

The Administrative Professionals Advisory Council (APAC) met on Wednesday, October 14, 2009. Listed below are items discussed during that meeting:

*There is still room available to register for the First Aid session on Tuesday, November 3 and the 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.

*Based on the recent response regarding the possibility of offering Office Suite 2007 training to Administrative Professionals, the APAC has made the recommendation to the administration. We will keep you posted on any developments as they become available.

*The yearly mandatory Ethics Training will take place from October 20 through November 18, 2009. Direct any employees who need special accommodations or who have difficulty in completing the training to the Ethics Training Administrator Deborah Haliczzer at 753-6039.

*Pat Siebrasse, APAC member and president of the Kishwaukee Chapter of the International Association of Administrative Professionals, reports that the 26th Annual Scholarship Luncheon, Fashion Show and Raffle will be held on Saturday, November 14 at 11:30 a.m. in the Chandelier Room. For registration information, please see the attached flier or contact Pat at 753-1196.

*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.

Additionally, the following dates for the remainder of 2009 are set for OnBase training in the Wellness and Literacy Building at 3100 Sycamore Road - Lab 2120.

10/29/2009	from 1:30-2:30
11/17/2009	from 10:30-11:30
12/16/2009	from 2:30-3:30

*The following SURPLUS ITEMS ARE AVAILABLE:

- 1) Ink cartridge for printer (HP 92274A)...Carrie Williams, 753-9333
- 2) 7 Easystrike correctable ribbons (1299845) for IBM Wheelwriter 10 Series II typewriter...Ruth Maher 753-6546
- 3) Printer cartridges (BC-02, BC-05, BCI-21B)...Marzena Szmydt, 753-9542
- 4) 5 printer cartridges (Item #3909A for HP5 SI)...Rita Miller, 753-6442
- 5) Printer cartridge (Item 113405 for HP 4L, 4ML or 4P printers)...Rita Miller, 753-6442
- 6) Printer cartridge (Item R74-7003-150 for LBP 460 and 465 printers)...Rita Miller, 753-6442
- 7) 2 printer cartridges (HP92295A for HP printers II IID & III & IIID)...Rita Miller, 753-6442
- 8) HP toner cartridge 91A...Nancy Overton, 753-6928
- 9) 3 metal 3x5 index card file boxes...Rose Miller, 753-6033

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 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 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.

*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 with your specific area of expertise and we'll include you in the list.

*The next APAC meeting is scheduled for Wednesday, November 11, 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.

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.