The Administrative Professionals Advisory Council (APAC) met on Wednesday, July 10, 2013. Listed below are items discussed during that meeting:

**NEW APAC MEMBERS:** The APAC is pleased to announce that Candy Buie, Administrative Aide in Registration & Records and Nancy Schuneman, Office Manager in the Center for Southeast Asian Studies have been selected to fill two vacancies on the Council.

**VACATION MAXIMUM PROPOSAL:** APAC is pleased to announce that our proposal to increase the maximum number of vacation hours (420 total hours rather than 375 total hours) that an hourly-paid employee with 15 years of service or more can accumulate has been approved by the NIU Board of Trustees. The change was effective on March 21, 2013.

**CPR/FIRST AID TRAINING:** There will be a CPR class on Tuesday, September 10 from 1:30-4:30 p.m. in the Human Resource Services Building. If you are interested in registering for the CPR session or if you would like to place your name on a waiting list for future CPR or First Aid classes, please contact Rose Miller at 753-6033 or at rmiller1@niu.edu.

**SOFTWARE TRAINING:** Cindy Kozumplik from ERP Training attended the meeting to discuss the training needs of the Administrative Professionals. She is interested in knowing what specific software training you would like to see offered, when the best time to offer the training is and if you would prefer to have the session offered as a webinar vs. an in-person training session. Please e-mail the APAC at apac@niu.edu with your responses and we will make the recommendations on behalf of the Administrative Professionals.

**PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE:** Retiree Patricia Siebrasse was recently presented at this year’s Administrative Professionals Breakfast with the first Patricia S. Siebrasse Administrative Professionals Award for Excellence recognizing her 50+ years of service at NIU and her commitment to the Administrative Professional field. An APAC sub-committee is currently working to establish procedures and nominating criteria for the award. It will recognize the outstanding performance of an Administrative Professional at Northern Illinois University who demonstrates continued commitment to their field, operational efficiency within their organization, and who provides meaningful contributions to Northern Illinois University. Each April during Administrative Professionals Week, the selected nominee will be presented with a plaque of recognition.

**CURRENT AP NUMBERS:** As of 7/9/13, there were a total of 320 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 Clerk, Administrative Aide, Administrative Assistant and Administrative Assistant II.

**EXAMINATION UPDATE:** Rose Miller from Human Resources reports that the new Administrative Aide and Administrative Assistant examinations are based solely on an applicant’s credentials…there are no longer multiple choice knowledge test questions for these two classifications. If you wish to apply for either of these classifications, please be sure to submit a “Request to Test” form along with a detailed resume to Human Resources. As a reminder, current employees can apply to test for any classification that is used at NIU even if there is no vacancy posted. For additional information regarding testing for other opportunities, contact Rose Miller at 753-6033.

**UPDATED HANDOUTS:** The APAC has updated the “Helpful Websites” document on our website under “Handouts”.

**TIERED PARKING FEE PROPOSAL:** David Long, Parking Committee Chair, will be attending next month’s meeting to discuss APAC’s tiered parking fee proposal.

**WORK PLACE ISSUES:** A representative from APAC will be attending Operating Staff Council sub-committee meetings that will be addressing “Work Place Issues”.

**GO GREEN:** Would you like to see your pay advice on-line as soon as it is posted? If so, consider opting out of receiving the paper copy of your pay advice by accessing the Self-Service panel in PeopleSoft…go to www.hr.niu.edu and click on “PeopleSoft Self-Service Login” to access this. Additionally, your pay advice is now available in a PDF format. This enhancement will allow you to review year-to-date balances of earnings and deductions, as well as leave balances on payroll statements created after July 1, 2013.
**REMINDER:** If you are currently active on the Office Support Associate, Office Support Specialist, Office Manager and/or Office Administrator registers, please remember to check the following website for vacancies: [www.hr.niu.edu/jobregistry](http://www.hr.niu.edu/jobregistry). Vacancies are posted for five working days, so you are encouraged to check the site at least twice a week.

**TRAINING DATES:** Upcoming training dates for Word 2010, Excel 2010, PowerPoint 2010, On-Base and MyNIU Student & Financial systems are available on the ERP Training Calendar located at: [http://www.niu.edu/erptraining](http://www.niu.edu/erptraining) > Training Calendar. Select the event by double clicking the name of the event and use the red registration link next to the full class description to reserve a place in a specific training class. You will receive a confirmation a few days prior to the event with details about the training workshop.

**OFFICE SUPPLY EXCHANGE:** There are many complimentary office supplies that are available. Visit our website for a current list of available items. If you have 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 post them on our website.

**SUPPLIES WANTED:** 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](mailto: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.

**NOTARY PUBLIC:** 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.

**SOFTWARE SUPPORT:** 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 Rose Miller at 753-6033 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, August 14, 2013. 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).

*The mission of Northern Illinois University's Administrative Professionals Advisory Council is to identify issues that affect the administrative support staff, to actively seek solutions to those issues and to effectively advocate for our constituents.*