

APSS NEWSLETTER

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

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This newsletter is published monthly. For submission information contact

Megan Koeman-Eding at edingme@gvsu.edu.



Visit our website:

apssgvsu.org



MEMBER SHARES

Marissa LaPorte- I bought a condo this past February so it's the first garden I've had since I was growing up in the UP.

I had to improvise and grow the plants inside the three seasons room due to housing association rules but there are green onions, peas, beans, peppers, basil, and cilantro growing in our planters!



MEMBER SHARES, CON'T

Bonnie Peterson - I was excited to find ranunculus plants this spring. Ranunculus were part of my wedding flowers and I'm hoping I have good luck growing some in my own garden! I also always look forward to enjoying bouquets of peonies from my mother-in-law's garden each year, here's the first one of 2021.



Craig Hammerlind - Here's an image of last year's patio!



HR WORKSHOPS

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

*Please note that although they are not listed in Sprout as approved for PSS Development Credit, HR has approved them. Remember to enter them in the [PSS Development Credit website](#) after taking the training!

1) Responding to Distressed Colleagues - A toolkit for GVSU Faculty/Staff Presented by Benefits and Wellness Approved for **non-technical** credit

The goal of this training is to increase awareness, knowledge, and confidence in responding to crisis situations for colleagues and co-workers on and off campus. Participants in this workshop:

- Will review and learn how to use the GVSU Responding to Distressed Co-Workers process map, a tool for faculty and staff
- Engage in interactive crisis training scenarios where outreach to Encompass, EAP, or GVPD emergency services might be warranted

Presented by Sara Eklove and Gary Atkins from Encompass, GVSU’s Employee Assistance Program

Tuesday, June 8

12:00PM - 1:30PM

Virtual

Frequently Asked Questions

What happens when a crisis occurs... on a weekend? ... on a holiday? ...off campus?
 No matter what time of day, if in doubt call 911 or Encompass if you are worried about someone’s safety. Whether a crisis occurs on a weekend, holiday, or off campus, continue to follow the red, yellow, and green protocol outlined on the decision map.

What if you do not know where the person of concern is?
 For emergencies (red categories), call 911. The police will be able to gather information on the individual’s location.

What if the crisis is happening to a student?
 If there is an immediate safety or medical risk call 9-1-1. For information on student crisis support consult the Red Folder, which can also be found online under the University Counseling “For Faculty and Staff” webpage.

Will GVSU be notified of the crisis?
 Per the protocol outlined in the decision map, we ask that you follow up with the Wellness Manager after the incident. This will allow GVSU to provide appropriate resources and support.

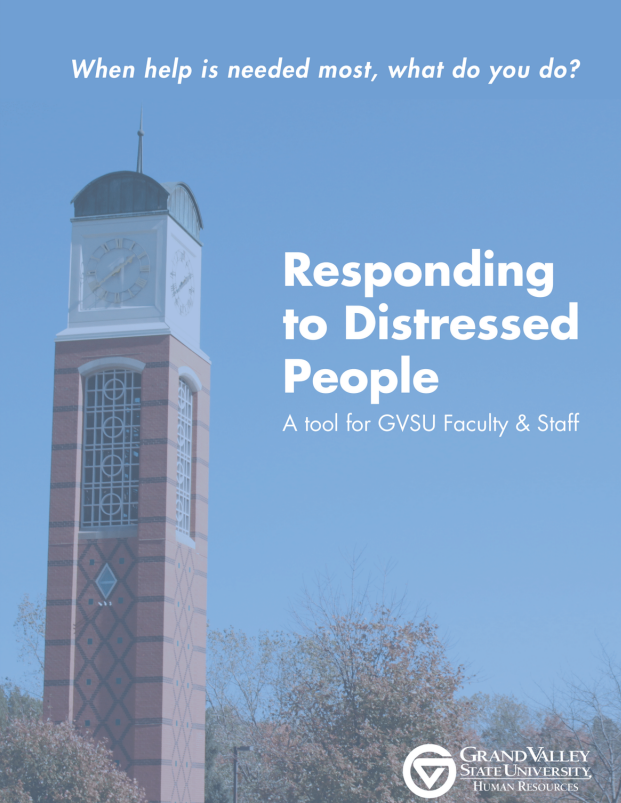
What if I am not sure about the crisis?
 Encompass offers crisis consultation for employees 24/7. If you are ever unsure about what to do you can consult with Encompass and they will walk you through the appropriate steps.

