

# APSS NEWSLETTER

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

photo by Kel Nemetz

## ISSUE FEATURES

### HOLIDAY TIME ENTRY

Winter break is Monday, December 23, 2024 through Wednesday, January 1, 2025. For reporting time in Workday during the break, use the following codes...

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### UPCOMING WINDOWS UPGRADE FOR UNIVERSITY COMPUTERS

Starting in January 2025, Information Technology (IT) will begin migrating all university-managed computers to Microsoft Windows 11...

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### HOLIDAY DEADLINES

To ensure a smooth close to the year, please take note of the important deadlines for submitting invoices, supplier invoices requests and expense reports before the holidays...

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### HIGHLIGHTS

Welcome to our newest little Lakers, an exciting academic opportunity, and festive office decor!

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# UNION NEWS

**A MESSAGE FROM THE APSS BARGAINING TEAM**  
BY SHAWN EVANS, BARGAINING COMMITTEE CHAIR

Please be on the lookout for the APSS Bargaining Survey. We are hoping to solicit your responses/feedback between holiday breaks. This is an important opportunity for your insight into the work we do on your behalf at the bargaining table and we appreciate your time/effort to complete this survey.

Sincerely,  
sme



*Happy*

**HOLIDAYS**

**from your APSS E-board!**

**See you in**

**2025**

# LEARNING OPPORTUNITES

## WINTER/SPRING EFFICIENCY365 TRAININGS BY IT TRAINING SPECIALIST STEPH BALASKAS

[Now Available in Workday Learning:](#)

### Quizzes and Surveys With Microsoft Forms

January 8, 1-230p  
April 16, 1-230p

### Time-Saving Tips in Outlook

January 15, 1-2p  
April 2, 1-2p

### Practical Ways To Enhance Your PowerPoint Presentation

January 29, 1-2p  
March 26, 1-2p

### Microsoft Excel 101

February 5, 1-2p  
May 7, 1-2p

### Getting Started With Microsoft Teams

February 19, 1-2p  
May 14, 1-2p

### Microsoft Excel Formulas and Functions (part 1)

February 26, 1-2p  
May 28, 1-2p

### Microsoft Excel Formulas and Functions (part 2)

March 12, 1-2p  
June 11, 1-2p

### Microsoft Bookings Basics

March 19, 1-230p  
April 30, 1-230p

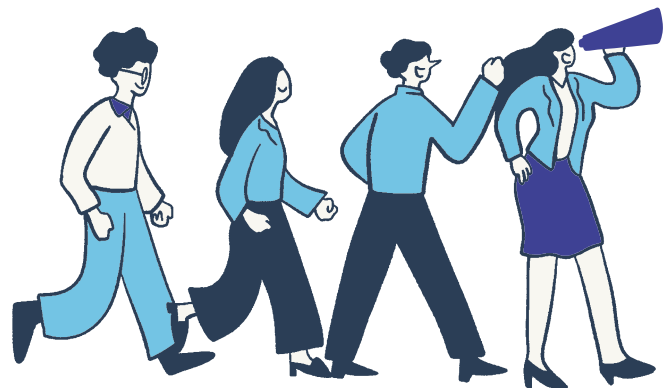
## “LEADING LAKERS: ACTIVATE” MARCH COHORT

*Submit Your Interest by January 31*

The next cohort of Leading Lakers: Activate will take place on Wednesday February 26, 2025 and March 5, 2025, on the Health Campus in DCIH, room 104. Pods will meet once a month from March-August 2025 based on their own availability. Participation in both days of programming, as well as the monthly accountability pods, is required for completion of the Activate program.

All regular, full-time employees (AP, PSS, Faculty, MGS, POAM, COAM, Security Staff) are eligible and encouraged to submit an interest form. The Activate program is open to any employee who has an interest in growing as a leader regardless of supervisory status.

Starting in 2025, Activate cohorts will be offered twice a year, and this cohort will be eligible to participate in the upcoming cohort of Leading Lakers: Accelerate, tier two in the program. To participate, [submit your interest for the upcoming cohort](#) of Activate by January 31. [Learn more about Leading Lakers.](#)



# LEARNING OPPORTUNITIES

## CAMPUS SAFETY TIPS: WINTER WEATHER BY GVPD

Scenery in West Michigan can become beautiful as temperatures drop and snow blankets the ground, but this change in season can present its own dangers in our everyday lives.

