

The Administrative Professionals Advisory Council (APAC) met on Wednesday, September 9, 2015. Listed below are items discussed during that meeting:

APAC MEMBERSHIP: The APAC has three vacancies on the Council. If you are interested in serving as an APAC member, please submit a letter of interest indicating why you'd like to serve and what you would like to see accomplished by the Administrative Professionals Advisory Council. Supervisory approval will be required if you are selected in order to allow release time to attend the monthly meetings that are held the second Wednesday of the month. Letters of interest should be sent to Rose Miller in Human Resources. If you have any questions about the Council, please contact Rose at 753-6029.

MENTOR PROGRAM: The APAC has formed a sub-committee and is working to develop a 6-month mentor program for new employees. Details on participating in this program will be communicated as soon as they are available.

AFFORDABLE CARE ACT: There was discussion at the meeting regarding the implications the Affordable Care Act will have on many departments in regards to extra help. After the APAC meeting, there was an e-mail that was sent from the Provost Office through HR explaining the new hiring limitations. If you did not receive this important e-mail, please contact Rose Miller in HR and she will be sure to forward the e-mail to you.

ELIMINATION OF TYPING TEST: Rose Miller reported on behalf of Human Resources that the State Universities Civil Service System will be revising many examinations next year. This is because they will no longer require typing tests for classifications that currently require a typing component as part of the examination. Human Resources does not have an effective date for this change for the Office Support and Clerk series, but when they do, individuals who are currently active on those registers, will be notified that they will be required to take the new examination if they wish to be on the applicable registers. If you have any questions, please contact Rose Miller in Human Resources at 753-6029.

OUTLOOK TIPS: Outlook has many keyboard shortcuts which allow you to execute commands without using your mouse or touchpad. Click on the following link for a list of shortcut keys. www.howto-outlook.com/howto/keyboardshortcuts.htm

SOFTWARE TRAINING: Training dates for Access, Word 2010, Excel 2010, PowerPoint 2010, On-Base and MyNIU Student & Financial systems are available on the ERP Training Calendar located at: <http://www.niu.edu/erptraining> > Training Calendar. Select the event by double clicking the name of the event and use the red registration link next to the full class description to reserve a place in a specific training class. You will receive a confirmation a few days prior to the event with details about the training workshop.

REMINDER: As a current employee, you can complete a "Request to Test" form for any Civil Service classification that is utilized at NIU even though there may not be a current opening. HR will determine if you meet the minimum acceptable qualifications in order to test. If you are qualified, the Testing Office will contact you to set up a time to take the examination. Additionally, if you are currently active on the Office Support Associate, Office Support Specialist, Office Manager and/or Office Administrator registers, please remember to check the following website for vacancies: www.hr.niu.edu/jobregistry. Vacancies are posted for five working days, so you are encouraged to check the site at least twice a week.

OFFICE SUPPLY EXCHANGE: There are many complimentary office supplies that are available. Visit our website for a current list of available items. If you have 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 post them on our website.

SUPPLIES WANTED: 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 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.

NOTARY PUBLIC: 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 Candy Buie at 753-1189.

The mission of Northern Illinois University's Administrative Professionals Advisory Council is to identify issues that affect the administrative support staff, to actively seek solutions to those issues and to effectively advocate for our constituents.