

APSS NEWSLETTER

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

IN THIS ISSUE:

MEMBER SHARES	P. 1
HR WORKSHOPS	P. 2-4
BENEFITS & WELLNESS	P. 5-6
UNION NEWS	P. 7-8
DATES	P. 9

2021-2022 EXECUTIVE BOARD

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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

Happy New Year!



MEMBER SHARES

Joan Visser - My husband and I are looking forward to traveling to Austria to ski the Alps at Ischgl and St. Anton ski resorts in February. We have looked forward to this trip for a long time and as we inch closer to the departure date, we are hopeful that everything will fall in place. At this writing, the December lockdown for Covid has been lifted in Austria and it is a great time to explore the mountains across the pond. ...As iconic ski filmmaker Warren Miller says, "If you don't do it this year, you will be one year older when you do."

Kimberly Reeves-Jorgensen - I have accepted a new position within GVSU! Currently, I am a Records Assistant in the Registrar's Office, and I just accepted a position in Disability Support Resources as the new Disability Resources Assistant. My start date in that office is January 18th.

Congrats!

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.

Blackboard Essentials

Presented by eLearning Technologies

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

Tuesday, January 4

10:00AM - 11:00AM

Virtual

Zoom 101

Presented by eLearning Technologies

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



Although geared toward faculty, this session may be helpful for PSS who assist faculty with Zoom.

Thursday, January 6

11:00AM - 12:00PM

Virtual

HR WORKSHOPS, CON'T

Best Practices for Selecting Inclusive and Diverse Photos

Presented by Inclusion and Equity

The visual representation of inclusion and diversity on college campuses is an essential part of telling the story of a university. In an interactive workshop, learn best practices for planning and selecting photos for your college or departmental website, electronic newsletters or printed materials. This workshop is open to anyone, particularly suited for people who are responsible for maintaining their department's CMS, sending communications for their department.

Monday, January 10 **10:00AM - 11:15AM** **Virtual**

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, January 18 **9:00AM - 11:00AM** **Virtual**

Wednesday, February 16 **1:00PM - 3:00PM** **Virtual**

Thursday, March 10 **9:00AM - 11:00AM** **Virtual**



HR WORKSHOPS, CON'T

Register today for these workshops in Sprout!

Concur Trainings

Concur Training Q&A

Presented by Business and Finance

This is a general open forum for questions about Concur.

Wednesday, January 5	10:00AM - 11:00AM	Virtual
Thursday, January 20	11:00AM - 12:00PM	Virtual

Concur Pcard Reconciliation Training

Presented by Business and Finance

This is an overview of the reconciliation process for purchasing cards

Thursday, January 6	9:00AM - 10:00AM	Virtual
Thursday, January 20	9:00AM - 10:00AM	Virtual
Thursday, February 3	9:00AM - 10:00AM	Virtual
Thursday, February 17	9:00AM - 10:00AM	Virtual
Thursday, March 3	9:00AM - 10:00AM	Virtual
Thursday, March 17	9:00AM - 10:00AM	Virtual
Thursday, March 31	9:00AM - 10:00AM	Virtual

Concur Travel and Expense Training

Presented by Business and Finance

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

Thursday, January 13	9:00AM - 10:30AM	Virtual
Tuesday, February 8	1:00PM - 2:30PM	Virtual

Concur Approval Training

Presented by Business and Finance

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

Wednesday, January 19	2:00PM - 3:00PM	Virtual
Tuesday, February 22	2:00PM - 3:00PM	Virtual
Thursday, March 24	10:00AM - 11:00AM	Virtual

BENEFITS & WELLNESS

Performance Evaluation System Reminder

This is a reminder to ensure that your job responsibilities, goals, and professional development have been entered into the new Performance Evaluation System, if you have not already completed this step. This is also a reminder that supervisors need to review and approve plans if they have not done so already. Visit the [Performance Evaluation System website](#) for more information.

