

VOLUME 14 ISSUE 7 • JANUARY 2024

APSS NEWSLETTER

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

photo by Patty Kishman

ISSUE FEATURES

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I have been at GVSU for 14 years. I've had a few roles before settling in my current position as the...

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MEMBER HIGHLIGHTS

BY HANNAH NOORMAN
SCHOOL OF ENGINEERING

Goals are more effective when you share them with others so here's mine –

I've decided to make "connection" my priority in 2024. I will do at least one thing a month that allows me to meet new people or strengthen existing relationships.

BY ANNE VALKEMA
UNIVERSITY DEVELOPMENT

My 2024 focus is (professionally) to excel in my new job. My 2024 word is Leap! meaning my personal focus will be to say yes to more opportunities.

BY JORDAN SICKREY
REGISTRAR'S OFFICE

My main resolution for 2024 is to finish writing Book 2 of my novel trilogy. The problem is that I don't actually know how long Book 2 will be. I know what the ending of Book 2 is, but I'm currently at 34,833 words (28 chapters). To put that in perspective, Book 1's current draft is 87,574 words (43 chapters). Book 1 will be around 130,000 words once everything is edited and revised properly, and that's if I just focus on adding details and don't reorganize anything else. You can understand why I started writing Book 2 to procrastinate editing Book 1. LOL So, fingers crossed that I can actually finish writing this book in 2024!

BY JOHANNA HOEKSTRA
INFORMATION TECHNOLOGY

Goal for 2024: Cook at home and try different recipes at least once every other week.

THE APSS BOARD WISHES EVERYONE A HAPPY 2024!



UNION NEWS

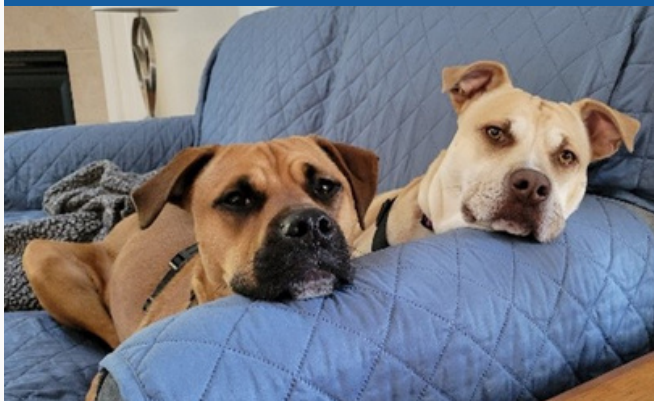


GET TO KNOW OUR NEW BUSINESS & FINANCE DIRECTOR, KATIE HAYNES

I have been at GVSU for 14 years. I've had a few roles before settling in my current position as the Academic Department Coordinator in the Biomedical Sciences Department for the past 5 years. I've been a building rep for the past 4 years covering Henry Hall, Holton-Hooker Learning and Living Center, Mary Idema Pew Library and Padnos Hall.

Outside of GVSU, I am a conference treasurer for a collegiate wrestling association. I'm hoping that will help ease the transition into the Business and Finance Director position, but I could not have stepped into this role without the amazing support and direction I received from Barb Blankemeier.

I have a "side business" of pet sitting that keeps me busy! If I'm not spoiling someone else's pet or my own two crazy pups at home, I'm likely on a cruise or planning my next one!



My pups Bae (tan & white) and Benny (brown/tan)

PROFESSIONAL SUPPORT STAFF (PSS) SCHOLARSHIP

PRESENTED BY APSS UNION

The purpose of this scholarship is to assist Professional Support Staff (PSS) employee group children and grandchildren in the pursuit of an undergraduate college degree at Grand Valley State University.

The applicant must be a child or grandchild of an employee in the current Professional Support Staff (PSS) employee group. This PSS employee may either be currently working and has completed a minimum of three continuous years by the application deadline, or a PSS employee who has retired from GVSU and is currently receiving GVSU retirement benefits.

The applicant must be admitted as an undergraduate degree-seeking student to GVSU and plan to enroll as a full time student for both fall and winter semesters.

Renewal Criteria: To receive the scholarship the parent or grandparent of the scholarship recipient must continue to be a member/retiree of the PSS employee group. Recipients must reapply.

Direct your child or grandchild to login to [myScholarships](https://myScholarships.gvsu.edu) and search **Professional Support Staff (PSS) Scholarship** to apply.

