

VOLUME 14 ISSUE 6 ♦ DECEMBER 2023

APSS NEWSLETTER

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

photo by Barb Blankemeier

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I'm excited to announce that I'll be retiring at the end of this year and I look forward to traveling and...

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MEMBER HIGHLIGHTS

BY BETH COURTADE
RECORDS & REGISTRATION

I am excited to share that I am retiring on January 5, 2024!! I started out my career at Grand Valley as a temp in January 2000, became a permanent PSS in Human Resources in July 2001, and then moved to the Registrar's Office in June 2019. I have made several close friends at GV and am fortunate to have worked with so many wonderful students, faculty, and staff over the years. They have left a lasting impression on me, and I hope that I have made a small difference in their experience at Grand Valley.

BY DAVID MADISON
WGVU PUBLIC MEDIA

November 14 was my 35th year anniversary at WGVU.

CONGRATULATIONS AND BEST OF LUCK!

BY AUBREY DULL
SCHOOL OF INTERDISCIPLINARY STUDIES



Dear colleagues,

I am writing with some very bittersweet news to share. My last day at GVSU was Tuesday, November 21. I recently accepted a new position at the YWCA in Kalamazoo as a Research and Evaluation Specialist. This was not a decision I took lightly; however, the opportunity to return to the social work field doing vitally important work in my community was not one I could pass by.

My time at GVSU has lasted nearly two decades, as a student from freshman year through graduate school, and a staff member working as a GA in the CWGE, a research coordinator at the Johnson Center, and a PSS in Brooks College and the School of Interdisciplinary Studies. It has all been wonderful experience. Along the way, I have met so many amazing people, had the chance to engage in some incredible scholarly and professional experiences, and have made truly lifelong connections.

Thank you all for the role you have played in my lifetime as a Laker. Anchor up!



MEMBER HIGHLIGHTS

BY SHELBY HARRISON

ENGINEERING & COMPUTING STUDENT SERVICES

Typically, I create a postcard with a recipe and a story on the back about the recipe. I started doing this a few years ago since many of my friends are married and/or having children so they like to showcase their families. However, I decided to showcase my passion for food and a good story. I've had great success with sending out a recipe each year.

Jalapeno Crack Dip

INGREDIENTS

- 1 8oz. cream cheese, softened
- 3/4 cup sour cream
- 1/2 cup mayo
- 1 teas. garlic powder
- 1 Ranch dressing packet
- 3 large cans of chicken breasts *OR*
 - 1 chicken breast cooked & shredded
- 1 12oz. extra cheddar cheese, shredded
- 1 lb. bacon, cooked and diced
- 3 jalapeño diced

DIRECTIONS

1. Add all ingredients to a crockpot on low for 4 hours.
2. Serve with your favorite tortilla chips!

ALTERNATIVE DISPLAY

Stuffed Jalapeños

1. Combine all ingredients over low heat until it's fully melted and combined.
2. Halve 8 jalapeños.
3. Stuff each half of the jalapeños with the crack dip. Sprinkle top with crushed Ritz crackers.
4. Bake at 350 degrees until golden brown.



Chocolate Bourbon Pecan Pie

INGREDIENTS

- 1 pie crust
- 1 1/2 cups chopped toasted pecans
- 1 cup semisweet chocolate morsels
- 1 cup dark corn syrup
- 1/2 cup granulated sugar
- 1/4 cup of bourbon
- 2 teas. white cornmeal
- 2 teas. vanilla
- 1/2 teas. salt
- 4 eggs
- 1/4 cup melted unsalted butter

DIRECTIONS

1. Fit pie crust into a 9" pan, according to the package or your recipe.
2. Sprinkle toasted pecans and chocolate evenly onto the bottom of the pie crust. Set aside in the freezer.
3. In a pot, combine corn syrup, sugar, brown sugar, bourbon, cornmeal, and vanilla. Cook, stirring constantly, for 3 minutes. Remove from heat.
4. Whisk eggs and melted butter. Combine hot corn syrup and mix slowly. You do not want the eggs to become breakfast eggs.
5. Pour mixture into chilled pie crust.
6. Bake at 350 degrees for 55 minutes. Cool for one hour then enjoy!