What if I am the one who is in crisis?
 On campus:
 • Call 911 if you feel you are in harm to yourself or others and ask for help
 • Reach out to Encompass for an emergency consult at 800-788-8630

The following are resources available locally and nationally. These resources are not vetted or endorsed by Human Resources.


<p>GV Resources</p> <ul style="list-style-type: none"> • Grand Valley Police Department: 616-331-3255 • Encompass: 1-800-788-8630 <p>For Students:</p> <ul style="list-style-type: none"> • For student support or to request QPR or Red Folder Training contact University Counseling: 616-331-3266 or gvsu.edu/counsel • After business hours call 911 	<p>Local Resources (Non-Emergency Numbers)</p> <ul style="list-style-type: none"> • Ottawa County Mental Health: 1-866-512-4357 • In Grand Haven: 616-842-4537 • In Holland: 616-396-4357 • Kent County Mental Health: 616-336-3909 • Muskegon City Police: 231-724-6750 • Detroit Police: 313-596-2200 • Traverse City (Grand Traverse Sheriff’s Office): 231-922-4550 	<p>National Resources</p> <ul style="list-style-type: none"> • National Suicide Prevention Line: 1-800-273-TALK or 1-800-SUICIDE • TTY Hearing and Speech Impaired: 1-800-799-4TTY • Crisis Text Line: Text 741741 • Veteran’s Crisis Line: 1-800-273-8255 and Press 1 or text 838255
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When help is needed most, what do you do?



Responding to Distressed People

A tool for GVSU Faculty & Staff



For any additional questions, please contact Wellness Manager Lindsey DesArmo at desarmli@gvsu.edu

HR WORKSHOPS, CON'T

2) Closing the Gap - International Students and Campus Employers

Presented by Student Employment & Padnos International Center

Approved for **non-technical** credit

As a campus employer, are you unsure about hiring international students? We know you have lots of good GVSU students to choose from for your jobs and we want you to know why international students make great hires! We'll talk about the international student experience, the rules of their visa, and what supervising international students looks like.

By being open to hiring international students, you have the opportunity to help these students with the many employment challenges they face in the US. Additionally, you can serve as a mentor figure (from tips on warm winter boots to workplace advice) as well as set an example of a great supervisor.

Thursday, June 17	10:00AM - 11:00AM	Virtual
Wednesday, June 23	2:00PM - 3:00PM	Virtual
Friday, June 25	10:00AM - 11:00AM	Virtual

3) Blackboard Essentials - Evening Edition

Presented by eLearning and Emerging Technologies

Approved for **technical** credit

This seminar is recommended for faculty/staff who want to learn the most commonly used features of Blackboard. This seminar is a badge-eligible event. More information about earning this badge can be found on our Faculty Badges @ GVSU website.

Learning Objectives

After completing this workshop, the user will be able to:

- Access Bb and make their course available to their students
- Identify and be able to use important Bb communication features (Announcements, Email, Discussion Board, etc.)
- Customize their Bb course menu
- Upload, edit or delete files in their Bb course
- Create and understand the differences between a folder or a learning module
- Organize content within a folder or a learning module
- Add an external web link in their Bb course
- Add a mash-up or other multimedia content (YouTube, Flickr, SlideShare, Panopto video, etc.)
- Create an online assignment
- Access the Grade Center and have a basic understanding of how to navigate the Grade Center, as well as grade an online assignment

