

The Administrative Professionals Advisory Council (APAC) met on Wednesday, April 13, 2011. Listed below are items discussed during that meeting:

*There is room on the APAC if you are interested in being a part of a group that works to identify issues that impact the administrative support staff 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 APAC. 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.

*Marcia Dick from the Operating Staff Council attended the meeting to discuss the possibility of making changes to the current performance appraisal forms for Civil Service employees. Members from the APAC will assist with this initiative.

*It was noted that at times, changes in Accounting policies and procedures are not getting filtered down from the Business Managers and/or Supervisors to the Administrative Professionals who are responsible for submitting the paperwork. When members of the APAC are made aware of changes, we will attempt to notify you via our e-mail distribution list. For example, it was recently noted that Accounting is requiring the **exact name** as shown in the HR system on travel vouchers in order to process them. NO nicknames will be acceptable, be sure to INCLUDE middle initials and make sure that the employee ID is correct. If someone uses the middle name, rather than the first name, it has to be exactly as shown by HR.

*MyNIU has a new look. Be sure to clear your browser's cache prior to using FMS, HRIS and MyNIU.

*It was reported that according to Steve Cunningham in Human Resources, the 4-day work week in the summer is very likely to be implemented again this year.

*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) so if you are interested in placing your name on a waiting list for either of these sessions, please contact Nancy Schuneman at 753-1771 or at nschunem@niu.edu

*The ERP Training representative is scheduled to attend future APAC meetings. If you would like to submit questions or concerns regarding any of the systems (FMS, MyNIU, OnBase and HRIS), please submit them to apac@niu.edu and we'd be glad to present them to the ERP Training team at one of our next meetings. 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.

*FYI—as of 4/12/11, there were a total of **343** 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

*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 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 11, 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.

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.