



Minneapolis Matters

Directory

2002-2003

Theme to be announced!

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President's Corner

The seasons are moving into my favorite time of year, Fall. Some trees are already changing, and except for the sudden warm spurt, the nights are getting cooler, and you can actually get a good night's sleep without the air conditioner. I survived the Minnesota State Fair (and parking). Those 12 days went by very quickly.



If you didn't make it to the September meeting, you were missed. Our own Erin O'Hara-Meyer gave a phenomenal presentation and set the tone for the rest of the year. It was first class, and she set a high mark for the rest of the presenters this year. Thank you to Ryan Companies for sponsoring Erin!

We also welcomed two new members at the meeting (Paula Krumholz from Fairview Health Services and Tiffany Tieche from Ryan Companies).

I look forward to seeing you at our October 2nd Educational Forum. Our speaker will be: Verna Cornelia Simmons, Ph.D. Her topic, "The Power of People in the Workplace: Four Kinds of People who can Change Your Life," promises to build off Erin's presentation and will continue to build the foundation for all our meetings this coming year. Dr. Simmons' educational presentation is sponsored by Schwebel Goetz & Sieben.

I am still seeking someone (or several someones) to assist with the Educational Forums. I could use your assistance. Please contact me.



What's Happening?

8th Annual Administrative Professional Seminar "Stop for Success"

October 3, 2003
8:00am-3:00pm

Century College West Campus.
Century College, East Room 1311
For more information contact Joan Peterson at 651-773-1743 or j.peterson@century.mnscu.edu

2003 Northwest District Conference — Sailing the Seas of Success (FINAL CONFERENCE)

September 26-28, 2003

West Des Moines Marriott
West Des Moines, IA
Registrations must be received by August 30 for early discount (\$109). Price after 08/30/2003 is \$129.

For more information contact:
NWDC Registration Chair
Sarah Bantz
515-471-3700
sara.bantz@hawkeyesecurity-ins.com

Minneapolis Chapter Board Meeting

09/18/2003

PPT Vision
TIME: 6:00 PM

Minnesota Corporate Gift & Holiday Event Show

September 25
11:00 - 4:00

Earle Brown Heritage Center, 6155 Earle Brown Dr - Brooklyn Center, MN

Taste, touch and view the best of what Minnesota has to offer in creative gifts, foods and specialty products. Find new ideas for customer and employee gifts, sales incentives, employee service awards, and other gifts. Demonstrations and speaker. Admission is FREE to attendees with business card.



Upcoming Educational Forum

Minneapolis Chapter October Educational Forum

10/02/2003

October Speaker: Verna Cornelia Simmons, Ph.D.

Topic: The Power of People in the Workplace: Four Kinds of People who Can Change Your Life

The Doubletree Park Place Hotel
1500 Park Place Blvd.
(Hwy 394 & Xenia/Park Place)

Registration: \$27 (includes program and dinner)
Contact: **Laura Johnson** ljohnson@quadion.com

952-927-1411

952-927-2143 (fax)

By NOON on Sept. 26, 2003.

If you want to be on the permanent list, call or e-mail Laura Johnson. See attached form.



GRAMMAR TIDBIT

Q. How can we know when to use "some time/sometime/sometimes"?

A. The one-word versions are adverbs which have different meanings as follows: "sometime" means at an indefinite or unspecified time. Ex: Come and see me sometime. The plane arrived sometime in the morning. "Sometimes" means occasionally or now and then. Ex: Sometimes we hear the train in the distance. Do you sometimes wish you had chosen a different line of work? The phrase "some time" is a measure of time: It will take some time for the repairs to be made. The word "some" can be replaced by other expressions of quantity: a little/a lot of/more, etc.

WANTED

If you were the person at the May meeting who won the large photograph album and creative memories certificate in the auction, will you please let Brenda know. She can be reached at: bshawCAP@mn.rr.com; (w) 612-344-0372; (h) 952-949-3907.

