

The Administrative Professionals Advisory Council (APAC) met on Wednesday, September 8, 2010. Listed below are items discussed during that meeting:

*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. If you are interested in receiving this type of information from the Accounting Office, simply e-mail "AccountingOffice" in GroupWise to request that your name be added to their e-mail distribution list.

*Effective 10-6-10, GroupWise 7 will no longer work on your computers...all computers should be upgraded to GroupWise 8. ITS encourages all laptops and home computers be upgraded as well.

*As reported on the ITS website, new password requirements will be in effect as of 10-6-10:

- *A minimum of 8 characters

- *Contain, at a minimum, a character from at least three of the following four groups

 - *Uppercase letter

 - *Lowercase letter

 - *Special character like spaces; - , ~ ` ! @ # \$ % ^ & * () = _ " ' { } [] \ / ; : < >

 - *A number

- *NOTE: Passwords cannot be reused or contain your AccountID or full name

*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.

*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.

*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, October 13, 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.