

The Administrative Professionals Advisory Council (APAC) met on Wednesday, February 8, 2012. Listed below are items discussed during that meeting:

*The APAC is pleased to announce that Nancy Overton, Office Administrator in Econ Illinois, has been selected to fill a vacancy on the Council. There is room for one more member 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 753-6033.

***Save the Date...**the 15th Annual Administrative Professionals' Day Breakfast will be held on Wednesday, April 25, 2012 from 7:45 a.m. – 10:00 a.m. in the Altgeld Ballroom. The APAC will keep you informed as registration 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 in conjunction with Environmental Health & Safety will be offering a First Aid session on Wednesday, May 16 from 1:00-4:30 and a CPR session on Wednesday, May 23 from 1:00-4:30 p.m. in the Human Resource Services Building. If you are interested in registering for either of these sessions, please contact Nancy Schuneman at 753-1771 or at nschunem@niu.edu.

***Background Check Fees:** Because these fees vary by applicant, APAC has requested to Human Resources that a breakdown by person be provided as opposed to the fees showing up as a lump sum on the financial summaries. The APAC will keep you informed on the status of this request.

*As a follow up to a previous meeting with staff from the Accounting Office, the APAC will be gathering specific examples of issues or concerns relating to the processing of accounting paperwork. In order to achieve positive resolution for all parties, your willingness to provide specific examples to the APAC is appreciated. The information gathered will be forwarded to Keith Jackson for review and response. For general Accounting procedures, please refer to the NIU Business Procedure Manual at <http://www.finfacil.niu.edu/BusProcedureManual>

*ERP Training is now offering PowerPoint classes. Upcoming dates for PowerPoint, FMS, MyNIU, OnBase, HRIS and other Office 2007 training 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.

*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 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, March 14, 2012. 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.