

# APSS NEWSLETTER

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

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## 2022-2023 EXECUTIVE BOARD

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Visit our website:

[apssgvsu.org](http://apssgvsu.org)



## MEMBER SHARES

**Megan Koeman-Eding** - The GVSU Laker Club located in the Commons is the new faculty/staff dining room. The Laker Club is open Monday-Thursday 11:00AM-1:30PM with a buffet-style lunch offered for just \$10 and from 1:30-4:00PM for complimentary snacks and beverages.

My coworker and I checked out the complimentary snacks/beverages and they have an assortment of granola bars, cereal bars, and mini-cupcakes or cookies. They have regular and decaf coffee, teas, pop, and juice. They didn't have to-go cups, so if you stop in be sure to bring a travel mug if you don't plan on sitting in the space.



## MEMBER SHARES, CON'T

**Janet Potgeter** - Walking is one of my favorite exercises. There are great hiking trails around the Allendale campus if you want to get away from the sidewalks. The Arboretum is always a nice place to walk and/or sit a while. For the more adventurous, check out the trails starting on either side of parking lot O, by the Calder Fine Arts Center. This trail moves along the top of the ravine and makes a loop so you won't be lost. The longest, woodsy, hiking trail on the Allendale campus (that I've done in less than one hour) continues down the hill from the CAC trail. Go left at the Grand River and you can walk all the way to the Boat House. A few steps beyond the Boat House and you will see a mowed, grassy path that takes you back up the hill to Parking Lot D. The view of the Grand River Valley is beautiful from here. Appropriate footwear is a must!!

My other news is that I am retiring after 29 years at GVSU and my last day will be January 5. I am very fortunate to have experienced these years at GVSU and witnessed the changes and growth to our campuses. Mostly, I will miss the interaction with colleagues who have become friends, and students, from all over the university. Cheers!



**Barbie Young** - Some of the spots around campus for lunch/breaks that I know about:

**Lake Michigan Hall (LMH)**-201 suite Anthropology Department center space with individual chairs at desk areas with electrical plug ins, in 235 is a breakroom-small table, sink, hot/cold water machine (available whenever office is open)

**Lake Ontario Hall (LOH)**-first floor facing parking Lot M, comfy chairs, individual chairs at tables, 2nd & 3rd floor shared room with comfy chairs and tables

**Zumberge (JHZ)**-one each of the floors (think there are 4) there are collaboration rooms, have tables and chairs and a sink

**AuSable Hall (ASH)**-during warmer weather there is an outside patio area accessed through the new addition of ASH, closest to Lake Huron Hall

**Lake Huron Hall (LHH)**-recently renovated 2nd floor has lots of sitting spaces

**MAK Hall**-down the hall from CLAS Dean's Office 4th floor is a small room that has tables/chairs, comfy chairs and a sink

## UNION NEWS



# APSS 2022 Fall Luncheon



Thanks to everyone who came out for the 2022 APSS Fall Luncheon on November 17. After a two-year hiatus, it was wonderful to enjoy everyone's company again! Thanks go to all those who donated to our raffle and the Executive Board and Building Reps who volunteered to help. A very special thank you goes to Rayshena Wilson (Membership Director) and Denise Gross (Building Rep) for planning, organizing, and executing the event. Can't wait for next year!

# Thank you!

## UNION NEWS, CON'T



**If you move, don't forget to update your address with the University and with the APSS Membership Director!**

This is especially important for those about to retire. If you're retiring and moving, please make sure to update Rayshena Wilson with your new address.

### **APSS Contractual Considerations - 12.3.3 Usage of Salary Continuation**

**Shawn Evans** - With the changing seasons and winter weather upon us, PSS are encouraged to review the Cancellation/Closure/Remote policy (SLT 6.3). As "it is not anticipated the university would close for weather related events," I will encourage PSS to also review 12.3.3 F of our contractual agreement.

This clause affords each eligible staff member up to 16 hours of salary continuation per calendar year when severe weather creates a hardship preventing the staff member from working. Although this contractual language was designed to encompass a variety of severe weather hardships, such as, flooding, high winds, thunderstorms, and, of course, snow accumulation, usage of this benefit requires use the Ultratime code SNO SNOW (UNIV OPEN) PSS.

With any usage of salary continuation, I would encourage clear and advance dialogue with your supervisor as this person will be responsible for approving your time card. Remote work may be a feasible option for both you and your supervisor – even if GVSU has neither closed, nor switched to remote work, in response to severe weather. If remote work is not an option in these situations, please know that you may use up to 16 hours of salary continuation per calendar year with the SNO code in Ultratime.