### Remote operations during winter weather

The most common reason to shift to remote status would be for weather-related reasons. Classes will shift to remote delivery whenever feasible. Classes that cannot be delivered remotely will not be held. Staff will shift to remote/work from home whenever possible. Essential staff are to report to work. Athletic contests may be held as previously planned subject to approval by the Vice President of Finance and Administration. Other campus events may be held as previously planned subject to approval by the President or Vice President whose division is sponsoring the event.

In evaluating whether to shift to remote for weather-related reasons, the following criteria are used: 1) the ability of the university's road crews to keep campus roads and parking lots cleared; 2) the conditions of primary and secondary roads in the area as reported by the Michigan Department of State Police as well as by central dispatch authorities in Kent and Ottawa counties; 3) weather reports regarding the track of the storm and other conditions, and 4) the anticipated length of time the weather impacts campus operations.

When the Allendale Campus shifts to remote status because of weather-related conditions, the Pew Grand Rapids Campus, Health Campus and the Meijer Holland Campus will also shift to remote.

The operating statuses of other GVSU campuses will be determined based on the operation statuses of those specific locations

### Severe Winter Weather

It is important to know the difference between a winter weather advisory, winter storm watch and a winter storm warning.

**A Winter Weather Advisory** is issued for accumulations of snow, freezing rain, freezing drizzle, and sleet which will cause significant inconveniences and, if caution is not exercised, could lead to life-threatening situations.

**A Winter Storm Watch** alerts the public to the possibility of a blizzard, heavy snow, heavy freezing rain, or heavy sleet. Winter Storm Watches are usually issued 12 to 48 hours before the beginning of a winter storm.

**A Winter Storm Warning** is issued when hazardous winter weather in the form of heavy snow, heavy freezing rain, or heavy sleet is imminent or occurring. Winter Storm Warnings are usually issued 12 to 24 hours before the event is expected to begin.

Winter storms create a higher risk of vehicle crashes, hypothermia, frostbite, carbon monoxide poisoning, and heart attacks from overexertion. Winter storms including blizzards can bring extreme cold, freezing rain, snow, ice and high winds.

Stay off roads if at all possible. If trapped in your car, stay inside. Limit your time outside. If you need to go outside, wear layers of warm clothing. Watch for signs of frostbite and hypothermia. Reduce the risk of a heart attack by avoiding overexertion when shoveling snow and walking in the snow.

# LEARNING OPPORTUNITIES



## SUPPORT STUDENT BASIC NEEDS IN COLLEGE: A GUIDE TO EQUITY AND INCLUSION BY I&E INSTITUTE

This presentation focuses on supporting college students' basic needs while incorporating principles of equity. It aims to equip participants with the knowledge and tools to address essential student needs such as food security, housing stability, financial support, health and wellness, and academic assistance.

Thursday, December 12, 2024, 1P-2P  
Virtual

[More Information and Registration](#)

## INTERSECTIONS OF PERSONAL WELLNESS, EQUITY & JUSTICE BY I&E INSTITUTE

Learn why supporting your personal wellness is critical and its impact on social justice and bridging community. Participants will learn more about GVSU's definition of well-being and our shared model for the 8 dimensions of wellness and the intersection of equity and justice. Have all the materials you need, but you are welcome to bring in your own materials as well.

Wednesday, December 4, 2024, 12P- 1P  
Kirkhof Center 2270 (Allendale Campus)

[More Information and Registration](#)

## WHEN FEAR IS HOLDING YOU BACK: A FRAMEWORK TO SUPPORT CAREER ASPIRATIONS AND SELF-EFFICACY BY I&E INSTITUTE

When you consider what you want to do and who you want to be, do other thoughts bubble up? Do you find yourself focusing on your shortcomings, wondering what will happen if you fail, or questioning whether you deserve to achieve your dreams? It's normal to experience feelings of fear and doubt, but you will miss out on great opportunities and tremendous joy if you allow these feelings to guide your career decisions.

