The Administrative Professionals Advisory Council (APAC) met on Wednesday, April 8, 2015. Listed below are items discussed during that meeting:

ADMINISTRATIVE PROFESSIONALS' DAY BREAKFAST: If you plan to attend this year's breakfast, please contact Julie Konczyk at jkonczyk@niu.edu to RSVP by April 13 for the 18th Annual Administrative Professionals' Day Breakfast which will be held on **Wednesday, April 22, 2015** in the Altgeld Ballroom. This year's speaker will be Dr. Katrina Caldwell, Assistant Vice President for Student Affairs.

PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE: The recipient of this year's award will be announced at the Administrative Professionals Day Breakfast on April 22.

APAC MEMBERSHIP: The APAC has room for three members. 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: The APAC has formed a sub-committee to develop a 6-month mentor program for new employees. Details on participating in this program will be communicated as soon as they are available.

OUTLOOK HELPFUL HINT: If you want to change the Subject of a received email to add something easier to recognize or find in the future or add (or delete) content to the message, Outlook 2010 allows you to do so. Here are the instructions:
http://www.tech-recipes.com/rx/8014/outlook-2010-how-to-edit-the-subject-andor-message-of-a-received-email/

ERP Training has created a couple of helpful Outlook training videos that can be found on their website:
http://erptraining.niu.edu/erptraining/office365/outlook/outlook_getting_started.shtml.

Other helpful links regarding Outlook and Office 365:
https://kb.niu.edu/
http://www.niu.edu/doit/office365/Outlook/index.shtml

DOCUMENT SERVICES: If you are interested in having individual department or division wide training on the new storefront on-line process, this can be arranged by contacting Brian Thompson in Document Services.

SOFTWARE TRAINING: Training dates for Access, Word 2010, Excel 2010, PowerPoint 2010, On-Base and MyNIU Student & Financial systems are available on the ERP Training Calendar located at: http://www.niu.edu/erptraining > Training Calendar. Select the event by double clicking the name of the event and use the red registration link next to the full class description to reserve a place in a specific training class. You will receive a confirmation 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.

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

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 <u>items that departments are looking to secure</u>. 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.

NOTARY PUBLIC: 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 Candy Buie at 753-1189.

SOFTWARE SUPPORT: 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 753-6029 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 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.