

The Administrative Professionals Advisory Council (APAC) met on Wednesday, September 12, 2012. Listed below are items discussed during that meeting:

PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE: The Administrative Professionals Advisory Council is pleased to announce the establishment of the annual *Patricia S. Siebrasse Administrative Professionals Award for Excellence*. This award will recognize the outstanding performance of an Administrative Professional at Northern Illinois University who demonstrates continued commitment to their field, operational efficiency within their organization and who provides meaningful contributions to Northern Illinois University. The recipient will receive a plaque that will be presented annually at the Administrative Professionals Day Breakfast held in April. The following article in *Northern Today* highlights Pat Siebrasse's service to NIU. <http://www.niutoday.info/2012/06/26/nius-longest-serving-employee-to-retire/>

APAC VACANCIES: 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. We are looking to fill four vacancies on the Council. Letters of interest should be sent to Rose Miller in Human Resources. If you have any questions about the Council, please contact Rose at 753-6033.

AP DAY BREAKFAST: The APAC is beginning to make plans for next spring's Administrative Professionals Day Breakfast. If you have suggestions for a speaker for the event, please contact Pat Kee at 753-0306 or at pkee@niu.edu.

CPR/FIRST AID TRAINING: APAC in conjunction with Environmental Health & Safety will be offering a **CPR** class on **Thursday, October 25, from 2:00-4:30 p.m.** and a **First Aid** session on **Thursday, November 1 from 2:00-4:30 p.m.** in the Human Resource Services Building. If you are interested in registering for either or both of these sessions, please contact Cassie Weyland at 753-1714 or at cweyland1@niu.edu. EH&S reports that if you would like to buy a book while at the training it will cost \$15.00, otherwise the training is free.

BACKGROUND CHECK FEES: A concern was brought forward to APAC regarding the uncertainty of how much a background check costs per applicant. The following information was received from Human Resources to clarify why there are oftentimes varying fees. Although the average background check fee per applicant is in the neighborhood of \$24.50, a county search is \$8.50, federal search \$5.00, and a social security number trace \$2.50. If the applicant has lived in more than one state, there is an extra federal search and possibly two federal searches are required if the applicant resided in a certain area within a state. If the applicant has lived in New York, there is an automatic \$65.00 charge. If you have questions on background checks, you may contact Jessica Webb in Human Resources at 753-6032.

HUMAN RESOURCE SERVICES PARKING LOT: Please be reminded that the HR parking lot is undergoing construction. If you plan to visit HR or Document Services, please enter via Stadium Drive and park in the lot to the east of the building. The project is scheduled for completion in November.

TIERED PARKING FEE PROPOSAL: Andy Small, Operating Staff Council president reports that APAC's proposal for a tiered parking fee structure based on an employee's salary vs. an across-the-board fee has been forwarded to the new chair of the Parking Committee (David Long). APAC will keep you informed on the status of this proposal.

GO GREEN: Would you like to see your pay advice on-line as soon as it is posted? If so, you might want to consider opting out of receiving the paper copy of your pay advice by accessing the Self-Service panel in PeopleSoft.

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, Excel, PowerPoint, On-Base and MyNIU 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.

SURPLUS ITEMS: 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 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 10, 2012. 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.