

The Administrative Professionals Advisory Council (APAC) met on Wednesday, January 19, 2011. Listed below are items discussed during that meeting:

***Save the Date...** the 14th Annual Administrative Professionals' Day Breakfast will be held on Wednesday, April 27, 2011 from 7:45 a.m. – 10:00 a.m. in the Altgeld Ballroom. The APAC will keep you informed as information is made available on this popular event.

*The APAC will be soliciting door prizes for the Administrative Professionals' Day Breakfast. If you know of a business or organization that may be willing to donate a door prize or goodie bag items, please contact Rose Miller at 753-6033.

*APAC's 2010 Annual Report can be found at the end of this document.

*First Aid and CPR sessions will be offered again in the summer. There have been some changes implemented in how to perform CPR (www.handsonlycpr.org) so if you are interested in placing your name on a waiting list for either of these sessions, please contact Dee Malm at 753-2515 or dmalm@niu.edu.

*The ERP Training representative is scheduled to attend our APAC meeting in April. All are welcome to attend at 2:30 p.m. on April 13, 2011 in the Human Resource Services Building. If you would rather submit questions or concerns regarding any of the systems (FMS, MyNIU, OnBase and HRIS), please submit them to apac@niu.edu and we'd be glad to present them to the ERP Training team at the April meeting. Upcoming training dates for the previously noted systems as well as Office 2007 are available on the ERP Training Calendar located at: <http://www.niu.edu/erptraining> > Training Calendar. Use the registration link in the class details from the calendar to reserve a place in a specific training class. Please note: Faculty/Staff open labs do not require pre-registration.

*Celeste Latham, Assistant VP for HR Operations, attended the meeting to demonstrate and discuss the SOEEA Work Time Reporting requirement now in effect for SPS and exempt Civil Service employees. Celeste also demonstrated how to access the Records Retention Database policies of the university via the following website: <http://www.compliance.niu.edu/>

*Would you like to see your pay advice on-line as soon as it is posted? If so, you might want to consider opting out of receiving the paper copy of your pay advice by accessing the Self Service panel in PeopleSoft.

*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.

*There are many surplus items that are available. Visit our website for a current list of available items. If you have surplus 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.

*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.

*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.

*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 Judy Fisher at 753-1417 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 9, 2011. 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.

It is the mission of the Administrative Professionals Advisory Council to identify issues and/or concerns that impact the administrative support staff at Northern Illinois University.

Administrative Professionals Advisory Council

2010 Annual Report (November 2009 – December 2010)

- Developed and maintained the APAC website (www.niu.edu/apac)
- Maintained APAC e-mail distribution list
- Distribution of monthly “Meeting Updates” to Administrative Professionals
- Distribution and maintenance of “Welcome Letter” to new Administrative Professionals.
- Maintain and update “Who to Call” list, “Helpful Website” list, “Special Offerings” list and yearly payroll chart on the APAC website.
- Offered CPR Training Class in conjunction with Environmental Health and Safety (2 attendees)
- Offered 1st Aid Training Class in conjunction with Environmental Health and Safety (8 attendees)
- Following approval from the administration and in coordination with ERP Training, the following Office Suite 2007 training sessions were offered:
 - “Word I – What’s New and the Basics” (134 participants)
 - “Word II – Advanced Topics” (128 participants)
 - “Excel I – What’s New and the Basics” (150 participants)
 - “Excel II – Advanced Topics” (172 participants)
- Offered a “Student Employment Process” training session to all Administrative Professionals.
- Offered ERP training sessions on a quarterly basis to all Administrative Professionals.
- Acted as liaison to MyNIU project team in regards to questions/concerns on the new MyNIU student system.
- Continue to pursue the feasibility of having the annual parking fee be based on an employee’s salary as opposed to a set fee.
- Solicitation of product donations for Administrative Professional Breakfast
- Provided assistance with pick up of product donations and assembling bags for the Administrative Professional Breakfast
- Maintained a list (on the APAC website) of campus Notary Publics
- Maintained a list of employees willing to be a resource for assistance with software tasks
- Served as a resource for Administrative Professionals who are unsure who to contact with certain issues of concern

- Maintained a list (on the APAC website) of non-inventory surplus items available for distribution among Administrative Professionals
- Maintained a list (on the APAC website) of items or supplies needed for distribution among Administrative Professionals
- Distribution of retirement and holiday party fliers via e-mail