

The Administrative Professionals Advisory Council (APAC) met on Wednesday, February 13, 2013. Listed below are items discussed during that meeting:

**NEW APAC MEMBERS:** The APAC is pleased to announce that **Susie Hill**, Office Support Specialist in Art and **Vicki Wronkowski**, Office Manager in Counseling & Student Development have been selected to fill two vacancies on the Council. There is still room on the Council if you are interested in being part of a group who works to identify issues that impact the Administrative Professional workforce at NIU. Submit a letter of interest to Rose Miller in Human Resource Services indicating why you'd like to serve on the council and what you would like to see accomplished by the Administrative Professionals Advisory Council. If you are selected, supervisory approval will be required in order to allow release time to attend the monthly meetings that are held at 2:30 p.m. on the second Wednesday of the month. If you have any questions about the Council, please contact Rose at 753-6033.

**PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE:** As previously reported, the Administrative Professionals Advisory Council has established the annual *Patricia S. Siebrasse Administrative Professionals Award for Excellence*. Pat Siebrasse will be the first recipient of the award. The award will recognize the outstanding performance of an Administrative Professional at Northern Illinois University who demonstrates continued commitment to their field, operational efficiency within their organization and who provides meaningful contributions to Northern Illinois University. The recipient will receive a plaque that will be presented annually during Administrative Professional's Week in April. The following article that appeared in *Northern Today* last summer highlights Pat Siebrasse's service to NIU.  
<http://www.niutoday.info/2012/06/26/nius-longest-serving-employee-to-retire/>

**UPDATED HANDOUTS:** The APAC has updated our "Who to Call" list and the "2013 Pay Schedule" on our website under "Handouts". As a reminder, please be aware of your department policies on calling in work orders, etc. before using the "Who to Call" list.

**CPR/FIRST AID TRAINING:** The CPR classes for 3/6 and 4/3 are full and the First Aid Class for 2/27 is also full, however, there are spots remaining for the First Aid Class on **Wednesday March 27, 2013 from 1:30-4:30 p.m.** in the Human Resource Services Building. If you are interested in registering for the First Aid session or if you would like to place your name on a waiting list for future CPR or First Aid classes, please contact Rose Miller at 753-6033 or at [rmiller1@niu.edu](mailto:rmiller1@niu.edu). EH&S reports that if you would like to buy a book while at the training it will cost \$15.00, otherwise the training is free.

**TIERED PARKING FEE PROPOSAL:** David Long, Chair of the Parking Committee, has reported to APAC that the committee intends to conduct a campus-wide survey regarding APAC's proposal for a tiered parking fee structure based on an employee's salary vs. an across-the-board fee. As the intention of this proposal is to benefit some of the lower paid employees on campus (which includes many of the Administrative Professionals), APAC strongly encourages your participation in the survey when it is made available. APAC will keep you informed on the status of this proposal.

**VACATION MAXIMUM PROPOSAL:** As previously reported, APAC has presented a proposal to the Administration to increase the maximum number of vacation hours that an hourly-paid employee can accumulate (375 total hours vs. 420 total hours). Steve Cunningham reports that the potential policy change will be discussed with the cabinet for possible inclusion in the committee reports. The APAC will keep you informed on the status of this proposal.

**WORK PLACE ISSUES:** A representative from APAC will be attending Operating Staff Council sub-committee meetings that will be addressing "Work Place Issues". The next meeting is scheduled for February 28.

**GO GREEN:** Would you like to see your pay advice on-line as soon as it is posted? If so, 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 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, Excel, PowerPoint, On-Base and MyNIU 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.

**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.

**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](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 13, 2013. 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).

***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.***