

The Administrative Professionals Advisory Council (APAC) met on Wednesday, September 14, 2016. Listed below are items discussed during that meeting:

MENTOR PROGRAM: If you are interested in becoming a mentor or being mentored through APAC's Mentor Program, please refer to www.niu.edu/apac for registration forms and information about the program.

RECORDS RETENTION: As many records are going digital, the question of Records Retention was brought forward to APAC. Celeste Latham from HR and Danielle Schultz from Internal Audit will be attending the October APAC meeting to discuss this important topic. If you would like to submit specific questions, feel free to send them to apac@niu.edu and we will be sure to share them with Celeste and Danielle.

FIRST AID/CPR CLASSES: The Department of Police and Public Safety offers First Aid and CPR classes to NIU faculty and staff. For additional information or to register for an upcoming session, please visit <http://www.niu.edu/publicsafety/safety-education/cpr-first-aid.shtml>.

ETHICS TRAINING: Be on the lookout for information regarding the yearly mandatory Ethics Training that will begin on October 17.

OUTLOOK TIP: Reply All vs. Reply. Many times, it is not necessary to hit "reply all" when you have been included in a group e-mail. While the Client version of Outlook allows you to easily select "reply all" or "reply", the Web Version of Outlook may need to be permanently set so that the default is "reply" instead of "reply all". This can easily be done by clicking on the down arrow and selecting "change default" when you are going to reply to a message.

go.niu.edu/lynda: As a reminder, Lynda.com is available to all current NIU faculty, staff and students. This provides more than 3,500 online courses on topics such as Microsoft Office, Photoshop, etc. You will be asked to log in using your account ID and password at <http://go.niu.edu/lynda>. If you have questions, please contact the DoIT helpdesk.

RETIREMENT FLIERS: If you have an Administrative Professional in your office who will be having a retirement party on campus, we'd be glad to distribute their retirement party flier via our distribution list. Please forward the flier (in PDF format) to Rose Miller at rmiller1@niu.edu so that it can be distributed.

HELPFUL WEBSITES: We have recently updated our "Helpful Websites" handout on our website to include Emergency Information, Employee Assistance Program, and Lynda.

NOTARY PUBLIC: If you are a notary public and would be willing to have your name added to our list of campus notaries, please contact Candy Buie at 753-1189. Additionally, if you need to have something notarized, please visit our website for a partial list of campus notaries or contact any member of the Administrative Professionals Advisory Council and we would be glad to locate a notary near you.

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.jobs.niu.edu/jobregistry. Vacancies are posted for five working days, so you are encouraged to check the site at least twice a week.

SOFTWARE TRAINING: Training dates for MyNIU Student & Financial systems and IT projects are available on the ERP Training Calendar located at: www.niu.edu/doiit/training/ > DoIT Training Schedule. Find the event in the list and click the red Register Here! link. After registering, you receive a confirmation message. You will receive a reminder a few days prior to the event with details about the training workshop.

REMINDER: As a current employee, you can complete a “Request to Test” form for any Civil Service classification that is utilized at NIU even though there may not be a current opening. HR will determine if you meet the minimum acceptable qualifications in order to test. If you are qualified, the Testing Office will contact you to set up a time to take the examination.

OFFICE SUPPLY EXCHANGE: There are many complementary 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 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 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.

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.