[When Fear is Holding You Back: A Framework to Support Career Aspirations and Self-Efficacy](#) is an on-demand course from **Academic Impressions** that will help you face your fears and develop strategies to overcome them. The course begins with a guided reflection exercise to identify your own unique "fear beasts," then explores internal and external resources that facilitate growth. [Click this link](#) or the button below to sign up now.

# BENEFITS & WELLNESS



## 2024 VACATION ROLLOVER

BY HUMAN RESOURCES

As a reminder, you may rollover up to 200 hours of vacation at the end of the calendar year. Please review your current absence balance in Workday by following the [Absence Balance help article](#).

It is essential for GVSU staff and faculty to use their allotted vacation time to support overall health and well-being. While fulfilling responsibilities is important, taking time off is crucial to prevent burnout. Please work with your supervisor to ensure you are taking time for rest, recovery, and work-life balance.



## THERAPY DOGS

BY GVSU COUNSELING CENTER

Come destress with the University Counseling Center and West Michigan Therapy Dogs!

- December 3, 11A-2P, DCIH/Frey Library
- December 4, 6p-8p, Mary Idema Pew Library
- December 9, 4P-6P, Counseling Center Allendale
- December 10, 6P-8P, Mary Idema Pew Library



## HOLIDAY TIME ENTRY

BY PAYROLL

Winter break is Monday, December 23, 2024 through Wednesday, January 1, 2025.

For reporting time in Workday during the break, use the following codes:

- For the **observed holidays** (December 24, 25 and 31, and January 1) use code **Holiday**.
- For **campus closure days** (December 23, 26-30) use code **Holiday Break**.

More information can be found at [how to enter holiday time](#).

## PREK CLASSROOM SPOTS AVAILABLE AT CEC

BY JULIANNA SCHRIER FOR [THE FORUM](#)

GVSU's [Children's Enrichment Center](#) (CEC) has open spots for children who turn 4 by December 1. Director Daphnea Sutherland said children who enroll would be eligible for free preschool under Michigan's Great Start Readiness Program, [PreK for All](#).

"The wonderful thing I always say about us, in comparison to other schools, is that we have the whole university at our disposal," said Sutherland. From visiting the Rec Center and the Barbara Kindschi Greenhouse to performing experiments in science labs during the summer, Sutherland said the CEC offers its young students a chance to understand higher education and the importance of education at a young age.

The Children's Enrichment Center currently has several spots open in its 4-5 year old classroom. Children who enroll in that classroom are eligible for PreK for All. Contact Sutherland at [sutherd1@gvsu.edu](mailto:sutherd1@gvsu.edu) or (616) 331-5437 for more information.

# CAMPUS NEWS & EVENTS



Starting in **January 2025**, Information Technology (IT) will begin migrating all university-managed computers to Microsoft Windows 11, with the full transition scheduled for completion by August 2025. This upgrade is critical, as Microsoft will end support for Windows 10 on October 14, 2025, meaning Microsoft will no longer provide updates or security patches. Moving to Windows 11 ensures that GVSU can maintain secure and reliable systems for students, faculty, and staff.

[Windows 11 is Microsoft's newest operating system](#) offering several new features and improvements, including a new updated and modern user interface, accessibility enhancements, improved security features, built-in AI functionality, and better performance.

Faculty and staff will have the option to initiate the transition at a time that best fits their schedules or wait for their assigned upgrade date. Additional information including specific timelines, training opportunities and other resources will be shared in the IT December newsletter and through direct email communication to the university community throughout the project.

IT understands the challenges this change may present and is committed to supporting the university community through this transition. For any immediate questions, you are invited to contact IT through the [Service Portal](#) or at [it@gvsu.edu](mailto:it@gvsu.edu).

## PLAN AHEAD: CONSIDER DELAYING EQUIPMENT PURCHASES FOR WINDOWS 11 COMPATIBILITY

BY IT OPERATIONS

With the announcement of Windows 11 in the November IT Newsletter, Technology Acquisition would like to remind users it may be beneficial to delay new equipment purchases until January, if feasible. This timing will help ensure that any new devices are fully compatible with Windows 11, minimizing the need for immediate upgrades or adjustments.



