

The Administrative Professionals Advisory Council (APAC) met on Wednesday, October 12, 2011. Listed below are items discussed during that meeting:

\*Brian Thompson, (Print Shop Superintendent) attended the October APAC meeting to demonstrate the new on-line order system for printing jobs (i.e. business cards, letterhead, quick copy, etc.) If you wish to have specialized departmental training on this, you may contact Brian at 753-6137 to make arrangements.

\*Rose Miller, Chair of APAC, attended the October Operating Staff Council meeting to continue discussion with the Parking Committee on the possibility of having the annual parking fee based on one's salary as opposed to an across-the-board fee. The Parking Committee hopes to put the idea of a "tiered parking fee" system on their agenda in December or January. The APAC will keep you informed on the progress of the proposal.

\*APAC (in conjunction with Environmental Health & Safety) offered CPR and First Aid sessions this fall. If you are interested in placing your name on a waiting list for upcoming sessions, please contact Nancy Schuneman at 753-1771 or at [nschunem@niu.edu](mailto:nschunem@niu.edu).

\*Pat Siebrasse, APAC member and member of the Kishwaukee Chapter of the International Association of Administrative Professionals, reports that an informational meeting on IAAP will be held on Wednesday, October 26 at the American National Bank in Sycamore. Please contact Pat (753-1196) for additional information.

\*The yearly mandatory Ethics Training will take place from October 18 through November 16. Direct any employees who need special accommodations or have difficulty in completing the training to the Ethics Training Administrator Deborah Haliczzer or to Karen Smith at 753-6039.

\*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.

\*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](mailto: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](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.

\*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](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, November 16, 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](mailto: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.***