

The Administrative Professionals Advisory Council (APAC) met on Wednesday, April 8, 2009. Listed below are items discussed during that meeting:

*The APAC would like to congratulate the following Administrative Professionals on being two of the recipients of this year's Civil Service Outstanding Service Award: Angie Euhus (Office Manager in Management) and Barbara Rice (Administrative Assistant I in Human Resource Services).

*Members of the Baccalaureate Review Committee attended the April meeting seeking input from the APAC regarding the overhaul of baccalaureate goals and the entire undergraduate experience. If you are interested in completing a similar on-line survey, please visit the NIU Home Page for additional information. The deadline to participate in the survey is May 1.

*FYI--For those of you responsible for hiring extra help or student employees, the minimum wage will be increased to \$8.00/hour effective July 1, 2009.

*The APAC will be offering a First Aid session on Tuesday, July 7 and a CPR session on Tuesday, July 14 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 Dee Malm at 753-2515 or dmalm@niu.edu.

*FYI—as of 4/7/09, there were a total of **365** employees at NIU in the following classifications: Clerical Assistant, Office Support Associate, Clerk, Office Support Specialist, Clerk Chief, Office Manager, Staff Clerk, Office Administrator, Administrative Aide, Administrative Assistant I and Administrative Assistant II.

*The Annual Benefits Choice Fair is scheduled for this Thursday, April 30 from 10:30 a.m. – 2:00 p.m. in the Regency Room of the Holmes Student Center. The fair is sponsored by Human Resource Services and the Operating Staff Council. The administration has approved release time (with supervisory approval) to attend this event and encourages employees to attend in order to make informed choices during the upcoming Benefits Choice period (May 1 – 31).

*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 previous e-mails, 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 issue was addressed this month:

1. How do I go about changing a faculty member's last name in MyNIU?

Response: The faculty member must contact Robin Hendricks, Assistant Director in Registration & Records at 753-8228, in order to make the name change.

*The following SURPLUS ITEMS ARE AVAILABLE:

- 1) Ink cartridge for printer (HP 92274A)...Carrie Williams, 753-9333
- 2) 2 HP 29 Printer Cartridge for DeskJet 600...Heather Mashare, hmashare@niu.edu
- 3) **NEW ITEMS:** 6-7 boxes (6 reams per box) of 11x17 copy paper...Janet Rigney at 753-8991
- 4) **NEW ITEM:** Multi-Function Printer, Brother 4600...Karen Smith, ksmith12@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.

*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

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.

*Joanne Hulmes in Human Resources would like to thank all of the individuals who responded to last month's request for used manila folders...she had a very good response to her request. Thank you.

*HELPFUL WEBSITE: www.yourdictionary.com/library/misspelled.html 100 Most Often Misspelled Words

*COMPUTER TIP: If you wish to populate today's date in a cell in Excel, simply push the "CTRL" key along with the "semi-colon" key.

*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, May 20, 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.