## GUIDELINES FOR SOFTWARE PURCHASE AND APPROVAL

BY IT OPERATIONS

Want to buy software but don't know where to begin? Check the Technology Acquisition website for a list of [approved software](#) and current [Enterprise License agreements](#). If you need approval for software not listed, please submit a [Software Purchase Approval ticket](#) prior to purchase.

# CAMPUS NEWS & EVENTS

## Replenish™ BASIC NEEDS CENTER GRAND VALLEY STATE UNIVERSITY

As the weather gets colder, students who are struggling to meet their basic needs are at greater risk. Keep Replenish in mind this winter! Replenish has locations on the Allendale, Pew and Health Campuses and assists students with access to food, clothing, personal hygiene products, household goods and school supplies.

Learn more about **Replenish** at their [website](#).

Remind your student employees about this incredible campus resource if they express need, and consider donations to Replenish in the upcoming months! Here is a list of items in high demand:

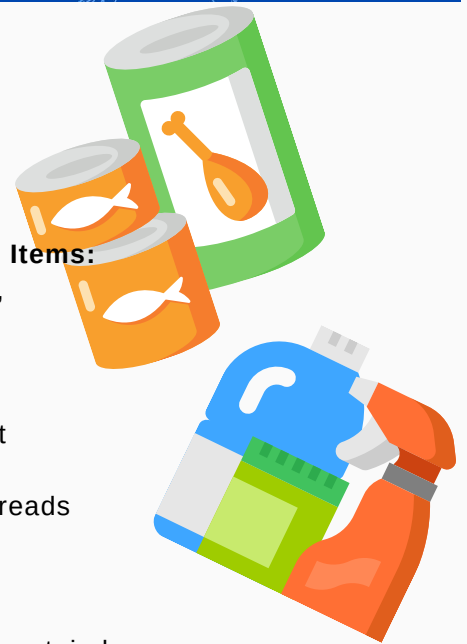
### Perishable items:

- Meat (chicken, fish beef, ground turkey, and pork)
- Milk (diary, almond, and coconut)
- Cheese (string, sliced, shredded)
- Fresh or Frozen Fruits
- Fresh or Frozen Vegetables
- Yogurt (regular diary and greek)
- Eggs
- Deli sandwich meat



### Non-Perishable Items:

- Grains (Rice,
- Dried beans
- Pasta
- Ramen
- Canned Meat
- Nut butters
- Jams and spreads
- Pancake mix
- Oatmeal
- Cereal
- Granola and protein bars
- Pop-tarts
- Spices (salt, black pepper, onion/garlic powder, cinnamon, chili pepper, etc.)
- Laundry detergent
- Bath soap (bar or body wash)
- Toilet paper
- Dish soap
- Deodorant
- Toothpaste and toothbrush
- Menstrual hygiene products
- Lotion
- Baby items (diapers, wipes, wash, clothing, etc.)
- School supplies
- Pet food





# CAMPUS NEWS & EVENTS

## HOLIDAY DEADLINES

BY GVSU PURCHASING

As the calendar inches closer to the holiday break, we find ourselves preparing for the season—even if there's not much snow on the ground just yet! To ensure a smooth close to the year, please take note of the important deadlines for submitting invoices, supplier invoice requests and expense reports before the holidays.

- Invoices must be sent to Accounts Payable via email ([payables@gvsu.edu](mailto:payables@gvsu.edu)) or Supplier Invoice Request (SIR) by 12/13
- Invoices must be approved by departments by 12/18 to ensure payment prior to break
- Expense Reports must be approved by Departments by 12/17 if you want reimbursement prior to break. You may continue to submit reports all the way up to break for posting as soon as they are complete.
- Accounts payable will review all invoice submissions and SIR's to monitor for urgent payments, i.e. utility bills, check requests
- Questions should be sent to:
  - Accounts Payable: [apassist@gvsu.edu](mailto:apassist@gvsu.edu)
  - Expenses: [travel@gvsu.edu](mailto:travel@gvsu.edu)
  - Procurement: [purchasing@gvsu.edu](mailto:purchasing@gvsu.edu)

Please approve all requisitions prior to 5pm on December 20

## REMINDER FOR EVENTS WITH OPTION TO MAKE A GIFT

BY UNIVERSITY DEVELOPMENT

If a department or club is planning an event where there is the option to make a gift in addition to paying a registration fee or purchasing tickets, please encourage your supervisor to contact University Development via this request form.

