The Administrative Professionals Advisory Council (APAC) met on Wednesday, May 18, 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.

*Thank you to all who attended the annual Salute to Administrative Professionals breakfast in April and to those of you who participated in the on-line survey following the event. The feedback that was provided will be taken into consideration by APAC and External Programming in order to make improvements for next year’s event.

*The APAC would like to congratulate the following Administrative Professionals on being selected as recipients of this year’s Civil Service Outstanding Service Award: Jill Draves (Office Support Specialist in Teaching & Learning) and Mary Kain (Office Administrator in Nursing & Health Studies).

*APAC (in conjunction with Environmental Health & Safety) will be offering a First Aid session on Tuesday, June 21 and a CPR session on Wednesday, June 29 from 1:00-4:30 p.m. in the Human Resource Services Building. If you are interested in registering for either of these sessions, please contact Nancy Schuneman at 753-1771 or at nschunem@niu.edu

*If you are responsible for completing personnel paperwork for your department, please be aware that in addition to all positions that were previously designated as security sensitive, all faculty, supportive professional staff, civil service, and extra-help positions at Northern Illinois University are now subject to a pre-employment criminal background check. For additional information on the policy, please visit http://www.hr.niu.edu/policy/PolicyView.cfm?Policy=580 or contact Jessica Webb in Human Resources at 753-6032.

*Pension issues: The APAC was recently asked by another state institution to forward information regarding a petition opposing any legislative changes to the State Universities Retirement System that would increase employee contributions or reduce pension benefits to current employees. Approval has been given by Steve Cunningham (Vice President, Human Resources & Compliance) for APAC to forward this important information to you. If you wish to sign the petition, please visit https://illinois.edu/fb/sec/4286508. Please note that the petition will close on Wednesday, May 25 at 5:00 p.m. If you do respond, you must utilize your personal e-mail accounts instead of the GroupWise system.

*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.

*Visit our website for a current list of 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, June 8, 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.*