

The Administrative Professionals Advisory Council (APAC) met on Wednesday, October 12, 2016. Listed below are items discussed during that meeting:

RECORDS RETENTION: Celeste Latham from HR and Danielle Schultz from Internal Audit attended the meeting to discuss Records Retention. It is important to note that a formal University policy is currently in development with an anticipated release in early 2017. In the meantime, Celeste and Danielle encourage you to use the guidelines found at <https://hrs.niu.edu/forms/rr/> or to contact the University's Records Officer at RecordsManagement@niu.edu if you have any questions.

ETHICS TRAINING: As a reminder, the Mandatory Ethics On-Line Training began at 8:00 a.m. on Monday, October 17, 2016. The deadline for completing this training is 5:00 p.m. on Tuesday, November 15, 2016

DEPARTMENT NAME CHANGES:

Rose Miller reported on recent department name changes as reported by HR.

Old Department Name

Housing & Dining

Div Information Technology

Information Services

Customer Support Services

Document Services

Network & Communication Services

Info Security & Operations

Student Financial Aid

Office of Edu System Innovatn

Web Communications

New Department Name

Housing & Residential Services

DoIT-Admin-Business-Finance

Application Services

Operation Services

Integrated Media Technologies

Infrastructure Services

Office of Information Security

Financial Aid & Scholarship Office

Education Systems Center

Web & Internal Communications

Campus Dining Services

NEW DEPARTMENTS

Retention & Graduation Programs

Community Affairs

University Information

ADMINISTRATIVE PROFESSIONALS' DAY BREAKFAST (Save the date): Plans are underway for the 20th Annual Administrative Professionals' Day Breakfast to be held on **Wednesday, April 26, 2017** in the Altgeld Auditorium. If you have suggestions for a speaker for the event, please contact APAC member Diane Hill at 753-7852.

PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE: The nomination criteria and form for the Patricia S. Siebrasse Administrative Professionals Award for excellence will be distributed via e-mail and posted on the APAC website after the first of the year with nomination packets due in March. For additional information on the award, visit <http://www.niu.edu/apac/Award/index.shtml>.

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.

COMPUTER TIP: Clearing Cache on Internet:

Chrome

Open Chrome. Left click on three dots at end of bar where you enter search information. Click “Settings”. Click “Show advanced settings...”. Click “Clear browsing data...”. Select the options that you would like to clear. Click “Clear browsing data”. Exit out.

Mozilla Firefox

Open Mozilla Firefox. Click on “Open Menu” (three lines). Select “History”. Click “Clear Recent History”. Select the options that you would like to clear. Click “Clear Now”. Exit out.

Internet Explorer

Open Internet Explorer. “Tools” (cog icon). Select “Internet Options”. Under “Browsing history” click “Delete...”. Select the options that you would like to clear. Click “Delete”. Click “Apply”. Click “OK”. Exit out.

Alternatively, clear your cache for just the current page you're visiting. Press and hold **Ctrl** on your keyboard, then Press **F5** or click on the Refresh button (square button on the toolbar with opposite-facing arrows).

FINAL:

When finished clearing each internet sight, restart your computer.

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.

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/doit/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 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 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.