

The Administrative Professionals Advisory Council (APAC) met on Wednesday, June 18, 2014. Listed below are items discussed during that meeting:

ADMINISTRATIVE PROFESSIONALS' DAY BREAKFAST: Julie Konczyk from LA&S External Programming attended the meeting to report on the total number of attendees at the breakfast, review the responses to the survey, present recommendations for next year's event and go over the expenses for the breakfast. With the survey citing an overall positive experience for those in attendance, the breakfast will follow a similar format for next year with minor changes incorporated into the program.

NEW APAC MEMBER: The APAC is pleased to announce that Beth Bjerneby, Office Manager in the Center for Burma Studies has been selected to fill a vacancy on the Council.

PROGRAM ADMINISTRATIVE ASSISTANTS: The APAC has voted to include the classification of Program Administrative Assistant as members of the APAC. If you are currently a Program Administrative Assistant who might be interested in filling the remaining vacancy on the Council, 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 FLIERS: If you have an Administrative Professional in your office that will be having a retirement party on campus, 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.

VICE PRESIDENT BILL NICKLAS: Vice President Bill Nicklas will be attending the August APAC meeting.

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.

INCOME BASED PARKING FEE PROPOSAL: There is a new chair for the Parking Committee so the APAC will be reaching out to the new chair with information regarding the APAC's proposal to base yearly parking fees on an employee's salary.

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

The next APAC meeting is scheduled for Wednesday, August 13, 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.