

APSS NEWSLETTER

The latest news & updates from GVSU's APSS Union & its Members

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MEGAN EDING

This newsletter is published monthly. For submission information contact **Megan Eding** at edingme@gvsu.edu.



Visit our website:

apssgvsu.org



MEMBER NEWS

Bonnie Peterson - My son, Caleb (scarecrow) and daughter, Rylee (toucan) took advantage of a few fall festivals and trunk or treats with their twin cousins, Joey (lizard) and Andy (shark).



MEMBER NEWS, CON'T

Megan Eding - Our Texas Heeler, Charlotte, dressed up for Halloween as a Detroit Piston. She loves watching basketball with us! And I dressed up as Wonder Woman. I'm pictured here with one of our Spanish professors, Jason Yancey.



Diane Comstock - I work in the College of Health Professions, so this costume that I made seemed appropriate.



HR WORKSHOPS

LEADERSHIP

Leadership IQ offers 40 online on-demand e-learning training courses, covering the most critical leadership skills. These webinars are self-paced and are available to all GVSU employees at the following link: <https://www.gvsu.edu/hro/leadership-iq-155.htm>.

While some aspects of the courses have a business focus, the leadership concepts discussed easily apply in a higher education environment. Each 60-minute program is engaging, enlightening and gives leaders instant access to answer the most pressing leadership challenges. Watch a leadership seminar right on your computer. You never have to leave your office! They're available 24/7 anywhere with an internet connection.

For questions about Leadership IQ, related programs and how it can enhance your career, please contact Human Resources at HR_Career_Services@gvsu.edu or 616-331-2215.

The following four (4) workshops have been approved for PSS Development Credit:

1) Managing Teams in Times of Political Trauma

Presented by Inclusion and Equity

Approved for **Non-Technical** credit

One aspect of having a social justice approach means recognizing that conversations about diversity and appreciating social differences alone are not enough, and in order to get a more comprehensive understanding we must also acknowledge the structural dynamics of unequal social power that result in some groups having privilege, status, and access that are denied to others. Bringing our full selves to work means acknowledging that our lives are also impacted by forces and systems that exist outside of the workplace in ways that take a toll on various marginalized communities. In this workshop, participants will begin to explore ways to be supportive of their colleagues who are tasked with fulfilling their work obligations while at the same time being well aware that aspects of their identities are under attack beyond campus.

Tuesday, November 5	1:00PM - 3:00PM	2263 KC	Allendale
Tuesday, November 12	1:00PM - 3:00PM	716 EC	Pew

HR WORKSHOPS, CON'T

2) Optimizing your MS Outlook

Presented by Randy Dean

Approved for **Technical** credit

In this popular program on "getting the most from your Outlook" as well as "Taming Your E-mail Beast" for MS Outlook Users, Randy Dean, author of the recent Amazon e-mail bestseller, *Taming the E-mail Beast*, shows how to expand your capabilities with the market-leading Microsoft Outlook e-mail and professional organization software. Randy delves into Outlook-specific strategies for many of the most common areas of productivity loss (and possible gain!) afflicting many busy professionals today: managing multiple projects & tasks; maintaining "traction" when dealing with tasks and interruptions; clearing the clutter in your mind for better focus; keeping staff on task; tracking "who owes you what" and getting that information on time; and better managing your calendar and contacts for better time and relationship management. Randy will also share several tips and strategies for better managing, organizing and prioritizing your e-mail activities, including converting e-mails into tasks, calendar items, and contacts automatically, saving time by sending "auto-emails", cutting down on CC's, SPAM, and junk, and using "Rules" and "Quick Steps" to automate many of your e-mail processes.