Committee Contacts

Auditing: Sherry Lemmer

Bylaws: Gretchen Stormoen
CAP

Certification: Jodi Schlieman
CPS

Communications: Brenda
Shaw CAP

Education:

Employment: Fe Mahler

Historian: LaVonne Bittner
CPS

Membership: Wendy Peek

Network: LaVonne Bittner CPS

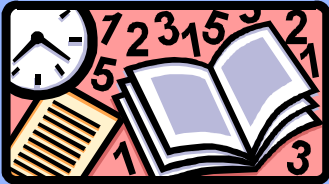
Nominating: Brenda Shaw
CAP

Professional Development:
Wendy Peek

Reservations: Laura Johnson

RTF:

Lexophile's Corner



Words Not Found In The Dictionary

1. **Bozone** *n.* The substance surrounding stupid people that stops bright ideas from penetrating.
2. **Decafalon** *n.* The grueling event of getting through the day consuming only those things that are good for you.
3. **Maypop** *n.* A bald tire.
4. **Pajangle** *n.* Condition of waking up with one's pajamas turned 180 degrees.
5. **Snackmosphere** *n.* The empty but explosive layer of air at the top of a potato chip bag.



In The Spotlight

Welcome to Diane Carlson



Diane recently joined the Minneapolis Chapter. She has been employed at Target Corporation for 30 years.

Diane has lived in Brooklyn Park, Minneapolis, and Edina. She now lives in Richfield in the home she grew up in. Her favorite trips have been to Norway and Sweden visiting relatives and cruising in the Caribbean. [She didn't say if their names were Ole and/or Sven. I thought it best not to ask.!]

Diane enjoys gardening, home improvement projects and Bible study. Diane's favorite author is Barbara Taylor Bradford. Her favorite television shows are "7th Heaven" and HGTV shows: "Room by Room", "Decorating Cents," and "Curb Appeal". Her favorite movies are "Sound of Music" and "Sleepless in Seattle."

Diane has enjoyed the education forums this past year and is looking forward to making new friendships and networking. She has made a good start on her networking goal by joining the Communications committee. Diane is the reporter/news gatherer of the team. Don't be surprised if she calls you for an interview. **You don't have to wait for her to call you; give her a call if you have some news you want to share!**

[P.S. Diane's response after reading a draft of this letter: ...promise not to laugh too hard because I know you will! My Mom's cousin is Ole and he is married to Lena. They live in Oklahoma, but Ole's Mom came here from Norway. Isn't that just a hoot! I wonder just how many Ole's could possibly be married to a Lena? ... - I think it's so funny that you mentioned Ole.]

ALL I NEED TO KNOW ABOUT LIFE I LEARNED FROM IAAP (or PSI or NSA)

✧ Promote understanding ✧ Give unselfishly ✧ Set standards of excellence ✧ Form a code of ethics ✧ Assume responsibility ✧ Strengthen skills and knowledge ✧ Become involved ✧ Use intuition and judgment ✧ Improve interpersonal skills ✧ Support one another ✧ Learn to be a leader ✧ Develop professionalism ✧ Adapt and grow ✧ Build a network ✧ Expand perspective and insight ✧ Make friends

*From the back of a shirt (PSI)
purchased at convention years ago*

THANK YOU

I want to thank everyone who gave me their input on which next day air service they used. I wanted to avoid using DHL or Airborne because, effective this week, they both charge additional fees for pick up. This is in addition to the fuel surcharge they added a while ago and I was starting to feel like they were "nickel and diming" me to death. I was hoping to find an up-and-coming carrier that someone has used and liked, but everyone uses the majors (e.g., DHL, Airborne, Federal Express and UPS). I decided to go with UPS, not because it was the most popular, but because their rates weren't too high, they already come here on a daily basis, and they don't charge a pick up fee. I'm going to give them a try for a while and see how it goes.

Thanks again, everyone. I really appreciate your taking time to answer my query.

Jean Tahija
Executive Secretary
Camp Snoopy

★ NETWORK CHANGES: ★

Effective September 6, 2003:
New home address for Brenda McGhie:
1414 Laurel Avenue, Apt. L317,
Minneapolis 55403

"One reason the big apples are always on top of the basket is that there are always a lot of little ones holding them up there."

