

The Administrative Professionals Advisory Council (APAC) met on Wednesday, April 14, 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.

*The APAC website was launched in March...check it out at www.niu.edu/apac. We welcome any feedback or suggestions that you may have on ways to improve the site.

*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 Dee Malm at 753-2515 or dmalm@niu.edu.

*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.

*The APAC would like to congratulate the following Administrative Professionals on being 3 of the 4 recipients of this year's Civil Service Outstanding Service Award: Jennifer Gregory (Office Support Specialist in Allied Health and Communicative Disorders), LeeAnn Henry (Administrative Assistant I in University Advancement), and Lenita Hepker (Administrative Assistant I in the College of Business).

*Thanks to those of you who attended the **"Word II – Advanced Topics"** session. There were 55 Administrative Professionals who attended the second of four Office 2007 sessions. Excel sessions will be held sometime at the end of April or the beginning of May. Information will be distributed as it becomes available.

*A representative from the ERP Training team attended the meeting and discussed the upcoming training sessions for FMS (Financial Management Systems), MyNIU, OnBase and HRIS (see below for the training schedule). An ERP Training Representative will be attending the July APAC meeting. All are welcome to attend at 2:30 p.m. on July 14 in the Human Resource Services Building. If you would rather submit questions or concerns regarding any of the above noted systems, please submit them to APAC@niu.edu and we'd be glad to present them to the ERP Training team at the July meeting.

*The ERP training dates for April, May and June 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.

OnBase Retrieval:

4/29/2010	from	930-1030	in	WL 2120	OnBase Retrieval
5/12/2010	from	1:30-2:30	in	WL 2120	OnBase Retrieval
6/3/2010	from	1:30-2:30	in	WL 2120	OnBase Retrieval
6/23/2010	from	9:30-10:30	in	WL 2120	OnBase Retrieval

MyNIU:

4/21/2010	from	130-400	in	FML 293	MyNIU Open Lab
5/5/2010	from	2:00-4:00	in	WL 2120	Student Support & ADV
5/6/2010	from	9:30-11:30	in	FML 293	MyNIU Open Lab- Grades
5/20/2010	from	1:30-2:30	in	LH 102	Quick Enroll
6/8/2010	from	9:30-11:30	in	LH102	Student Support & Advising
6/9/2010	from	1:30-3:30	in	LH102	Schedule of Classes -Part 1
6/15/2010	from	1:30-3:30	in	FML 293	MyNIU Open Lab
6/16/2010	from	1:30-3:30	in	LH102	Schedule of Classes - Part 2
6/22/2010	from	10:30-11:30	in	LH102	Quick Enroll

*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) 3 1/2 inch plastic tabs (third cut) with inserts for hanging folders...Janet Rigney, 753-8991
- 6) **NEW ITEM:** 9 boxes of transparencies...Janet Rigney, 753-8991
- 7) **NEW ITEM:** 6 packages of 31 tab dividers...Janet Rigney, 753-8991
- 8) **NEW ITEM:** Large binder clips...Janet Rigney, 753-8991
- 9) **NEW ITEM:** Plastic paper clip holders...Janet Rigney, 753-8991
- 10) **NEW ITEM:** 1½" white binders...Janet Rigney, 753-8991
- 11) **NEW ITEMS:** Toners for HP 4500 series (HP C4191A, black; HP C4192A, blue; HP C4193A, magenta; HP C4194A, yellow)...Linda Bauer...753-9976 or lbauer@niu.edu
- 12) **NEW ITEM:** Toner for For HP Laser Jet 4 or 5 series (HP 98A(92298A) black)...Linda Bauer, 753-9976 or lbauer@niu.edu
- 13) **NEW ITEM:** 2 Projection Lamps (500W 120V DEK/DFW)...Rose Miller, 753-6033
- 14) **NEW ITEM:** 2 Projection Lamps (80W 21V DDS)...Rose Miller, 753-6033
- 15) **NEW ITEM:** 3 Hewlett Packard 80 Ink Cartridges (Black, 1050C, 1055CM)...Rose Miller, 753-6033
- 16) **NEW ITEM:** 1 Canon Cartridge (Black, EP-P for LBP-430, LBP-430W)...Rose Miller, 753-6033
- 17) **NEW ITEM:** 2 Canon Cartridges (Black, EP-L for LJ IIP, IIP+ & IIIP)...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 and we will post them on our website (www.niu.edu/apac).

*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
- 4) **NEW REQUEST:** Blank mini-cassettes...Betsy Hendrey, 753-5721
- 5) **NEW REQUEST:** small campus mail envelopes...Liz Wright, 753-9400

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 (www.niu.edu/apac). Please make sure to follow inventory protocols when transferring inventoried items to another department, if applicable.

***HELPFUL WEBSITE:** If you need assistance with the Office 2007 version of Word, the ERP Training team has developed "Job Aids" at the following site: <http://www.niu.edu/erptraining/office2007/index.shtml>

*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 with your specific area of expertise and we'll include you in the list.

*The next APAC meeting is scheduled for Wednesday, May 12, 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.

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.