Thursday, June 24	7:00PM - 8:30PM	Virtual
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HR WORKSHOPS, CON'T

4) Zoom 101

Presented by eLearning and Emerging Technologies

Approved for **technical** credit

Learn the basics of using Zoom to meet with your students. After completing this workshop, the user will be able to:

- Identify basic webinar protocols
- Find the Zoom tool in Blackboard
- Schedule a meeting and launch Zoom
- Use reactions
- Use chat
- Change roles
- Record sessions

Friday, June 25

10:30AM - 12:00PM

Virtual



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

BENEFITS AND WELLNESS

GVSU Parenting Network: Dads

Thursday, June 10

12:00PM - 1:00PM

A Dads Group is a great place for finding resources. We each have our own set of issues, stressors, and problems to survive daily. Sometimes it can all be overwhelming, to say the least. But when you attend a dads support group, one thing does become incredibly clear...You are not alone, all of us have similar issues to deal with. Join other GVSU dads or grandfathers for interesting, lively, and humorous discussions on being a father! Register in [Sprout](#) for Zoom meeting link.



Last call for 2021 THRIVE @ GVSU!

Deadline to connect with a Priority Health Wellness coach for the 2021 THRIVE @ GVSU program year is **June 30**. Sign up today.

<https://www.gvsu.edu/hro/benefitswellness/thrive-gvsu-501.htm>



Fidelity: #OneTransaction to help close the racial wealth gap

Saturday, June 19 (Juneteenth)

1:00PM - 6:00PM

Join OneUnited Bank—the largest Black owned bank in America and first Black owned digital bank—in partnership with Visa and Fidelity Investments, for a free financial conference to focus on the #OneTransaction that will close the racial wealth gap and create generational wealth for your family.

Special guests include: Tiffany Haddish, Daymond John, Tiffany “The Budgetnista” Aliche, and many more.

Secure your free ticket today, limited spots available: <https://www.oneunited.com/onetransaction/fidelity/>

OTHER NEWS

Meet GVSU's Employee Ombuds, Eliza Salazar, MA, MS, LMSW

"I endeavor to be worthy of the trust placed in me."

<https://www.gvsu.edu/employeeombuds/>

YOUR TRUSTED NAVIGATOR

MEET THE EMPLOYEE OMBUDS

Elisa Salazar, MA, MS, LMSW



REASONS TO REACH OUT TO YOUR OMBUDS

- I do not know how to proceed
- I am trying to avoid escalation conflict
- I feel unfairly or insensitively treated
- I believe that my due process rights have been violated
- I feel subjected to intimidating, bullying, or toxic behavior
- I feel, I am not being listened to
- I feel powerless
- I need coaching on dispute resolution skills
- I believe the University should improve its policies, procedures, & patterns of treatment
- I am having an issues with a colleague

HOW TO TELL OTHERS ABOUT THE OFFICE

Remember that working with the Ombuds is confidential, off-the-record, and voluntary.

You may want to remind faculty and staff of the Ombuds Office by saying:

"Did you know there is a voluntary, confidential resource for you at GVSU? She is available to act as a trusted navigator who can listen and offer options."



Neutral | Independent | Confidential | Informal



The Ombuds Office is like a lighthouse that shines a light in all directions and is grounded in the standards of practice. This is in alignment with the IOA standards of practice and code of ethics.

CONTACT ME

✉ employeeombuds@gvsu.edu ☎ 616-331-8009

Virtual appointments are available.

Please do not send confidential information via email.

Office of the Employee Ombuds - Grand Valley State University (gvsu.edu)

- What an Ombuds does and does not do
- Student Ombuds

*All underlined items are links



UNION NEWS



Open Building Representative Positions!

Are you looking for the chance to get involved with our Union? We've got a few open Building Representative positions available to represent our members in the **FH**, **LIB**, and **MAN**. If you'd like more information on what it means to be a Building Rep and how to become one, reach out to our President, Becky Bakale (bakaler@gvsu.edu).

