The Administrative Professionals Advisory Council (APAC) met on Wednesday, April 9. Listed below are items discussed during that meeting:

**ADMINISTRATIVE PROFESSIONALS’ DAY BREAKFAST:** The APAC is soliciting door prizes for this year’s breakfast that will be held on **Wednesday, April 23, 2014** in the Altgeld Auditorium. If you know of a business or organization that may be willing to donate a door prize, please contact Linda Odom at 753-1508.

**PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE:** This year’s award recipient will be announced at the Administrative Professionals’ Day breakfast on Wednesday, April 23, 2014.

**APAC VACANCY:** We currently have one vacancy 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.

**HANDOUTS:** The “Special Offerings” handout has been updated on our website to include additional businesses that offer discounts to NIU employees. The “Pay Schedule” handout has also been updated with 2014 information.

**ON-LINE SERVICES SURVEY:** The APAC would like to thank those of you who responded to our recent on-line services survey. Additional participation is needed at this time so if you are responsible for ordering office supplies, coordinating print jobs and/or if you utilize the on-line telephone directory, the APAC would like you to consider participating in a brief survey in order to assess the ease or difficulties of utilizing these “on-line” services. With many of the services going on-line and anticipating that other business processes across campus will be on-line in the future, the APAC feels it is important to reach out to the Administrative Professionals charged with these tasks to see if these services are considered user-friendly. The confidential survey can be accessed by clicking on the following link: [https://docs.google.com/forms/d/1uc97wV86uTAEWkTro6gPV3ZqmH2oZY7owxk/viewform](https://docs.google.com/forms/d/1uc97wV86uTAEWkTro6gPV3ZqmH2oZY7owxk/viewform)

**CPR/FIRST AID TRAINING:** It was reported that in the future, staff from the Environmental Health & Safety Office will be offering CPR and First Aid classes on a regular basis to all NIU employees. Therefore, the APAC will no longer be coordinating separate classes just for AP's.

**SOFTWARE TRAINING:** Based on APAC’s recommendation, ERP is now offering Access 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.

**INCOME BASED PARKING FEE PROPOSAL:** No new developments to report this month regarding APAC’s proposal to base yearly parking fees on an employee’s salary.

**COMPUTER TIP OF THE MONTH:** Did you accidentally close a tab in your web browser? Simply press Ctrl + Shift + T to reopen the most recently closed tab and get back to what you were doing.

**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 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.

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 Linda Odom at 753-1508.

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 with your specific area of expertise and we’ll include you in the list.

The next APAC meeting is scheduled for Wednesday, May 14, 2014. If you have any questions, concerns or items of interest that you wish to share at the meeting and/or have disseminated to Administrative Professionals campus wide, please forward that information to the APAC at apac@niu.edu.

*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.*