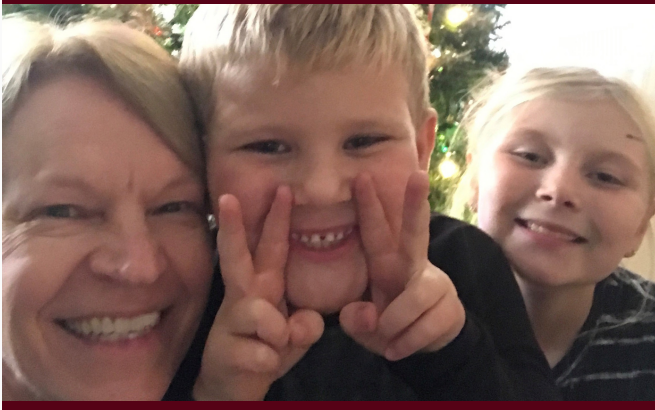
UNION NEWS



BY BARB BLANKEMEIER
APSS BUSINESS & FINANCE DIRECTOR

I'm excited to announce that I'll be retiring at the end of this year and I look forward to traveling and spending more time with my family during my retirement. It's been great to have met and worked closely with so many of you during the past 18 years where I held positions in IT, Financial Aid, Area and Global Studies and the Pew Faculty Teaching and Learning Center.

I'm grateful for all of you and the hard work that you do each and every day. Thank you for everything--I'll miss your smiling faces!



**FROM ALL OF US ON
THE APSS BOARD, WE
WANT TO WISH BARB A
HAPPY RETIREMENT!**

**THANK YOU FOR ALL
YOU'VE DONE FOR
GVSU AND OUR
MEMBERS!**



UNION NEWS

CALL FOR BUILDING REPS

Per Section 5.10 of the APSS Constitution and By-laws, “A representative will be responsible for approximately 25 Association members which can encompass one or more buildings. They will attend monthly meetings, distribute union information to members and be available as an advocate for a member being questioned by a supervisor. The representative shall serve until resignation or recall by the Executive Officers.”

The APSS board is currently reviewing our building reps with the number of members they represent. Some of our current building reps have over 25 members and would love to share their workload. Changes will likely take place in January of 2024.

If you're interested in becoming a building rep for the APSS Union, please reach out to our President, Tami John, johnht@gvsu.edu.

NEW BUSINESS & FINANCE DIRECTOR

Per section 4.09 of the APSS Constitution and By-laws: “Vacancies in office shall be filled by appointment by the Executive Board until the next election.”

The APSS executive board voted for Barb's replacement as Business & Finance Director at November's board meeting. Through a unanimous vote, Katie Haynes will assume the Business & Finance Director position in January. Katie's been a building rep for four years and with GVSU for 14. Check back in January's newsletter for a “Get to Know You” feature on Katie!



YOUR APSS BOARD WISHES YOU A JOYOUS AND MERRY HOLIDAY SEASON!



WORKSHOPS

WORKDAY TRAININGS CONTINUE!

PRESENTED BY THE WORKDAY TEAM

Trainings abound for Workday and are listed in [Sprout](#)! Lots of information is available on Sprout as well as the [Workday Training page](#).

Course offerings include:

- Getting Started with Workday for All Employees
 - **All faculty/staff must complete Getting Started with Workday for All Employees prior to campus closure on 12/22.**
- Getting Started with Workday for Managers
- Workday for Managers of Student Employees

Finance Offerings

- Foundation Data Model
 - Required prerequisite: Getting Started with Workday for All Employees
- P2P 1: Purchases (Suppliers, Requisitions, and Supplier Invoice Requests)
 - Required prerequisite: Foundation Data Model Course
- P2P 2: Managing Your Orders (Purchasing Orders, Change Orders, Receipts, and Invoicing)
 - Required prerequisite: P2P 1 Course
- Expenses
 - Required prerequisite: Foundation Data Model Course
 - An important training for all employees as this covers creating and submitting expense reports.

HR & Payroll Offerings

- Recruiting 1: Positions/Jobs & Create Job Requisitions
 - Required prerequisite: Getting Started with Workday for All Employees
- Change Job
 - Required prerequisite: Getting Started with Workday for All Employees
- Period Activity Pay & One-time Payments
 - Required prerequisite: Getting Started with Workday for All Employees



WORKSHOPS

COMBINED P2P AND EXPENSES OFFICE HOURS

PRESENTED BY THE WORKDAY FINANCE TEAM

Join us for open Office Hours to discuss any questions you have regarding P2P and/or Expenses in Workday! This is not a training course, but is intended for people who have already taken a P2P or Expenses training course and still have additional questions they would like to work through. Instructors will be available to help with any department specific questions or processes relating to the following topics:

- Suppliers
- Requisitions
- Purchase Orders
- Change Orders
- Receiving
- Invoicing
- Expense Reports
- Expense Card Reconciliation
- Spend Authorizations
-

*****REMINDER: THIS IS NOT A TRAINING COURSE AND CAN ONLY BE ATTENDED AFTER THE BELOW PREREQUISITES HAVE BEEN COMPLETED*****

Prerequisites:

- the Getting Started with Workday for All Employees [instructor-led](#) or self-paced course
- the Foundation Data Model course
- Either P2P or Expenses courses

These office hours are held both virtually and in-person throughout the month of November. Please visit [Sprout](#) to check them out and to sign up.

