. T.	ACII 135	5844
	Martin, Ben J.	PC 130	2392
	Martinez, Adelaida I.	AT 131	2818
	Medina, Jose E.	PC 50, Custodial	2668
	Melendez, Edna	ACI 383	5672
	Mitchell, J.	ATC 110 RN	5622
	Moloney, Teresa	ACI 267	5892
	Mota, Leonardo	Phys. Plant - 100A	5565
(O)	Onate, J. R.	TR MO-8 PAL	2647
(P)	Parra, M. T.	W3	2641
	Pastorella, Marie E.	PC 531	2213
	Perandonos, Beatriz	UH 212	2297
	Perez, Rosa M.	UH 331	2436
	Perez, Raul Jr.	Maintenance	5565
	Piirto, R.	DM 404	2030
	Pinto, McIntire	DM 491C	2048
(R)	Rand, Neil		2434
	Reyes, Maria	PC 539	2494
	Rivero, Miguel	W4-103	2327
	Robinson, Jr., Van R.	S01-101	5526
	Rodriguez, Melissa	OE 200	2605
	Rosado, E. B.	ACI 267	5890
(S)	Sacarello, H. L.	W4-208	2622
	Sola-Llonch, C.	W10	2167
	Stincer-Hernandez, Giovanna	PC 548C	2700
	Strong, Walter	PC 130	2448
	Sun, G.	TC 130	5727
(T)	Tamame, A.	SC 125	5800
	Tarson, Mary	ACII 230	5915
	Tensley, Sheila	DM 316	2793

New Employees or Name Changes (continued)

	Thorhaug, A.		2201
	Tritt, Elise G.	ACI 207	5846
(V)	Vallina, Maria L.	DM 382	2822
	Vera, E.	Undergrad. Studies	2892
(W)	Warren, Roscoe	PC 125	2335
	Wilson, Paul	PC 205	2654
	Wyborny, D. L.	SA 242	3571