Tuesday, November 19	8:30AM - 11:30AM	2204 KC	Allendale
Tuesday, November 19	1:30PM - 4:30PM	201 EC	Pew

3) Contracts 101

Presented by Legal and Risk Management

Approved for **Non-Technical** credit

The purpose of this session is to provide a brief introduction to contracts, contract management, and university Policies around the topic of contracts. This session will teach participants how to:

- Define a contract, and recognize what is/ is not a contract
- Know the difference between university budget authority and contracting authority
- Understand various contract provisions and identify areas where negotiations might be needed
- Understand basic Risk Management related issues commonly found in contracts
- Know when to call the Legal, Compliance, and Risk Management division for help

The intended outcome of this training will be to enable participants to better understand and protect themselves, as well as the institution, from the financial, legal, and reputational risks which can be associated with the contracting process.

Thursday, November 21	10:00AM - 11:00AM	203D DEV	Pew
Friday, November 22	9:00AM - 10:00AM	2270 KC	Allendale

HR WORKSHOPS, CON'T

4) Inclusion Advocate Annual Update Meeting

Presented by Inclusion and Equity

Approved for **Non-Technical** credit

The 2-hour Inclusion Advocate Annual update will focus on inclusive recruitment and selection practices, and updates on GVSU's requirements for Affirmative Action/EEO. Attendance is required for all Inclusion Advocates. The Inclusion Advocate program includes: a formal registration and application process, a preliminary orientation and training, on-going support, required annual meetings and participation in Social Justice Education workshops, recognition for service, and an annual evaluation process. Visit our [website](#) to learn more about the program criteria.

Friday, November 22

1:00PM - 3:00PM

122E DEV

Pew

Register for these workshops today on [Sprout](#).

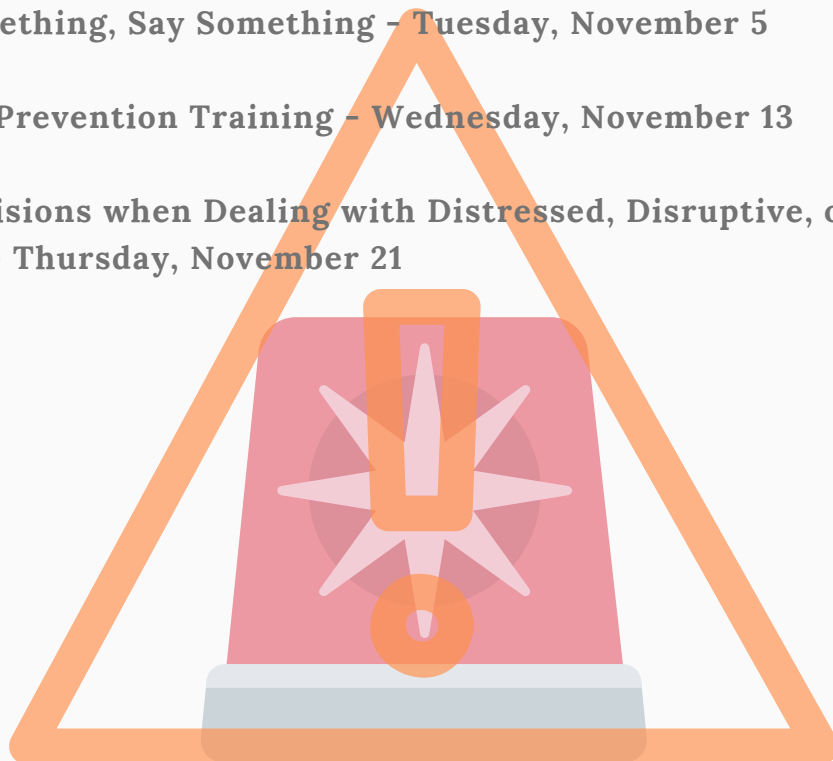
The following three (3) workshops have been approved for non-technical PSS Development Credit for Department Emergency Contacts ONLY:

Please refer to the links provided in the 9/17/19 email to DECs titled: "DEC training seminars for Fall 2019" for more info and how to sign up.

1) 911 - See Something, Say Something - Tuesday, November 5

2) QPR Suicide Prevention Training - Wednesday, November 13

3) Decisive Decisions when Dealing with Distressed, Disruptive, or Dangerous Developments - Thursday, November 21



HR WORKSHOPS, CON'T

Grand Huddle Series

Presented by the Office of the President
Approved for **Non-Technical** credit

The final session is currently at capacity. However, if you attended one of the previous staff sessions, they have been approved for non-technical credit. Check out the [Grand Huddle Series](#) website for more information.

