

APSS NEWSLETTER

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

IN THIS ISSUE:

MEMBER SHARES	P. 1-4
UNION NEWS	P. 5-8
HR WORKSHOPS	P. 9-12
BENEFITS & WELL	P. 13
CAMPUS NEWS	P. 14
DATES	P. 15

2022-2023 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 HALLOWEEN!



MEMBER SHARES

Kimberly Reeves-Jorgensen – Here are several of us from the Registrar's Office in our costumes. 😊 Happy Halloween!



MEMBER SHARES, CON'T

Joey Hulst - I'm relatively new to the APSS team: I started this past March as the assistant at the LGBT Resource Center. A few updates from me: I got engaged to my wonderful partner, Emily, on October 10! Below is a picture from our engagement weekend up in Newaygo (I'm the one in glasses) and pumpkins me and my sisters and partners carved in mid-October, while also enjoying hot apple cider and donuts.



Megan Koeman-Eding - A bit of IT Operations fun for Halloween! From left to right, Johanna Hoekstra (candy corn), Celeste Lareau (globe), and me (USPS lettercarrier)!



Diana Briggs - This year's homemade Halloween costume!



MEMBER SHARES, CON'T

Kristin Winfrey - When I asked my son Brendan (3) what he wanted to be for Halloween, he said he wanted to be a garbage truck! He's holding a little garbage can that his candy goes in, then he dumps it over his head into the truck.



Lauren Fodor - My daughter (pterodactyl) and husband (t-rex)

Pat Cox - Free toner! We recently replaced our HP Color LaserJet 4500 dn printer. We no longer need the toner for it. Do you have record of another department who may be using this printer? I would like to offer toner to them: HP 643A magenta, cyan, yellow, and black. Reach out to Pat if you can use them!



MEMBER SHARES, CON'T

Celeste Lareau - Jack o'lantern stuffed peppers!

Ingredients:

1 lb Ground beef with taco seasoning
 1 can of corn
 1 can of black beans
 1 can of diced tomatoes
 1 packet of Mexican rice
 Frozen diced white onions (measure with your heart)

Instructions:

Brown ground beef and add taco seasoning and diced onions
 Cook rice according to package directions
 Open and strain beans, corn, and tomatoes.
 Add all to the beef and mix.
 Add mixture to the peppers.

Preheat oven to 350
 Bake covered 40 minutes
 Add cheese to top and bake extra 10 minutes

Potential toppings/extras:

Mexican blend cheese
 Sour cream
 Salsa
 Tortilla chips



Deb Rotman - I will be retiring from my position at the end of December 2022. In leaving there are a few things I would like to share that I have learned while working at GVSU for 30 years. I still can't believe it's been that long!

- There are highs and lows with any position, but GVSU has been a great place to work, and I am so glad I had the opportunity to be a part of this community for 30 years.
- For many (probably most) of my time here, I have been involved in some way with our union. Please consider doing this sooner rather than later. It is a great way to meet new people and make new friends!
- The position I am leaving is the Academic Department Coordinator for the Political Science Department. This has been such an amazing, caring group of faculty to work with! I have been blessed by ending my career in this department. If you're looking for something new, please consider applying as my replacement.

**CONGRATS,
DEB!**

UNION NEWS



[RSVP for the APSS Fall Luncheon!](#)

Thursday, November 17 12:00PM-1:30PM
Grand River Room - KC



WE HOPE TO SEE YOU THERE!

UNION NEWS, CON'T



WELCOME OUR NEW BUILDING REPS!

DeMarcus Turnbough - MAK and MAN

My name is DeMarcus Turnbough, I am a Network Infrastructure Engineer in IT, Located in 225 Manitou Hall. I am a GVSU Alumni, and have been employed here at GVSU for 7 years, 2 as a student and 5 years in my current role. I look forward to being the Building Rep for Manitou and Mackinac Hall. In my free time I like to spend time with my Wife and two boys, grill, watch my Atlanta Braves, Falcons and Hawks, play board and video games, fish, cut grass and just relax and spend time with my family. Feel free to reach out any time, I am always happy to help!



Jenna Stehouwer - CAC and KC

Hi Everyone! My name is Jenna Stehouwer, and I'm the Academic Department Coordinator for the Visual and Media Arts Department. I also served as VMA's Department Secretary for two years before my role as Coordinator. I started at GVSU in January 2019 after teaching preschool and pre-k in Ottawa County for ten years, and served as an administrative assistant within Mercy Health Partners-Muskegon.

