

VOLUME 14 ISSUE 2 • AUGUST 2023

APSS NEWSLETTER

THE LATEST NEWS & UPDATES FROM GVSU'S APSS
UNION & ITS MEMBERS

photo by Patty Kishman

ISSUE FEATURES

NEW STAFF CELEBRATION AND RESOURCE FAIR

On June 9, HR hosted a New Staff Celebration and Resource Fair to usher back in-person new staff orientations.

more on page 3

EMAIL AND SECURITY

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more on page 3

VACATION ROLLOVER REMINDER

From 2020-2022, the university increased vacation rollover. We intend to return to the normal policy (200 hour rollover)...

more on page 6

INSIDE:

MEMBER HIGHLIGHTS

PAGE 2

UNION NEWS & CAMPUS NEWS

PAGE 3

WORKSHOPS

PAGE 4-5

BENEFITS & WELLNESS

PAGE 6

EXECUTIVE BOARD & BUILDING REPRESENTATIVES

PAGE 7



MEMBER HIGHLIGHTS

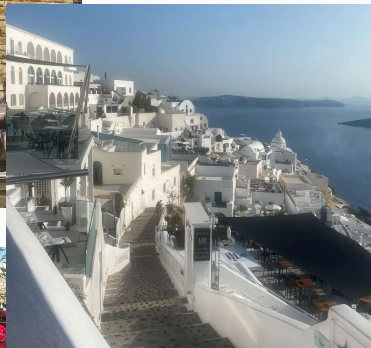
BY LAURA ANTOR
UNIVERSITY COUNSELING CENTER

My husband and I rode the train to Montana with my in-laws over the 4th of July. It was gorgeous and so much fun - we all jumped in the (very cold) glacier lake behind us after this photo was taken!



BY LORI TURNBULL
NURSING – DEAN'S OFFICE

I took my daughter and two granddaughters to Italy and Greece for my summer vacation. I will be retiring July 28 and looking forward to more travels.



BY ELIZABETH RICHMOND
REGISTRAR'S OFFICE

I was lucky enough to take my dream trip to Scotland with some of my family at the end of April. We spent 8 days exploring all different areas of Scotland on a tour. We saw lots of castles, some adorable highland cows, and the most breathtaking scenery. This is a picture of my favorite place that we visited - The Quiraing on Isle of Skye.



UNION NEWS

BY MEGAN KOEMAN-EDING
APSS COMMUNICATIONS DIRECTOR

On June 9, HR hosted a New Staff Celebration and Resource Fair to usher back in-person new staff orientations. The New Staff Celebration welcomed all staff hired since going remote in 2020 as these staff never received an in-person orientation. Just as before Covid, our Union staffed a table at the Resource Fair as a way to introduce ourselves to new PSS.



We will continue to host a table at each New Staff Orientation and Resource Fair, with the next one coming up in August!

CAMPUS NEWS

BY IT SECURITY

While email remains convenient for everyday communication, it is crucial to recognize its limitations in safeguarding personal info. To ensure the security and privacy of sensitive data, it is advisable to explore alternative methods of communication that prioritize encryption and data protection, such as encrypted messaging apps or secure file transfer services. Note the following:

- Email lacks end-to-end encryption, making it vulnerable to interception and unauthorized access by hackers.
- Email service providers and servers are susceptible to data breaches, compromising the privacy of users' personal information.
- Phishing attacks through email can deceive users into revealing personal information or downloading malware.
- The recipient's compromised device can provide unauthorized access to email contents and sensitive information.
- Emails are stored on servers for an extended period, increasing the risk of unauthorized access even after deletion.

To mitigate these risks, safer alternatives should be considered. Encrypted messaging apps provide end-to-end encryption, ensuring that only the sender and recipient can access the information exchanged. Secure file transfer services (e.g., Microsoft Teams, Zoom, and DFS shares), instead of attaching sensitive documents to emails, use encryption to protect the data during transit.



WORKSHOPS

BLACKBOARD ULTRA TRAININGS

PRESENTED BY ELEARNING TECHNOLOGIES

eLearning Technologies continues to offer many training opportunities to assist faculty and staff with the transition to Blackboard Ultra. Please visit [Sprout](#) to check them out and to sign up. If you work in an academic department, continue to share with faculty and remind them to take part in the trainings/workshops.