MICROSOFT TEAMS OVERVIEW

PRESENTED BY IT SEMINARS

Join us for an interactive and comprehensive training session designed to empower you with the skills and knowledge needed to leverage the potential of Microsoft Teams and SharePoint. In today's dynamic work environment, effective collaboration is essential, and these two powerful tools can significantly enhance your team's productivity.

Training Objectives:

- Microsoft Teams Mastery:
 - Navigate the Teams interface with confidence.
 - Learn best practices for creating and managing teams and channels.
 - Understand the variety of communication options, including chat, meetings, and calls.
 - Explore integrations with other Microsoft 365 apps.
- Integrating Teams and SharePoint:
 - Discover how Teams and SharePoint work seamlessly together for a unified collaboration experience.
 - Explore the process of linking SharePoint sites to Teams channels.
 - Learn to share and collaborate on documents directly within Teams.

Presenters:

- Keifer McCrackin

Tuesday, December 5 · 2:00PM - 3:00PM · KHS 4402



WORKSHOPS

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 difference between being non-racist and anti-racist and learn practical tools to become anti-racist.

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.

Presenters:

- Jakia Marie (she/they)

Thursday, December 7 · 2:00PM - 4:00PM · Virtual

GVPD SESSION 2: ACTIVE SHOOTER TRAINING

PRESENTED BY STUDENT EMPLOYMENT & GVPD

The first half of this seminar covers the University's 7 step emergency card. This prepares you to respond from an "all hazards" prospective including fires, medicals, chemical spills. The second half of the presentation provides an awareness level response to active shooter incidents. **This training is available for both student employees and their supervisors. Space is limited.**

You do not need to have attended GVPD Session 1 in order to attend Session 2.

Friday, December 8 · 2:00PM - 3:00PM · STU 106



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



BENEFITS & WELLNESS

WELLBEATS: CREATE YOUR CALM BY HUMAN RESOURCES

The Wellbeats featured December program is “create your calm,” which is perfect for the upcoming holiday season!



Create
Your
Calm



It’s the most wonderful – and busiest – time of the year! Amidst the hustle and bustle, it’s important to make time for yourself during the holiday season.

To find more inner peace, we invite you to [join the 14-day “Create Your Calm”](#) program on Wellbeats. This program will guide you through daily breathing exercises, meditations, and mindfulness practices to take care of your mental health. By the end of the program, you will become more aware of how to create moments of calm during stressful times.

HOLIDAY ULTRATIME CODE REMINDER

Winter break is Friday, December 22 through Tuesday, January 2.

For your time cards in Ultratime:

- report observed holidays using HOL code in Ultratime (December 24, 25, 31, and January 1)
- report campus closure days using HFL code in Ultratime (December 22, 23, 26-30, and January 2).

UPCOMING TIME ENTRY CHANGES

BY HUMAN RESOURCES

As you are aware, GVSU will implement Workday effective January 3, 2024, for payroll, human resources, and finance processes. With this, there are changes coming to time clocks and how you will clock in and out of your shifts.

In Workday, PSS staff will continue to manually enter their time as opposed to punching in and out.

Be sure to check out the job aids under [Enter Time \(by Schedule\)](#).

If you have questions, submit the [Workday Contact Form](#) or contact the Human Resources office at hro@gvsu.edu or (616) 331-2215.

2024 CALENDAR

BY HUMAN RESOURCES

The [2024 holiday and campus closure dates](#) are available online for review.



CAMPUS NEWS

COCOA EXAM CRAM

BY ELEARNING &
ANTHOLOGY/BLACKBOARD

Cocoa Exam Cram Events for Students December 5 and 6

Encourage your students to celebrate the end of the semester with Cocoa Exam Cram! GVSU Information Technology and Anthology/Blackboard are collaborating to celebrate students this exam season by hosting several events on both campuses. Cocoa Exam Cram events will take place on Tuesday, December 5 on the Grand Rapids campuses (DCIH Mezzanine Lobby and DEV Atrium) from 1:00 pm – 4:00 pm and on Wednesday, December 6 from 9:00 am – Noon in Kirkhof lobby in Allendale. Students can pick up delicious hot chocolate, donuts, giveaways, and more! More information here: <https://www.gvsu.edu/elearn/cocoa-exam-cram-fall-2023-128.htm>

IT AND ANTHOLOGY/BLACKBOARD
INVITES YOU TO THE:

COCOA EXAM CRAM

Students! Join us and celebrate the end of the semester
with FREE hot cocoa, donuts, prizes and more!

