

APSS NEWSLETTER

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

IN THIS ISSUE:

MEMBER SHARES	P. 1-2
HR WORKSHOPS	P. 3-4
BENEFITS & WELLNESS	P. 5-8
UNION NEWS	P. 9-10
DATES	P. 11

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



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MEMBER SHARES

Lynnette Keen - As a person in recovery “taking care of myself” is a requirement, not an option. If I don’t do the things that keep me centered and balance I risk emotional relapse which could lead to actual relapse. I start most days with a reading from a daily reflections book. It gives me a reminder of who I am and how to be part of the world. I include my higher power throughout the day, asking for help when I feel overwhelmed by little things. I remember what I’m grateful for. I take time to stretch, walk the stairs and drink water. I remind myself “this is not a hospital and I’m not a surgeon” when I start to take things too seriously! I connect with others in recovery for support. I connect with friends at work and tell them how much I appreciate them. I say “I love you!” a lot! When I do these things I have a better chance at staying balanced and centered.

MEMBER SHARES, CON'T

Courtney Kliss - Cultivating coziness and warmth during winter! I love using a reusable hot pack from <https://belovedpacks.com/> to warm up while I read or watch a favorite movie. Self-care for me, is allowing myself to rest without the expectation of being productive and this really helps.

Jenna Stehouwer - This sounds a little silly, but I recently signed up to receive daily “Good Vibe Messenger” text-messages from Starbucks and they have actually turned into great self-care opportunities. The messages encouraged me to stop what I’m doing for a moment and reflect. You are able to choose what kind of messages you’d like to receive, ranging from peace, growth, relationships and gratitude. I chose ‘relationships’ because it was an area that I wanted to be more intentional with going into the new year. Not only am I connecting more with those around me, but its bringing me inner peace as well. Oh, and it’s a fabulous daily reminder that I need to order my Venti Iced White Mocha for the day.



Megan Koeman-Eding - Something really small I started doing that has helped me relax and calm my mind before bed is to use a large heating pad against my back and shoulders. I bought a large heating pad from Amazon with three heat settings and an auto-shutoff. I turn it on and sit back against it on my couch from 8:00-9:00PM while I'm watching tv or reading a book. It eases the tension in my shoulder and back muscles and helps prep me for a good nights sleep. I can't go a night without doing this now!

Cassandra Hinzman - These are some of the self-care tips I have done to live a less stressful life. I have incorporated meditation, giving my kitties morning petting and drinking herbal tea with raw honey into my morning routine. I go to my Chiropractor every other week. I get a massage once a month. I light scented candles after work when I get home. My daughter and I even had a spa day this weekend at home that was their idea. We did face masks, hand masks, foot soaks and painted nails.

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.

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.

Wednesday, February 16	1:00PM - 3:00PM	Virtual
Thursday, March 10	9:00AM - 11:00AM	Virtual

Don't forget to check Sprout throughout the month for additional classes that may be added after the publication of this newsletter.

HR WORKSHOPS, CON'T

*Register today for these workshops
in prout!*

Concur Trainings

Concur Pcard Reconciliation Training

Presented by Business and Finance

This is an overview of the reconciliation process for purchasing cards

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.

Tuesday, February 8	1:00PM - 2:30PM	Virtual
Tuesday, March 15	9:00AM - 10:30AM	Virtual

Concur Approval Training

Presented by Business and Finance

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

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

BENEFITS & WELLNESS

New Human Resources Business Partners Now Live

On February 1st the Human Resource Office transitioned to a new model of partnering with our customers. What does this mean for GVSU employees?

The HR Generalist Model means employees are assigned, based on their department/area, to a specific Human Resources Business Partner. For HR needs, from benefits to employment, your specific HR partner or generalist is your HR contact. Specific department partners and information is available on the [Human Resources website](#).

January 19 HR Town Hall Recording

Employees had the opportunity to meet the new HR Business Partner Team and ask the HR staff and Vice President for Finance and Administration questions during a Human Resources Virtual Town Hall January 19. View the recording. https://gvsu-edu.zoom.us/rec/share/9xxCBmgCvki4tzTsacHvyHqFpZxiwHCYU6F1ahtKqfZResSneMUOyN8ilxcKZhY.OBhdGpGwu8Dru_PD

Passcode: dS61C1zS

HR Representatives Available on Pew Campus

Representatives from the HR team currently have a presence on Pew Campus through the end of February (and will evaluate if additional presence is needed thereafter). They are available to assist with new hire paperwork including I-9s, oaths and payroll forms, as well as any of your general needs. Stop by DeVos 315-1C or schedule an appointment.

