

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

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Visit our website:

apssgvsu.org

Fall is in the air!

MEMBER SHARES

Tami John - Multiple departments and organizations at GVSU hosted a Haunted Arboretum event on campus. These boys had so much fun!



MEMBER SHARES, CON'T

Jenna Stehouwer - Pumpkin Spice Muffins

Prep Time 15 minutes, Cook Time 15 minutes, Total Time 30 minutes

Servings 18

Ingredients

1 cup canola oil
 2 cups granulated sugar
 2 teaspoons vanilla
 3 large eggs
 2 cups solid pack pumpkin
 3 cups all-purpose flour
 1 teaspoon salt
 1 teaspoon baking soda
 2 teaspoons baking powder
 2 teaspoons cinnamon
 1 teaspoon pumpkin pie spice
Streusel Topping:
 3 tablespoons cold butter
 1/2 cup granulated sugar
 1/2 cup all-purpose flour
 1/4 cup powdered sugar



Instructions

1. Preheat the oven to 375 degrees.
2. Mix together the oil, sugar, eggs, vanilla and pumpkin in a bowl. Set aside. In a separate bowl, mix together the flour, salt, baking soda, baking powder, cinnamon and pumpkin pie spice. Add the wet ingredients to the dry ingredients and mix just until combined.
3. Spoon the batter into muffin pans that have been sprayed with cooking spray. Divide the batter to make 18 muffins.
4. In a small bowl, cut the butter into the flour and sugar with a knife and/or fork. Mix until it resembles crumbs and the butter is in small pieces.
5. Divide the streusel between the 18 muffins, sprinkling it over the unbaked dough.
6. Bake the muffins for 18-22 minutes, until the cupcakes have risen and a toothpick inserted in the center comes out clean.
7. Allow the muffins to cool in the pan for 10 minutes, then remove them to a wire rack to cool completely.
8. Once the muffins are cool, use a sifting spoon to sift powdered sugar over top.

Nutrition

Calories: 253 cal | Carbohydrates: 50g | Protein: 3g | Fat: 4g | Saturated Fat: 1g | Cholesterol: 36mg | Sodium: 221mg | Potassium: 138mg | Fiber: 1g | Sugar: 30g | Vitamin A: 4340IU | Vitamin C: 1.2mg | Calcium: 38mg | Iron: 1.7mg

MEMBER SHARES, CON'T

Cassandra Hinzman - My twin daughters and I attended the Renaissance Festival on GVSU campus on October 9th. We had a great time! There were several vendors that were selling a variety of things to purchase. They even had a Blacksmith booth and he was forging for everyone to watch. They also had a booth setup of different swords and weapons that were used throughout the ages and the regions of the world they were used in.



Diana Briggs - A little bit of Halloween fun!



HR WORKSHOPS

With the ratification of the 2021-2025 APSS contract, Professional Development credits are no longer needed for wage advancements. However, our newsletter will continue to feature trainings that are beneficial to our members.

Concur Trainings

Concur Travel Training

Presented by Business and Finance

This is an overview of requesting travel, booking travel, and setting up a travel profile.

Monday, November 1 **11:00AM - 12:00PM** **Virtual**

Concur Training Q&A

Presented by Business and Finance

This is a general open forum for questions about Concur.

Tuesday, November 2 **1:00PM - 2:00PM** **Virtual**

Tuesday, November 9 **9:00AM - 10:00AM** **Virtual**

Concur Expense Training

Presented by Business and Finance

This is an overview of expense reimbursement and purchasing card reconciliation.

Thursday, November 4 **9:00AM - 10:00AM** **Virtual**

Tuesday, November 23 **11:00AM - 12:00PM** **Virtual**

Concur Approval Training

Presented by Business and Finance

This is an overview of the approval process for both delegates and approvers.

Thursday, November 18 **9:00AM - 10:00AM** **Virtual**

HR WORKSHOPS, CON'T

Register today for these
workshops in **Sprout!**

Anti-Racism, White Consciousness

Presented by Inclusion & Equity

What does it mean to be white in the United States during a time of intensified racism? How does being white permeate one's consciousness, and how do we collectively interrupt racism through action? This seminar aims to unpack the ways that white identity impacts our sense of self and our relationship to others. We will focus on the history of white supremacy, self-reflection, and strategies for integrating one's whiteness identity with advocacy. The ultimate goal is to create a brave space of support for people who self-identify as white, as we work together to hold ourselves and each other more accountable as allies in addressing issues of oppression.

