The Administrative Professionals Advisory Council (APAC) met on Wednesday, May 14, 2014. Listed below are items discussed during that meeting:

ADMINISTRATIVE PROFESSIONALS’ DAY BREAKFAST: Thank you to all who attended the annual Salute to Administrative Professionals breakfast in April and to those of you who participated in the on-line survey following the event. The feedback that was provided will be taken into consideration by APAC and External Programming in order to make improvements for next year’s event. The APAC would also like to thank Julie Konczyk and her staff in LA&S External Programming for coordinating this year’s breakfast as well as Dr. Kelly Wesener-Michael, Associate VP for Student Affairs and Dean of Students in the Division of Student Affairs and Enrollment Management for being the keynote speaker at the breakfast.

PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE: Congratulations to Lisa Allison, Dana Ditrichs-Kunkel and Brenda Jones for being selected as finalists for this year’s Patricia S. Siebrasse Administrative Professionals Award for Excellence. Vice President Bill Nicklas and Pat Siebrasse were at the breakfast to present this year’s award to Dana Ditrichs-Kunkel from the College of Liberal Arts & Sciences. Congratulations!

OPERATING STAFF OUTSTANDING SERVICE AWARD: The APAC would like to congratulate the following Administrative Professionals on being selected as recipients of this year’s Civil Service Outstanding Service Award: Amy Deegan, Office Support Specialist, Faculty Development and Instructional Design Center; Patricia Lee, Office Support Specialist, Campus Recreation; and Liz Wright, Administrative Assistant in the Division of Research and Innovation Partnerships.

RETIREMENTS: Congratulations to APAC members Linda Odom from the Division of Finance and Nancy Schuneman from the Center for SE Asian Studies on their upcoming retirements. Both Linda and Nancy have served on the APAC since 2007. The APAC thanks them for their service and wishes them well as they embark on this new venture.

APAC VACANCIES: The APAC is pleased to announce that Cathy Kubasiak, Office Administrator in the College of Education, has been selected to fill a vacancy on the Council. If you are interested in filling one of the two remaining vacancies, 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.

RETIREMENT FLYERS: If you have an Administrative Professional in your office that will be having a retirement party, we’d be glad to distribute their retirement party flier via our distribution list. Please forward the flier (in PDF format) to Rose Miller at rmiller1@niu.edu so that it can be distributed.

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/1uc97wV86uTAEWkTro6gPY-Xsl6rPV3ZgmH2oZY7owxk/viewform

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 (Go Green): If you have a color printer, consider utilizing the “print in grayscale” command to avoid using up your color ink.

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. 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, June 18, 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.