

The Administrative Professionals Advisory Council (APAC) met on Wednesday, May 11, 2016. Listed below are items discussed during that meeting:

**ADMINISTRATIVE PROFESSIONALS' DAY BREAKFAST:** Thank you to all who attended the annual Salute to Administrative Professionals breakfast in April and to those of you who participated in the on-line survey following the event. The feedback that was provided will be taken into consideration by APAC and External Programming in order to make improvements for next year's event. The APAC would also like to thank Lise Schlosser and her staff in LA&S External Programming for coordinating this year's breakfast.

**PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE:** Congratulations to **Varsie Geisler**, Office Support Specialist in Nursing & Health Studies, **Connie Rhoton**, Office Manager in the School of Art, **Vicky Vosburgh**, Office Administrator in Kinesiology and P.E. and **Patricia Wielert**, Administrative Assistant in the College of Education for being selected as finalists for this year's Patricia S. Siebrasse Administrative Professionals Award for Excellence. Vice President Anne Kaplan was at the breakfast to present this year's award to Varsie Geisler. Congratulations!

**OPERATING STAFF OUTSTANDING SERVICE AWARD:** The APAC would like to congratulate the following Administrative Professionals on being selected as recipients of this year's Civil Service Outstanding Service Award: **Brenda Hart**, Office Administrator in Marketing, **Lynne Meyer**, Office Support Specialist in Foreign Languages and Literatures and **Lise Schlosser**, Office Manager in LA&S External Programming. Congratulations!

**MENTOR PROGRAM:** The APAC's mentor program is up and running. If you are interested in becoming a mentor or being mentored, please refer to [www.niu.edu/apac](http://www.niu.edu/apac) for registration forms and information about the program.

**PARKING PERMITS** – as a reminder, on-line registration will be offered this year when purchasing your parking permit. If you choose to renew on-line or mail in your renewal, your annual fee will be \$135.00 as opposed to \$145.00.

**FLEXTIME** – according to the memo from the Provost Office regarding summer flextime, academic year flextime is also allowed subject to operational requirements. Please refer to the April 6 memo from Executive Vice President and Provost Freeman for additional information.

**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.

**NOTARY PUBLIC:** We have recently added several new Notaries to our website list of campus Notary Publics. 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](http://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.

**OUTLOOK TIP:** Turning Clutter On/Off

1. Log in to Office 365 web mail
2. Click on the Gear icon in the top right corner of the page
3. Choose: Options
4. In the mail section on the left, expand Automatic processing and click on: Clutter
5. Select whether you want to turn Clutter on or off
  - a. On: Separate items identified as clutter
  - b. Off: Don't separate items identified as clutter
6. Press the Save button in the top left corner
7. Press the Back button in front of Options in the top left corner to return to your inbox

**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/](http://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](mailto: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](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.

***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.***