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March/April 2011

# The APA

# NEWSLETTER

*The Official Newsletter for the Administrative Professional Association of MSU*  
MSU Administrative-Professional Association MEA/NEA/1480 Kendale Blvd, Suite 300/East Lansing MI 48823/(517) 353-4898

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## 2011 Executive Board Election

### APA Executive Board Election MEA/NEA Delegate Election

**Election Dates: March 22-30, 2011**

*by the APA Nominations and Elections Committee*



Per the APA Constitution and Bylaws, *the annual APA Executive Board election shall be conducted by March 31 of each year.* By this time, you should have already received an email notification (via APA ListServ on February 4, 2011) soliciting nominations—which have now closed—and providing notice of the **APA Executive Board and MEA/NEA Delegate election with voting set to commence March 22 and conclude at 4:30 p.m., March 30, 2011.** (See submitted candidate bios at the end of this newsletter.)

The 2011 election will include five (5) seats on the APA Executive Board with terms ending in 2014; one (1) seat on the APA Executive Board with a term ending in 2012; and four (4) MEA/NEA Delegate positions with terms ending in 2014.

The Elections Committee this year includes: Vivian Leung (Chair), Ramiro Gonzales, Kevin Grattan and Deb Porter. Each year, the APA Nominations and Elections Committee work diligently to operate an efficient, accurate, and transparent election in compliance with the APA Constitution and Bylaws. In doing so, the Committee has established a public testing of the ballot on March 17, 2011. There will also be a public tabulation and announcement of election results on March 30, 2011.

Both public election events are open to full members of the APA and will commence at 5:00 p.m. at the APA Association Office, located at the MEA building at 1480 Kendale Blvd., Suite 300, East Lansing. If you have any questions please feel free to contact Vivian Leung at [leungv@msu.edu](mailto:leungv@msu.edu).

Future announcement of the election will be provided via the official APA ListServ. Please watch your email for important election information.

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## Politics? – What you should know...NOW!

### Legislative Report

*by Leo Sell*

*Legislative Committee Chairperson, MSU APA*



**Rapacious** – 1) given to seizing for plunder or the satisfaction of greed; 2) inordinately greedy; predatory; extortionate: a rapacious disposition.

I don't think there is a more apt word for the action plans being pursued that are covertly anti-middle-class and overtly anti-union altogether. The wholesale attempt to throttle unions' ability to bargain for their members, defend member rights, and even to function at all is being played out in Wisconsin even as I write this column. This is union busting, plain and simple. In other nearby states, there are "Right to Work" (for less!!) efforts coming to the fore that portend ill for all working and middle class families here in heartland of the union movement. An excellent article about this situation is found in **Mother Jones** online:

<http://motherjones.com/mojo/2011/02/whats-happening-wisconsin-explained>.

Here at home, we're seeing the new governor propose massive cuts to K-12 and Higher Education budgets allocations as well as reducing first the tax credits typically used by lower and middle income folks. Those used by business and wealthier individuals "might be examined later." Only slight attempts are being floated out to fix the structural revenue problems beyond eliminating those tax credits. Business taxes are proposed to be vastly reduced with a resulting loss of revenue that is unconscionable.

As higher ed appropriations are reduced by 15% in the governor's proposed budget, it strains MSU greatly after many years of underfunding. We can only hope to keep job effects to a minimum.

Now, more than ever, it is important to keep abreast of political winds in this state and in the country. As an affiliate of the Michigan and the National Education Associations, we have several venues to do so within the organizations. NEA has launched <http://www.educationvotes.nea.org/> where members can track politically important stories all over the country. Here in Michigan, a periodic check of <http://www.mea.org> is also wise.

We are all citizens and constituents. Our livelihoods are at stake and we must be engaged with those that represent us in the political sphere. As efforts continue here in our state on the budget and, potentially, on union-busting legislation, every one of us must be prepared to lobby and influence our Legislators, so that we may protect our collective bargaining rights.

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## Put Your Ed Assist Dollars to Work!



### Educational Assistance Reimbursement Information:

Educational Assistance reimbursements are being processed in the new systems. Please note if you are signed up for direct deposit, your reimbursement will be deposited in your bank account on record.