Please let me know if you have any questions or concerns about this (or any) contractual clause. I hope everyone is able to enjoy a relaxing and peaceful holiday break.

*Happy Holidays from your  
APSS Executive Board!*



# HR WORKSHOPS

## Transforming the IT Services Process

Presented by Human Resources Transformation-LEAN/Kaizen Events

During the week of November 28, Information Technology and Human Resources will be collaborating to evaluate and transform the IT Services process at GVSU. Participants will identify problems, analyze processes, develop optimal solutions, and plan for implementation and sustainability using Lean improvement methodologies. As a result of this event, a continuous process improvement plan will be developed to enhance the operational performance of IT Services (e.g., ticketing workflow), as well as customer satisfaction.

We invite all GVSU staff and faculty to join us on the final day of the event for the unveiling of recommendations for transforming the IT Services process at GVSU.

**Friday, December 2**

**3:00PM - 4:00PM**

**KC Pere Marquette Room OR Virtual**

## Anti-Racism in Action

Presented by Inclusion and Equity

This session aims to help participants get a better understanding of what anti-racism is, its roots, and the current conversations around the topic. Participants will then learn the different between being non-racist and anti-racist and learn practical tools to become anti-racists.

Learning Outcomes (Participants will be able to...)

\*Articulate the foundation of anti-racism, discuss scholars and activists who have demonstrated anti-racism in their work, learn how anti-racism shows up in everyday life.

**Tuesday, December 6**

**10:00AM - 12:00PM**

**Virtual**





# HR WORKSHOPS, CON'T

## 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.

<b>Tuesday, December 13</b>	<b>9:00AM - 11:00AM</b>	<b>Virtual</b>
<b>Tuesday, January 10</b>	<b>9:00AM - 11:00AM</b>	<b>Virtual</b>
<b>Tuesday, February 14</b>	<b>9:00AM - 11:00AM</b>	<b>Virtual</b>

## Blackboard Ultra Essentials

Presented by eLearning Technologies

Blackboard Ultra will be implemented for all courses at GVSU in spring/summer 2023. Many training opportunities are in place (see Blackboard Ultra Build-a-thon and Blackboard Ultra Lunch-and-Learn). This webinar is recommended for faculty/staff, who are comfortable learning new applications on their own and want to learn the most commonly used features of Blackboard Ultra.

### Learning Objectives

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

- Access Blackboard and make their Ultra course available to their students
- Upload, edit or delete files in their Blackboard Ultra 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 Blackboard Ultra course
- Add a mash-up or other multimedia content (YouTube, Panopto video, etc.)
- Create an online assignment
- Access the gradebook and have a basic understanding of how to navigate it, as well as grade an online assignment

<b>Wednesday, December 14</b>	<b>11:00AM - 12:00PM</b>	<b>Virtual</b>
<b>Thursday, December 15</b>	<b>7:00PM - 8:00PM</b>	<b>Virtual</b>



*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

# 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.

Wednesday, December 7	1:00PM - 2:30PM	Virtual
Thursday, January 12	10:00AM - 11:30AM	Virtual
Thursday, February 9	10:00AM - 11:30AM	Virtual

### 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, December 7	9:30AM - 10:30AM	Virtual
Wednesday, February 1	9:30AM - 10:30AM	Virtual
Wednesday, March 1	9:30AM - 10:30AM	Virtual

### Concur Approval Training

Presented by Business & Finance, Erica Herwig

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

Friday, December 9	11:00AM - 12:00PM	Virtual
Wednesday, January 18	11:00AM - 12:00PM	Virtual
Wednesday, February 15	11:00AM - 12:00PM	Virtual



# BENEFITS & WELLNESS

## Ultratime Reminders: Campus Closure & Holidays

With the upcoming holiday break, please be mindful of entering your Ultratime hours before the holiday/campus closure days, beginning December 22. Use the information below to assist you when entering those dates in Ultratime.

