

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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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

Jorden Couture - As we head into 2023, I am most excited to continue meeting colleagues across the university and learning more about the history of GVSU. A personal goal for 2023 is to run the GVSU Family Weekend 5K. I am always looking for accountability partners!

Maria Jaramillo-Gonzalez - My New Years Resolution is to retire!! After 35 years, my last day is January 6, 2023!!!





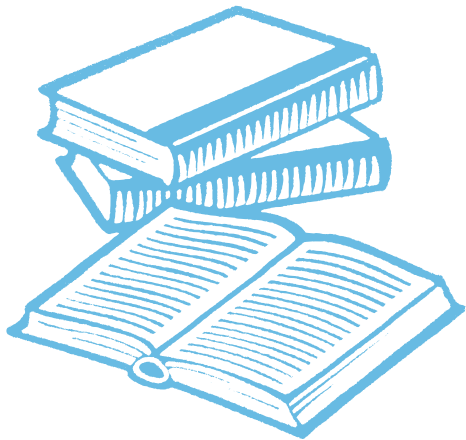
MEMBER SHARES, CON'T

Latrice Jones - My New Year's Resolution for 2023, is to be consistent with donating blood. To exchange letter with a senior (Elderly Pen pals) and to find a place to volunteer.

Here's a couple Elderly Pen Pal organizations:

- [Love For Our Elders](#)
- [Ready to Care](#)
- [Home Instead](#)

Pasqualina Fire - One goal I have for next year is to read 25-30 books. I read 19 so far this year!



Jenna Stehouwer - In 2023 we're starting off with a very exciting trip! Our family will be taking a 10-day vacation to Florida in February, to join our two oldest who are traveling to Walt Disney World with their high school band! Our son Brody plays the trumpet and our daughter Kenzie is in the color guard. We're a "Disney family" and thoroughly enjoy all of our usual trips to the parks, but this one should prove to be extra magical! We will even be able to watch them play & march in a Magic Kingdom parade!

Holl Miller - I would like to share some great fun things I am doing next year, which several are involved at GVSU! ☺ I am the Office Coordinator at Padnos International Center and started in April 2022. Next year, I will have 10 years of public speaking experience on autism and neurodiversity. With next year marking 10 years' experience, I am going to do 3 different presentations in Jan and Feb! Among other fun things as well.

Presentations:

Study Abroad Talk to Campus Links Participants at GVSU in Jan

Neurodiversity and Life Experiences Presentation at University of Michigan on Jan 18

K-12 Life Experiences Talk to Future Spec Ed Teachers, Feb 21

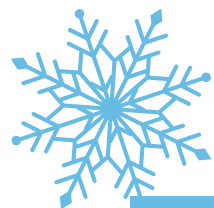
Advocacy:

Disability Advocacy Day in Lansing at the Capitol, March, will meet with fellow board members from Self-Advocates of Michigan

Fun stuff:

Concert in Detroit at the end of March

Travel to Europe in Spring?



UNION NEWS



Shawn Evans - Dear Alliance of Professional Support Staff -

I hope each and everyone of you had a peaceful and rejuvenating holiday break! Please do not hesitate to connect with me if you have any contractual questions or concerns. I am looking forward to our continued work together in 2023.

Sincerely,
sme

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.

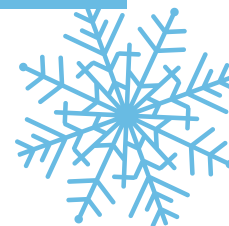
Professional Support Staff (PSS) Scholarship

This scholarship was designed to assist Professional Support Staff (PSS) employee group children and grandchildren in the pursuit of an undergraduate degree at GVSU. If you're interested in donating to this scholarship, visit <https://www.gvsu.edu/giving/give-online2.htm> and type in **PSS** in the Other Fund box.

The application deadline for applications is March 1, 2023. More information on the scholarship and how to apply will be shared in February.



HAPPY NEW YEAR FROM YOUR APSS
EXECUTIVE BOARD!



HR WORKSHOPS

Ultra Base Navigation: An Overview Presented by eLearning Technologies



The look and feel of the old "MyBb" page will be updated to a new, re-designed "portal" page with Ultra Base Navigation. This will affect how and where you find your course sites, but it will not change what your courses themselves will look like. Join us to learn about Ultra Base Navigation, its components, and how to adjust settings and notifications.

| | | |
|------------------------------|--------------------------|----------------|
| Thursday, January 5 | 12:00PM - 1:00PM | Virtual |
| Wednesday, January 11 | 12:00PM - 1:00PM | Virtual |
| Wednesday, January 18 | 10:30AM - 12:00PM | Virtual |

Zoom 101

Presented by eLearning Technologies

Learn the basics of using Zoom to meet with your students.