Deadline to apply is **March 1, 2024**.

Scholarship amount varies depending on the number of applicants.



UNION NEWS

A TRIP DOWN MEMORY LANE: APSS CELEBRATES 10 YEARS IN 2024!

On January 3, 2014, the GVSU COTA (now know as PSS) officially decertified from the Michigan Education Association (MEA) to form its own union. The former board of the GVSU COTA began meeting to establish the Constitution for the Alliance of Professional Support Staff.

The APSS held their first vote on February 14, 2014. That vote established our logo and ratified our Constitution and contract.

On April 22, 2014, elections were held for all executive board positions.

The APSS Bargaining Committee began to meet in May, 2014 in order to establish bargaining priorities for the new contract.

In June, 2014 the Bargaining Committee began meeting with HR to discuss the contract, starting with language changes.

On July 1, 2014 the executive board began their first terms in office.

In September, 2014 the Bargaining Committee reached a tentative agreement with GVSU. The APSS held ratification meetings in Allendale and downtown on September 15, 2014 and the new contract was ratified.

HAPPY TEN YEAR ANNIVERSARY TO THE ALLIANCE OF PROFESSIONAL SUPPORT STAFF (APSS)!





WORKSHOPS

WORKDAY TRAININGS CONTINUE!

PRESENTED BY THE WORKDAY TEAM

Trainings abound for Workday and are listed in [Sprout](#)! Many of the trainings now offer a self-paced option as well if that better fits your schedule. Lots of information is available on Sprout as well as the [Workday Training page](#).

Course offerings include:

- Getting Started with Workday for All Employees
- 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
- Recruiting 2 & 3: Applicant Management, Offer and Appointment/Employment Letters
 - Required prerequisite: Recruiting 1 Course
- 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 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 January. Please visit [Sprout](#) to check them out and to sign up.

TIME TRACKING OFFICE HOURS

PRESENTED BY WORKDAY HR/PAYROLL TEAM

These office hours are a drop-in session for anyone who needs to enter hours worked or vacation and anyone who needs to approve time. Assistance will be available regarding entering time, checking in (clocking in), entering time off (vacation), and approving time/time off.

These office hours are held both virtually and in-person between January 4-8. Please visit [Sprout](#) to check them out and to sign up.

TRAVEL BOOKINGS: CTP LIGHTNING

PRESENTED BY WORKDAY FINANCE TEAM

Lightning is the booking tool used by our travel agent CTP. This training, hosted by CTP, will show you how to log into and navigate Lightning to update your traveler profile and book airfare, lodging, rental cars and rail transportation. Training materials will be provided via email the day before the training session.

Tuesday, January 9 · 10:00AM - 11:00AM · Virtual

Thursday, January 18 · 2:00PM - 3:00PM · Virtual





WORKSHOPS

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 17 · 12:00PM - 1:30PM · Virtual

When help is needed most, what do you do?



Responding to Distressed People

A tool for GVSU Faculty & Staff

CONSCIOUS UNCOVERING

PRESENTED BY INCLUSION & EQUITY

Covering is described as the process of masking or concealing. Often used as a mechanism of protection, it can take many forms as individuals cover stigmatized and/or marginalized personal identities. This might be clothing to cover a gender identity, altering of a name to prevent potential linkage to racial or ethnic group, and so much more. Concepts will be explored via personal stories and examples to take the participant on a journey of defining and understanding a few forms of covering, why covering exists, as well as the “loneliness of onliness” and its associated traumas. Participants in this workshop can expect to learn and explore tools to create “brave spaces” that promote the building of “safe spaces”—spaces to empower authentic self, uncovered.

Learning Outcomes:

- Gain a deeper understanding what covering is including how to define it.
- Understand why people cover as well as who covers.
- Develop tools needed to creating brave spaces a precursor to safe spaces.

Presenters:

- Dr. Jay Knight
- Martina Poston

Wednesday, January 31 · 9:00AM - 11:00AM · STU 106



WORKSHOPS

MEIA MINDFULNESS FOR GVSU FACULTY & STAFF

This course includes four (4) separate meetings that build on one another to provide a comprehensive introduction to mindfulness. By the end of this course, participants will gain experience with the 9 mindfulness skills included in the curriculum of the Mindfulness Institute for Emerging Adults (MEIA). This course provides GVSU faculty and staff meaningful tools to use for themselves, as well as to support student wellbeing.

