

The Administrative Professionals Advisory Council (APAC) met on Wednesday, February 17, 2010. Listed below are items discussed during that meeting:

*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 753-6033.

*The APAC will be offering a CPR session on Thursday, March 11 from 1:00-4:30 p.m. in the Human Resource Services Building. If you are interested in registering for either of these sessions, please contact Rose Miller at 753-6033 or rmiller1@niu.edu.

***Save the Date...** "Life in the Espresso Lane" by Laurie Guest (www.solutionsarebrewing.com) will be the presentation this year at the 13th Annual Administrative Professionals' Day Breakfast. The breakfast will be held on Wednesday, April 21, 2010 from 7:45 a.m. – 10:00 a.m. in the Altgeld Ballroom. The APAC recognizes the importance of the role of the Administrative Professional and the purpose of this nationally recognized day, therefore, registration materials this year will be distributed to administrative professionals and supervisors as opposed to campus wide. Information will be provided as soon as it is made available.

*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 more and more departments are installing Microsoft Office 2007 on their computers, the Administrative Professionals Advisory Council felt that it would be beneficial for the university to provide hands on training to the Administrative Professionals regarding the new version of Office. The APAC is happy to announce that the administration has approved this initiative.

As a kick off to the series of workshops, "**Word I - What's New and the Basics**" sessions will be offered by the ERP Training team on 4 different dates/times as listed below. This session will cover the new location of Word 2007 items along with document styles, formatting, inserting filenames into footers, and tips for Word. Future sessions will include Word 2 - Advanced Topics, Excel 1 - What's New and the Basics and Excel 2 - Advanced Topics.

If you are interested in registering for "Word I - What's New and the Basics", please click on one of the links below. If you have previously registered for training (i.e. MyNIU), you will use the same password that you have used in the past. **Please note: These sessions were originally scheduled to take place in the Library, however, the location has changed.** Please see below for the location of each session.

Tuesday, March 2 - 10 - 11:30 AM – Location: Altgeld 100

http://registeruo.niu.edu/iebms/reg/reg_p1_form.aspx?oc=30&ct=STD&eventid=5185

Tuesday, March 2 - 1:30 - 3:00 PM – Location: Stevens Annex

http://registeruo.niu.edu/iebms/reg/reg_p1_form.aspx?oc=30&ct=STD&eventid=5186

Wednesday, March 3 - 2 - 3:30 PM – Location: Stevens Annex

http://registeruo.niu.edu/iebms/reg/reg_p1_form.aspx?oc=30&ct=STD&eventid=5187

Thursday, March 4 - 10 - 11:30 AM – Location: Altgeld 100

http://registeruo.niu.edu/iebms/reg/reg_p1_form.aspx?oc=30&ct=STD&eventid=5188

If you are having problems registering for any of the sessions, please contact the ERP Training team at ERP_training@niu.edu.

*An ERP Training Representative will be attending the April APAC meeting. All are welcome to attend at 2:30 p.m. on April 14 in the Human Resource Services Building. If you would rather submit questions or concerns regarding any of the systems (i.e. MyNIU, PeopleSoft, etc.), please submit them to APAC@niu.edu and we'd be glad to present them to the ERP Training team at the April meeting.

*The ERP training dates for March and April are as follows. All class information is available on the ERP Training Calendar located at: <http://www.niu.edu/erptraining> > Training Calendar. Use the registration link in the class details from the calendar to reserve a place in a specific training class. Please note: Faculty/Staff open labs do not require pre-registration.

Date	Time	Class Name	Location
Thurs., 3/4/10	3:00 pm - 4:00 pm	OnBase Retrieval Training	Wellness and Literacy 2120
Wed., 3/17/10	10:00 am - 11:00 am	MyNIU Quick Enroll	Lowden Hall 102
Thurs., 3/17/10	1:30 pm - 3:30 pm	MyNIU Student Support/Adv Training	Lowden Hall 102
Tues., 3/30/10	8:30 am - 11:30 am	MyNIU - Faculty / Staff Open Lab	Founders Library 293
Thurs., 4/1/10	10:00 am - 11:00 am	MyNIU Quick Enroll Training	Lowden Hall 102
Mon., 4/5/10	1:30 pm - 3:30 pm	MyNIU - Schedule of Classes Part 1	Lowden Hall 102
Tues., 4/6/10	9:30 am - 11:30 am	MyNIU - Student Support/Adv Training	Lowden Hall 102
Wed., 4/7/10	1:30 pm - 3:30 pm	MyNIU - Schedule of Classes - Part 2	Lowden Hall 102
Thurs., 4/8/10	1:30 pm - 2:30 pm	OnBase Retrieval Training	Wellness and Literacy 2120

*Don't forget that you now have the option of viewing your pay advice on-line through the Self Service feature in PeopleSoft. If you want to opt out of receiving the paper copy of your pay advice, you may do so by accessing the Self Service panel.

*The following SURPLUS ITEMS ARE AVAILABLE:

- 1) Ink cartridge for printer (HP 92274A)...Carrie Williams, 753-9333
- 2) 2 printer cartridges (HP92295A for HP printers II IID & III & IIID)...Rita Miller, 753-6442
- 3) 3 metal 3x5 index card file boxes...Rose Miller, 753-6033
- 4) 3-ring binders (various sizes)...Dianne Gautcher, 753-1635
- 5) **NEW ITEM:** Copy machine toner for CANON NPG-7 (NP6030/Black)...Lisa Hoebing, 753-9480
- 6) **NEW ITEM:** 1 box (100 count) binding combs 5/16" 40 sheet capacity...Mary Allen, 753-1124
- 7) **NEW ITEM:** color print cartridge HP inkjet 23...Nancy Apperson, 753-9191

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...Angie Vargas, 753-6089
- 3) **NEW REQUEST...**accordion folders (any size and condition accepted)...Gayle Meier at gmeier@niu.edu

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.

*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 Linda Odom at 753-1508.

*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 10, 2010. 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.