Learning Objectives

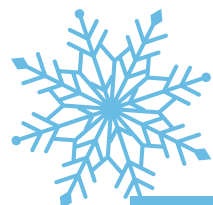
After completing this workshop, the user will be able to:

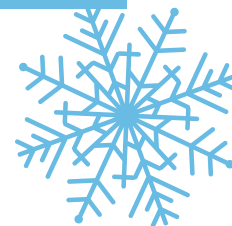
- Identify basic webinar protocols
- Find the Zoom tool in Blackboard Classic and Blackboard Ultra
- Schedule a meeting and launch Zoom
- Use reactions
- Use chat
- Change roles
- Record sessions

In preparation for the webinar, you are encouraged to view knowledge base articles at the Service Portal:

Zoom Knowledge Base Articles

| | | |
|-----------------------------|------------------------|----------------|
| Thursday, January 5 | 7:00PM - 8:00PM | Virtual |
| Thursday, January 12 | 7:00PM - 8:00PM | Virtual |
| Tuesday, January 17 | 2:00PM - 3:00PM | 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.

| | | |
|-----------------------------|-------------------------|----------------|
| Tuesday, January 10 | 9:00AM - 11:00AM | Virtual |
| Tuesday, February 14 | 9:00AM - 11:00AM | Virtual |

Contracts 101

Presented by Office of General Counsel

Join Risk Management and the Office of General Counsel for Contracts 101, a presentation about contracts at GVSU. In this Zoom session, you will learn about the definition of a contract, the difference between budget and signature authority, how to interpret common contract provisions, and when to reach out to Legal and Risk Management. There will be opportunities to ask questions.

| | | |
|----------------------------|--------------------------|----------------|
| Tuesday, January 17 | 11:00AM - 12:00PM | Virtual |
|----------------------------|--------------------------|----------------|

Responding to Distressed Colleagues

Presented by Human Resources

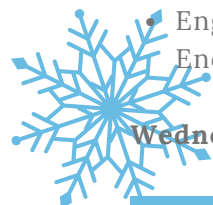
When help is needed most, what do you do?

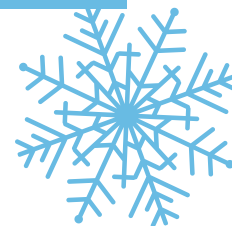
The goal of this training – presented by Encompass, GVSU’s Employee Assistance Program (EAP) – is to increase awareness, knowledge, and confidence in responding to crisis situations for colleagues both on- and off-campus. Participants in this workshop will:

- Review and learn how to use the GVSU Responding to Distressed Colleagues process map, a tool for faculty and staff.
- Engage in interactive crisis training scenarios where outreach to Encompass EAP or GVPD emergency services might be warranted.



| | | |
|------------------------------|-------------------------|----------------|
| Wednesday, January 18 | 12:00PM - 1:30PM | Virtual |
|------------------------------|-------------------------|----------------|





HR WORKSHOPS, CON'T

Anti-Racism White Consciousness Winter 2023 Cohort

Presented by Inclusion and Equity

Systems of oppression and white privilege are often invisible to those that benefit from them. For this reason, it is especially important for those that identify as white to intentionally engage in anti-white supremacy work -- to better identify their own behaviors, to understand the systems at play, and to learn how to deepen personal and institutional anti-racism commitments.

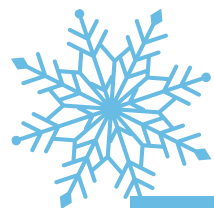
Learning Outcomes (Participants will be able to...)

- Deepen our self-reflective anti-racist practices.
- Understand white identity development.
- Examine how white supremacy culture, white privilege, and intersectionality impact one's relationship to social structures.
- Incorporate daily practice strategies to analyze and dismantle racially oppressive practices and systems.
- Integrate knowledge and practice in our understanding of agency to show up as learners, allies, and accomplices.

This is a 5-session learning cohort with the expectation that participants will be able to attend every session.

| | | |
|----------------------|-----------------|---------|
| Tuesday, January 24 | 2:00PM - 4:00AM | KC 2266 |
| Tuesday, March 28 | 2:00PM - 4:00PM | KC 2266 |
| Tuesday, February 7 | 2:00PM - 4:00PM | Virtual |
| Tuesday, February 21 | 2:00PM - 4:00PM | Virtual |
| Tuesday, March 14 | 2:00PM - 4:00PM | 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

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.

| | | |
|-----------------------------|--------------------------|----------------|
| 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, 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.

| | | |
|-------------------------------|--------------------------|----------------|
| Wednesday, January 18 | 11:00AM - 12:00PM | Virtual |
| Wednesday, February 15 | 11:00AM - 12:00PM | Virtual |



BENEFITS & WELLNESS

Faculty & Staff Group Fitness

Winter 2023 class offerings through RecWell

The Winter 2023 faculty and staff group fitness schedule is live! Check out the classes being offered next semester. Group fitness class passes can be purchased via Mindbody for \$30/month. Visit the [RecWell website](#) for more info.