Unknown

"Some people got to the top just by being stuck in the back of the elevator."

Unknown



What
Do
You
Know?



5 Keys to Aging Well

Improve your well being with these fail-proof ways to live a longer and healthier life.

The place to start is with your cardiovascular fitness. Keeping your heart and circulatory system in good shape is essential to avoiding many devastating diseases. To help you get started, here's a look at the latest research findings to help you stay young at heart.

1. Pick Up The Pace — You know that exercising at least 30 minutes five days a week is essential for heart health and overall vitality. British researchers suggest that the more intense regular exercise translated to a lower risk of death from heart disease. Moderate and light exercise did not. Exercise helps produce changes internally where it really matters.

2. Count Calories — Since the 1930s, researchers have found that cutting calories could increase life span and reduce age-related diseases. However, once you reach the 60s, you don't need to worry so much about calories.

3. Fight The Flu — There are several good reasons to get an annual flu vaccine and do your best to prevent colds and control allergies, but here's a new one: nasal congestion can trigger sleep-related apnea, which in turn may cause hypertension.

4. Consider Statins — These drugs have long been known to lower high levels of bad cholesterol. Recent evidence suggests they may also reverse the accumulation of artery-clogging plaque that leads to heart attack and may reduce the risk of stroke by 26 percent.

5. Mind Your Mood — Hostility may be a better predictor of heart disease than more traditional factors. Experts suggest you ask yourself: Is this important? Is this anger appropriate? Is this action modifiable? And is it worth it to take action. If you can answer no to any of these questions, let it be. It's not worth a heart attack.

Summarized from an article by Sid Kirchheimer, Remedy magazine.



INTERNET
TIPS
(and interesting sites)

If you are planning an upcoming event, check out www.businessmeetings.com for meeting space, accommodations, weather, and much more. Best of all, the search is free.

(continued on page 5)



10 Lessons of Life



(continued from last month)

Jean L. Harris, M.D.
1931-2001
Mayor of Eden Prairie

2 No matter what you do, not everyone is going to like you. However, identifying and joining with souls of like and open minds makes progress through life measurably more enjoyable and easier. So forget about the rest. The most destructive waste of time is worrying about what could be if you could only convert the heathens to your way of thinking.

Eyestrain

Computer usage both in the workplace and in the home is on the rise. If you spend many hours a day peering at your computer monitor, you may find yourself with a case of eyestrain. It is not serious, and there are no long-term consequences, but it is disruptive and uncomfortable. Here are ways to tell if you have computer eye-strain:

- Blurred or double vision
 - Distance vision blurred after staring at the monitor for prolonged periods of time
 - Headache or sore neck
 - Difficulty shifting focus between the monitor and printed documents
 - Difficulty focusing on the screen image
 - Increased sensitivity to light
- (continued page 6.)

(Internet continued from page 4)

Need a sign or banner for that upcoming meeting? Visit www.makesigns.com to design a banner from as small as 16 x 24 inches to as large as 36 x 72 inches. Then, place an order.

Tired of SPAM? Here is a list of sites that will tell you how to avoid SPAM. Some show you how to trace a fraudulent e-mail address and some will show you blacklisted ISPs and servers: www.spamcon.org/; www.cauce.org/; www.spam.abuse.net/; www.abuse.net/; www.emailabuse.org/; www.arachnoid.com/lutusp/antispam.html; www.dsbl.org/main

Need fonts? Check out www.fontsnthings.com/ (100% freeware for personal or commercial use).



**CPS®/CAP^{CM}
Review
Courses
2003-2004**



RECERTIFICATION

Recertification for CPS holders has been mandated since 1988. CAP recertification became effective in June 2001. Individuals not recertifying are taking the chance of losing their certification. [Our chapter assists certified members by having our educational programs pre-approved for recertification points.]

