SEPTEMBER IMO MEETING

Matthew Suppa, Assistant Director of Communication for the Office of University Advancement, conducted a presentation on the Intra-Pace Network (IPN). The Intra-Pace Network has become a location where University departments are able to share specific and important information. IMO’s should inform their colleagues that there are many University forms available on-line. For example, it is now possible to access forms from the Human Resources IPN site. These forms can be saved to your desktop for future use. There are many different areas to search. If you are looking for information available from a specific department, select the Staff/Dept link. Matt also discussed the new interface for Contact Pace. Contact Pace is the on-line version of the Directory of Internal Communications. A hard copy of the directory will be available at campus Copy Centers after October 15th.

To get to the Intra Pace Network and/or Contact Pace:
- access the pace homepage at http://www.pace.edu
- select the Intra-Pace Network link
  or
- select the Contact Pace link

Jennifer Frumento of DoIT’s Business Operations and Plans Department discussed the IMO’s participation in the budgeting process for I.T. capital resources. Jennifer stressed the importance that each IMO find out who the Budget Representative is for their department or division. The IMO’s must discuss with the Budget Representative the budget procedures that are followed to complete the Budget process. As an IMO you must also be ready to identify the I.T resources that need to be funded. Specifically take a look at the equipment that you have and decide what can be reallocated and what needs to be replaced. Your recommendations are to be made to your Budget Representative. It is important that you are aware that the recommendations are for projected I.T. needs for the budget year September 2000-August 2001. The Budget Office has instituted budget submission dates so it is very important that you contact your Budget Representative immediately.

Rae Racelis and Christina Conte, from the Birnbaum and Mortola Libraries, spoke briefly about accessing the library databases remotely. There are currently two ways to access the Library database system. You can access the databases by dialing into the Pace Terminal Server or using a private Internet Service Provider (ISP). If you are using a Pace dialup account you will be connected to the Library databases automatically. If you choose to use a private ISP in conjunction with the Remote Database Access (RDA) system, then you must visit your campus Library to obtain a Library barcode. If you would like more information about this please visit the following web site: http://library.pace.edu/remote/