2021-2022 Performance Evaluation Timeline

July: Review cycle is launched

July-August: Employee Identifies Goals and Job Responsibilities

August: Supervisor Reviews/Approves Goals

August-October: Journal Entries (log ongoing performance feedback)

November: Mid Year Review (AP only)

November-December: Journal Entries (log ongoing performance feedback)

January-February: Employee Completes Self Evaluation

February-March: Supervisor Completes Evaluation

March-April: Supervisor/Employee Review Discussion

April: Employee Acknowledges Evaluation

April: Supervisor Reviews Final Acknowledgement

April: Evaluation Complete

Faculty and Staff Group Exercise Update

We are excited to announce a new partnership with Encompass/AllOne Health to manage the faculty and staff group exercise program starting in the winter 2022 semester, with classes expected to begin mid-January. Specific details on how to register and the class schedule will be coming after the first of the year. We envision continuing a combination of virtual and in-person classes ranging from 5-6 classes per week.

This transition is being made for a couple reasons:

- **Refresh.** It's been the same format and classes since 2008! This is an opportunity for fresh perspective on how to enhance our solid foundation of the basics like yoga and strength.
- **Strengthened Partnership.** Encompass/AllOne has expanded wellness services to incorporate fitness programming. We have partnered with their organization to bring our [Work Life Consultant, Gary](#), to GVSU and are expanding the model into the group exercise program.



If you have further questions, please contact Lindsey DesArmo.

BENEFITS & WELLNESS, CON'T

Conflict Resolution Process

Explore Tools for Dealing With Workplace Conflict

GVSU is aware that the potential for conflict always exists; the university also believes that there are effective tools for dealing with conflict, ranging from conversation with a neutral party to facilitated meetings and mediation, to the more formal complaint and grievance procedures.

[Review these 3 steps](#) to learn about resolving workplace conflict:

Step 1: Personal Options

Review university policies, build your skill set in managing conflict, contact Encompass for confidential support, and ask yourself reflection questions.

Step 2: Supportive Options

Contact Gary Atkins, the work life consultant, for confidential support. Gary can help to talk you through your conflict, both individually or in a group setting, and provide tools and resources on how to move forward. [Schedule a time to meet with Gary.](#)

Step 3: Formal Options

Contact Inclusion and Equity for harassment or Title IX resources, contact the Director of Staff Relations in Human Resources, or file an anonymous report.

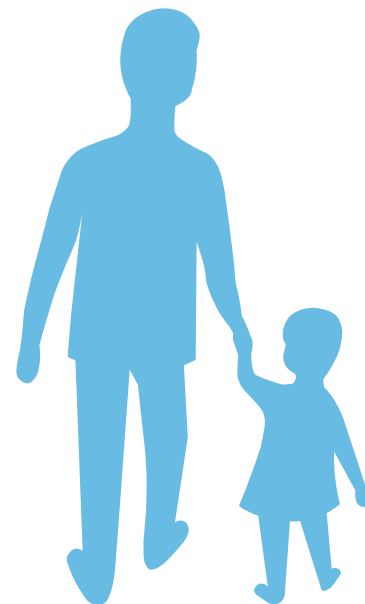
[Learn more about conflict resolution.](#)

The Dads Network

Wednesday, January 26

12:00PM- 1:00PM KC 1247

The Dads Network is a space for fathers and caretakers who are employed at GVSU to connect and share resources. We each have our own set of stressors and programs to deal with on a daily basis, and that can be overwhelming (to say the least). But when you attend the Dads Network, one thing becomes incredibly clear: you are not alone and many of us are handling similar issues. Join fellow GVSU dads, grandfathers and caretakers for interesting, lively, and humorous discussions around being a father.



UNION NEWS



Contractual Considerations - University Responsibilities

Shawn Evans - While we often look to the contract to find parameters on our rights and responsibilities as they pertain to our employment at GVSU, section 3.5 of our contract outlines the University's rights and responsibilities as our employer. Part A of this section provides details on the University's full and exclusive management rights. Part B of this section allows for new or improved operations, for example by the adoption of a new technology. Part C and D outline management and supervisory responsibilities. Part E allows the University to establish rules for employment. Although part F provides the University the right to subcontract portions of bargaining unit work, it remains important to note that the University has not engaged in this practice, nor has the University perceived subcontracting of bargaining unit work to be in the best interest in the University. Still, this subsection provides extensive APSS member benefits should the University view things differently in the future. Finally, part G significantly holds these University rights to the terms and conditions of our contractual agreement.

