

# the Personnel Couch

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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## CWS ASSIGNMENTS DURING SUMMER SEMESTER '88:

All College Work Study students who are enrolled for at least 6 credit hours during Summer Term and who have unused CWS allocations, are allowed to continue working during the Summer Term. June 30, 1988, is the last day for students to work under the College Work Study (CWS) Program using any remaining balance from their 1987-88 CWS allocation. The Financial Aid Office will not authorize payment of any CWS timecard for work performed after June 30th. It is the responsibility of the hiring department to monitor the student's work hours to avoid any overpayments. Any money earned after June 30th will be charged to the department.

The departments are responsible for monitoring the CWS student's working hours or else the student's allocation will be jeopardized for the following term.

## FAX (FACSMILE) IS AVAILABLE AT FIU:

The University has recently purchased three FAX machines manufactured by SAVIN. This particular model, Murata ImageMaster, is the state-of-the-art machine capable of transmitting documents worldwide. Documents can be 11 inches wide and 14 inches long. Documents wider than 8.5 inches will be reduced to 8.5 inches wide by the receiving machine.

The only charge for use, handled through an I.D. (interdepartmental) transfer, will be the telephone costs for sending documents. For incoming documents, the individual will be contacted by phone and asked to pick up the received information. Special arrangements can be made with the personnel in each FAX area for the transmission of sensitive documents.

The three FAX machines are located at:  
University Park PC 531  
FAX number 305-559-7251

## FAX (Continued):

FIU at Broward  
BCC Central Bldg. 9, Room 224  
FAX number 305-472-5174

FIU at Broward  
University Tower Room 822  
(yet to be installed; installation date is not known at this time).

Other FAX machines can be found at any SUS library, but are somewhat restricted in use. (Please contact FIU's Library for more information about availability of FAX machines and use of FAX machines in libraries.)

If you wish to transmit a document simply bring the document, the number of the receiving FAX, and your budget number (for phone charges) to the nearest machine. The FAX machines are not difficult to use, but assistance will be provided if necessary by someone in the office of the FAX machine you are using.

## CHILDREN'S CREATIVE LEARNING CENTER AT FIU:

The Children's Creative Learning Center at FIU at North Miami and University Park is an educational preschool for children between the ages of 2½ to 5. Hours are from 7:45 a.m. to 6:00 p.m., with a half day session available ending at 12:00 p.m. Enrollment is open to students, staff and faculty. Registration is now available for Summer Camp and for Fall '88. Call 554-2143 for more information.

## REASSIGNMENT/PROMOTIONAL FORMS:

USPS Reassignment/Promotional Forms currently on file in Personnel will expire 6/30/88. USPS employees covered by a collective bargaining agreement who are interested in re-assignment/promotional opportunities must come to Personnel Relations at either University Park, PC 224, 554-2181, or the North Miami Campus, TC 105, 940-5545, to complete a form or to obtain information regarding the completion of the form(s).

PASS ALONG THE HISTORY, CULTURE, AND DYNAMICS OF FIU:

The following is a list of representatives and alternates at the University's New Employee Orientation Program (NEOP). The program affords divisional representatives to: pass along the culture and climate of FIU to all new employees; inform new employees of the philosophy, mission and status and future of the programs of their division; and provide employees with knowledge of procedures, opportunities, fringe benefits, and ways they can contribute to the growth of the University to enrich themselves and fulfill their expectations during their affiliation with FIU.

<u>DIVISIONAL REPRESENTATIVES</u>	<u>UP CAMPUS</u>	<u>NM CAMPUS</u>
ACADEMIC AFFAIRS .....	Tom Breslin	Marlen Alba
UNIVERSITY RELATIONS .....	Toni Bilbao Chris Isham V.P. Walter Strong	Toni Bilbao
STUDENT AFFAIRS .....	Ozzie Ritchey	George Wilson
BUSINESS AND FINANCE		
Administrative Affairs .....	Doris Sadoff James Ketzle	Brad Biggs
Human Resources .....	Steve Belcher	Gene Pugh
<u>SUBJECT EXPERTS:</u>		
Public Safety .....	Richard DeStefani Pablo Barrios Don Fowler	Jesse Scott Steve Fagan
Environmental Health & Safety ....	Milagros Gonzalez- Gandia	Milagros Gonzalez- Gandia
Personnel Benefits .....	Sharon Stroemer Clara Gomez	Sharon Stroemer Clara Gomez
Payroll .....	Marilyn Ochipa	Marilyn Ochipa
Telephone Operations .....	Inez Gasson	Linda Peterson

MAY, 1988 NEW EMPLOYEE ORIENTATIONS:

North Miami Campus  
Wednesday, May 25, 1988  
9:15 a.m. - 12:00 p.m.  
TC 333-B

University Park Campus  
Friday, May 27, 1988  
8:30 a.m. - 12:15 p.m.  
PC 521

OPS and current, long-term employees also are invited to attend. Join us, and confirm your attendance by calling Mrs. Myoushi Jones at 554-2534, by Friday, May 20, 1988.

CONDOLENCE:

We, along with other members of the University, extend our belated condolence to the family of Dr. Valdur Silbey, former Associate Professor of Decision Sciences. Dr. Silbey was employed with FIU from 9/7/73 - 6/22/78, and from 8/13/82 until his demise on March 30, 1988.

RETIREMENTS:

We wish the best years of happiness, in retirement to:

Yvonne Guers-Villate, Professor of Modern Languages, 9/5/75 - 5/2/88.

Jean Grant, Fiscal Assistant I; Controller's Office, 9/26/77 - 5/20/88.

Eva Sangemo, Clerk Typist, Campus Services/Physical Plant Department, 9/12/77 - 4/28/88.

HOLIDAY:

Remember the Memorial Holiday, Monday, May 30, 1988; enjoy it and stay safe!

An optimist goes to the window every morning and says, "Good morning, God." The pessimist goes to the window and says, "Good God, morning!!"