

VOLUME 14 ISSUE 3 ♦ SEPTEMBER 2023

APSS NEWSLETTER

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

photo by Joy Hecht

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MEMBER HIGHLIGHTS

BY VALERIE PALMER

SEIDMAN COLLEGE OF BUSINESS OUTREACH CENTERS

I moved from the Office of Student Life to Seidman College of Business Outreach Centers in early August. I am the Office Coordinator here. I was the Student Life Assistant from November 2019 until this move.

BY SHERRY BOUWMAN

RETIREE – UNIVERSITY COMMUNICATIONS

Thank you so much for the Meijer Gift Cards that I received this past week. I consider it an honor and privilege to be part of the professional support staff at GVSU for nearly 47 years. I saw, and appreciate, all the work this group has done to benefit our talented support staff over the years.

BY ERICA BAKER-BRINGEDAHL

OFFICE OF MULTICULTURAL AFFAIRS

Back to school with big milestones for my kids! Brayden off to middle school for 6th grade and Trey, 12th grade, with his last first day of high school. I might have shed a few tears that morning.



BY LUKE MADDEN

REGISTRAR'S OFFICE

My partner Brandon is starting the MSW program at Grand Valley this semester. He's done a lot of social work-adjacent work for a while now, and I'm just grateful that he's taking a chance and investing in himself because he's worth it! I'm so very proud of him and excited to see how he continues to grow as an agent for change (or changent™) He's going to be an amazing social worker!



MEMBER HIGHLIGHTS

BY TAMI JOHN
FACILITIES SERVICES

My boys have started their last year at the school they've been attending for the past 10 years! Chase and Ashton are the big 8th graders and are eager to be done already. This momma is not ready for it. Best of luck to everyone this school year!



BY LAUREN FODER
CENTER FOR ADULT AND CONTINUING STUDIES

Greta was so excited to start kindergarten and already has several career plans. Despite all her plans, she has asked me to drive her to and from work every day and wants to live at home forever. I'm sure this feeling will change by the time she's a teenager.





UNION NEWS



BY SHAWN EVANS
APSS BARGAINING COMMITTEE CHAIR

Welcome back to another fall semester! Once again, I would like to invite all of our bargaining unit members to ask me anything about the APSS Contract. I will do my best to address all inquiries in an upcoming APSS Newsletter.

I look forward to hearing your questions and feedback!

On behalf of your APSS Bargaining Committee,
sme

YOUR APSS BOARD WISHES YOU A WONDERFUL FALL SEMESTER!

SAVE THE DATE FOR THE APSS FALL LUNCHEON



Mark your calendars for this year's APSS Fall Luncheon! The luncheon will be held in the Grand River Room on Thursday, October 19. Stay tuned in the coming weeks for more details along with a formal invitation via email from our Membership Director, Rayshena Wilson.



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.

ROAD-TRIP TRAINING SERIES: MICROSOFT OUTLOOK

PRESENTED BY IT SEMINARS

Opportunities abound to learn more about the functionality of Microsoft Outlook to help improve your day-to-day work.

These training are intended for faculty/staff who have a basic understanding of Microsoft Office 365 applications for Windows PCs and need to know how to use Microsoft Outlook as an email client to organize, customize, and manage email communications, contacts, and tasks.

Version note: These trainings are split up based on Windows or MacOS. Please make sure to sign up for the correct training(s) that correspond with your operating system. The training will briefly highlight the discrepancies in the user interface between the desktop client and online web application (OWA).

Prerequisites: To ensure your success in this training, users should have a basic understanding of Microsoft Office 365 applications, including how to start and close both web and desktop applications, send and receive electronic communications, and navigate and manage basic filing and organization systems.

The training offerings are:

- Inbox and Task Organization in Outlook (Windows)
- Inbox and Task Customization in Outlook (Windows)
- Outlook Calendar Tips & Tricks (Windows)
- Outlook Basics for MacOS (Part 1)
- Outlook Basics for MacOS (Part 2)

These trainings are held both virtually and in-person throughout the months of September and October. Please visit [Sprout](#) to check them out and to sign up.