The MEIA mindfulness training curriculum (formerly called "Koru Mindfulness") was originally developed at Duke University and is now taught around the globe. As evident by its name and the associated text, *The Mindful Twenty-Something*, MEIA is specifically designed for emerging adults (defined as ages from late teens to late twenties). The MEIA curriculum is included in the one-credit course for GVSU students, IDS 105: Mindfulness as a College-Success Tool; it is also taught in various community settings (such as hospitals, prisons, and nursing homes) and has been found to be very beneficial for people of all ages!

Two different cohorts are available, the first beginning on January 16 or the second beginning on January 25. Please visit [Sprout](#) for the full list of dates/times. They are all virtual.

THE POWER OF PRONOUNS: WHY THE WORDS WE USE ARE IMPORTANT

PRESENTED BY INCLUSION & EQUITY

The Power of Pronouns: Why the words we use are Important is a two hour oral presentation that utilizes a combination of evidence-based practice and research to level set, explore, and intervene to build affirming environments. Content is directly influenced by research to support disparity and inequity discussions as well as evidence-based tools to address them. Case studies and personal stories are leveraged to provide background to the experience of being part of the LGBTQ+ community. Current issues are also discussed as it relates to legislation. Specific tools for the classroom and beyond are also explored to improve belonging and support LGBTQ+ students. The delivery method includes the utilization of slides, personal stories, videos, and music to guide the learner's journey.

Learning Outcomes:

- Develop a deeper understanding of the words we use, including how they influence health, ways to seek pronouns, and how to use them to make affirming spaces.
- Recognize minority stress and its influence on both mental and physical health disparities and outcomes.
- Learn tools to build affirming environments.
- Acknowledge and describe the impact language has.

Thursday, February 1 · 1:00PM - 3:00PM · KC 2270

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



BENEFITS & WELLNESS

'LEADING LAKERS: ACTIVATE' COHORT SCHEDULED FOR MARCH

BY HUMAN RESOURCES

This is a reminder to submit your interest form for the next cohort of 'Leading Lakers: Activate' by January 30, 2024. The cohort will take place on the Pew Campus in DCIH 104, March 19 and 26. Pods will meet monthly from April – September. Participation in both days of programming, as well as the monthly pods, is required for completion of the Activate program.

The March cohort will consist of 25-30 individuals participating in a two full days of interactive, in-person sessions, along with participation in monthly small group accountability pods for six months following completion of their in-person programming. All regular, full-time employees (AP, PSS, Faculty, MGS, POAM, COAM, Security Staff) are eligible and encouraged to submit a participation interest form. The Activate program is open to any employee who has an interest in growing as a leader regardless of supervisory status. Current leaders with direct reports are strongly encouraged to submit their interest to participate. All individuals interested in engaging in the programming must start by completing this foundational tier 1 program, Activate.

To ensure cohorts are representative of our faculty and staff population and due to the limited number of seats per cohort, all that submit a form of interest may not be selected for the upcoming cohort.

All individuals interested in participating will have an opportunity to attend a future session. Interest forms must be submitted by January 30, 2024. Cohort participation will be confirmed the week after the deadline.

Please [complete the interest form](#) if you're interested in participating.

ACTIVATE YOUR 2024 GOALS WITH A THRIVE WELLNESS COACH

BY HUMAN RESOURCES

Looking for an accountability partner to help you achieve your 2024 goals, or someone to help you set goals for the upcoming year? Sign up to meet with a wellness coach! Wellness coaching at GVSU is voluntary, confidential and free. Trained coaches can help you set and reach your goals related to physical, emotional or social wellness, and more. The three-month program is open to all medical benefit eligible faculty and staff and covered spouses/household members. Earn \$100 for participating! Learn more about [wellness coaching](#).





CAMPUS NEWS

DETROIT SPORTS WEEK BY ALUMNI RELATIONS

Detroit Sports Week is happening in January and now's the perfect time to plan ahead. Special GVSU discounts and swag are offered to Lions, Pistons, and Red Wings games.

Sunday, January 7 at Ford Field

- Lions vs. Vikings · 1:00PM
- Tickets: \$199
- Tickets available in a GVSU group section and include a complimentary Lions logo hat.

Wednesday, January 10 at LCA

- Pistons vs. Spurs · 7:00PM
- Tickets: \$33-\$135
- Special GVSU discount with multiple seating options. For each ticket sold under this package, the Pistons will donate \$5 to the GVSU Scholarship Fund.
- Each ticket includes an exclusive co-branded Lakers and Pistons shirt! While supplies last.