CPS and CAP holders are required to demonstrate the updating of skills and knowledge on an ongoing basis. CPS and CAP holders should prepare a plan to accumulate the 90 required points [NOTE: This is 30 less than prior requirements.] within a consecutive five-year period. The process is not difficult and most certified individuals are completing much of the work and need only document it. In fact, these individuals have already made a commitment to continuing education and are making every effort to keep pace with changes in the workplace. This is the concept of recertification.

The complete recertification brochure and category listing can be ordered from Headquarters, or downloaded from the Web (www.iaap-hq.org) under Professional Certification – Forms.

(Eyestrain continued)

To help your eyes, try these eye-healthy work habits:

- Take eye breaks by looking away from the screen and into the distance for 10 seconds every 10 minutes.
- Make a conscious effort to blink your eyes more often to help prevent dry, itchy, or burning eyes.
- Consider using artificial tears, type of eye drop, if your eyes become too dry.
- Close your eyes for a few moments now and then to give them a needed rest.
- Set up your computer space appropriately. Position your monitor 18 to 30 inches from your eyes, with the top of the screen at eye level or below. Use larger font sizes if necessary. Place your keyboard directly in front of your monitor and not off to the side. Place reading material on a copy stand beside your monitor and at the same level, angle, and distance away.

Source: Mayo Clinic
Women's HealthSource

"He isn't a real boss until he has trained subordinates to shoulder most of his responsibilities."

Unknown



CRYPTOGRAM

(Solve the puzzle below. Bring your answer to the next meeting. You will be entered in a drawing for a prize. Put your name on your entry!)
CLUE: M = Y



--- -- -- -- -- -- -- -- -- --
AZ J Q O Z Q B A L Q W W K W A U Q B X K R K A M

-- -- -- -- -- -- -- -- -- --
A F W Q Z Y Q . A U Q V B N B V K A M A F

--- -- -- -- -- -- -- -- -- --
R Q B G L F A X M A U Q Q C Q Z V K W Q F D

--- -- -- -- -- -- -- -- -- --
N F T Q Z , X J A X M R F Y Q From *Sundays at the Magic Monastery*. Homilies by the Trappists of St. Benedict's Snowmass, Colorado

Answer to August's cryptogram: Listening, not imitation, may be the most sincere form of flattery.



Workplace Dilemmas

How well do you handle workplace dilemmas? The way in which you react to and manage even trivial events is often a reliable indicator of your behavior in situations that have a bigger impact on your career.

1. You've been "asked" to hire the boss' daughter for the summer. You know her background and skills are not ideally suited to your department, even for a short time. What do you do?

- A. Approach the boss immediately with your concerns and offer to help the daughter find a different job.
- B. Go to your immediate supervisor and express your concerns.
- C. Ask the boss if you could meet with his daughter before making the decision.
- D. Agree to the arrangement. You don't want to make waves, and besides, you'll gain increased visibility with top management.

(Answer with a new question will appear in next month's issue)

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NEWSLETTER PUBLISHING DEADLINES

October: 10/07/2003
November: 11/11/2003
December: 12/09/2003
January: 01/13/2004
February: 02/10/2004
March: 03/09/2004
April: 04/06/2004
May: 05/11/2004
June: 06/08/2004

Articles for publication in our monthly newsletter are most welcome. If you have any items of interest, please submit to

bshawCAP@mn.rr.com

by the deadlines above. Late submissions are **not** likely to be published until the following month.

HOW TO BEAT THE CLOCK

Accomplishing daily tasks and achieving long-term goals can be tough. Here are some hints from some time-management pros to get it all done;

Tracking schedules—Use a color-coded monthly calendar on your computer to monitor family appointments and events, says Julie Morgenstern, a New York consultant and author of *Time Management from the Inside Out*. Print out the month after each update and post on the refrigerator door so everyone knows the family schedules.

(continued on page 8)



FROM THE ARCHIVES (and other historical tidbits)

Year: 1970s.