WORKSHOPS

WORKDAY TOWN HALL PRESENTED BY IT SEMINARS

The Workday Town Hall will begin with an introduction of the Workday project team. We will then transition to a presentation of some of the key changes that will be taking place once Workday goes live, including certain activities currently completed in Concur, OnBase, and PageUp that will be completed in Workday beginning in January. This will include a live demonstration of the Workday system and information about how to prepare for the transition.

There will be a dedicated Q&A time with the Workday Steering Committee.

Following the Q&A segment, you will have the chance to meet with project leaders and discuss how Workday will impact your area. There will be several tables set up with representatives from the different work areas who will be able to answer additional questions that you may have.

Friday, September 12 · 1:00PM - 3:00PM · Virtual and KC Grand River Room

MOTIVATIONAL INTERVIEWING: SUPPORTING STUDENTS OF CONCERN PRESENTED BY CARE TEAM

The Dean of Students Office and the University Counseling Center have partnered together to provide a training that focuses on how to engage in conversation with students in distress and how to refer them for support on campus. In this training, participants will learn how to recognize signs that students may be distressed. The training will also provide ways in which faculty and staff can reach out and offer support to students. The training will also cover what happens once a student is referred for support.

Thursday, September 28 · 10:00AM - 12:00PM · KC 2266





WORKSHOPS

LGBTQ FOUNDATIONS, LEVEL 1: TERMINOLOGY & LANGUAGE

PRESENTED BY IT SEMINARS

The "Inclusive Terminology and Concepts" session serves as a foundational exploration of language and identities within the LGBTQIA+ community. Participants will gain a comprehensive understanding of diverse sexual orientations, gender identities, and expressions, as well as the significance of using respectful and affirming terminology. Through interactive discussions and engaging activities, attendees will develop the knowledge and sensitivity needed to communicate effectively and respectfully with LGBTQIA+ individuals, fostering a more inclusive environment for all.

Learning Outcomes - Participants will be able to:

1. Master Inclusive Language: Participants will acquire a comprehensive understanding of respectful and affirming terminology related to LGBTQIA+ identities, equipping them to communicate effectively and sensitively with individuals from diverse sexual orientations and gender identities.
2. Distinguish Between Terms: Attendees will be able to differentiate between various terms related to sexual orientation, gender identity, and expression, ensuring accurate and respectful use of language that acknowledges the nuances of each individual's experience.
3. Recognize the Power of Language: Through interactive activities and discussions, participants will recognize the influence of language in shaping perceptions and attitudes towards LGBTQIA+ individuals. They will develop the ability to identify language that may perpetuate stereotypes or biases, and understand how to replace it with inclusive alternatives.
4. Apply Inclusive Language Skills: Participants will practice incorporating inclusive language into their everyday conversations, written communication, and professional settings, fostering a more welcoming and affirming environment for LGBTQIA+ individuals.
5. Promote Awareness and Education: By the end of the session, attendees will possess the tools to educate others about inclusive language, spreading awareness and helping to create a cultural shift towards respectful terminology within their communities and organizations.

Friday, September 28 · 12:00PM - 1:00PM · 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

FINANCIAL WELLNESS - TIAA CONSULTANT ON CAMPUS

Our TIAA rep, Ryan Hallowell, will be on campus at the end of the month and two dates in September – see dates/locations below. If you invest with TIAA and are looking to check in on your retirement planning/retirement contributions, meeting with Ryan is a great place to start. In-person and virtual meetings can be scheduled online: <https://www.tiaa.org/public/support/contact-tiaa/consultations-seminars>.

- Thursday, September 7, JHZ 2012
- Wednesday, September 20, JHZ 2012

WALKTOBER: REGISTRATION OPENS SEPTEMBER 18!

Experience the joy of movement with this 31-day walking challenge!

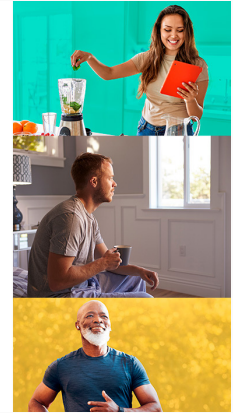
- Track walking minutes or steps, and other activities online
- Compete within your department and with colleagues across campus
- Reach your goals and unlock awe-inspiring fall photos from all over the world
- Sample nutritious new recipes

Registration runs September 18-October 9. The challenge runs October 2-November 1.