From Lindsey Burns, Building Rep for MAK and NLC: *"I enjoy being a building rep in the APSS union because I feel it gives me a chance to be more involved at the University level, has introduced me to all kinds of wonderful people, and given me a chance of leadership as well."*



Tami John - We have extra "slightly flawed" APSS leather-bound notebooks that we handed out earlier this year. The printers has some color issues with their first run. If you'd love another and don't mind the slight flaw, please contact Tami (johnt@gvsu.edu).

Do you have 200+ vacation hours? (con't)

Make sure you are taking your earned vacation hours-Per our contract

- No more than 200 for full time and 100 for part time of earned vacation hours may be carried over from one calendar year to the next.
- If you are retiring you can be compensated for 160 of your earned vacation hours

12.2.1. Allowance and Accrual

A. Accrual- Regular full-time and regular part-time staff members accrue .077 hours of vacation time for each hour worked for up to a total of 20 vacation days annually. In the event that the staff member leaves the University prior to accruing the actual number of vacation hours used, the balance shall be deducted from his or her final paycheck. Academic year staff members and full-time staff members working a schedule of less than forty (40) hours (as of October 1, 2002) shall be grandparented and made whole in terms of vacation accrual.

UNION NEWS, CON'T



B. Vacation Carry-Over. No more than two hundred (200) hours (one hundred (100) for part-time staff members) of earned vacation may be carried over from one calendar year to the next calendar year. In the event that workload or staffing issues preclude the staff member from utilizing their accrued vacation days during the calendar year, such staff member may submit a request to the Human Resources Office specifying the circumstances necessitating carrying over more than two hundred hours (200) per year. Such requests will be considered on an individual basis. If it is determined that business circumstances beyond the staff member's control precluded the use of vacation time, they will be permitted to carry over additional vacation hours. Staff members are responsible for monitoring and requesting vacation in order to make full use of this benefit.

12.2.2. Use of Vacation Time

A. Vacation time may be used as soon as a staff member has completed six (6) months of employment.

B. Vacation time shall normally be granted when requested, and supervisors will make every effort to accommodate. Should vacation requests cause a hardship staff members may be denied use. Seniority shall determine who can go when limitations are required on usage in that unit, unless the vacation was previously approved by the supervisor. When a request is denied, supervisors will work with the staff member on alternative dates for the requested vacation at the convenience of both the staff member and unit.

C. A request for the use of vacation time shall generally be submitted at least twenty (20) working days in advance of the beginning of the vacation time. A response shall be made within ten (10) working days of the request. If no response is received within ten (10) working days the request is considered to be granted. Operating unit supervisors will be entitled to request a tentative vacation schedule early in each calendar year.

D. Staff members shall receive compensation for accrued but unused vacation, up to one hundred and sixty (160) hours, upon leaving the employ of the University provided that the staff member gives at least two (2) weeks notice of their intention to leave. Vacation time shall not be used to continue employment beyond the last day worked for the University.

E. One "personal vacation" day (available in no less than 2 hour increments) per staff member per calendar year may be taken out of accrued vacation time. 1. Staff must notify their supervisor prior to the end of the staff member's shift on the day prior to the requested "personal vacation" day. 2. No more than one employee per supervisor per day may use a "personal vacation" day without supervisor approval. More staff may use accrued vacation time with supervisor approval. 3. Personal vacation days shall generally not be taken during department designated lockout or blackout days. 4. No "personal vacation" days during GVSU unusual or emergency situations.

UNION NEWS, CON'T

APSS Bargaining Team Update

The APSS Bargaining Team continues to meet weekly to refine our discussion on contractual areas of interest identified by APSS membership through the survey feedback, recent APSS Town Hall, and emails that we receive from you at apssbargaining@gmail.com. We are beginning to conduct a comparative analysis of potential financial interests, and are gearing up to begin bargaining in person with the University's Bargaining Team.

