

The Administrative Professionals Advisory Council (APAC) met on Wednesday, September 11, 2013. Listed below are items discussed during that meeting:

BOLD FUTURES STUDENT CAREER SUCCESS WORKSHOPS: So that the Administrative Professionals on campus are well represented, the APAC is encouraging your participation in President Baker's Bold Futures workshops. If you wish to participate, please sign-up at: <http://www.niu.edu/president/workshops/employees.shtml>

CPR/FIRST AID TRAINING: Seven administrative professionals attended CPR training held in September. If you are interested in placing your name on a waiting list for future CPR or First Aid classes, please contact Nancy Schuneman at 753-1771 or at nschunem@niu.edu.

SOFTWARE TRAINING: Based on responses from several Administrative Professionals, the APAC will be making a recommendation to ERP Training to consider offering basic Access training as well as Google docs training.

BROWN BAG TOPICS: The APAC is considering offering brown bag luncheons where Administrative Professionals would gather on a monthly basis to share various tips and information. Please let us know if you would be interested in attending these informal gatherings. If there is enough interest, the APAC will coordinate the logistics of the brown bag luncheons.

PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE: The sub-committee is working on finalizing the criteria for the award. The nomination form will be posted on the APAC website by the end of the year.

INCOME BASED PARKING FEE PROPOSAL: No new developments to report this month regarding APAC's proposal to base yearly parking fees on an employee's salary.

COMPUTER TIP OF THE MONTH: Do you sometimes need to switch back and forth between italics, underline or bold and would rather not utilize the mouse? Use CTRL I for italics, CTRL U for underline and CTRL B for bold

MISCELLANEOUS TIP OF THE MONTH: When doing check requests or travel vouchers for NIU staff members, make sure that you submit them with the EXACT name as recorded in Payroll.

BLACKBOARD INFORMATION: ITS reports that departments can request one free BlackBoard Collaborate for use with searches, interviewing, etc. For additional information, visit <http://www.niu.edu/blackboard/faq/qa/bbcollaborate.shtml>

WORK PLACE ISSUES: A representative from APAC will be attending an Operating Staff Council sub-committee meeting in September that will address "Work Place Issues"

GO GREEN: Would you like to see your pay advice on-line as soon as it is posted? If so, consider opting out of receiving the paper copy of your pay advice by accessing the Self-Service panel in PeopleSoft...go to www.hr.niu.edu and click on "PeopleSoft Self-Service Login" to access this. Additionally, your pay advice is now available in a PDF format. This enhancement allows you to review year-to-date balances of earnings and deductions, as well as leave balances on payroll statements created after July 1, 2013.

REMINDER: 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.

TRAINING DATES: Upcoming training dates for 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.

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 Linda Odom at 753-1508.

SOFTWARE SUPPORT: 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 Rose Miller at 753-6033 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, October 9, 2013. 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.

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.