Typewriting evolved into word processing. Secretaries were being given increasingly greater levels of responsibility, independence and decision-making. More advanced management-level skills were needed. Composing correspondence, communicating with clients and vendors, purchasing, human resources management, and problem solving were skills most in demand. By 1970, a well-paid secretary could earn \$4,000.00 a year or more. By the 1970s, people started to view the traditional roles of men and women in new ways. The Equal Rights Amendment, affordable childcare for working mothers, and equal pay for equal work were important social issues.

Office technology innovations included electronic calculating machines. Video display terminals began to appear. Facsimile machines began to speed data transmissions. The first practical microcomputers were developed. A correcting IBM Selectric was a favored piece of office equipment.

The 1972 NSA International President, Angela Krout CPS, participated in the First World Congress of Secretaries in Berne, Switzerland. NSA Vista Grande Retirement Center was dedicated on April 23, 1972 in Albuquerque, New Mexico. Membership exceeded 30,000. An *ad hoc* committee was appointed to internationalize the CPS examination. The CPS exam was changed to represent a changing secretarial role. The “Stenography” section became an “In-Basket” test. Candidates were asked to prioritize and complete a pile of work assignments.

In the workplace, women started to seek new roles and responsibilities. Pantsuits replaced miniskirts. A gutsy secretary remembers the first time she wore “slacks” to the office, “We had a dress code that required women to wear skirts or dresses. I decided to wear a new powder blue polyester pantsuit to the office. I wasn’t sure what my boss would say. In fact, I was afraid he might fire me. At the end of the day, he told me I looked nice. After that, we could wear pantsuits but only if the top and bottom were a matched set.”

Gail Fisher of *Mannix* was rated as the top TV portrayal of the efficient secretary. [What happened to Perry Mason’s Della Street?] “*Mannix*” was also voted top boss in a 1972 member poll. IN 1972, Elvis did four sold-out shows at Madison Square Garden in New York City, grabbing rave reviews. Elvis and Priscilla separated. Between 1973-1976, in ill health, Elvis makes several trips to the hospital for treatment. In 1977, the King is dead at age 42.

(How to continued from page)7

Reaching goals—

Accomplishing objectives takes careful planning, says Don Wetmore, a seminar leader and author in Connecticut.

AceNotes and other software help you set long-term goals, such as weight-loss targets or career changes, and then plot the smaller steps to get there.

Finding contacts—“There are so many people’s names to remember, from family doctors to mechanics to business associates,” says Lisa Kanarek, a Dallas home-office consultant and author. She recommends Microsoft Outlook to keep track of contacts.

WORD 2000 Function Keys

Alone:

- F1 Help
- F2 Move text or graphics
- F3 Insert auto text
- F4 Repeat
- F5 Go to
- F6 Next pane
- F7 Spelling
- F8 Extend selection
- F9 Update fields
- F10 Go to menus
- F11 Next field
- F12 Save as

SHIFT + function key:

- F1 What’s this?
- F2 Copy text
- F3 Text case
- F4 Repeat find/go to
- F5 Previous revision
- F6 Previous pane
- F7 Thesaurus
- F8 Shrink selection
- F9 Field display
- F10 Shortcut menu
- F11 Previous filed
- F12 Save



Thinking Five Years Ahead

“If you don’t know where you’re going,
any road will take you there.”



Your Goals and Action Items

The goals and list of action items you target are the heart of your plan. Your goals are long-term initiatives; the action items are the specific tasks that help you get there.

EXAMPLE:

Goal: A promotion to manager of my current firm’s administrative services department.

Action Items:

- Volunteer to train new support staff.
- Attend one networking event a month; talk with contacts I meet about challenges and benefits of a management role.
- Research average salaries for this position.
- Meet with my boss to discuss expanding my current responsibilities.
- Identify my replacement—who will take over my current role so I can accept increasing responsibility to secure the promotion?

RESOURCES TO USE ALONG THE WAY

When making your career plan and fulfilling your goals and action items, seek help from others. Family and friends, current and former colleagues, your mentor, members of your IAAP chapter, and others likely have valuable advice that can help you begin the planning process and keep you motivated. They can also point you to useful resources—such as books and web sites—that can help in each planning stage. Most people appreciate it when someone seeks their expertise—you just need to ask.