Thursday, January 11 at LCA

- Red Wings vs. Oilers · 7:00PM
- Tickets: \$55-\$85
- Special GVSU discount with multiple seating options. For each ticket sold under this package, the Red Wings will donate \$5 to the GVSU Scholarship Fund.
- Each ticket includes an exclusive co-branded Lakers and Red Wings jersey! While supplies last.

For more information, visit the [Detroit Sports Week website](#).

2024 FRESHMAN ORIENTATION BY ADMISSIONS & RECRUITMENT

Freshmen orientation for Fall 2024 sign up goes LIVE on Monday, January 8!

Visit the [orientation website](#) for more information.





CAMPUS NEWS

MOM NETWORK

BY HUMAN RESOURCES

The GVSU Mom Network is a warm and inclusive community for moms from all walks of life. Our monthly gatherings provide a precious opportunity for you to take off your professional hat and connect with other moms who understand the unique joys and challenges of balancing work and family life. We can't wait to meet you and embark on this wonderful journey of motherhood together. Learn more about the [Mom Network](#).

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

Wednesday, January 10 · 12:00PM - 1:00PM · TBD

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.

Thursday, January 18 · 12:00PM - 1:00PM · TBD

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, January 17 · 12:00PM - 1:00PM · Virtual





CAMPUS NEWS

CYBER SAFETY FOR CHILDREN

BY INFORMATION TECHNOLOGY

In today's digitally connected world, children are explorers navigating the vast landscape of the internet. While this opens up exciting opportunities for learning and creativity, it also brings forth the importance of ensuring their safety in the online realm. Here are some key tips to help you foster a secure online environment for the young digital enthusiasts in your life:

1. **Open Communication:** Encourage open and honest communication with your children about their online experiences. Make sure they feel comfortable discussing any concerns or questions they may have. This builds trust and allows you to guide them effectively.

2. **Set Boundaries:** Establish clear guidelines for screen time and the types of content they can access. Age-appropriate restrictions help create a balanced digital lifestyle and protect them from inappropriate material.

3. **Use Parental Controls:** Leverage parental control features available on devices and online platforms. These tools allow you to manage and monitor your child's online activities, block inappropriate content, and set time limits.

4. **Educate about Privacy:** Teach your children about the importance of safeguarding personal information. Instruct them not to share sensitive details online, such as their full name, address, school, or contact information. Emphasize the need to be cautious while interacting with strangers on the internet.

5. **Be a Digital Role Model:** Children often learn by example. Demonstrate responsible online behavior by showcasing good digital habits. Show them how to engage positively in online communities, respect others' privacy, and think critically about information they encounter.

6. **Cyberbullying Awareness:** Discuss the concept of cyberbullying and its impact on individuals. Encourage your child to report any instances of bullying and let them know they can always turn to you for support. Reinforce the idea that kindness and empathy should extend to the digital world.

7. **Stay Informed:** Keep yourself informed about the latest trends and technologies in the digital space. This knowledge will empower you to guide your children effectively and stay ahead of potential online risks.

Remember, fostering a safe online environment is a collaborative effort between parents, educators, and the wider community. By staying vigilant and engaged, we can ensure that our children's online adventures are both enriching and secure.





2023-2024 EXECUTIVE BOARD

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CAMPUS DATES

JANUARY 8 - CLASSES START
JANUARY 15 - MLK, JR. DAY
(UNIVERSITY CLOSED)

BIRTHDAYS

1ST - LUKE MADDEN
3RD - SHELBY HARRISON
20TH - VICKI WENGER
22ND - SHERYL NELSON

GVSU ANNIVERSARY

2ND - TAMI JOHN
2ND - LUKE MADDEN
2ND - LOLITA SALINDONG
5TH - CRAIG HAMMERLIND
5TH - ANA VANBRAGT
7TH - JENNA BENCH
12TH - ERICA BAKER-BRINGEDAHL
26TH - TRACY MCLENITHAN
MICHELLE HOLSTEGE

WEDDING ANNIVERSARY

NONE



SHARE YOUR SELF-CARE TIPS AND TRICKS FOR THE FEBRUARY NEWSLETTER! EMAIL MEGAN BY 5PM ON FRIDAY, JANUARY 26.

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