This language – as much as our disciplinary process, how vacant positions are filled, how/why we can file a grievance, how we can use salary continuation, etc. – contributes to the parameters of what it means to be a PSS member at GVSU and remains important to understand.

Please don't hesitate to reach out to me via email if you have a question about, or would like to see me highlight, a particular section of contractual language.

I wish you all a very happy New Year!

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

Address Verification

Periodically, our Union needs to mail out correspondence via the US Postal Service and we need your help in verifying your current address. Our Business & Finance Director, Barb Blankemeier, sent an email to all members in back in mid-December, asking to verify your address for our Union's business purposes.

If you did not receive the email and would like to verify your address, please reach out to Barb (blankemb@gvsu.edu).

If you change addresses while working at GV, please be sure to update our Membership Director, Joyce Sullivan, with the change.

Thank you!

UNION NEWS, CON'T



Leadership Change

Effective January 1, 2022, our current Vice-President, Tami John, assumed duties as Acting President of our APSS Union. The Union has, and will continue to have, a strong relationship with Grand Valley State University and we are looking forward to a positive 2022 year.

We'd like to thank Becky for her years of service to our Union and her dedication to the well-being of our members. We wish her all the best in her future endeavors.

We'd also like to take this opportunity to remind everyone that our monthly Board meetings, held on the second Thursday of every month at 12:00PM noon, are open to all members. You are welcome to attend! Our website, www.apssgvsu.org has all of the details on dates/times/locations, as well as agendas and past meeting minutes.

Building Reps Needed! Now's your chance to get involved!

We have a few openings for Building Reps! We need Reps for Student Services 2nd & 3rd floors (STU), the new DeVos Center for Interprofessional Health (DCIH), the Calder Arts Center (CAC), and Kirkhof Center (KC).

Our Building Reps are a communication link between the APSS members and the APSS union. Building Reps attend the monthly Board meetings, distribute union information to members, and are available as an advocate for members.

If interested, reach out to Tami John for more information.

Weather Ultratime Codes

SNO SNOW (Univ. Open) PSS: for staff members time off due to inclement weather, when severe weather creates a hardship which prevents a staff member from working on campus, and remote work is not an option. A maximum of 16 hours per calendar year. Although the code used to track this in Ultratime is called SNO, these 16 hours may be used for any instance when severe weather creates a hardship preventing a staff member from working. For example, a power outage, a flood, a blizzard, or any other extreme weather event.



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	
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, STU 2ND & 3RD	

MEMBER RELATIONS
TEAM

RHONDA LEMIEUX	X12557
CHAIR	
NICOLE BROWER	

IMPORTANT DATES

First day of classes - January 10

University Closed, MLK Jr. Day - January 17

UPCOMING ISSUE

Share your self-care tips and tricks for the February newsletter! If you have anything to share, email Megan at edingme@gvsu.edu by 5:00PM on Thursday, January 27.

JANUARY DATES

BIRTHDAYS

- 1 - Luke Madden
- 2- Robin Burris
- 3 - Shelby Harrison
- 11 - Joyce Sullivan
- 11 - Johanna Swanson
- 12 - Connie Wiers
- 16 - Jennifer Stamate-Carey
- 20 - Vicki Wenger
- 22 - Sherly Nelson

GVSU ANNIVERSARY

- 2 - Tami John
- 2 - Luke Madden
- 2 - Lolita Salindong
- 3 - Aubrey Dull
- 5 - Craig Hammerlind
- 6 - Sara Walker
- 7 - Jenna Stehouwer
- 12 - Erica Baker-Bringedahl
- 26 - Tracy McLenithan
- Robin Burris
- Michelle Holstege
- Tina Lee

WEDDING ANNIVERSARY

- 14 - Connie Wiers (6 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.