

The Administrative Professionals Advisory Council (APAC) met on Wednesday, August 11, 2010. Listed below are items discussed during that meeting:

*The APAC presented a proposal at a recent Operating Staff Council meeting requesting that the Benefits Committee look into the possibility of increasing the maximum number of vacation hours that long-term, hourly-paid employees can accumulate. The proposal will be discussed at the University Benefits Committee meeting on September 2. The APAC will keep you informed as information is made available regarding this issue.

*It was noted that some Administrative Professionals are not receiving important notices from other departments when a policy and/or use of a certain form is changed. The APAC is looking at alternatives to ensure that all Administrative Professionals receive these notices.

*A First Aid session will be offered on Thursday, September 23 from 1:00-4:30 and a CPR session will be offered on Thursday, September 30 from 1:00-4:30. Both sessions will be held in the Human Resource Services Building. If you are interested in registering for either of these sessions, please contact Dee Malm at 753-2515 or dmalm@niu.edu.

*ERP Training is in the initial stages of developing training sessions for PowerPoint and would like to see what topics Administrative Professionals are interested in learning about. If you have any specific topics, please submit them to apac@niu.edu and we'll be sure to forward a list of items to ERP Training.

*The Word and Excel training sessions for Microsoft Office 2007 that were initially established to assist the Administrative Professionals on campus are now available to all employees of the university. Spread the word to your co-workers that several sessions are being offered this summer. Visit the ERP Training website calendar at www.niu.edu/erptraining > Training Calendar to register.

*An ERP Training representative is scheduled to attend our APAC meeting in October. All are welcome to attend at 2:30 p.m. on October 13 in the Human Resource Services Building. If you would rather 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 the October meeting. Upcoming training dates for the previously noted systems 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 8/11/10, there were a total of **340** 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.

*If you have an Administrative Professional in your office who may be retiring, we'd be glad to post their retirement party flyer on our website. Please forward the flyer (in PDF format) to Rose Miller at rmiller1@niu.edu so that it can be placed on the APAC website. We will continue to distribute flyers (i.e. luncheons, seminars, holiday parties, etc.) via our e-mail account but would like to reserve our website as a place to post retirement flyers for our Administrative Professionals only.

*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, September 8, 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.