From *Success by Design: 2005™ Your Guide to Creating a Five-Year Career Plan*, ©OFFICETEAM®. Used with permission. For more information, contact the OfficeTeam office nearest you.

Think You Know Everything? Think Again!

A dragonfly has a life span of 2r hours.
A shark is the only fish that can blink with both eyes.
A snail can sleep for three years.
All of the clocks in the movie “Pulp Fiction” are stuck on 4:20.
As ostrich’s eye is bigger than its brain.
Cats have over 100 vocal sounds. Dogs only have about 10.
“Dreamt” is the only English word that ends in the letters “mt.”

Ten Fashion Blunders **What Not to Wear to the Interview** *by Carole Martin*

Any article about what to wear to an interview might well begin with a qualifying statement covering the extremes in various states, (New York and California, for example) and industries (technology, manufacturing), which are possible exceptions to the normal rules of fashion. It might surprise you to learn that those extremes have, over the last couple of years, begun to move closer and closer to the middle ground. Nowadays, if you were to ask 100 people their opinion about what to wear to an interview, the majority would answer: "Dress on the conservative side." With that in mind, here are some well-thought-out suggestions on how to avoid fashion blunders.

Anna S. Wildermuth, an image consultant and incoming president of the Association of Image Consultants International, says, "Clothes should be a part of who you are and should not be noticed." She cites 10 dressing faux pas to avoid when interview time comes around:

- **Wild Nail Polish** -- for men or women. Extremely long or uncut nails are a real turnoff, too. Your nails should be groomed and neat.
- **Jewelry That Jangles:** Don't wear more than two rings per hand or one earring per ear. No face jewelry or ankle bracelets allowed at the interview.
- **Open-Toed or Backless Shoes:** And mules are a definite no-no. Out-of-date shoes should be thrown out or kept for other occasions.
- **Bare Legs:** Wear stockings, even in humid, summer weather. Stockings can be in neutral colors or a fashion color to match your shoes.
- **Out-of-Date Suits** with lapels that are too wide (three inches or more) or too narrow (one inch or less). A good tailor can alter lapels. The style for men's jackets is full-body and looser rather than fitted or tight.
- **Short Skirts:** Hemlines should not be more than three inches above the knee. Don't even think about wearing Capri pants or leggings to the interview.
- **Leather Jackets for Men or Women:** Even leather blazers are not good for interviewing purposes. They look like outerwear.
- **Turtlenecks for Men:** A tie is preferable, at least in the first go-around. At the very least, wear a collared shirt.
- **Printed or Trendy Handbags:** Purses should be conservative and inconspicuous.
- **Red Briefcases:** Briefcases, purses and shoes should all be conservative in color and in good condition.

Conservative colors in various shades of blue and gray are the best. Wearing black to the interview could be viewed as too serious. If you do wear black, make sure that there is another color near your face to soften the look. Brown is still considered questionable as a business color, and probably should be avoided. Change your outfit's look for a second interview by wearing a different color blouse, shirt, scarf or tie.

An interview is not the place to make a fashion statement, though those in the art fields and the very famous can be more adventurous. Everyone else should opt for a conservative look. "More and more companies are returning to traditional professional dress," says Wildermuth.

Whatever you wear should accent the fact that you're a professional who's ready to get to work at a new job. Let common sense be your guide, and it should be easy to avoid fashion blunders that could damage your chances of getting to the next level in the process. In this market, it is essential that you look good and your appearance is right for the job.

From: Nikki Duplessis

To: "m.wacek@att.net"

Subject: The Administrative Professional Certificate you've been waiting for

Date: Thu, 4 Sep 2003 11:47:46 -0700

Dear Mary Beth:

Please share with your Chapter members, list on your Website, and include in your monthly newsletters:

Special Offer for IAAP Members:

Learning Tree University, a leader in continuing education has developed a brand new program to meet the needs of administrative professionals. This program is available both at our campus sites in Southern California and completely online through our online school, I-University, and has received kudos from the local IAAP chapters that have reviewed the program contents.