My free time is primarily spent with my big blended family. I'm Mom to three fantastic daughters and two awesome step-kiddos. Our children keep us very busy as all five are involved in extracurricular activities, one of which being a competitive USAG gymnast. We're also a self-proclaimed "Disney Family" and enjoy frequent trips to Orlando, park hopping until we drop. I am very excited to be serving as the APSS building representative for CAC and KC. Feel free to reach out to me at any time with questions or concerns- or just to say hi!



UNION NEWS, CON'T



Building Rep Farewell - Lindsey Burns

After almost 10 years of service as the building rep for MAK hall, I have decided that it is time to step down. I have enjoyed serving all my members, and meeting so many new people during my time. As always anyone is welcome to come and ask me questions about the Union. If you are interested in serving as the new building rep, please feel free to reach out. Have a wonderful rest of your semester!

**From the APSS E-Board, we thank you
Lindsey for your years of dedicated
service!**



APSS Contractual Considerations - 3.7 Investigation, 3.8 Discipline, 3.9 Complaint Procedures, and 3.10 Special Conferences

Shawn Evans - For this month's contractual considerations, I'm going to try to provide some distinction between **3.7 Investigation, 3.8 Discipline, 3.9 Complaint Procedures, and 3.10 Special Conferences**. Before we embark on these clauses, it's important to note the grievance procedures outlined in section 6 of our contract. The grievance procedure is what you want to follow if you feel that your contractual rights/responsibilities have been violated - e.g. denied a vacation request, usage of salary continuation, a vacancy decision, etc.. **If you have any questions or concerns about something that may be related to a grievance, please contact Rhonda LeMieux, Chief Alliance Steward.** She's like the Sam Bernstein of grievances.

Let's proceed in reverse:

3.10 Special Conferences are typically meetings between the APSS President and Chief Alliance Steward (or designated representatives) with the Director of Staff Relations and Compensation and a University representative. These meetings would be held to consider a special circumstance that demanded immediate attention. These parties meet regularly, but this contractual clause affords our union and the employer the opportunity to call a special conference, when necessary.

3.9 Complaint Procedure outlines what an employee should do to complain about a situation related to a University policy not applicable to the provisions of our contract. For complaints about provisions of our contract, please see section 6, which outlines the grievance procedure - formal complaints related to the provisions of our contract.

UNION NEWS, CON'T



APSS Contractual Considerations - Con't

3.8 Discipline was crucially overhauled in our last contractual bargaining/ratification. The entire first paragraph of this section details the purpose and process of informal disciplinary measures that should be exercised before formal discipline is imposed upon any bargaining unit member. Further, this section details processes related to the imposition of formal discipline and maintains a time limit for the consideration of past disciplinary infractions.

3.7 Investigation is related to processes and procedures that will be followed should there need to be time to conduct an investigation which may result in the suspension of a bargaining unit member. Importantly, bargaining unit members maintain pay while on suspension for investigation that does not result in the imposition of formal discipline.

Please do not hesitate to contact me, your Alliance Representative, your Chief Alliance Steward, or your Alliance President if you have any questions or concerns related to discipline, or related contractual clauses.

GVSU Job Board

Don't forget to take a look at the GVSU Job Board for a list of open positions around campus. You can filter the listings based on classification. Check out the list of open PSS positions if you'd like to explore career opportunities.



HR WORKSHOPS

**REGISTER TODAY FOR THESE
WORKSHOPS IN SPROUT!**

Purchasing Card Policies, Procedures, & Reconciliation Within Concur

Presented by Business & Finance

This training is designed for faculty and staff who have a GVSU Purchasing Card. This training will go over Purchasing Card Policies, Procedures and Reconciliation within Concur. An overview of how to reconcile Purchasing Card transactions in Concur will take place at the end of the training. This training will only cover the Purchasing Card piece of Concur.

Please visit our website for more resources <https://www.gvsu.edu/purchasing/pcard-program-training-240.htm>

Wednesday, November 2	9:30AM - 10:30AM	Virtual
Wednesday, December 7	9:30AM - 10:30AM	Virtual

Understanding & Interrupting Implicit Bias 101

Presented by Inclusion and Equity

LUNCH & LEARN: Implicit Bias refers to the beliefs, thoughts, attitudes, and emotions that impact our behaviors, actions, and decisions in an unconscious manner. This workshop is designed to walk alongside participants to understand the cognitive, cultural and socio-emotional considerations related to implicit biases and how it influences our decision-making and interactions. Participants will learn tools, strategies, and systems to address interrupt and mitigate harmful biases in ways that foster personal growth and organizational inclusion.

