

The Administrative Professionals Advisory Council (APAC) met on Wednesday, June 10, 2009. Listed below are items discussed during that meeting:

*There is still room available if you are interested in registering for either the First Aid or the CPR session. The First Aid session will be Tuesday, July 7 and the 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.

*For those of you who are Notary Publics, please be advised that new state laws went into effect as of June 1, 2009. For additional information or clarification, please contact University Legal Services at 753-8364.

*FYI—Because NIU is a participating company of Kishwaukee Corporate Health, NIU staff and their adult family members are eligible to use their “Exclusive Convenient Care”. This service is not available to the general public, therefore, it may result in reduced wait times if you or your adult family members need to use this “urgent care” type service. For additional information, visit www.kishcorporatehealth.com.

*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.

*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. 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
- 3) Printer cartridge (HP 03A for HP LaserJet 5P, 5MP-6P, 6MP)...Valerie Lorusso, 753-0978
- 4) **NEW ITEM:** 10 Easystrike correctable ribbons (1299845) for IBM Wheelwriter 10 Series II typewriter...Ruth Maher 753-6546
- 5) **NEW ITEM:** 7 Easystrike Lift-Off Tape Cassettes (1337765) for IBM Wheelwriter 10 Series II typewriter...Ruth Maher 753-6546
- 6) **NEW ITEM:** Green hanging folders (letter size)...Mary Allen, 753-1124
- 7) **NEW ITEM:** Printer cartridges (BC-02, BC-05, BCI-21B)...Marzena Szmydt, 753-9542
- 8) **NEW ITEM:** Key tags with strings - about 25...Mary Allen, 753-1124
- 9) **NEW ITEM:** 5 printer cartridges (Item #3909A for HP5 SI)...Rita Miller, 753-6442
- 10) **NEW ITEM:** printer cartridge (Item 113405 for HP 4L, 4ML or 4P printers)...Rita Miller, 753-6442
- 11) **NEW ITEM:** printer cartridge (Item R74-7003-150 for LBP 460 and 465 printers)...Rita Miller, 753-6442
- 12) **NEW ITEM:** 2 printer cartridges (HP92295A for HP printers II IID & III & IIID)...Rita Miller, 753-6442

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.

*HELPFUL WEBSITE: For MyNIU training information, visit www.niu.edu/myniutraining.

*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, August 12, 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.