Register online at www.gvsu.edu/hro/benefits/walktober

Make Changes Today for a Healthier Tomorrow

◆ Wellbeats
Wellness



MAKE CHANGES TODAY FOR A HEALTHIER TOMORROW WITH WELLBEATS

Taking small steps can make a big difference when it comes to improving health and wellness. Whether it's walking for five or ten minutes a day, eating more fruits and vegetables, or learning to meditate, Wellbeats can help guide and support you in your pursuit of better health and well-being.

What's included with Wellbeats:

- Safe, expert-led classes to help ease or reduce the risk of bone or joint injuries
- 60+ goal-based programs, including "Daily Mobility", "Get Started", "Food and Mood", "Healthy Back", "Intro to Strength", and "Relieve Stress"
- Guided meditations to reduce stress and muscle tension
- Healthy recipes, cooking demonstrations, and nutrition education to improve healthy eating habits

To get started with Wellbeats, [login or create an account](#) using your GVSU email address. If you're logging in for the first time or forgot your password, select Forgot Password to reset or create your password.



CAMPUS NEWS

BY IT OPERATIONS TECHNOLOGY ACQUISITION

Exciting News: Technology Acquisition Shifts to the IT Service Portal!

Introducing the NEW and improved quote process: head over to the [IT Service Portal](#) to get started. Say hello to a revamped and more streamlined quote process for all your technology requests! We're dedicated to providing you with the best possible experience when it comes to acquiring technology. The [IT Service Portal](#) offers enhanced efficiency, better organization, and a more convenient way to handle your technology requests.

As a reminder, Technology that does not connect to the network and store or transmit data that is under \$500 can be purchased using a department purchasing card without Technology Acquisition approval. Some examples: mice, keyboards, USB-C hubs/adapters, cables, speakers, and laptop cases/bags. If you need an item quickly or do not want to make a purchase with your purchasing card, many of these items are kept in [inventory](#) within IT.

Updated information and the Technology Acquisition Policy can be found on the [Technology Acquisition website](#).

If you have any questions regarding purchases, please contact [Technology Acquisition](#).

BY IT SECURITY

What are AI Chatbots?

They are computer programs that are trained to understand and communicate with human language to answer user questions and generate automatic responses in the form of conversation.

What are essential security tips I should keep in mind when using an AI chatbot for work purposes?

1. Be mindful of privacy and intellectual property risks. Never share organizational, personal, or sensitive information when using AI chatbots.
2. Verify accuracy of information. Research the information using other trusted sources, instead of solely depending on chatbot information.
3. Stay vigilant to phishing attempts. These are messages or requests from chatbots that try to trick you into providing sensitive data or opening a suspicious link.
4. Keep updated on emerging security threats. Stay informed about online safety when using AI chatbots.

Advice to keep safe in the digital world?

Trust your instincts, and don't hesitate to seek advice or report suspicious activities to the appropriate authorities. Report suspicious cyber activity, like phishing, to it@gvsu.edu.



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CAMPUS DATES

SEPT 5 - LABOR DAY - GVSU CLOSED

MEMBER DATES FOR SEPTEMBER BIRTHDAYS

1ST - AMANDA READER

2ND - TERRI KENNEY

15TH - MICHELLE HODDE

15TH - SHELLY MICHIO

20TH - CELESTE LAREAU

27TH - JULIE CARBINE

GVSU ANNIVERSARY

3RD - MICHELLE HODDE

5TH - TINA LEE

LEAH THOMAS

WEDDING ANNIVERSARY

11TH - CARRIE SHOUP - 24YRS

14TH - PAT COX - 33YRS

21ST - JALYN KAMP - 21YRS

27TH - MARY VANPOPERING - 26YRS



UPCOMING ISSUE

SHARE YOUR FAVORITE FALL RECIPES FOR THE OCTOBER NEWSLETTER! EMAIL MEGAN BY 5:00PM ON TUESDAY, SEPTEMBER 26.

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