

The Administrative Professionals Advisory Council (APAC) met on Wednesday, October 14, 2015. Listed below are items discussed during that meeting:

ADMINISTRATIVE PROFESSIONALS' DAY BREAKFAST (Save the date): Plans are underway for the 19th Annual Administrative Professionals' Day Breakfast to be held on **Wednesday, April 27, 2016** 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>.

ETHICS TRAINING: The yearly mandatory Ethics Training will take place from October 13 through November 13. Direct any employees who need special accommodations or have difficulty in completing the training to the Ethics Training Administrator Deborah Haliczzer or to Karen Smith at 753-6039.

APPLAUD A COLLEAGUE: If you wish to recognize a colleague, consider completing a nomination form for President Baker's new "Applaud a Colleague" initiative. Information on the program and the link to the nomination form can be found at: <http://www.niutoday.info/2015/10/09/president-baker-launches-applaud-a-colleague/>

PODCASTS: There are weekly podcasts done by President Baker and all the Vice Presidents to talk about their areas and give insight and updates of interest to the campus. You can find those on the NIU Today webpage or the Office of the President webpage. The Campus Safety webpage has also been updated and has some great videos featuring students and Police Chief Tom Phillips. This is a good site for faculty and staff to be aware of and also share with students and parents.

APAC MEMBERSHIP: The APAC has three 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: The APAC is considering the possibility of a 6-month mentor program for new employees. Details on participating in this program will be communicated as soon as they are available.

ELIMINATION OF TYPING TEST: Rose Miller reported on behalf of Human Resources that the State Universities Civil Service System will be eliminating the typing component as part of the examination for the classifications in the Office Support and Clerk series effective December 15. If you have any questions on this change, please contact Rose Miller in Human Resources at 753-6029.

OUTLOOK TIP: To move messages to a folder, do one of the following:

Drag the message header to the folder

Select the check box for one or more messages, click Move to, and then click the name of the folder

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. Additionally, 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 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.

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.

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.