

The Administrative Professionals Advisory Council (APAC) met on Wednesday, February 11, 2015. Listed below are items discussed during that meeting:

**PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE:** Nominations are now being accepted for this year's Patricia S. Siebrasse Administrative Professionals Award for Excellence. The nomination form can be found at: <http://www.niu.edu/apac/Award/PATRICIASIEBRASSENOMFORM2015Final.pdf>. Nominations are due on Friday, March 6, 2015. There are over 90 Administrative Professionals who will be eligible to receive this award. Please consider nominating one of these deserving Administrative Professionals.

**APAC MEMBERSHIP:** The APAC has room for one additional member. 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.

**ADMINISTRATIVE PROFESSIONALS' DAY BREAKFAST:** Plans are underway for the 18<sup>th</sup> Annual Administrative Professionals' Day Breakfast which will be held on **Wednesday, April 22, 2015** in the Altgeld Ballroom. 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 Julie Konczyk at 753-5201

**MENTOR PROGRAM:** In addition to a welcome letter and important information that is distributed to new administrative professional employees, the APAC has formed a sub-committee to begin conversations about developing a 6-month mentor program for new employees. Details on participating in this program will be communicated as soon as they are available.

**OUTLOOK:** Many Administrative Professionals have reported that they are having difficulties when converting from GroupWise to Outlook. If you are utilizing Outlook and have found a solution to a previous problem that you had encountered, please send us your work-a-round and we'll be sure to share those ideas with other Administrative Professionals.

Additionally, ERP Training has created a couple of helpful Outlook training videos that can be found on their website: [http://erptraining.niu.edu/erptraining/office365/outlook/outlook\\_getting\\_started.shtml](http://erptraining.niu.edu/erptraining/office365/outlook/outlook_getting_started.shtml).

Other helpful links regarding Outlook and Office 365:

<https://kb.niu.edu/>

<http://www.niu.edu/doit/office365/Outlook/index.shtml>

**DOCUMENT SERVICES:** Brian Thompson from Document Services will be attending an upcoming APAC meeting to demonstrate their new on-line process that will be implemented in the very near future. If you are interested in having individual department or division wide training on the new on-line process, this can be arranged by contacting Brian Thompson in Document Services.

**SOFTWARE TRAINING:** Training dates for Access, Word 2010, Excel 2010, PowerPoint 2010, 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.

**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.hr.niu.edu/jobregistry](http://www.hr.niu.edu/jobregistry). Vacancies are posted for five working days, so you are encouraged to check the site at least twice a week.

**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](mailto: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](mailto: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.

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

**SOFTWARE SUPPORT:** The APAC has established a list of employees who would be willing to be a resource for others who may need assistance in completing certain software tasks. Please feel free to contact Rose Miller at 753-6029 to see if there is someone on our list who may be able to assist you. Also, we are looking to increase the number of people on the list, so if you feel you could provide guidance, please contact the APAC at [apac@niu.edu](mailto:apac@niu.edu) with your specific area of expertise and we'll include you in the list.

**PRESIDENT BAKER'S RESPONSE:** President Baker attended the January APAC meeting to discuss the letter and supporting documentation regarding NIU's Administrative Professional's starting salaries. The following was prepared by the President's Office:

*Administrative Professional Advisory Council Meeting Recap*

*Jan 14, 2015*

*Rose Miller started the meeting and gave President Baker some background on the advisory council, that it started in 1995 by Anne Kaplan and Steve Cunningham to be the voice to administration.*

*President Baker attended the meeting to address the Council's letter to him dated December 1, 2014 regarding salaries for administrative professionals. He appreciated the detailed letter and history that was given and totally agreed that there needs to be better ranges for these important positions. He said he's a strong advocate for equitably compensating staff and said that he knows we are all hard-working professionals who unquestionably do a great deal to support campus leadership, each other and our students.*

*He started by talking about the reduced budget and how we were able to address a \$15 million dollar deficit through attrition and not having to do layoffs or furloughs or salary reductions and said that we are waiting for the governor's budget address in Feb and have already received an executive order freezing certain spending and awaiting the explanation on the parameters of that.*

*There is talk of a 20% budget reduction scenario. Once the governor gives his budget address, we will then begin the opening phase of negotiations with the legislature in our appropriations hearings.*

*In the meantime, we have been able to increase retention in the fall by 5% through work on campus to better connect with students. To help recruiting we are also in close partnerships with community colleges, making transfers smoother and working through the systems so that we can be more efficient. One participant volunteered information about a process in her department that actually worked to help reduce their budget. President Baker loved that idea and talked about the program prioritization and process re-engineering that he wants to implement all over campus to engage the campus in streamlining processes across the board.*

*He is looking forward to bringing on a new Senior Associate Vice President for HR to be a catalyst for NIU's success bringing focused attention to people and for many other things including competitive compensation. He is very aware of the incredible contributions of NIU's administrative professionals to the university and I know that our Executive Vice President and Provost Lisa Freeman is eager to work to this end to help guide the process with our newly hired person. He also talked about staff development and training for supervisors so that they feel valued and have the needed skills for their difficulty jobs.*

*President Baker expressed his appreciation in being invited to the meeting and for their attention.*

*Submitted by Dori Hooker*

***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.***