

The Administrative Professionals Advisory Council (APAC) met on Wednesday, November 16, 2011. Listed below are items discussed during that meeting:

*The APAC's 2011 annual report can be found at the end of this document.

*As hourly employees, the Administrative Professional staff at NIU is paid on the fifteenth (or the Friday prior if the fifteenth falls on a weekend) and the last day of each month which results in unequal pay periods and varying amounts of compensation. In order to assist hourly employees in planning ahead for times when pay periods cover only ten (or less) days, we have created a pay schedule document showing the number of days covered by each semi-monthly paycheck for the 2012 calendar year. Click on "Handouts" on the APAC website to access this document.

*As per the November 11, 2011 memo from Steve Cunningham, if hourly employees are NOT using their vacation benefits for the additional scheduled holiday closure days (December 21 and 22), departments are asked to make a note in the comments section of the time sheet reflecting the situation (i.e. deduct, no pay, worked, etc.). If hourly employees are using vacation from future accrual, please note "borrowing" in the comments section of the time sheet.

*Cutoff dates for FY12 Purchase Orders have been established. Please call the Procurement Services Office at 753-1671 if you have questions regarding FY12 cutoff dates.

*As a follow up to a previous meeting with staff from the Accounting Office, the APAC will be gathering specific examples of issues or concerns relating to the processing of Accounting paperwork. In order to achieve positive resolution for all parties, your willingness to provide specific examples to the APAC is appreciated. The information gathered will be forwarded to Keith Jackson for review and response.

*Check out the "Handouts" section of the APAC website. The "Special Offerings" document has been updated to include a local gas discount available to NIU employees/students.

*APAC (in conjunction with Environmental Health & Safety) will be offering CPR and First Aid sessions again after the first of the year. 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.

*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 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 Rose Miller at 753-6033 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, January 11, 2012. 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.

*As this was the last APAC meeting for 2011, the Administrative Professionals Advisory Council would like to take this opportunity to wish you a happy, healthy and safe holiday season.



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.

Administrative Professionals Advisory Council

2011 Annual Report (November 2010 – November 2011)

- Maintained the APAC website (www.niu.edu/apac)
- Maintained the APAC e-mail distribution list
- Posted monthly “Meeting Updates” on the APAC website
- Distribution and maintenance of “Welcome Letter” to new Administrative Professionals.
- Maintain and update “Who to Call” list, “Helpful Website” list, “Special Offerings” list and yearly payroll chart on the APAC website.
- Offered CPR Training Class in conjunction with Environmental Health and Safety (6 attendees)
- Offered 1st Aid Training Class in conjunction with Environmental Health and Safety (8 attendees)
- Following concern over the process for requesting print jobs, the APAC had a representative from Document Services attend a meeting to demonstrate the new on-line procedure.
- An HR representative attended a meeting to demonstrate the SOEEA work time reporting procedure.
- Requested that APAC be included on the distribution list when changes in policies are implemented as it relates to Accounting issues.
- Represent the APAC on the OSC sub-committee to revise the Operating Staff employee evaluation forms.
- Continue to pursue the feasibility of having the annual parking fee be based on an employee’s salary as opposed to a set fee.
- Solicitation of product donations for Administrative Professional Breakfast
- Provided assistance with pick up of product donations and assembling bags for the Administrative Professional Breakfast
- Researched and recommended a speaker for the Administrative Professional Breakfast.
- Based on the feedback provided, received approval to allow a discount of \$5.00 for the 2012 Administrative Professionals Breakfast for those who attended the 2011 breakfast.
- Maintained a list of campus Notary Publics
- Maintained a list of employees willing to be a resource for assistance with software tasks
- Served as a resource for Administrative Professionals who are unsure who to contact with certain issues of concern
- Maintained a list of non-inventory surplus items available
- Maintained a list of items or supplies needed
- Distribution of retirement and holiday party fliers via e-mail