Wednesday, November 20 9:00AM - 10:30AM 123 CHS Health Campus

GVSU Pew Mom's Network

Wednesday, November 13

12:00PM - 1:00PM - DEV 119E

Holiday Recipe Exchange - Discussion on family favorite recipes, quick and easy recipes, and health snack recipes. Bring a recipe, take a recipe and add something new to your holiday feasts!



GVSU Allendale Mom's Network

Tuesday, November 19

12:00PM - 1:00PM - KC 2201

What's going on in your life? What's weighing on your mind as a mother? Join us for an open and honest discussion.



Register today for these workshops on [Sprout](#) and/or elsewhere when noted.

UNION NEWS



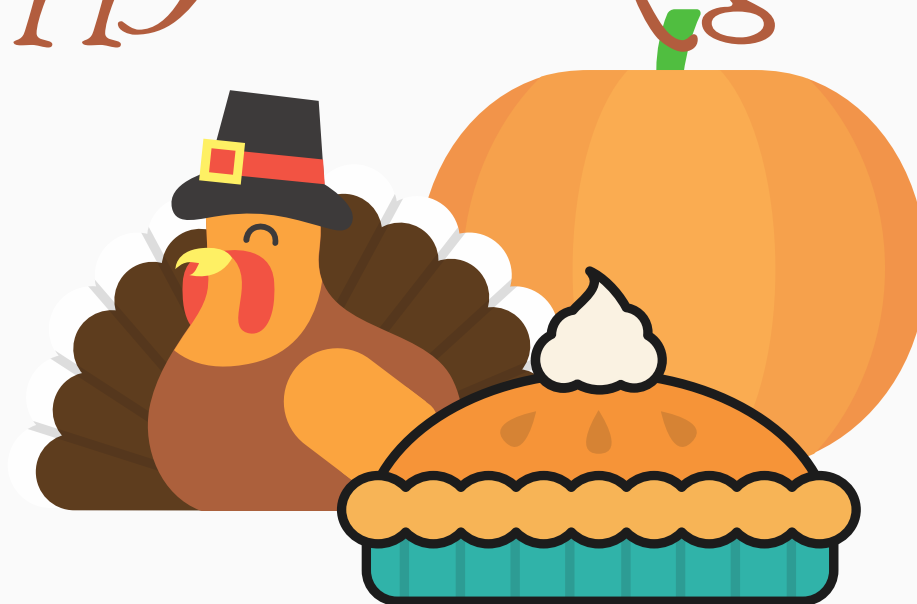
Michelle Holstege - Auto Insurance Reform – Make Sure You are Covered! As many of you know, the Michigan Legislature passed Auto Insurance reform that will go into effective in the year 2020. You will be able to elect what level of medical coverage you would like for your automobile insurance after July 1, 2020. Currently, Michigan auto insurance carries unlimited medical coverage. (If you were in a prior accident you will still receive those benefits at the unlimited level.)

This has the potential to lower your auto insurance costs depending on the level of medical coverage you carry. Make sure to discuss this with your auto insurance agent. When you have that discussion please remember that our health insurance **does not coordinate with our automobile policies**. If you are in an auto accident after July 1, 2020 before claims would be paid, Priority Health would determine if there were other parties that would be responsible for the claims.

For more detail on subrogation, follow this link to the GV High Deductible Plan document and see the heading “ Plan’s Right to Reimbursement and Subrogation Right” on page 63:

https://www.gvsu.edu/cms4/asset/614589D9-D87D-F6884E9414B96B94C137/2018_hdhp_spd_updated.pdf.

Happy Thanksgiving



from your APSS board!

BENEFITS & WELLNESS

2020 OPEN ENROLLMENT

Begins October 22, at 8am
Closes November 6, at 5pm

Open Enrollment 2020 - Closes November 6 at 5:00PM

The 2020 [annual benefits open enrollment](#) is your opportunity to take a closer look at your benefit options!

