

The Administrative Professionals Advisory Council (APAC) met on Wednesday, May 20, 2009. Listed below are items discussed during that meeting:

\*Based on approval from the State Universities Civil Service System and on APAC's recommendation, applicants who are required to take a typing test as part of their Civil Service examination will now have the opportunity to take it four times in a 30-day period as opposed to four times in a 6-month period if they do not achieve the required words per minute. The new policy will take effect on June 1, 2009. For additional information, contact Rose Miller in the Civil Service Testing Office at 753-6033.

\*In July 2007, the APAC began the distribution of an informational packet to Administrative Professionals new to the university. We have updated our handouts and have attached them to this e-mail for your use. If you are aware of other items that may be useful to include in the handouts, feel free to contact the APAC at [apac@niu.edu](mailto:apac@niu.edu).

\*4-day work week: As reported by Associate Vice President Steve Cunningham, President Peters has authorized the implementation of the four-day work week again this summer. The four-day work week will begin on Monday, June 8 and extend through August 14. The regular five-day schedule will resume as of Monday, August 17.

\*Campus Mail Services reports that mail delivery and pick up schedules will be 30 minutes earlier during the four-day summer work week. For additional information, call 753-6286.

\*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.

\*FYI--The tax rate changed on April 1, 2009, therefore, many of you saw an increase in your take home pay on your recent paychecks. Please be advised that you may wish to consult with your tax preparer or visit the IRS website (IRS.GOV) to determine if your W-4 should be revised to ensure that enough withholding is held to cover the tax.

\*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](mailto:dmalm@niu.edu).

\*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](http://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](mailto: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) Multi-Function Printer, Brother 4600...Karen Smith, [ksmith12@niu.edu](mailto:ksmith12@niu.edu)
- 3) **NEW ITEM:** Printer cartridge (HP 03A for HP LaserJet 5P, 5MP-6P, 6MP)...Valerie Lorusso, 753-0978

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](mailto: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](mailto: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: [http://babelfish.yahoo.com/translate\\_txt](http://babelfish.yahoo.com/translate_txt) on-line translation

\*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. **IMPORTANT NOTARY INFORMATION**: For those of you who are Notary Publics, please be advised that there will be new state laws in effect as of June 1, 2009. The APAC has been working with Legal Services to be sure to get this information out to the Notaries on campus. As soon as this information is available, we will be sure to forward it to those of you on our Notary list.

\*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](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, June 10, 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](mailto: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.***