What It Is:

We are proud to announce our new 7 Course Certificate Program: The Administrative Professional Certificate Program.

What You Get:

This program is designed to bridge the gap between entry-level administrative professional training, and an Associate of Arts Degree for the administrative professional.

After working with the IAAP and reviewing both the CPS and CAP exams, we have developed a program that both identifies and meets critical skill areas for administrative professionals and begins the educational process IAAP members will need to complete in order to sit for either the CAP or CPS examination.

We all know how hard Administrative Professionals work and how important they are to the daily functions of any corporation. Therefore, we have designed courses, which focus on just the knowledge you need to grow and excel in your area. Topics include:

- | | |
|------------------|--------------------|
| Management | Communications |
| Leadership | Customer Relations |
| Supervision | |
| Office Systems | |
| Human Resources | |
| PowerPoint | |
| Excel | |
| Business Writing | |

Your Investment:

Each course can be taken separately and runs between \$195 and \$295 for each class, excluding books. You can also SAVE over \$200 if you enroll for the entire certificate up front. IAAP Members are eligible to take an additional 15% of the price of books and tuition. Simply use the Priority code IAAP on the enrollment form and be sure to mark your Chapter Name in

the "Personnel Use Box". Chapters who send a significant number of students will be contacted to explore a revenue sharing agreement.

In addition, please send us copies of your monthly meeting schedules. We will encourage students to participate in IAAP Chapter activities at the chapter nearest them when they enroll.

Our Advisory Board includes an IAAP National Executive as well as IAAP members, so you're sure to get the education you need in today's marketplace!

Classes Begin September 15, so visit our website at www.iuniversityonline.com <<http://www.iuniversityonline.com/>> and take a test drive of our online software, or visit www.iuniversityonline.com/microsites/adminmicro.html <<http://www.iuniversityonline.com/microsites/adminmicro.html>> to find out more information about the program.

We look forward to providing you the perfect education as an administrative professional. Classes Begin September 15, so don't delay! Courses qualify for CPS and CAP continuing education and may qualify for tuition reimbursement through your company.

Pam DeLotell
Director, I-University
Pegasus Education/LTU Division
20960 Knapp Street
Chatsworth, CA 91311
(818) 882-5685 x. 527
pamd@ltuonline.com

Education Isn't Expensive.....Ignorance Is

NETWORK NEWS

The 2004 Network is finished and ready for distribution. It was available at the September Chapter meeting and will be available again at the October meeting. In the interim, a mailing is being prepared for those not in attendance at the September meeting. If you have an email listing in our database, you will be automatically sent a disk version. If you need a paper copy instead, please contact me:

LaVonne Bittner

(612) 713-4470
(612) 713-4455 (fax)
Wk E-Mail: lavonne.bittner@mail.dss.mil

and I'll see to your needs. Those of you who do not have an email listing will automatically be sent a paper copy.

Also, with the influx of many new members, there will be an order placed for name badges. If you need a name badge please email me so I can send you a form (lavonne.bittner@mail.dss.mil). The order should go in around the first part of October.



The Mock Exam Committee will be meeting next week to organize a Mock Exam to be held either November 1 (first choice) or October 25 (second choice). The actual exam is not until November 7 and 8 this year.

The Minneapolis Chapter is hosting the fall mock exam and so far, I have commitments from Kathy Scott (South Suburban) and Gloria Oveson (TwinCities West) to help coordinate. I still need a representative from North Suburban and St. Paul, as well as a couple more members from the Minneapolis Chapter (since we are hosting). We'd like to meet either Thursday, 9/18 or Thursday 9/25.

Once I get commitments, I will forward the registration form to each of you so you can include it with upcoming meetings and bulletins. Please let me know who can help from your chapters ASAP. Thanks for your help on this!

Jodi Schliemann CPS
Certification Committee

Please contact Jodi or Mary Beth if you are interested in volunteering for this wonderful networking opportunity.