### [Request Form - University Development](#)

A U-Dev team member will create your unique giving form within the context of the GVSU giving page to best serve your department's needs.

Any old giving form/link/QR code you were given by Development in the past is no longer accepting gifts. The conversion to Raiser's Edge was completed in September 2023 and best practice is to contact U-Dev to assure you have working links.

If you have any questions, please don't hesitate to contact Maggie Aceto, Gift Processing Assistant, at [acetom@gvsu.edu](mailto:acetom@gvsu.edu).

## GVSU FACULTY & STAFF APPERCIATION GAMES

BY ATHLETICS

GVSU faculty and staff are integral to the success of our student-athletes both on and off the field. We would like to invite you to join us and show your Laker pride at the men's basketball game on December 20 for FREE (4 ticket max.)

To access complimentary faculty/staff appreciation tickets you must first login with your GVSU credentials at [gvsulakers.com/MyTickets](https://gvsulakers.com/MyTickets).



# HIGHLIGHTS

## WELCOME TO OUR NEWEST LITTLE LAKERS!

Last month's newsletter announced that Robert McVay (University Libraries) and Lina Fire-McVay were due with their first baby on November 23, but he decided to join the world a bit early!

Francesco Orville Fire-McVay "Frankie" was born on 10/31/2024 at 2:29 am and he was 5lbs 10oz, 19 inches long. Everyone is doing great! Welcome to the Laker family, Frankie!



Ruthie Holtrop (Steelcase Library) welcomed Opal Jean Holtrop-Broton on November 22, 2024, at 10:13 PM. Opal weighed in at 8lbs 4oz. Welcome to the Laker family, Opal!



# HIGHLIGHTS



Jordan Sickrey, Records Assistant in the Registrar's Office, presented at the National Women's Studies Association Conference in Detroit on November 14th. There were over 800 proposals submitted, and Jordan was selected to present her paper on Gwendolyn Kiste's book *Reluctant Immortals*. Jordan talked about genre and expectations and how writers can use reader expectations to help inform their writing process and the choices they make for their story. Jordan says, "It was a great experience, and I'm so glad that I had the opportunity!"

CONGRATULATIONS

Congratulations Jordan, and amazing work!!!



Betsy Wessels shared a photo of student worker, Sridevi Bommidi at the CECI Advising Center showing off their office's decorations. The theme is Gingerbread. What a great way to get into the festive spirit!



## 2024-2025 EXECUTIVE BOARD

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STU 1ST FLOOR

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FH, MAN

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ASH, AGS, LHH, LSH,  
PAC

BRIAN DENUYL

AH, CUB, SER

TREENA GILBERT

BIK, CEC, IDC, KEN, WAT

### CAMPUS DATES

7TH - COMMENCEMENT

9TH-13TH - FINALS

23RD-31ST - CAMPUS CLOSURE

[GVSU.EDU/EVENTS](http://GVSU.EDU/EVENTS)

### BIRTHDAYS

4TH - VEDA HODGES

4TH - L DETTLING

5TH - LISA MORNINGSTAR

12TH - TRACIE SAMDAL

18TH - BARBIE YOUNG

18TH - CRAIG HAMMERLIND

31ST - DARRHONDA SCOTT-JONES

### GVSU ANNIVERSARY

8TH - KELLI DYKSTRA

14TH - ROBYN TOTH

GEORGINE BELLO

### WEDDING ANNIVERSARY

26TH - ROBYN TOTH



SHARE YOUR NEW YEAR'S RESOLUTIONS,  
ORGANIZATION TIPS, AND PLANS FOR THE  
NEW YEAR FOR INCLUSION IN THE JANUARY  
NEWSLETTER!

THIS NEWSLETTER IS PUBLISHED MONTHLY.  
FOR SUBMISSION INFORMATION, CONTACT  
THE COMMUNICATIONS DIRECTOR.