

The Administrative Professionals Advisory Council (APAC) met on Wednesday, January 8, 2014. Listed below are items discussed during that meeting:

INTERIM CHIEF FINANCIAL OFFICER: Interim CFO Nancy Suttentfield attended the meeting to introduce herself and explain her role during the transition period of the university hiring a permanent CFO. The following items were brought forward to her for discussion:

***Training:** It is likely that the financial piece of PeopleSoft will eventually be going paperless, therefore, the APAC recommended that training be a high priority for their office by bringing in both the technical experts as well as those individuals responsible for creating the business process.

***Communication:** Because many departments have difficulty in reaching a live person when questions arise regarding the financial business processes, the APAC asked that this be looked into so that the Administrative Professionals can effectively do their jobs.

***Feedback:** Nancy discussed the need for opening up the lines of communication with the Administrative Professionals. In order to do that, she has established a mailbox named “**Admin Professionals**” to use for your ideas, suggestions, and questions that would pertain to the Division of Finance. This will be kept anonymous. It will be very helpful for her to know what you are thinking about so feel free to utilize this great opportunity!

PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE: Nominations are now being accepted for the Patricia S. Siebrasse Award for Excellence that will be presented to a deserving administrative professional at this year’s Administrative Professional’s Day breakfast. Nomination forms are found at the APAC website at www.niu.edu/apac. The nomination deadline is February 28, 2014.

ADMINISTRATIVE PROFESSIONALS’ DAY BREAKFAST: The APAC will be 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. Registration information for the breakfast will be made available in March.

CPR/FIRST AID TRAINING: If you are interested in placing your name on a waiting list for future First Aid and/or CPR classes, please contact Nancy Schuneman at 753-1771 or at nschunem@niu.edu.

SOFTWARE TRAINING: If you have not done so already and you wish to suggest topics to be covered for future Access training, please complete the survey that was e-mailed to the administrative professionals on December 19.

VACATION/HOLIDAYS: Discussion took place regarding the expectations of being asked by a supervisor to work from your home while you are on vacation or during a scheduled university closure or holiday. If you are *required* to work from home and you have pre-approved supervisory permission to do so, the following information from the Human Resource Services Office holiday memo applies: *Hourly employees in positions not covered by collective bargaining agreements will be paid at the regular rate of pay plus 1-1/2 times the regular rate of pay for all hours worked on any of the above named holidays or, if mutually agreed to, by compensatory time off at the rate of time-and-one-half plus holiday pay. Employees covered by prevailing rates will be compensated in accordance with local area agreements. Employees required to work on December 26 and 27 (administrative closure days) will be given time off on an hour-for-hour basis to be used by June 30, 2014, or receive additional straight-time pay at the option of the department.*

ETHICS OFFICER: Because many Administrative Professionals are privy to timesheet submission information and are aware of employees who simply do not report time when they are away from the office on personal time, the APAC will be inviting the University Ethics Officer to the next meeting to discuss what obligation the Administrative Professionals have with regard to reporting the misuse of time reporting.

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: Are you planning to be away from your computer for an hour and do not want others to access your computer? Press the WINDOWS button + L to lock your computer instead of logging out of your computer.

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.

TRAINING DATES: Upcoming training dates for 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.

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 753-6033 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, February 12, 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.