New Wellbeats

A virtual fitness and well-being platform is coming

Starting January 9, all GVSU employees will have exclusive, complimentary access to Wellbeats! Wellbeats is an on-demand video streaming platform with high-quality, expert-led fitness, nutrition, and mindfulness classes you can play on your personal devices anytime, anywhere. View the [Wellbeats flyer](#) to learn more, and stay tuned for more information in January.



Leadership Development Opportunity

Pilot program launching February 2023

In response to feedback from the AP Committee, GVSU affinity groups and the broader community, and in alignment with [Reach Higher 2025](#), a group of faculty and staff from our campus community is in the process of developing a university-wide leadership development program. Our goal with the initial pilot is to design a mid-tier leadership development program, while also gaining insight from individuals representing different areas across the university to strengthen the program in the future.

The pilot program will consist of 20-25 individuals participating in 6 interactive, in-person sessions. All regular, full-time employees (AP, PSS, Faculty, MGS, POAM, COAM, Security Staff) are eligible and encouraged to apply. **Your commitment to attending the 6 sessions is required.**

Due to the limited number of seats, those interested will complete an application. **Applications are due on January 13.** [Learn more and apply.](#)



CAMPUS NEWS



GV Gear & Book Swap
LGBT Faculty Staff Association
Wednesday, January 18 - 9:00AM-1:00PM
GVSU Alumni House

There are many things we have in common but we know two of them for sure... we like to read and we like to collect clothing. This is a time of fellowship and fun for FSA membership; bring the GV gear you no longer wear and the books that are cluttering up your space for a trade-off. Register in Sprout.

Changes to Multifactor Authentication (Duo)

As GVSU continues the transition to enabling multifactor authentication (Duo) on all major applications, we will be making the following change on January 5, 2023. We will be implementing a change to Microsoft 365 (M365) to reduce the impact of phishing messages on campus. Following this change, you will be prompted by Duo/MFA when logging in to several applications. These applications include Microsoft Teams, Outlook, and Outlook Web Access. You will receive a prompt roughly every 90 days in Outlook and Teams. The prompt from Outlook Web Access will appear more often, but you can reduce it by remembering the machine you are logged into via the web prompt.

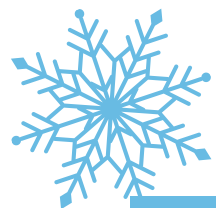
A list of exceptions can be found in the following Knowledge Base article (Duo|MFA for M365). Exceptions include traveling and switching machines.

If you have questions or need technical support, please contact IT Services by submitting a ticket through the Service Portal, email at it@gvsu.edu, or phone 616-331-2101. Thank you,

The Information Technology Security Team

From the GVSU IT eLearning Team: Get your faculty to sign up for Blackboard Ultra training!

Campus will officially transition to Blackboard Ultra beginning in the Spring/Summer 2023 semester. Even if your faculty aren't teaching in the Spring/Summer, make sure they don't wait until August to take the training. Have them get a jump start and avoid the madness of August by taking the training during the winter semester or early in Spring/Summer! Refer your faculty to Sprout to sign up. Thank you!



2022-2023
BUILDING REPS

CHERYL BRONNER X13327
STU, 1ST FLOOR

JENNA STEHOUER 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

MEMBER RELATIONS
TEAM

RHONDA LEMIEUX X12557
CHAIR

NICOLE BROWER X18894



IMPORTANT DATES

Classes Start - January 9

MLK Jr. Day, University Closed - January 16

UPCOMING ISSUE

Share your self-care tips and tricks for the February newsletter! Share with me by 5:00PM on Thursday, January 26 to edingme@gvsu.edu.

JANUARY DATES

BIRTHDAYS

- 1 - Luke Madden
- 3 - Shelby Harrison
- 11 - Joyce Sullivan
- 12 - Connie Wiers
- 20 - Vicki Wenger
- 22 - Sheryl Nelson

GVSU ANNIVERSARY

- 2 - Lolita Salindong
- 2 - Luke Madden
- 2 - Tami John
- 3 - Aubrey Dull
- 5 - Craig Hammerling
- 7 - Jenna Stehouwer
- 12 - Erica Baker-Bringedahl
- 26 - Tracy McLenithan
- Michelle Holstege

WEDDING ANNIVERSARY

- 14 - Connie Wiers (38 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.