LEARNING OUTCOMES

Participants will be able to:

- Define implicit/unconscious bias and describe how it informs individual, organizational and systemic actions and impact
- Utilize tools to help identify personal and organizational biases
- Develop strategic frameworks to counteract harmful and/or unhelpful biases

Monday, November 7	12:00PM - 2:00PM	Virtual
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HR WORKSHOPS, CON'T

REGISTER TODAY FOR THESE WORKSHOPS IN [SPROUT!](#)

Banner & OnBase Finance Users Trainings

Presented by Business & Finance, Erica Herwig

This training is designed for faculty and staff who are responsible for processing invoices, transfer requests, check requests and other Finance 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 8

9:00AM - 11:00AM

Virtual

Tuesday, December 13

9:00AM - 11:00AM

Virtual

SelectedWorks Workshop

Presented by University Libraries, Alicia Lemon

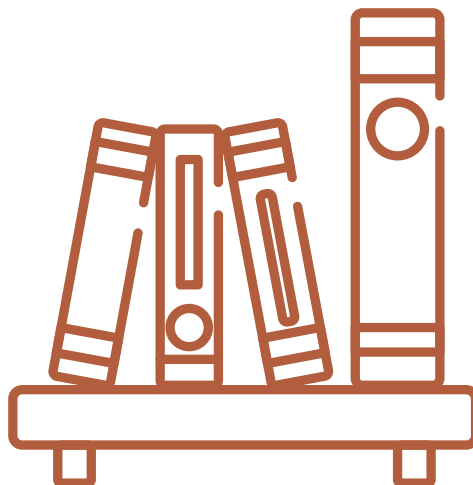
SelectedWorks is a free, faculty-managed, scholarly profile platform provided by the University Libraries. In this workshop, you'll see some of the easy-to-use features in SelectedWorks, and have a chance to build or refine your own profile. We'll also have a short conversation about how SelectedWorks fits in to the broader social network ecosystem and talk about the pros and cons of different platforms.

Some departments on campus have replaced faculty profiles on the department website with SelectedWorks profiles.

Tuesday, November 8

2:00PM - 3:00PM

Virtual



HR WORKSHOPS, CON'T

**REGISTER TODAY FOR THESE
WORKSHOPS IN [SPROUT!](#)**

Understanding & Interrupting Implicit Bias 201

Presented by Inclusion and Equity

LUNCH & LEARN: This intermediate-level training builds upon previous implicit bias and microaggressions workshops. During this training, a review of previously learned concepts will occur as participants delve deeper into practical applications centered around implicit bias and microaggressions. Facilitators will engage learners through dialogue, application, and critical reflection, founded on the principles of building individual and group efficacy. Additionally, tools will be provided to assist in mitigating implicit bias and microaggressions. Growth will be assessed via pre- and post-test assessments; this tier-two programming fits within the larger scope of ongoing social justice trainings.

LEARNING OUTCOMES:

Participants will be able to:

- Analyze implicit/unconscious bias and examine how it informs individual, organizational and systemic actions and impact
- Evaluate the use of differentiated and individualized tools in the process of interrupting personal and organizational biases
- Implement strategic frameworks to counteract harmful and/or unhelpful biases

Wednesday, November 16

12:00PM - 2:00PM

Virtual

Queer and Trans 101 (I&E Institute)

Presented by Inclusion and Equity

This learning space offers participants a working knowledge of terminology and concepts related to the LGBTQIA+ community, as well as basic allyship skills for creating more inclusive, affirming, and celebratory environments. Topics covered include:

- Inclusive name and pronoun use
- Creating greater understandings of gender, sex and sexuality
- The implications of oppression and power, including how they operate as systems in our personal lives, through organizations, and systems

Tuesday, November 29

12:00PM - 2:00PM

KC 2266

HR WORKSHOPS, CON'T

REGISTER TODAY FOR THESE
WORKSHOPS IN [SPROUT!](#)

CONCUR TRAININGS

Concur Travel and Expense Training

Presented by Business & Finance, Erica Herwig

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

Friday, November 11	10:00AM - 11:30AM	Virtual
Wednesday, December 7	1:00PM - 2:30PM	Virtual

Concur Approval Training

Presented by Business & Finance, Erica Herwig

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

Wednesday, November 16	11:00AM - 12:00PM	Virtual
Wednesday, December 9	11:00AM - 12:00PM	Virtual

**DON'T FORGET TO CHECK [SPROUT](#)
THROUGHOUT THE MONTH FOR ADDITIONAL
CLASSES THAT MAY BE ADDED AFTER THE
PUBLICATION OF THIS NEWSLETTER.**



BENEFITS & WELLNESS

Thrive is Back & Better

GVSU's Wellness Coaching Program

When completing your [Open Enrollment](#), make sure to check out [Thrive at GVSU](#)! Thrive at GVSU is a voluntary, confidential and free wellness coaching program.

