

The Administrative Professionals Advisory Council (APAC) met on Wednesday, March 10, 2010. Listed below are items discussed during that meeting:

\*Clerical Assistants, Clerks, Chief Clerks & Staff Clerks: The APAC has 3 vacancies and would like to encourage employees in the Clerk series to consider representing 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.

\*After several recent inquiries, the APAC has decided to develop a website that will include past "items to share", workshop/training dates, surplus items, etc. The website will be launched later this month.

\*First Aid and CPR sessions will be offered again in the fall. If you are interested in placing your name on a waiting list for either of these sessions, please contact Rose Miller at 753-6033 or [rmiller1@niu.edu](mailto:rmiller1@niu.edu).

**\*It's time to register for the 13<sup>th</sup> Annual Administrative Professionals Day Breakfast...** "Life in the Espresso Lane" by Laurie Guest ([www.solutionsarebrewing.com](http://www.solutionsarebrewing.com)) will be the presentation this year. The seminar will be held on Wednesday, April 21, 2010 from 7:45 a.m. – 10:00 a.m. in the Altgeld Ballroom. Registration materials can be found at <http://www.niu.edu/clasep/specialevents/admday2010/index.shtml>.

\*The APAC is 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 Kishwaukee Chapter of the International Association of Administrative Professionals will be sponsoring their Annual Scholarship Luncheon on Friday, April 23 from 12:00-1:30 at the Best Western in DeKalb. For additional information, please contact Pat Siebrasse at 753-1196.

\*FYI—as of 3/10/10, there were a total of **362** employees at NIU in the following classifications: Clerical Assistant, Office Support Associate, Clerk, Office Support Specialist, Clerk Chief, Office Manager, Staff Clerk, Office Administrator, Administrative Aide, Administrative Assistant I and Administrative Assistant II.

\*Thanks to those of you who attended the **"Word I - What's New and the Basics"** session. There were 64 Administrative Professionals who attended the first of four Office 2007 sessions. **"Word II – Advanced Topics"** will be held sometime at the end of March or the first of April. Information will be distributed as it becomes available.

\*An ERP Training Representative will be attending the April APAC meeting. All are welcome to attend at 2:30 p.m. on April 14 in the Human Resource Services Building. If you would rather submit questions or concerns regarding any of the systems (i.e. MyNIU, PeopleSoft, etc.), 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.

\*The ERP training dates for March and April are as follows. All class information is 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.

Date	Time	Class Name	Location
Wed., 3/17/10	10:00 am - 11:00 am	MyNIU Quick Enroll	Lowden Hall 102
Thurs., 3/17/10	1:30 pm - 3:30 pm	MyNIU Student Support/Adv Training	Lowden Hall 102
Tues., 3/30/10	8:30 am - 11:30 am	MyNIU - Faculty / Staff Open Lab	Founders Library 293
Thurs., 4/1/10	10:00 am - 11:00 am	MyNIU Quick Enroll Training	Lowden Hall 102
Mon., 4/5/10	1:30 pm - 3:30 pm	MyNIU - Schedule of Classes Part 1	Lowden Hall 102
Tues., 4/6/10	9:30 am - 11:30 am	MyNIU - Student Support/Adv Training	Lowden Hall 102
Wed., 4/7/10	1:30 pm - 3:30 pm	MyNIU - Schedule of Classes - Part 2	Lowden Hall 102
Thurs., 4/8/10	1:30 pm - 2:30 pm	OnBase Retrieval Training	Wellness and Literacy 2120

\*The following SURPLUS ITEMS ARE AVAILABLE:

- 1) Ink cartridge for printer (HP 92274A)...Carrie Williams, 753-9333
- 2) 3 metal 3x5 index card file boxes...Rose Miller, 753-6033
- 3) Copy machine toner for CANON NPG-7 (NP6030/Black)...Lisa Hoebing, 753-9480
- 4) color print cartridge HP inkjet 23...Nancy Apperson, 753-9191
- 5) **NEW ITEM:** 3 1/2 inch plastic tabs (third cut) with inserts for hanging folders...Janet Rigney, 753-8991
- 6) **NEW ITEM:** Box of file folders with fasteners with corresponding retention jackets...Rose Miller, 753-6033

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 share it with those on our distribution list.

\*Departments LOOKING FOR MISCELLANEOUS ITEMS:

- 1) Scrap paper (8.5" x 11" with one side blank)...Leonard LeGrand, 753-1342
- 2) Security Screen Protector...Angie Vargas, 753-6089
- 3) Accordion folders (any size and condition accepted)...Gayle Meier at [gmeier@niu.edu](mailto:gmeier@niu.edu)

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 distribution list. Please make sure to follow inventory protocols when transferring inventoried items to another department, if applicable.

\*If you need to have something notarized, feel free to 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, April 14, 2010. 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.*