

The Administrative Professionals Advisory Council (APAC) met on Wednesday, February 8, 2017. Listed below are items discussed during that meeting:

UNIVERSITY LOGO AND COMMUNICATION STANDARDS: Abby Dean, Senior Director, University Marketing & Creative Services attended the meeting to discuss NIU's visual identity. For logo file downloads, logo usage guidelines and other important information regarding NIU's Communication Standards, visit the Division of Marketing and Communications website and click on "Communications Standards". Among other services that her office provides, Abby noted that NIU table clothes and/or runners that are used for job fairs and open houses, can be updated to reflect NIU's brand by calling her office.

PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE: The nomination criteria and form for this year's Patricia S. Siebrasse Administrative Professionals Award is available on the APAC website. Complete nomination packets are due on or before 4:30 p.m. on Friday, March 3, 2017. With close to 100 Administrative Professionals eligible, please consider nominating a deserving colleague for this award. For additional information, visit <http://www.niu.edu/apac/Award/index.shtml>.

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.

ON-LINE APPLICATION TRAINING: Training on the new applicant tracking system that is expected to rollout after March 1, is being offered to hiring managers/office support staff who regularly work with Human Resource Services to process hiring paperwork. The sessions will be held in the Human Resource Services Building, Room 100, 1515 W. Lincoln Highway on Tuesday, February 21 – 9:00-11:00 or Wednesday, February 22 – 1:00-3:00. If you are interested in attending, please e-mail Mollie Montgomery at mmontgomery@niu.edu with your preferred date/time to attend.

UPDATED HANDOUTS: The "Special Offerings" and "Who to Call" lists have been updated on our website.

APAC VACANCY: We currently have two vacancies on the Council. If you are interested in serving as an APAC member, please submit a letter of interest indicating why you'd like to serve and what you would like to see accomplished by the Administrative Professionals Advisory Council. Supervisory approval will be required if you are selected in order to allow release time to attend the monthly meetings that are held the second Wednesday of the month. Letters of interest should be sent to Rose Miller in Human Resources. If you have any questions about the Council, please contact Rose at 753-6029.

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.

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 Rose Miller at 753-6029. 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.