The APSS Bargaining Team and the University's Bargaining Team will begin meeting as one large group toward the beginning of June for an Internet Based Bargaining training/refresher, a financial overview, and a benefits overview. We will follow these meetings with an introductory meeting to discuss and determine a schedule for bargaining our next contract throughout the spring/summer semester.

Please feel free to connect with any Bargaining Team member with any matter that you would like to highlight as we prepare for contractual negotiations.

On behalf of your APSS Bargaining Team,

Shawn Evans
Bargaining Chair
Alliance of Professional Support Staff (APSS)

2020-2021 BARGAINING TEAM

CHAIR

SHAWN EVANS

EX OFFICIO

BECKY BAKALE

CHERYL FISCHER

MEMBERS

MICHELLE HOLSTEGE

TAMI JOHN

SARAH KOZMINSKI

RHONDA LEMIEUX

LEGAL COUNSEL

JOHN KARAFKA

EMAIL

apssbargaining@gmail.com



UNION NEWS, CON'T

Get to know your APSS Building Reps

This month, we've put the spotlight on Building Reps Katie Haynes (HHLC, HRY, PAD) and Patrick Murdock (BIK and SCB).

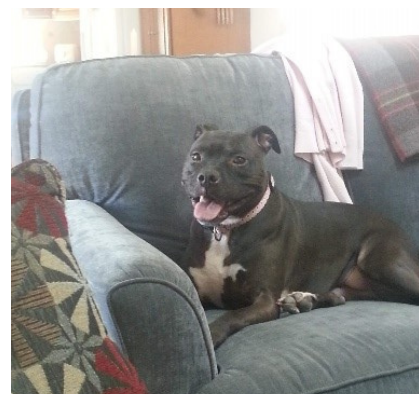
Katie Haynes, HHLC, HRY, and PAD Building Rep

Academic Department Coordinator - *Biomedical Sciences Department*

I have been at GVSU for 12 years. I started as a part-time Department Secretary in the Biomedical Sciences office for 6 years, spent 3 years as a full time Department Secretary in the School of Communications before I returned “home” to the Biomedical Sciences office as the Academic Department Coordinator for the past 3 years.

I previously worked with our Wrestling Club on campus. I spent 15 years as their Director of Operations, which is better known as their mom! I enjoyed my time building lifelong friendships with the wrestlers, coaches, families, opposing coaches and even referees!

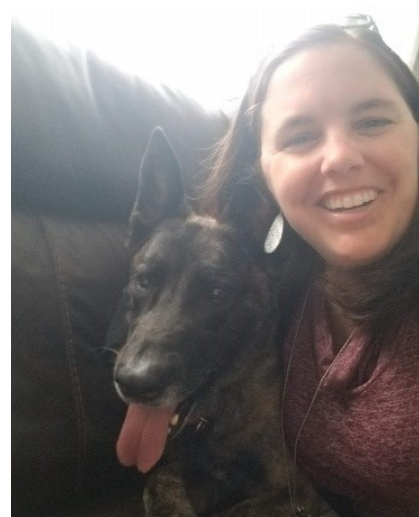
Now that I have my weekends free of wrestling, I spend lots of time with my “side business” of dog sitting. This has expanded to cat sitting as well now! I am also a huge sports fan. Nothing better than spoiling a pet (mine or someone else’s) while watching the game!



This is my baby girl, Stella. A former wrestler witnessed Stella being mistreated and rescued her. I’ve had her the past 7 years (she is 11) and she is the best dog!



2016-2017 Wrestling Team



This is Dutch, one of the dogs I get the joy of spending time with. When this picture was taken, he worked hard at protecting the streets of the City of Wyoming and surrounding areas as a K-9. He is now enjoying the retirement life!