- Trained coaches provide a confidential sounding board for a variety of physical, emotional, social, and other hurdles and help you reach goals.
- The three-month program is open to all medical benefit-eligible faculty and staff and covered spouses/household members.
- Investing in your wellness helps improve your life now and in the future.
- Earn \$100 for participating in the three month program.

How Do I Sign Up?

During the [2023 Open Enrollment](#), happening now through November 9 at 5pm, you will have the option to opt-in to Thrive at GVSU Wellness Coaching program. Your spouse or household member also has the option to sign up with a coach. This option will be in the "Wellness" section of your enrollment.



Academic Participation

Take Classes for FREE

Have you wanted to take a course to meet your professional development or personal goals? Now is the time to take action! Get a jump start on the new year by taking advantage of your Academic Participation benefits and enroll in winter classes at GV. [Eligible faculty and staff](#) may enroll in Grand Valley State University courses tuition free, and eligible fees will also be paid by the University. Learn more on the [benefits website](#).

CAMPUS NEWS

LGBT Faculty Staff Association Town Hall Wednesday, November 16 - 12:00PM-1:00PM Virtual

We will provide an update on what the LGBT FSA has been up to, what's happening around the university, and more. This is also a time for us to hear feedback from members. Register in Sprout!

News from the Admissions Office

The Admissions Office concluded our Fall Laker Experience Day events on 10/15. This was our first return to large-scale admissions events since 2019! We had over 400 students and their families in attendance across two dates. We will be hosting the campus open houses again in the spring, April dates will be shared at the beginning of the Winter term.

Secondly, we invite all members of the campus community to support recruitment efforts by connecting students you may know in your communities or inner-circles through the Be A Laker, Bring A Laker program. [More information HERE.](#)

Greetings from the IT Security Team!

It's a dangerous world out there, and cybercrime is happening way more than you think. Hackers want to gain access to your accounts and devices, as well as your organization's valuable resources and information. Discover some surprising facts as well as actions you can take to lessen the threats you and Grand Valley State University face. Here are some tips and treats!

- A Cyberattack occurs about every 36 seconds!
 - The University of Maryland found that there is an average of 2,244 cyberattacks per day which is one every 36 seconds!
- 94% of malicious software is delivered by email
 - Don't click on link or open attachments, especially when they're unexpected
 - Hover your mouse over a link and make sure it goes where you think if you must click on it!
- 81% of data breaches are due to the reuse of a compromised password
 - Never reuse passwords! You can use a service like LastPass to help you create good passwords unique to each account!
- Stop, Look, and think when something seems fishy!
 - Send an email to phising@gvsu.edu or open a [TDX ticket](#) if you are not sure about an email link. We will be happy to help verify if it is a malicious link.

2022-2023 BUILDING REPS

CHERYL BRONNER X13327
STU, 1ST FLOOR

JENNA STEHOUWER X12566
CAC & KC

BARB ELLIS X18611
KHS & LMP, STU 2ND & 3RD

DEMARCUS TURNBOUGH X12116
MAK & MAN

DEB ROTMAN X12297
AGS, LHH, LSH, & PAC

TRACY LONDON X12252
CON, HON, JHZ, LMH

KATIE HAYNES X13006
HHLC, HRY, LIB, & PAD

MARISA VREDEVOOGD X13729
ASH

SHELBY HARRISON X16025
EC, IDC, KEN

RAYSHENA WILSON X17130
DEP, DEV 1ST & 2ND FLOORS

VICKI WENGER X13898
LOH, NMH

IRINA GROUGAN X17606
TC REGIONAL CENTER,
HOLLAND, & MUSKEGON

BRIAN DENUYL X12025
AH, CUB, SER

KATE KNOPP X12685
FH

DENISE GROSS X15922
CHS, DCIH, & RFH

TINE LEE X17352
BIK, CEC, DEV FLOORS 3-5,
SCB

MEMBER RELATIONS TEAM

RHONDA LEMIEUX X12557
CHAIR

NICOLE BROWER X18894

IMPORTANT DATES

Thanksgiving Break - November 23-25

UPCOMING ISSUE

To help all our new PSS, share some great spots on our campuses to take a lunch break! With the changing of the weather, inside spots would be great! Share with me by 5:00PM on Monday, November 28 to edingme@gvsu.edu.

NOVEMBER DATES

BIRTHDAYS

5 - Lolita Salindong

7 - Jo Ann Boon-Shelton

19 - Sue Palazzolo

22 - Rhonda LeMieux

22 - Ericka Orduña Rivera

28 - Tammy Tobar

GVSU ANNIVERSARY

3 - Carrie Shoup

6 - Amanda Reader

7 - Sue Palazzolo

11 - Shawn Evans

14 - Ronda Huster

WEDDING ANNIVERSARY

2 - Rafael Juarez-Yuen (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.