

The Administrative Professionals Advisory Council (APAC) met on Wednesday, November 13, 2013. Listed below are items discussed during that meeting:

**VICE PRESIDENT STEVE CUNNINGHAM:** Dr. Steven Cunningham, Vice President for Administration, attended the November meeting. The following items were brought forward to him for discussion:

**\*President Baker's Bold Future Workshops:** As the Administrative Professionals at NIU play a critical role with the success of our students, Dr. Cunningham encouraged the APAC to make suggestions on how to make the experience at NIU a positive one for our students. The APAC offered the following suggestions: better signage on campus, revisions to the campus maps, having a printed version of the phone book as opposed to having to utilize the on-line directory, expanded access to MyNIU, "one-stop-shop" for many of the services offered to our students, and overall better customer service campus wide. If you have additional suggestions, please feel free to forward them to the APAC at [apac@niu.edu](mailto:apac@niu.edu) and we will compile a list to be sent to Dr. Cunningham.

**\*Training:** NIU will be launching new training issues that relate to ethically inspired leadership, supervisory skills, etc.

**\*Pension:** Dr. Cunningham reported that pensions are entering rough waters in the coming weeks and that we should contact our legislators so that our voices are heard.

**\*4-day summer work week:** Dr. Cunningham reported that the university will remain open Monday – Friday during the summer months in 2014, but will encourage departments to allow flexible schedules. Information regarding the summer schedule should be distributed early in the year so that employees can plan accordingly.

**\*Hourly employees pay schedule:** The APAC asked Dr. Cunningham to look into the possibility of having hourly paid employees paid every two weeks as opposed to twice a month.

**ADMINISTRATIVE PROFESSIONALS' DAY BREAKFAST:** Plans are underway for the 17<sup>th</sup> Annual Administrative Professionals' Day Breakfast which will be held on **Wednesday, April 23, 2014** in the Altgeld Ballroom. The APAC will be assisting with soliciting door prizes for this event. If you know of a business or organization that may be willing to donate a door prize, please contact Linda Odom at 753-1508.

**CPR/FIRST AID TRAINING:** If you are interested in placing your name on a waiting list for future First Aid and/or CPR classes, please contact Nancy Schuneman at 753-1771 or at [nschunem@niu.edu](mailto:nschunem@niu.edu).

**SOFTWARE TRAINING:** Based on APAC's recommendation, ERP Training is in the process of developing a basic Access training workshop.

**PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE:** The committee has finalized the criteria for the award. The nomination criteria and form will be distributed via e-mail and posted on the APAC website in January with nomination packets due in February.

**INCOME BASED PARKING FEE PROPOSAL:** No new developments to report this month regarding APAC's proposal to base yearly parking fees on an employee's salary.

**COMPUTER TIP OF THE MONTH:** Use the shortcut ALT + TAB to alternate between the two most recent tasks that are open in Windows

**GO GREEN:** Did you know that NIU recycles batteries? Not car batteries, but most other batteries: rechargeable, AA, AAA, C, D, 9-volt and other small alkaline batteries found in typical office equipment and supplies. Simply cover the ends of each battery with tape and put them in an intercampus envelope addressed to "Campus Mail" or "Recycle". The NIU Recycling Program will take it from there. More details can be found at: [http://www.niu.edu/recycling/recycle\\_programs/batteries.shtml](http://www.niu.edu/recycling/recycle_programs/batteries.shtml) or call Dawn Fritsch at 753-6286.

**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](http://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.

**TRAINING DATES:** Upcoming training dates for 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.

**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.

**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 Linda Odom at 753-1508.

**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 753-6033 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](mailto: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 8, 2014. 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](mailto:apac@niu.edu).

\*As this was the last APAC meeting for 2013, the Administrative Professionals Advisory Council would like to take this opportunity to wish you a happy, healthy and safe holiday season.



*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.*