FREE Drop-In Low Impact High Intensity Interval Training (HIIT) class for faculty and staff

Every Thursday 4:15-5:00PM through November 21

Winter Hall Fitness Room, Pew Campus

High Intensity Interval Training (HIIT) describes any workout that alternates between intense bursts of activity and fixed periods of less-intense activity or even complete rest. It is without question one of the most effective and efficient ways to burn fat and boost aerobic capacity, but what most people don't realize is that it doesn't have to be high impact. In this class participants will still reap the fat-burning, metabolism-boosting benefits of a HIIT workout, but with low impact moves. Register each week before noon on Thursdays on [Sprout](#).



Work Life Resources

The holiday season is upon us and can be stressful. Have an issue at hand? We have [work life resources](#) for you. Check out all that is available depending on the topics that are relevant for you ranging from addressing student needs, parenting and financial health to culture and spirituality.

2019-2020 BUILDING REPS

CHERYL BRONNER	X13327
STU, 1ST FLOOR	
TAMI JOHN	X12350
CAC & KC	
BILL GRIMALDI	X13859
AH, CUB, & SER	
MATT COLLVER	X15583
CHS & RFH	
BARB ELLIS	X18611
KHS & LMP	
LINDSEY BURNS	X12186
MAK & NLC	
DEB ROTMAN	X12297
AGS, LHH, LSH, & PAC	
MARK SAINT AMOUR	X12530
FH & MAN	
HOLLIE RAGO	X13426
CON, JHZ, LMH, & NMH	
KATIE HAYNES	X13006
HHLC, HRY, & PAD	
JOYCE SULLIVAN	X13730
ASH	
AUTUMN DEROO	X15936
EC, KEN	
PATTI MCCARTHY	X16751
DEV, 1ST & 2ND FLOORS	
SANDRA JENNINGS	X16848
BICYCLE FACTORY & SCB	
VICKI HELGESON	X12630
LIB	
LINDSAY BOGI	X13585
STU, 2ND & 3RD FLOORS	
VICKI WENGER	X13898
LOH	
PATRICK PERRY	X16202
DEV, 3RD & 4TH FLOORS	
VACANT POSITION	
HOLLAND, MUSKEGON, & TRAVERSE CITY	

MEMBER RELATIONS TEAM

RHONDA LEMIEUX	X13268
CHAIR	
CHERYL FISCHER	X13000

IMPORTANT DATES

Daylight Savings Time Ends - November 3
No classes - November 27-29
University closed - November 28-29

UPCOMING ISSUE

Share a holiday recipe and/or holiday tradition with **Megan** at edingme@gvsu.edu by 12:00PM on Monday, November 25.

NOVEMBER DATES

BIRTHDAYS

6 - Susan Brunell
7 - Julie Noto
7 - Jo Ann
Boon-Shelton
19 - Sue Palazzolo
22 - Rhonda LeMieux
22 - Ericka Orduña
Rivera
28 - Tammy Tobar

WEDDING ANNIVERSARY

3 - Cheryl Lillibridge
(40 yrs)
18 - Sara Walker (14 yrs)
26 - Rafael Juarez-Yuen
(3 yrs)
Cheryl Fischer (42 years)

GVSU ANNIVERSARY

3 - Carrie Shoup (11 yrs)
6 - Amanda Reader (19 yrs)
7 - Sue Palazzolo
11 - Shawn Evans (17 yrs)
14 - Ronda Huster (8 yrs)
15 - Susan Brunell (20 yrs)
17 - Sandee Snyder (11 yrs)
23 - Coreen Bedford
26 - Cheryl Lillibridge
(18 yrs)

Thinking of You Cards:

Do you know someone who is off work because of surgery, illness, or accident? Please let **Deb Barko** know at barkod@gvsu.edu. She will send a card from our Association.

If you would like your birthday, GVSU anniversary, and/or wedding anniversary published in the newsletter, or if you have suggestions for an upcoming issue, email **Megan Eding** at edingme@gvsu.edu.