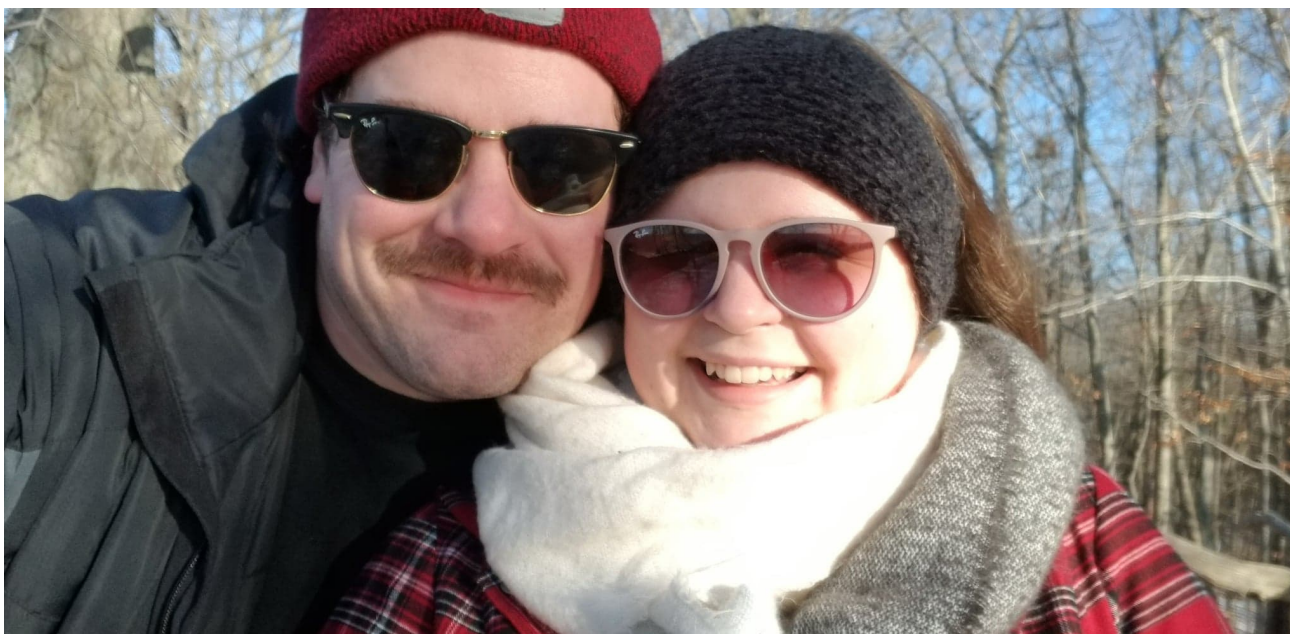
UNION NEWS, CON'T

Get to know your APCS Building Reps

Patrick Murdock, BIK and SCB Building Rep

Media Services Assistant - Information Technology

Patrick Murdock (31) is a resident of Muskegon. He is a newlywed as of May 29th and is going on his fourth year working at GVSU. In his spare time he enjoys gardening, landscaping, DIY projects, and barbecuing.



2020-2021
BUILDING REPS

CHERYL BRONNER	X13327
STU, 1ST FLOOR	
TAMI JOHN	X12350
CAC & KC	
MATT COLLVER	X15583
CHS & RFH	
BARB ELLIS	X18611
KHS & LMP	
LINDSEY BURNS	X12186
MAK & NLC	
DEB ROTMAN	X12297
AGS, LHH, LSH, & PAC	
HOLLIE RAGO	X13426
CON, JHZ, LMH, & NMH	
KATIE HAYNES	X13006
HHLC, HRY, & PAD	
JOYCE SULLIVAN	X13730
ASH	
AUTUMN DEROO	X15936
EC, IDC, KEN	
RAYSHENA WILSON	X17130
DEV, 1ST & 2ND FLOORS	
PATRICK MURDOCK	X19188
BIK & SCB	
LINDSAY BOGI	X13585
STU, 2ND & 3RD FLOORS	
VICKI WENGER	X13898
LOH	
PATRICK PERRY	X16202
DEV, 3RD & 4TH FLOORS	
IRINA GROUGAN	X17606
TC REGIONAL CENTER, HOLLAND, & MUSKEGON	
BRIAN DENUYL	X12025
AH, CUB, SER	
VACANT POSITIONS	
FH, LIB, MAN	

