

The Administrative Professionals Advisory Council (APAC) met on Wednesday, August 12, 2009. Listed below are items discussed during that meeting:

\*FYI—as of 8/10/09, there were a total of **361** 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 APAC will be offering a First Aid session on Tuesday, November 3 and a CPR session on Tuesday, November 10 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).

\*As more and more departments are installing Microsoft 2007 on their computers, the APAC is finding that many Administrative Professionals are having a difficult time with this transition. Although ITS no longer offers a hands on short course on Word and Excel, the APAC would like to ask that some kind of training be provided in these areas for our Administrative Professionals. In order for the APAC to determine if there is sufficient interest to pursue this initiative, please respond to [apac@niu.edu](mailto:apac@niu.edu) if you would attend such a training session if it were to be offered.

\*FYI--The APAC was recently approached regarding rules on maximum temperatures in the work environment and if an employee can be sent home due to their office temperature. After consultation with Environmental Health & Safety and with Human Resources, no University minimum or maximum degree rules exist that would require employees to be sent home due to their office temperature. If an employee decides to go home (with supervisory approval) because the temperature is making him/her feel ill, accumulated sick leave benefits should be utilized.

\*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 ERP Training team will continue to offer classes again this fall on MyNIU. The classes include Student Support, Schedule of Classes, Setting up Advising Committees and Open labs. The MyNIU training calendar can be found at <http://www.niucalendar.niu.edu/EAS/Caldirect.aspx?cal=228&view=month> Anyone interested in attending should email [erptraining@niu.edu](mailto:erptraining@niu.edu).

Additionally, the following dates are set up for OnBase training in the Wellness and Literacy Building- Lab 2120.

<u>August</u>	<u>September</u>	<u>October</u>
8/20/2009 from 900-1000	9/3/2009 from 130-230	10/6/2009 from 900-1000
8/20/2009 from 300-400	9/30/2009 from 130-230	10/29/2009 from 130-230

Also, a help table will be available for students to drop by and receive help with MyNIU on August 24th and 25th. The help table will be located in the Holmes Student Center in the hallway right outside of Diversions from 9:00am to 1:00pm each day.

\*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) Printer cartridge (HP 03A for HP LaserJet 5P, 5MP-6P, 6MP)... Valerie Lorusso, 753-0978
- 4) 7 Easystrike correctable ribbons (1299845) for IBM Wheelwriter 10 Series II typewriter...Ruth Maher 753-6546
- 5) Printer cartridges (BC-02, BC-05, BCI-21B)...Marzena Szmydt, 753-9542
- 6) Key tags with strings - about 25...Mary Allen, 753-1124
- 7) 5 printer cartridges (Item #3909A for HP5 SI)...Rita Miller, 753-6442
- 8) printer cartridge (Item 113405 for HP 4L, 4ML or 4P printers)...Rita Miller, 753-6442
- 9) printer cartridge (Item R74-7003-150 for LBP 460 and 465 printers)...Rita Miller, 753-6442

- 10) 2 printer cartridges (HP92295A for HP printers II IID & III & IIID)...Rita Miller, 753-6442
- 11) **NEW ITEM:** HP toner cartridge 91A...Nancy Overton, 753-6928

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

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:** Are you interested in knowing the stats on the number of students who attended NIU in the past? The Institutional Research website provides this information as well as other interesting data:  
[http://ffsrv01.fifa.niu.edu/InstitutionalResearch/Data\\_Book\\_2007\\_web.htm](http://ffsrv01.fifa.niu.edu/InstitutionalResearch/Data_Book_2007_web.htm)

**\*COMPUTER TIP OF THE MONTH:** Shortcut key: F1 key to bring up the help menus in Word and Excel

**\*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](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, September 9, 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.***