

The Administrative Professionals Advisory Council (APAC) met on Wednesday, August 24, 2011. Listed below are items discussed during that meeting:

\*There is room on the APAC if you are interested in being a part of a group that works to identify issues that impact the administrative support staff at NIU. Submit a letter of interest to Rose Miller in Human Resource Services indicating why you'd like to serve on the council and what you would like to see accomplished by the APAC. If you are selected, supervisory approval will be required in order to allow release time to attend the monthly meetings that are held at 2:30 p.m. on the second Wednesday of the month. If you have any questions about the Council, please contact Rose at 753-6033.

\*Steve Cunningham, VP for Human Resources & Compliance and Keith Jackson and Barb Seldal from the Controller's Office will be attending the September APAC meeting to discuss various issues (i.e. policy/procedure changes, communication, etc.) that have been brought forward to the APAC.

\*Members from the APAC will be attending a sub-committee meeting in August with members of the Operating Staff Council to discuss the possibility of making changes to the current performance appraisal forms for Civil Service employees.

\*A memo was recently distributed from Roger Maas, Assoc. Director, Budget & Facilities, Provost Office regarding the use of the General Purpose Smart Classrooms on the DeKalb Campus. For those of you who were not on the initial distribution list, but may find this information useful, we have attached the memo to the end of this document.

\*APAC (in conjunction with Environmental Health & Safety) will be offering CPR and First Aid sessions again in this fall. If you are interested in placing your name on a waiting list, please contact Nancy Schuneman at 753-1771 or at [nschunem@niu.edu](mailto:nschunem@niu.edu).

\*Members from APAC will be attending Pilot Training Sessions on PowerPoint in September. These sessions will eventually be offered to staff members through ERP Training. The APAC will keep you informed as soon as registration for these sessions is available.

\*Upcoming dates for FMS, MyNIU, OnBase and HRIS as well as Office 2007 training are available on the ERP Training Calendar located at: <http://www.niu.edu/erptraining> > Training Calendar. Use the registration link in the class details from the calendar to reserve a place in a specific training class. Please note: Faculty/Staff open labs do not require pre-registration.

\*There are many surplus items that are available. Visit our website for a current list of available items. 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 post them on our website.

\*Visit our website for a current list of items that departments are looking to secure. 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 website. Please make sure to follow inventory protocols when transferring inventoried items to another department, if applicable.

\*If you need to have something notarized, please visit our website for a partial list of campus notaries. You may also 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 Linda Odom at 753-1508.

\*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 14, 2011. 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.***

August 24, 2011

MEMORANDUM

TO: Deans, Directors, and Chairs

FROM: Roger Maas, Assoc. Director, Budget & Facilities, Provost Office

RE: General Purpose Smart Classroom Information  
**Security, Base Image, Classroom Scheduling**

**\*\*Please share the following information about the use of General Purpose Smart Classrooms with your faculty and staff members using these classrooms on the DeKalb campus.\*\***

Information regarding the use of **General Purpose** Smart Classrooms is available on the web site, [www.smartclassrooms.niu.edu](http://www.smartclassrooms.niu.edu). These classrooms are funded by NIU Office of Provost and supported by Information Technology Services (software, hardware, and network) and Media Services (A/V equipment and overall podia operations). Locations of the General Purpose Smart Classrooms are available at the above web site.

Please help us make Smart Classrooms secure, user-friendly with respect to use, and efficient with respect to available software. Please share the following information with faculty and staff members using General Purpose Smart Classrooms:

**Security - Procedures and Policy:**

Theft of smart classroom equipment has become a real issue that requires greater preventative attention and procedures. The NIU police report, with significant frequency, that smart classrooms are left unlocked and open after hours.

Please remind instructors to turn off the equipment and, when possible, lock the classroom doors after the last class of the day. Please assist in whatever way possible to help make sure this is done.

When instructors are finished with their class, please make sure that the following procedures are followed:

- Click “shutdown” on the graphic user interface for the podium control or key pad.
- Please leave the monitor on.
- Close and lock the podium doors.

Also, absolutely no food or drink by Smart Classroom equipment.

**Base Image:**

- MS Office 2007 is available on smart classroom workstations. Users of MS Office 2003 can obtain a free compatibility patch through Microsoft’s website, if desired, to read Office 2007 files.
- The Operating System is Microsoft Windows XP Professional SP2.

- For additional information on the base image please visit [www.smartclassrooms.niu.edu](http://www.smartclassrooms.niu.edu)

### **Scheduling General Purpose Classrooms for Extra Usage:**

In order to avoid usage and scheduling conflicts in General Purpose Classrooms, please contact Registration and Records (April Spivey 753-8226, [aspivey@niu.edu](mailto:aspivey@niu.edu) ) to reserve general purpose classroom times as needed for events other than the normal regularly scheduled classes in these rooms. A listing of general purpose classrooms may be found at <http://www.reg.niu.edu/regrec/classrooms/index.shtml>.

A current schedule of room reservations is available at

[http://r25prod.niunt.niu.edu/wv3/wv3\\_servlet/urd/run/wv\\_space.DayList?evdt=0,spfilter=3943,lbdviewmode=list](http://r25prod.niunt.niu.edu/wv3/wv3_servlet/urd/run/wv_space.DayList?evdt=0,spfilter=3943,lbdviewmode=list)

If you have any questions or comments, contact ITS Customer Support Center at (815) 753-8100 or Jim Bollenbach in Media Technical Services at (815)753-6677.