

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

*The APAC is pleased to announce that Lelonie Sanders, Office Manager in Allied Health & Communicative Disorders, has been selected to fill a vacancy on the Council. There is room for one more member on the Council. If you are interested in serving on the Council, please contact Rose Miller at 753-6033 for further information.

*The APAC will be offering both a 1st Aid and a CPR session in the future. If you are interested in placing your name on a waiting list, please contact Dee Malm at 753-2515 or dmalm@niu.edu

*Registrations are being accepted through April 10th for the 12th Annual Administrative Professionals' Day Breakfast which 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.

*The Kishwaukee Chapter of the International Association of Administrative Professionals will be sponsoring their Annual Scholarship Luncheon on Thursday, April 23 from 12:00-1:30 at the Carls Fargo in Sycamore. For additional information, please feel free to contact Pat Siebrasse at 753-1196.

*The annual Wellness Fair will be held Wednesday, March 25 from 10:00-3:00 in the Duke Ellington Ballroom and the Capital Room. As a new initiative this year, there will be an opportunity to recycle personal e-waste (i.e. cameras, telephones, keyboards, etc.). For additional information on this project, call 753-9191.

*Are you responsible for planning various meetings and events for your department? If you are interested in learning how to plan a "green" meeting, you might be interested in attending the "How Green Really Works" conference at the Holmes Student Center on Wednesday, July 29. For additional information and registration information, visit www.niu.edu/hsc.

*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.

*The following SURPLUS ITEMS ARE AVAILABLE:

- 1) Ink cartridge for printer (HP 92274A)...Carrie Williams, 753-9333
- 2) 2 hp C3909A LaserJet print cartridges... Pat Guilfoyle, 753-6855
- 3) Campus envelopes #10 letter size...Angie Euhus, 753-6185
- 4) 2 toner cartridges for HP LaserJet 1100 or 3200 (#C4092A)...Cheryl Fuller, 753-0717
- 5) **NEW ITEM:** Pencils without erasers...Rose Miller, 753-6033
- 6) **NEW ITEM:** 77 Green Hanging Folders, Letter-size & Tabs...Heather Mashare, hmashare@niu.edu
- 7) **NEW ITEM:** 4 Columnar Pads...Heather Mashare, hmashare@niu.edu
- 8) **NEW ITEM:** 6 HP 15 Printer Cartridge for DeskJet 940c...Heather Mashare, hmashare@niu.edu
- 9) **NEW ITEM:** 2 HP 29 Printer Cartridge for DeskJet 600...Heather Mashare, hmashare@niu.edu
- 10) **NEW ITEM:** Lexmark 12A2202 Toner Cartridge...Heather Mashare, hmashare@niu.edu
- 11) **NEW ITEM:** 4 HP 3903A Toner Cartridge for LaserJet 5MP...Heather Mashare, hmashare@niu.edu

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.

*As hourly employees, the Administrative Professional staff at NIU is paid on the fifteenth (or the Friday prior if the 15th falls on a weekend) and the last day of each month which results in unequal pay periods and varying amounts of compensation. In order to assist hourly employees in planning ahead for times when pay periods cover only ten days, we have created the following chart showing the number of days covered by each semi-monthly paycheck for the 2009 calendar year.

Days per Pay Period 2009

Month	Pay Day	Days paid this period
January	15	12
	30	11
February	13	11
	27	10
March	13	10
	31	10
April	15	12
	30	11
May	15	11
	29	11
June	15	10
	30	11
July	15	11
	31	11
August	14	12
	31	10
September	15	11
	30	11
October	15	11
	30	11
November	13	11
	30	10
December	15	11
	31	11

ALERT: 3 10-day pays in a row that effect **March and April**

ALERT: 10-day pay effects second half of **June**

ALERT: 10-day pay effects first half of **September**

ALERT: 10-day pay effects the first half of **December** holiday shopping

12-day pays fall on January 15, April 15, & August 15.

*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) Locking index card (3x5) file boxes...Rose Miller, 753-6033
- 4) **NEW REQUEST** Used manila file folders....Joanne Hulmes, 753-6026

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: www.purplemath.com provides on-line math assistance at all levels.

*NEW DEPARTMENT: In the Division of University Advancement, new department: "Annual Fund"

*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, April 8, 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.