Grand Rapids	Allendale
Tuesday, December 5, 2023 1:00PM - 4:00PM	Wednesday, December 6, 2023 9:00AM - 12:00PM
Two Locations: DEV Atrium and DCIH Mezzanine Lobby	Kirkhof Center Lobby

SCAN THE QR CODE FOR
MORE INFORMATION!

THE BOOK IS ALWAYS BETTER

BY HUMAN RESOURCES

Are you tired of looking for something to stream? Are you bored with the same old computer games? Would like something different to do during your lunch hour? Are you interested in connecting with fellow Lakers? Join [The Book is Always Better network community](#).

Every 6 weeks, the club will read and explore a contemporary novel. Read all of the book, if you are able, and come ready to share your thoughts and experiences with the story. A corresponding organization in Blackboard Ultra will be available to continue discussions, post chats from club meetings, and share resources and ideas.

All books selected are available to purchase from Amazon or can be loaned from your local library.

Wednesday, December 13 · 12:00PM - 1:00PM · Virtual





CAMPUS NEWS

SANDWICH GENERATION NETWORK BY HUMAN RESOURCES

The "sandwich generation" can be defined as a generation of caregivers who are responsible for caring for multiple generations, often their own children and aging parents. If you are a part of this generation, you're not alone. Meet with the Sandwich Generation Network to connect with fellow GVSU faculty and staff members about your unique experiences and share resources.



Visit [Sprout](#) for more information and to register.

Friday, December 15 · 12:00PM - 1:00PM · TBD

PHYSICAL SECURITY

BY INFORMATION TECHNOLOGY

Physical security is the initial defense against theft, vandalism, and unauthorized access to the GVSU network. Every office has important resources that you can help secure. **Make sure that when you walk away from your computer the screen is locked.** Leaving laptops unattended poses security risks such as unauthorized access to sensitive information, potential theft, and compromises to the integrity of the device.

USB drives, while convenient, pose significant security risks. Unsecured USB drives can be a vector for unauthorized access and data theft. **Never plug in an unknown USB drive to a computer.** Infected USB drives can introduce malware into the computer and network.

GVSU has many regulatory requirements regarding the physical security of data. Failure to meet these standards can result in severe consequences, including fines and legal repercussions.

Best practices include:

- Lock your office when you walk away, even for a short period of time.
- Make sure mobile devices are protected with a password.
- Lock devices when they are not in use.
- Be careful to not allow an unknown person to access a secured area, this is known as tailgating.
- Do not leave critical information and paperwork unattended.
- Always secure your belongings, make sure to not leave laptops, phones, or tablets behind in a public area.



2023-2024 EXECUTIVE BOARD

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VICE-PRESIDENT

BRIAN DENUYL

CHIEF ALLIANCE STEWARD

RHONDA LEMIEUX

BUSINESS & FINANCE DIRECTOR

BARB BLANKEMEIER

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CON, HON, JHZ, LMH

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CHS, DCIH, RFH

MARISA VREDEVOOGD

ASH, AGS, LHH, LSH, PAC

BRIAN DENUYL

AH, CUB, SER

CAMPUS DATES

DECEMBER 9 - CLASSES END
DECEMBER 9 - COMMENCEMENT
DEC 22-JAN 2 - WINTER BREAK

BIRTHDAYS

4TH - VEDA HODGES
4TH - L DETTLING
5TH - LISA MORNINGSTAR
12TH - TRACIE SAMDAL
18TH - CRAIG HAMMERLIND
18TH - BARBIE YOUNG
22ND - TINA LEE
31ST - DARRHONDA SCOTT-JONES

GVSU ANNIVERSARY

14TH - ROBYN TOTH
20TH - MARY VANPOPERING
GEORGINE BELLO

WEDDING ANNIVERSARY

26TH - ROBYN TOTH (25 YRS)



SHARE YOUR NEW YEAR'S RESOLUTIONS OR 2024 PLANS FOR THE JANUARY NEWSLETTER! EMAIL MEGAN BY 5PM ON TUESDAY, DECEMBER 19

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