MEMBER RELATIONS
TEAM

RHONDA LEMIEUX	X12557
CHAIR	
VACANT	

IMPORTANT DATES

Spring Classes End - June 21
Summer Classes Begin - June 28

UPCOMING ISSUE

Share your summer vacation plans with **Megan** at edingme@gvsu.edu by 5:00PM on Friday, June 25.

JUNE DATES

BIRTHDAYS

- 11 - Denise Gross
- 17 - Brian DenUyl
- 18 - Carrie Shoup
- 23 - Mary Van Popering
- 24 - Shyceka Armstrong

GVSU ANNIVERSARY

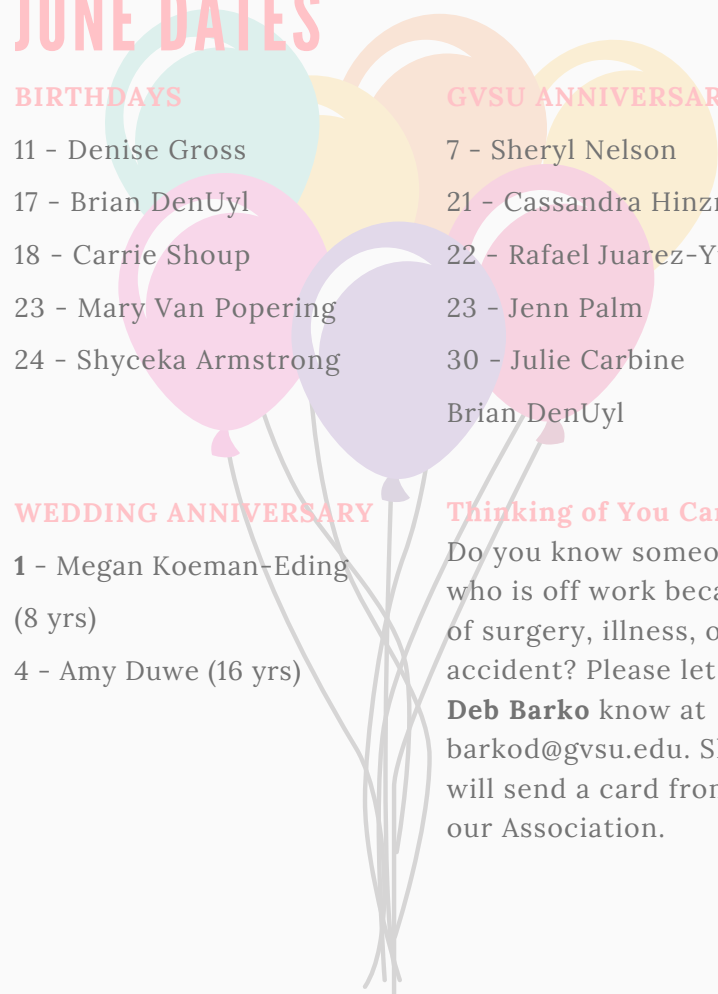
- 7 - Sheryl Nelson
- 21 - Cassandra Hinzman
- 22 - Rafael Juarez-Yuen
- 23 - Jenn Palm
- 30 - Julie Carbine
- Brian DenUyl

WEDDING ANNIVERSARY

- 1 - Megan Koeman-Eding (8 yrs)
- 4 - Amy Duwe (16 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, wedding anniversary, job change, and/or retirement notice published in the newsletter, or if you have suggestions for an upcoming issue, email **Megan Koeman-Eding** at edingme@gvsu.edu.