

9

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.

February, 1990
Vol. 14, No. 2

CORRECTIONS OR CLARIFICATIONS, OF PREVIOUS "PERSONNEL TOUCH" ARTICLES, RESULTING FROM CALLS FROM FIU EMPLOYEES

1. "SOCIAL SECURITY (FICA) WAGE BASE INCREASE" (January 1990).
The wage base for Social Security (FICA) will increase from \$48,000 to \$51,300 in 1990.
2. "CREDIT UNION HOURS" (December 1989 and January 1990).
The University Credit Union's hours at University Park are
10:00 a.m. - 3:30 p.m., Monday - Friday.
3. "HELP YOURSELF BY HELPING THE ENVIRONMENT" (January, 1990).
There are numerous locations, in Dade County, where used oil is collected for recycling. Dade County's Department of Environmental Resources Management has provided FIU's Office of Personnel Relations with a list of 77 collection sites in Dade County. Some are listed below:

°Circle Mobile
(No fee; 5 gal. maximum)
9 North Royal Poinciana Blvd.
Miami Springs
887-0365

°Paul's Biscayne Shell
(No fee; no maximum amount)
18560 Biscayne Blvd.
North Miami Beach
931-4488

°Holiday Exxon
(No fee; 2 gal. maximum)
1990 W 49 Street
Hialeah
558-5272

°Old Cutler Gulf
(5 cts. per gal.; 5 gal. maximum).
16780 Old Cutler Road
Miami
233-6935

Some of the collection sites have fee policies that range from no charge to \$1.00 per gallon to accept used oil; however most require no charge. Some collection sites limit the number of gallons of used oil they will accept at any one time. Sometimes the fee and the gallons accepted change. And some stations choose to stop collecting recyclable oil. Consequently it is advisable to call the collection site of your choice before going there to deposit used oil.

The current fee and the maximum amount of used oil accepted have been listed, for your convenience, next to the four locations shown above. Soon, Dade County will establish its own collection site/s. For more information about recycling oil, call Dade County's Department of Environmental Resources at 375-3321 or contact them at 111 NW 1st Street, 13th floor, Miami, Florida.

Thank you employees for taking the time to call "Personnel Touch"; we hear you!

WHAT'S HAPPENING AT FIU REGARDING AIDS

The University AIDS Committee is conducting AIDS Information Sessions that are beneficial to faculty, A&P, USPS, OPS, and Student employees. The sessions, among other things, will inform employees of their responsibilities

and appropriate practices when dealing with students and colleagues who are diagnosed as having AIDS, AIDS Related Complex (ARC) or are tested HIV positive, or who are perceived as having AIDS.

University Park
Thursday, March 1, 1990
8:30 a.m. - 10:15 a.m.
UH 140

Thursday, March 1, 1989
10:30 a.m. - 12:00 noon
UH 140

North Miami Campus
Thursday, March 8, 1990
9:00 a.m. - 10:25 a.m.
SC 320

Thursday, March 8, 1990
10:35 a.m. - 12:00 p.m.
SC 320

Please confirm your attendance, at the most convenient session, by Monday, February 26th by calling Personnel at 348-2576.

TRAINING ON PERSONAL COMPUTERS NOW FREE AT F.I.U.

During the last quarter of 1989, University Computer Services at U.P. and Personnel Relations - Training joined hands to provide training, to employees, on Personal Computers (PC's). A system of scheduling, utilizing a waiting list, was developed on a pilot basis. We got rid of the bugs in scheduling, and now happily offer these courses to all employees at University Park. (Amy Stanley and Jose Prendes, under the Supervision of Mehran Basiratmand, offer similar programs for employees at North Miami Campus.)

Personal Computer training is conducted at University Park as follows:
Mon. & Tues. (9:30 a.m. - 11:00 a.m.) either °dBase III or °Lotus 1-2-3
Wed. & Thurs. (9:30 a.m. - 11:00 a.m.) either °Intro to DOS or °WordPerfect
(Beginning, Intermediate, or Advanced)

Each course is divided into two, 1½ hour sessions, and the two sessions are conducted on consecutive days. The training facility contains 8 PC's; therefore specific dates for a course are established only after eight employees call, expressing interest in that course. Normally, you can expect to be scheduled into a class within two weeks of your phone call.

To be scheduled for the course that you desire, call now
Personnel Relations-Training at ext. 2576.

Numerous people worked to avail these programs to employees. Two, very excellent instructors conduct the programs. They are Ms. Odalys Rodriguez and Mr. David Hall, both of University Computer Services, and under the supervision of Julio Ibarra.

The following is a synopsis of the contents of the courses:

- ° dBase III. Major features of dBase III; various commands used to create, modify, and display the contents of databases; and use of the Report and Label Generators.
- ° Lotus 1-2-3. The features and functions of electronic Spreadsheets; how to enter numbers and labels, copy, delete and move ranges of cells, retrieve and save worksheets, print, and enter formulas.
- ° Intro to DOS. Discussion of important PC hardware components, and the proper care of your PC. A general survey of basic DOS commands with some hands on experience.
- ° WordPerfect 5.0 or 4.2 (Beginning). Features and functions of word processing programs. Basic functions of WordPerfect, i.e. starting WordPerfect, entering and moving text, block operations, searching, spell check and thesaurus usage. Summarizes the WP 5.0 features.
- ° WordPerfect (Intermediate). Assumes learner has familiarity with WordPerfect functionality. The WP 5.0 features: measurement, intelligent printing, styles, keyboard features, master documents, document compare, macro, and graphics.
- ° WordPerfect (Advanced). Answers specific questions on features of WordPerfect, and specific problems and needs that the user has--ex: mailmerge, customization of keyboard, printing, pseudo desktop publishing, etc.

Make greater use of your micro computer, enroll now in a course. Call ext. 2576.