The Administrative Professionals Advisory Council (APAC) met on Wednesday, June 8, 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.

*The APAC would like to thank all of you who participated in the on-line survey following this year’s Administrative Professionals Breakfast. Because the feedback that was received from the survey indicated that this year’s program did not meet expectations, the APAC received approval for External Programming to offer a discount to this year’s participants who attend next year’s event.

*Are you looking for a place to recycle your plastic grocery bags? Alpha Phi Omega (a co-ed service fraternity at NIU) is collecting bags (through the summer) which will be crocheted into mats and then distributed to the homeless community in DeKalb and Chicago. Donations can either be dropped by Room 150 in the Campus Life Building or arranged for pick up by contacting Becky Harlow via Groupwise or at 753-6703.

*Members from the APAC attended a sub-committee meeting in June with members of the Operating Staff Council to discuss the possibility of making changes to the current performance appraisal forms for Civil Service employees.

*If you plan to retire from NIU in 2 years or in 30 years, please consider joining the NIU Annuitant’s Association now. This association promotes the interests and the welfare of the members of the State Universities Retirement System and is our advocate for pension and health care issues that effect all of us. SURS members include present and future retirees as well as their spouses and survivors. Visit www.niu.edu/annuitants for additional information on the benefits of joining the NIU Annuitant’s Association.

*APAC (in conjunction with Environmental Health & Safety) will be offering 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 this session, please contact Nancy Schuneman at 753-1771 or at nschunem@niu.edu. First Aid and CPR sessions will be offered again in the fall.

*Upcoming dates for FMS, MyNIU, OnBase and HRIS as well as Office 2007 training 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.

*The HR PeopleSoft upgrade will be completed by the end of the month (approximately around June 26). Be sure to clear your cache before logging into the system.

*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, July 13, 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.*