This is a 5-session learning cohort with the expectation that participants will be able to attend every session. Sessions are virtual from 2:30-4:30 on the following dates:

Monday, November 1, Monday, November 8, Monday, November 22, Monday, November 29, and Monday, December 6

Visual Literacy: An Introduction

Presented by Pew Faculty Teaching and Learning Center

Concepts of visual literacy are explored through the various aspects, components and contexts that determine what we see, how we see, and how we, as individuals, socially construct meaning from what we see. This introductory session is part of a series of learning modules that will help faculty and staff to improve how we utilize visual content in our teaching, training, and learning. The series was developed by a cross-departmental team within our university, and incorporates the results of a GVSU faculty survey in 2019.

Wednesday, November 3 10:00AM - 12:00PM Pew DEV 107D

Banner & OnBase Finance Users Training

Presented by Business and Finance

This training is designed for faculty and staff who are responsible for processing invoices, transfer requests, department deposits, check requests and other OnBase functions, and who are responsible for management and oversight of departmental budgets using Banner. This is a hands-on training, so please ensure that prior to the training, you have access to both OnBase and Banner, with permissions to view and work with the FOAP's you will be managing. This will be a virtual training, but I do have a Binder you will need. Please reach out to me to arrange pickup or mailing of the binder.

Tuesday, November 16 1:00PM - 3:00PM Virtual

Wednesday, December 8 1:00PM - 3:00PM Virtual

BENEFITS & WELLNESS

Don't ghost your retirement account: Financial Wellness Tips

PSS & MGS Retirement Contributions

If you are a PSS or MGS employee, you may be missing out on free money. Grand Valley contributes an automatic 8% to your retirement account, whether it's with TIAA and/or Fidelity, but you could be getting 10%. If you contribute at least 2% to your retirement account, GVSU will match that 2% for a total of 10% in contributions. [Enroll on the Retirement Planning website.](#)

Is your beneficiary up-to-date?

What happens to your savings if something happens to you? If you have not declared a beneficiary or do not know who it is, we encourage you to update your beneficiary information in your Retirement Planning account. Review the 3 reminders below to make sure you're all set:

1. **Know your beneficiaries:** Update and know who your beneficiaries are.
2. **Your spouse as your beneficiary:** If you are currently or were previously married during your time at GVSU, your spouse is automatically your beneficiary. If you would like to name a different beneficiary other than your spouse, your spouse must sign a spousal waiver.
3. **Beneficiaries under the age of 18:** If something were to happen to you and you have listed a beneficiary that is under the age of 18, that individual will not have access to your retirement savings until their 18th birthday.

Open Enrollment Includes Opportunity to Support Students

As you move forward with your 2022 open enrollment selections this month, please keep our students in mind.

At the end of the open enrollment process, you'll be invited to make or renew a gift to support our students. It's a great way to remember your annual gift and to renew your commitment to our students and their success.

"A little goes a long way," said Paul Stephenson, Co-Chair, Faculty and Staff Campaign. "Faculty and staff gifts of any size work collectively to provide the extra help our students need to succeed. Lakers help Lakers. It's just what we do."

Whether you give to the Student Support Fund, an academic program, or a scholarship, your gift matters and helps provide for our students. Natalie Trent, Co-Chair, Faculty and Staff Campaign shares why faculty and staff giving makes such a difference.

"Your giving inspires other donors, and together, we make a significant difference. Corporations, foundations, community members, and alumni all look to us to lead the way which is why our giving matters so much."

For questions about the open enrollment giving opportunity or how you can give, please contact Jen Wardrop at (616) 331-6644 or wardropj@gvsu.edu. You can always make your gift online directly at www.gvsu.edu/giving/give

BENEFITS & WELLNESS, CON'T

The Moms Network

Tuesday, November 9

12:00PM- 1:00PM

The Moms Network is a network of support for working mothers and caretakers who are employed at GVSU. This group provides a casual space to check-in, share resources, talk about feelings and experiences, and take off the “professional hat” to connect as moms on a monthly* basis. All meetings are currently virtual. Zoom link in Sprout.



