

The Administrative Professionals Advisory Council (APAC) met on Wednesday, February 11, 2009. Listed below are items discussed during that meeting:

*Al Mueller from Procurement Services & Steve Cunningham from Human Resources attended the meeting to discuss recent issues regarding processing check and purchase requests. Steve reported that information regarding the P-Card (Procurement Card) will be forthcoming.

*There is room available to attend the next 1st Aid session on Tuesday, March 10 from 1:00-4:30 in Human Resources. This class is offered in conjunction with the Office of Environmental Health & Safety. If you are interested in registering for this or upcoming CPR sessions, please contact Dee Malm at 753-2515 or dmalm@niu.edu.

***Mark your calendars**...the 12th Annual Administrative Professionals' Day Breakfast will be held on Tuesday, April 21, 2009 from 7:45 a.m. – 10:00 a.m. in the Altgeld Ballroom. This year's topic "Laughter Matters" will be presented by Kent Rader (www.kentraderspeaks.com). Registration forms were recently distributed. For additional information, call 753-0277.

*The APAC is soliciting door prizes for the Administrative Professionals' Day Breakfast. If you know of a business or organization that may be willing to donate a door prize or goodie bag items, please contact Rose Miller at 753-6033.

*As reported in a previous e-mail, questions or concerns relating to navigating through the MyNIU system can be routed to the MyNIU project team through the APAC at apac@niu.edu. There were no issues addressed this month.

*The following SURPLUS ITEMS ARE AVAILABLE:

- 1) Ink cartridge for printer (HP 92274A)...Carrie Williams, 753-9333
- 2) 74 count 4 3/4:" x 8 1/2" padded mailing envelopes...Nancy Overton, 753-6928
- 3) 2 hp C3909A LaserJet print cartridges...Pat Guilfoyle, 753-6855
- 4) **NEW ITEM:** Campus envelopes #10 letter size...Angie Euhus, 753-6185
- 5) **NEW ITEMS:** 2 toner cartridges for HP LaserJet 1100 or 3200 (#C4092A)...Cheryl Fuller, 753-0717

If you have surplus 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 share it with those on our distribution list.

*Departments LOOKING FOR MISCELLANEOUS ITEMS:

- 1) Scrap paper (8.5" x 11" with one side blank)....Leonard LeGrand, 753-1342
- 2) Security Screen Protector (something you place over your computer screen that keeps items confidential if someone is looking at your screen from the side etc. it makes it blurry)....Angie Vargas, 753-6089
- 3) **NEW REQUEST:** Locking index card (3x5) file boxes...Rose Miller, 753-6033

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 distribution list. Please make sure to follow inventory protocols when transferring inventoried items to another department, if applicable.

***HELPFUL WEBSITE:** The P-Card Policies and Procedure Manual: <http://www.niu.edu/procurement/P-card/index.shtml>

*If you need to have something notarized, feel free to 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 Robin Andersen at 753-6001.

*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 Judy Fisher at 753-1417 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 next APAC meeting is scheduled for Wednesday, March 11, 2009. 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.

It is the mission of the Administrative Professionals Advisory Council to identify issues and/or concerns that impact the administrative support staff at Northern Illinois University.