Thrive @ GVSU Wellness Program: Coaches reaching out this month

The Virgin Pulse coaching team will be reaching out in February to those who signed up during 2022 Open Enrollment. Priority Health has partnered with [Virgin Pulse](#) to provide a larger coaching service team. What does this mean? The new partnership will allow for the same level of coaching quality and standards plus more coaches. This provides the opportunity for increased capacity, breadth and depth of knowledge and demographics among the coaches to serve GVSU faculty, staff and partners. The Thrive @ GVSU program format and rewards have not changed. Members will continue to have the opportunity to connect with certified wellness coaches to set and reach wellness goals.

HR @ GV recognizes the relationships between previous Priority Health coaches and members are strong, though have confidence and can assure our members that the coaching team with Virgin Pulse will provide equal service and results.

[Visit the Thrive @ GVSU Wellness Program webpage](#)

BENEFITS & WELLNESS, CON'T

Wellness Toolkits - Self-Compassion



SELF COMPASSION

This toolkit will provide ideas on how to give yourself self compassion in your every day life by discussing ways to take control of your schedule and empower you to say yes and no when you feel it is best.

Guard your Yes and Own your No

If you commit to something, be present and show up for it. But remember: You get to say no. People respect you when you're honest about what you want to do and know where you'd rather not put your time.

You get to be selfish and pour into your own life. Give yourself permission to say no to protect your time.

Be here now

If you commit to something, be present and show up for it. But remember: You get to say no. People respect you when you're honest about what you want to do and know where you'd rather not put your time. You get to be selfish and pour into your own life. Give yourself permission to say no to protect your time.

Being more productive doesn't simply mean just doing more. It means doing more of what we care about. You already have everything you need to shift where you're putting your energy and time, and to say yes to yourself more.

CONTROL YOUR OWN TIME

Protect your calendar

- Protect your calendar like it's the last bite of desert.
- Establish healthy boundaries and make sure you're keeping track of everything you're planning to do
- Does your schedule for the week reflect my values?

Carve out time for mindfulness and reflection each day

- Give yourself enough time to journal, meditate, and write down things you're thankful for
- What time of day would be the best time for you to do this?
- Start small and put 10-15 minutes of time on your calendar



[Visit the Self Compassion Toolkit Deck here for more information.](#)



BENEFITS & WELLNESS, CON'T

Wellness Toolkits - Self-Care



SELF CARE

This toolkit provides examples of self-care in the forms of rejuvenating practices, routines, meditation, nutrition, and exercise suggestions, and examples to differentiate between self-care and things that actually cause more harm than good to the self.



Meditation

Some people find that 10 minutes of meditation can be settling for the mind and body in the morning.



Nutrition

Make eating a nutritious meal full of whole foods one of your top priorities each day.



Exercise

Carve out time in your week to exercise to avoid feeling lethargic.



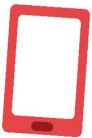
Setting Boundaries

Saying no is part of setting boundaries. If no boundaries means little space and time for yourself, then set some.



Relaxation

Take time to be at peace, to soften your muscles and bring ease to the mind.



Limit Screen Time

Try limiting screen time throughout the day, be by taking breaks at work or limiting screen time at home.

TRY ADDING TO YOUR ROUTINE

Morning

- Wake at sunrise
- Drink warm water with lemon
- Wash your face, mouth, teeth, and eyes
- Exercise
- Bathe
- Meditate
- Eat a satiating and nutritious breakfast

Afternoon/Evening

- Take time to relax before dinner
- Eat a light dinner and then sparingly afterward (helps sleep)

Nighttime

- Stop using screens by 8 or 9 p.m.
- Avoid mental stimulation in TV or heated conversations, etc.
- Take a warm and relaxing bath
- Read an easy, light book.
- Bedtime at 10 p.m.

[Visit the Self Care Toolkit Deck here for more information.](#)



BENEFITS & WELLNESS, CON'T

Send a Kindness Card for Valentine's Day!

Research reflects that even the smallest gestures of kindness make a big impact. Givers and receivers of kindness experience relief of pain, stress, anxiety, and depression, in addition to lower blood pressure, improved overall health, a slowed aging process, and increased levels of happiness. So why not make someone's day by sending a virtual [Laker Kindness Card](#) today!



The Moms Network

Tuesday, February 15

12:00PM- 1:00PM Virtual

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.

You do not have to sign up for all meetings to be able to connect with this group.

UNION NEWS



We're looking for Building Reps!

Several Building Reps are looking to pass the baton on to the next group of PSS. It's a great way to get involved in the Union!

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.

Currently, Joyce Sullivan, Deb Rotman, Autumn DeRoo, Tami John, and Patrick Perry are looking to pass on their Building Rep positions.

