

The Administrative Professionals Advisory Council (APAC) met on Wednesday, February 9, 2011. Listed below are items discussed during that meeting:

**\*Save the Date...**the 14<sup>th</sup> 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. This year's speaker will be Judy Marcus who will present "Where Are My Keys"...a fun, interactive memory training session. Seminar and registration materials will be distributed to Administrative Professionals and supervisors as soon as it is available.

\*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.

\*The "Helpful Websites" document (found on the APAC website) has been updated to include the links for information on records retention, Cigna benefits and the Operating Staff Handbook. The "Special Offerings" document has also been updated.

\*Effective January 1, 2011, the State of Illinois mileage reimbursement rate for the use of personal vehicles on official NIU business has increased from 50 cents per mile to 51 cents per mile. The rate applies to travel on or after January 1, 2011. Please make sure the correct mileage rate is reflected on reimbursement requests. The NIU travel voucher form was updated to reflect the change. If you have any questions, please contact Travel Accounting at 753-6127.

\*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](http://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](mailto: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](mailto: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.

\*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](http://www.hr.niu.edu/jobregistry). Vacancies for these classifications 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](mailto: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](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.

\*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](mailto: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 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](mailto: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.***