### Ultratime Codes

- Report campus closure days using **HFL** code in Ultratime
- Report observed holidays using **HOL** code in Ultratime

### Campus Closure Days

- December 22-23, 2022 (code: **HFL**)
- December 26-30, 2022 (code: **HFL**)
- January 2-3, 2023 (code: **HFL**)

### Observed Holidays

- December 24-25, 2022 (code: **HOL**)
- December 31, 2022 - January 1, 2023 (code: **HOL**)

[View all Pay & Holiday/Campus Closure Calendars](#)

## Vacation Rollover Reminder

In 2020 and 2021, the university increased vacation rollover. We intend to return to the normal policy (200 hour rollover) by 2024. Please review the increased vacation rollover for the upcoming year:

- **2022 rollover for January 2023:** Rollover a max of 250 hours
- **2023 rollover for 2024:** Rollover a max of 200 hours (standard rollover)

It is crucial for GVSU staff and faculty to use allotted vacation time as it impacts the overall health and well-being of our workforce. While it's important to show up and perform responsibilities, it's equally important to spend time resting and recovering to avoid burnout. Please connect directly with your supervisor as they are encouraged to work within their teams to ensure all employees are taking vacation time for proper rest, recovery and work-life balance.

Note: This exception does not impact the vacation payout maximum (160 hours) for any employee separating from GVSU.





# CAMPUS NEWS

## Annual Service Awards and Holiday Gathering

President Philomena V. Mantella invites you to join members of the campus community as we acknowledge the dedication of our service award recipients and share in the holiday celebration.

Thursday, December 1, 2022

Holiday buffet in Pere Marquette Room: 3:30–5:00 p.m.

Service awards presentation in Grand River Room: 4:00 p.m.

[View the full list of Service Awards Recipients](#)

## Geeks & GAY-Mer's

### LGBT Faculty Staff Association

Wednesday, December 7 - 6:00PM-8:00PM

LGBT Resource Center - KC 1161

Looking for folks to play games with? Join community members in the LGBT Resource Center to tryout some fun games and levity! Register in Sprout.

## Greetings from the IT Security Team!

Since phishing is the most common form of social engineering, let's take a closer look at seven areas in an email and their corresponding red flags:

**FROM**

- An email coming from an unknown address.
- You know the sender (or the organization), but the email is unexpected or out of character.

**TO**

- You were copied on an email and you don't know the other people it was sent to.

**DATE**

- You receive an email that you would usually get during normal business hours, but it was sent at 3:00 a.m.

**HYPERLINKS**

- There are misspellings in the link.
- The email contains hyperlinks asking you to take an action.
- When you hover your cursor over the link, the link address is for a different website.

From: hr@yourorganization.cnet  
 To: judy@yourorganization.net  
 Date: Tuesday, December 3:00 AM  
 Subject: Urgent Notice

Hi Judy,

Now that our new CFO has been selected and starting soon, I'm asking everyone to fill out this quick survey so all the accounting functions can be captured. It should take you only few minutes. Must be completed by the end of the day.

Click here to take the [\[Survey\]](#) or download the attachment.

Thanks in advance for your cooperation!

<https://survey-monkee.com/>

Thanks so much. This really helps me out!

Your CEO

**SUBJECT**

- The subject line of an email is irrelevant or doesn't match the message content.
- It's an email about something you never requested or a receipt for something you never purchased.

**CONTENT**

- The sender is asking you to click on a link or open an attachment.
- The email is asking you to look at a compromising or embarrassing picture of yourself or someone you know.
- You have an uncomfortable feeling, or it just seems odd or illogical.

**ATTACHMENTS**

- Any attachment you receive that you aren't expecting.



## 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

**TINA LEE** X17352  
BIK, CEC, DEV FLOORS 3-5,  
SCB

## IMPORTANT DATES

Classes End - December 10

Commencement - December 10

Winter Break - December 22 - January 3

## UPCOMING ISSUE

It's that time of year again for New Year's Resolutions or goals for 2023! Share with me by 5:00PM on Monday, December 19 to [edingme@gvsu.edu](mailto:edingme@gvsu.edu).

## DECEMBER DATES

### BIRTHDAYS

4 - Veda Hodges

5 - Lisa Morningstar

12 - Tracie Samdal

18 - Craig Hammerlind

18 - Barbie Young

22 - Tina Lee

31 - Darrhonda Scott-Jones

### GVSU ANNIVERSARY

14 - Robin Toth

20 - Mary VanPopering

Georgine Bello

### WEDDING ANNIVERSARY

26 - Robin Toth (24 yrs)



## MEMBER RELATIONS TEAM

**RHONDA LEMIEUX** X12557  
CHAIR

**NICOLE BROWER** X18894

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](mailto:edingme@gvsu.edu).