

The Administrative Professionals Advisory Council (APAC) met on Wednesday, January 13, 2016. Listed below are items discussed during that meeting:

go.niu.edu/lynda: Cyndi Kozumplik from ERP training attended the January meeting to demonstrate Lynda.com. Lynda.com is available to all current NIU faculty, staff and students providing more than 3,500 online courses on topics such as Microsoft Office, Photoshop, etc. You will be asked to log in using your account ID and password at <http://go.niu.edu/lynda>. If you have questions, please contact the DoIT helpdesk.

NOTARY PUBLIC: If you are a notary public and would be willing to have your name added to our list of campus notaries, please contact Candy Buie at 753-1189. Additionally, if you need to have something notarized, please visit our website for a partial list of campus notaries or contact any member of the Administrative Professionals Advisory Council and we would be glad to locate a notary near you.

APAC VACANCY: We currently have three vacancies on the Council. If you are interested in serving as an APAC member, please submit a letter of interest indicating why you'd like to serve and what you would like to see accomplished by the Administrative Professionals Advisory Council. Supervisory approval will be required if you are selected in order to allow release time to attend the monthly meetings that are held the second Wednesday of the month. Letters of interest should be sent to Rose Miller in Human Resources. If you have any questions about the Council, please contact Rose at 753-6029.

MENTOR PROGRAM: The APAC is finalizing program details for the mentor program for new employees and will be communicating them as soon as they are available.

HR WEBSITE CHANGE: Please be aware that Human Resources has changed their website. If you need assistance navigating through the website, please contact the HR Service Center at 753-6000.

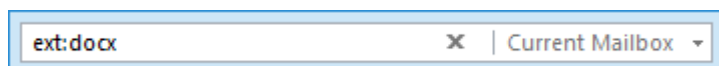
REMINDER: If you are currently active on the Office Support Associate, Office Support Specialist, Office Manager and/or Office Administrator registers, please remember to check the following website for vacancies: www.jobs.niu.edu/jobregistry. **PLEASE NOTE THAT THIS IS A NEW WEBSITE LINK.** Vacancies are posted for five working days, so you are encouraged to check the site at least twice a week.

PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE: The nomination criteria and form for the Patricia S. Siebrasse Administrative Professionals Award for excellence will be distributed via e-mail and posted on the APAC website in early February with nomination packets due in March. For additional information on the award, visit <http://www.niu.edu/apac/Award/index.shtml>. There are over 85 Administrative Professionals who will be eligible to receive this award. Please consider nominating one of these deserving Administrative Professionals.

ADMINISTRATIVE PROFESSIONALS' DAY BREAKFAST (Save the date): Plans are underway for the 19th Annual Administrative Professionals' Day Breakfast to be held on **Wednesday, April 27, 2016** in the Altgeld Auditorium. Dr. Christine Sobek, president of Waubensee Community College will be the keynote speaker. Invitations will be distributed in March. The APAC will be assisting with soliciting door prizes for this event. If you know of a business or organization that may be willing to donate a door prize, please contact Diane Hill at 753-7852.

OUTLOOK TIP: Searching for a specific type of file isn't directly supported by a search option, but you can do this by typing the search command ext:<extension> manually.

- ext:docx
- ext:pdf
- ext:xlsx
- ext:zip



SOFTWARE TRAINING: Training dates for Access, Word, Excel, PowerPoint, On-Base and MyNIU Student & Financial systems are available on the ERP Training Calendar located at: <http://www.niu.edu/erptraining> > Training Calendar. Select the event by double clicking the name of the event and use the red registration link next to the full class description to reserve a place in a specific training class. You will receive a confirmation a few days prior to the event with details about the training workshop.

REMINDER: As a current employee, you can complete a “Request to Test” form for any Civil Service classification that is utilized at NIU even though there may not be a current opening. HR will determine if you meet the minimum acceptable qualifications in order to test. If you are qualified, the Testing Office will contact you to set up a time to take the examination.

OFFICE SUPPLY EXCHANGE: There are many complimentary office supplies that are available. Visit our website for a current list of available items. If you have supplies or items that you would like to have included in this list, feel free to submit the items to apac@niu.edu and we will post them on our website.

SUPPLIES WANTED: Visit our website for a current list of items that departments are looking to secure. If you have an item, equipment or supply need, feel free to submit it to apac@niu.edu and we will make sure to get the word out through our website. Please make sure to follow inventory protocols when transferring inventoried items to another department, if applicable.

The mission of Northern Illinois University's Administrative Professionals Advisory Council is to identify issues that affect the administrative support staff, to actively seek solutions to those issues and to effectively advocate for our constituents.