- Joyce is the Building Rep for Au Sable Hall.
- Deb is the Building Rep for Lake Superior Hall, Lake Huron Hall, and the Haas Center for Performing Arts, and the Art Gallery Support Building.
- Autumn is the Building Rep for Kennedy Hall, Innovation Design Center, Ferguson Family Health Center, and Eberhard Center on the Pew Campus.
- Tami is the Building Rep for the Kirkhof Center and the Calder Fine Arts Center.
- Patrick is the Building Rep for DeVos Center, floors 3, 4, and 5 on the Pew Campus.



If you'd be interested in taking over for one of them, you can reach out to them to ask more about it. Or you can reach out to Tami John for more information.

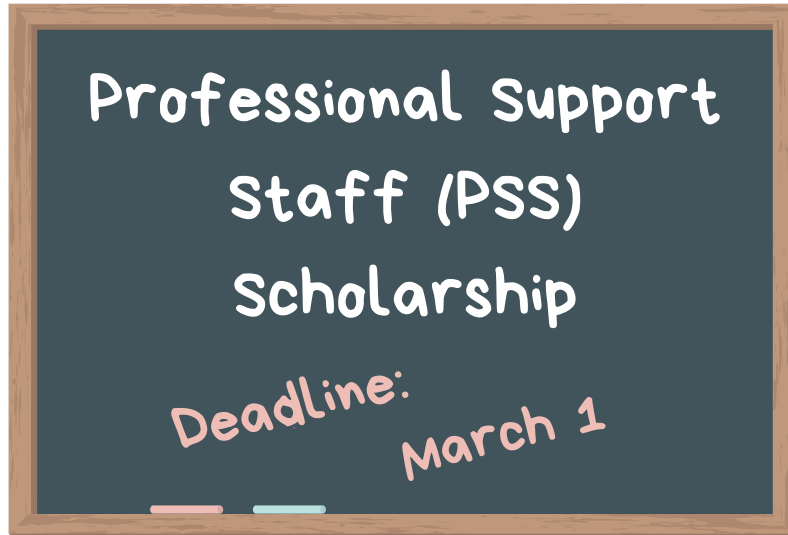
And a big thank you goes out to all our past and current Building Reps for all they do for our members!

Contractual Considerations - Description of Bargaining Unit

Shawn Evans - Section 2.2 of our contract outlines for whom this agreement shall be applicable – specifically, “all of the regular full and part-time staff members in clerical, office, technical and engineering classifications as listed by position title on the Human Resources PSS Position Descriptions and Templates website.” It also goes on to define those excluded from our bargaining unit – “supervisors, faculty, executive, administrative and professional staff members, physical plan operations staff members, campus safety and security staff members, confidential staff members, all temporary staff members, and all other staff members.”

Do you have a question about a particular section or clause of our contract? Would you like me to highlight a particular section or clause in a future contractual considerations? Please drop me a line or an email and I'd be happy to delve into any of our contractual language.

UNION NEWS, CON'T



Professional Support Staff Scholarship:

This scholarship was designed to assist Professional Support Staff (PSS) employee group children and grandchildren in the pursuit of an undergraduate degree at GVSU.

The applicant must be a child or grandchild of an employee in the current Professional Support Staff (PSS) employee group. This PSS employee may either be currently working and has completed a minimum of three continuous years by the application deadline, or a PSS employee who has retired from GVSU and is currently receiving GVSU retirement benefits.

The applicant must be admitted as an **undergraduate** degree-seeking student to GVSU and plan to enroll as a full time student for both fall and winter semesters.

Renewal Criteria: To receive the scholarship the parent or grandparent of the scholarship recipient must continue to be a member/retiree of the PSS employee group. Recipients must reapply. Direct your child or grandchild to <https://www.gvsu.edu/financialaid/myscholarships-163.htm> to apply! The scholarship is listed as Professional Support Staff (PSS) Scholarship.

Deadline to apply is **March 1, 2022**.

Scholarship amount varies depending on the number of applicants.

If you'd like to donate to this fund, visit [Giving to Grand Valley](#) and search Professional Support Staff.

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, STU 2ND & 3RD	
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, 5TH 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	
NICOLE BROWER	

IMPORTANT DATES

Mid-term evaluations - February 21-25

UPCOMING ISSUE

Introduce us to your pets for the March newsletter! If you have anything else to share, email Megan at edingme@gvsu.edu by 5:00PM on Thursday, February 24.

FEBRUARY DATES

BIRTHDAYS

2 - Katie Haynes
11 - Kathy Bausano
18 - Dawn Nagelkirk
20 - Lindsey Burns
24 - Erica Baker-
Bringedahl
28 - Megan Koeman-Eding

GVSU ANNIVERSARY

19 - Tammy Tabor
23 - Sherri Hall
26 - Shyceka Armstrong
26 - Amy Duwe

WEDDING ANNIVERSARY

14 - Rhonda LeMieux (30 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.