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 Zoom settings
- Locate the Zoom tool in 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, August 17 · 1:00PM - 1:00PM · Virtual

LEADERSHIP IQ

PRESENTED BY HUMAN RESOURCES

Leadership IQ offers 40 online on-demand e-learning training courses, covering the most critical leadership skills. While some aspects of the courses have a business focus, the leadership concepts discussed easily apply in a higher education environment. Each 60-minute program is engaging, enlightening and gives leaders instant access to answer the most pressing leadership challenges. Watch a leadership seminar right on your computer. You never have to leave your office. They're available 24/7 anywhere with an internet connection.

Visit [HR's Leadership IQ](#) page to learn more and to sign up.



WORKSHOPS

BLACKBOARD ULTRA UPDATES

PRESENTED BY E-LEARNING TECHNOLOGIES

To If you take a break from teaching or using Blackboard Ultra, you may find there were changes to the LMS. Updates occur each month. Sign up to learn about the updates that occurred while you were away.

Session Dates:

- 8/11/2023: covers updates from May – August
- 1/5/2024: covers updates from September – December

More sessions will be added.

PLEASE NOTE: sessions held on campus will also be available via Zoom. The Zoom link will be emailed to enrollees the day before the scheduled session. If you don't think you'll be able to attend the scheduled sessions, sign up anyway if you are interested in the information. Session recording links will be emailed to all enrollees.

Friday, August 11 · 11:00AM - 12:00PM · Allendale Campus · 4402 KHS and 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

VACATION ROLLOVER REMINDER

From 2020-2022, the university increased vacation rollover. We intend to return to the normal policy (200 hour rollover) for the upcoming year. Please review the standard vacation rollover:

- 2023 rollover for 2024: Rollover a max of 200 hours

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.

WELLBEATS HIGHLIGHT: FIND YOUR FIT

Get back to the basics with the Find Your Fit 4-week challenge. In this challenge, you'll learn about your body and how it moves best to create a committed, healthier lifestyle that works for you! Whether you're brand new to fitness, or wanting to try something new, this program is right for you. It is made up of a variety of class types including Strength, Cardio, Yoga and Recovery. [Join the Find Your Fit program today.](#)



TAKE 10 CHALLENGE

Dates: August 14 – September 10

Join the upcoming Take 10 Challenge, beginning August 14, to focus on YOU by taking 10 minutes a day to prioritize your well-being. YOU determine how those 10 minutes best serve you each day. We all worry and take care of others, but often we do not stop to take care of ourselves. This challenge provides permission to take at least 10 minutes for yourself to energize your mind and body. To make an account or sign in to an existing account and join the challenge, visit the [Thrive at GVSU website](#).

2023-2024 EXECUTIVE BOARD

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CAMPUS DATES

AUGUST 22 - FACULTY/STAFF PICNIC
AUGUST 28 - FIRST DAY OF CLASSES

MEMBER DATES FOR AUGUST BIRTHDAYS

1ST - JORDAN SICKREY
5TH - CHRISTINE ADAMS
12TH - JALYN KAMP
19TH - KIM REEVES-JORGENSEN
21ST - AUBREY DULL
25TH - RONDA HUSTER
26TH - PAT COX
28TH - JULIE DEVECHT

GVSU ANNIVERSARY

7TH - BARBIE YOUNG
10TH - LINDSEY BURNS
12TH - KIM REEVES-JORGENSEN
25TH - JALYN KAMP
24TH - DARRHONDA SCOTT-JONES
26TH - SHELBY HARRISON

WEDDING ANNIVERSARY

5TH - CHRISTINE ADAMS
6TH - DAWN NAGELKIRK - 41YRS
6TH - LORI O'BRADOVICH - 40YRS
12TH - MICHELLE HODDE - 29YRS



UPCOMING ISSUE

SHARE FIRST DAY OF SCHOOL PICS FOR THE SEPTEMBER NEWSLETTER!
EMAIL MEGAN BY 5:00PM ON TUESDAY, AUGUST 29.

THIS NEWSLETTER IS PUBLISHED MONTHLY. FOR SUBMISSION INFORMATION, CONTACT MEGAN KOEMAN-EDING AT EDINGME@GVSU.EDU.