

The Administrative Professionals Advisory Council (APAC) met on Wednesday, January 10, 2017. Listed below are items discussed during that meeting:

**ANYWHERE PRINTS PROJECT:** Brett Coryell, Vice President & Chief Information Officer attended the meeting to discuss the AnywherePrints Project. He indicated that over the next few weeks, AnywherePrints printers will likely be delivered to your buildings or work areas and then personal printers will be removed at a later date. For information on the project, refer to the following website: <http://doit.niu.edu/doit/services/document/anywhereprints/printer-consolidation.shtml>. The FAQs listed on the website are updated on a regular basis and provide answers to the many questions you may have regarding this initiative.

**UNIVERSITY LOGO AND COMMUNICATION STANDARDS:** Northern Illinois University's visual identity is represented in all communications (internal and external) that originate from our offices. For logo file downloads, logo usage guidelines and other important information regarding NIU's Communication Standards, visit the Division of Marketing and Communications website and click on "Communications Standards". APAC is committed to making sure that we are correctly representing NIU's brand and have asked Marketing and Communications to attend our February meeting. If you are interested in attending this presentation, please RSVP via [apac@niu.edu](mailto:apac@niu.edu).

**ADMINISTRATIVE PROFESSIONALS' DAY BREAKFAST (Save the date):** Plans are underway for the 20<sup>th</sup> Annual Administrative Professionals' Day Breakfast to be held on **Wednesday, April 26, 2017** in the Altgeld Auditorium. The year's breakfast will feature a new format and entertainment. Stay tuned!

**PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE:** The nomination criteria and form for this year's Patricia S. Siebrasse Administrative Professionals Award is available on the APAC website. Complete nomination packets are due on or before 4:30 p.m. on Friday, March 3, 2017. With close to 100 Administrative Professionals eligible, please consider nominating a deserving colleague for this award. For additional information, visit <http://www.niu.edu/apac/Award/index.shtml>.

**ON-LINE APPLICATION:** Rose Miller reported that Human Resources will be rolling out an on-line application process in the near future that will, among other things, replace Position Request Forms when requesting to fill a position. APAC is committed to keeping you informed of this initiative and will be sure to provide any information as it becomes available.

**APAC VACANCY:** We currently have two 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:** If you are interested in becoming a mentor or being mentored through APAC's Mentor Program, please refer to [www.niu.edu/apac](http://www.niu.edu/apac) for registration forms and information about the program.

**go.niu.edu/lynda:** As a reminder, Lynda.com is available to all current NIU faculty, staff and students. This provides 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.

**RETIREMENT FLIERS:** If you have an Administrative Professional in your office who 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](mailto:rmiller1@niu.edu) so that it can be distributed.

**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 Rose Miller at 753-6029. 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.

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

**SOFTWARE TRAINING:** Training dates for MyNIU Student & Financial systems and IT projects are available on the ERP Training Calendar located at: [www.niu.edu/doit/training/](http://www.niu.edu/doit/training/) > DoIT Training Schedule. Find the event in the list and click the red Register Here! link. After registering, you receive a confirmation message. You will receive a reminder 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](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.

***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.***