Lean-In 2.0: Professional Development & Things that Matter to us

Thursday, November 18

12:00PM - 1:00PM

This Community of Practice is a place for sharing ideas, gaining skills, seeking advice and showing solidarity. Most of all it's a place where we help each other become our very best selves. Meets virtually on the 3rd Thursday of the month at noon. Zoom link in Sprout.

[Encompass Webinars](#) in November

- LGBTQIA+ Sensitivity and Inclusion in the Workplace, and in your Life
- Help! I Can't Stop Thinking
- The Time and Stress Management Tool Kit
- 10 Truths about Life in a Stepfamily



UNION NEWS



Contractual Considerations - Short Term Disability Pool

Shawn Evans - Although the work of preparing for contractual negotiations, working through negotiations on contractual language, and delivery of a tentative agreement through the ratification process has subsided (for now), I requested the opportunity to continue to highlight new, interesting, or otherwise overlooked contractual language. In each monthly APSS newsletter, my trusty magic 8-ball and I will delve into our contract and consider what these terms mean for each Professional Support Staff member. Becky Bakale recently emailed APSS membership about the Short-Term Disability Pool and I would also like to focus on this part of our contract as it is particularly relevant right now.

Subsection 12.3.4.1 allows for the creation of a short-term disability pool. The university's short-term disability policy pays 75% of wages and use of this benefit is limited to six months in a calendar year. The purpose of the short-term disability pool is to enable staff members who are on short-term disability to replace lost wages and to be made whole during their time on short-term disability. The pool is funded by the voluntary donation of PSS accrued vacation hours in excess of 160, and requires the completion of an APSS Vacation Transfer Authorization Form submitted to the Human Resources office. Similarly, an APSS Short-Term Disability Request Form must be submitted to the Human Resources office for any PSS member to request usage of this benefit. The pool can carry a maximum of 2,550 of donated vacation hours; each eligible member is limited to 255 hours in any calendar year – this is the maximum amount of hours someone would need to be made whole if they enter short-term disability having used all of their accrued vacation hours.

This contractual language is especially relevant now because the carry over limit for vacation hours was waived last year as part of the University's response to the COVID-19 pandemic, because many hourly employees did not utilize many vacation hours during times when we were working remotely, and because vacation hours continued to accrue during this time. When the bargaining team looked at PSS vacation accruals in June 2021 (with six months of the calendar year remaining), we discovered many PSS were carrying vacation accruals over the 200 hour carry over limit. Notably, donations to the short-term disability pool cannot be made during the month of December.

If you find yourself in the situation where you will lose vacation hours by the end of the year, please make a plan to use your accrued benefit. If it remains impossible to utilize accrued vacation hours over the carry over limit of 200 within the amount of calendar year that remains, please consider a donation to the short-term disability pool as outlined in 12.3.4.1 of our current contractual agreement.

Please don't hesitate to reach out to me if you have any questions or concerns.

Shawn Evans, APSS Bargaining Chairperson
 e. evanssha@gvsu.edu
 p. (616) 331-2093

2021-2022 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	
TRACY LONDON	X12252
CON, JHZ, LMH	
KATIE HAYNES	X13006
HHLC, HRY, LIB, & 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	
KATE KNOPP	X12685
FH, MAN	
VACANT POSITIONS	
DCIH	

MEMBER RELATIONS TEAM

RHONDA LEMIEUX	X12557
CHAIR	
VACANT	

IMPORTANT DATES

Thanksgiving Break - November 25 & 26

UPCOMING ISSUE

Looking to share holiday recipes, traditions, or photos of your Thanksgiving spread? If you have anything to share, email Megan at edingme@gvsu.edu by 12:00PM on Monday, November 29.

NOVEMBER DATES

BIRTHDAYS

4 - Jenn Palm
5 - Lolita Salindong
7 - Jo Ann Boon-Shelton
7 - Julie Noto
19 - Sue Palazzolo
22 - Ericka Orduña Rivera
22 - Rhonda LeMieux
28 - Tammy Tobar

GVSU ANNIVERSARY

3 - Carrie Shoup
6 - Amanda Reader
7 - Sue Palazzolo
11 - Shawn Evans
14 - Ronda Huster

WEDDING ANNIVERSARY

18 - Sara Walker (16 yrs)
26 - Rafael Juarez-Yuen (5 yrs)

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.