### There is space in the following April sessions:

Tuesday, April 19, 8:30 am -4:30 pm: **RNT: 1-2 Years to Your Retirement** (Free to MSU Faculty and staff; guest \$25)

Tuesday, April 26, 8:30 am – 4:30 pm: **RNT: 3-7 Years to Your Retirement** (Free to MSU Faculty and staff; guest \$25)

You may enroll by utilizing the EBS Portal <http://ebs.msu.edu/> and your ESS tab (Employee Self Service). If you wish to enroll a guest, please contact Nancy Sanchez at 884-0169 or [sanchezn@hr.msu.edu](mailto:sanchezn@hr.msu.edu). If you need a dietary accommodation, please contact Nancy week before the class.

You may book a class by utilizing the EBS Portal <http://ebs.msu.edu/> and your ESS tab (Employee Self Service).

### Helpful hint for class booking:

The default setting in the enrollment system for showing you the scheduled classes is 90 days. Since our offerings span a whole semester, we suggest that you change your settings to 150 days. Click on **Settings** in "**My Learner Account**" and then type in the **Search Options Preview Period** field 150.

If you need assistance with the booking process, please don't hesitate to contact us. We'd be glad to assist you. Call 517-355-0183.

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## Know Your Contract!

### Article 21: Vacation Pay



Everybody needs to take some time away from the workplace. That's why the APA has negotiated vacation accrual and leave for its membership.

Page 44, paragraph of the APA contract (*October 1, 2007-September 30, 2011*), offers a chart denoting the earning rate, annual accrual, and maximum accrual rates of our vacation time.

Paragraph 163, begins the **Vacation Usage Requirements** as follows:

-163 An employee may take vacation at any time during the year with permission of the supervisor and in accordance with departmental requirements.

-164 Vacation is to be taken and reported in full hour increments.

-165 A maximum of eight (8) hours pay may be made for each day of vacation. This may vary for persons on a flexible appointment.

-166 Each hour paid to an employee shall be paid at the base rate of pay, and shall not include shift premium or other premium payments.

-167 University designated holidays falling within the employee's vacation will not be charged to accrued vacation.

-168 While on vacation, an employee may not change usage for time taken for other forms of paid leave, except for a documented illness.

-169 The employee will normally use all vacation before commencing a leave of absence without pay, except for sickness or disability.

-170 Vacation may be used to supplement Workers' Compensation up to a maximum of eight (8) hours total pay for each day of absence.

-171 Part-time employees scheduled to work at least 26 hours per week but less than 36 shall be credited with 75% of the vacation accruals shown above for full-time employees.

-172 Part-time employees scheduled to work at least 20 hours per week but less than 26 shall be credited with 50% of the vacation accruals shown above for full-time employees.

-173 Part-time employees will be paid only for the hours scheduled to work but not worked because of the vacation.

-174 Employees are expected and encouraged to take their annual vacation accrual each year. With supervisory approval, an employee may continue to accrue vacation up to the Maximum Accrual shown under the Accrual Schedule section. Further accrual beyond this Maximum Accrual is not possible, and the employee will receive no further vacation credit for months of service completed until the employee reduces vacation credits.

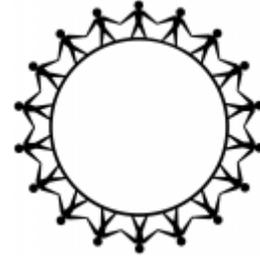
-175 An employee will receive payment for unused vacation when terminating employment.

## MSU APA 2011 Bargaining

**We're going back to the table!**

*by Maury Koffman*

*President/Chairperson, MSU APA*



In order to be prepared to negotiate a successor agreement to our current contract (October 1, 2007-September 30, 2011), we have named our 2011 Negotiations Committee.

After an "all-call" of the membership, the following APA members will make-up the committee: Maury Koffman, Alex Dawson, Nicole Proctor, Sue Brandt, Erica Phillipich, Aaron Ledger, Jean Chisnell, Leo Sell, Ramiro Gonzales, Vivian Leung, Nick Bourland, Cynthia Schneider, Rachel Zakhem, Sean Leahy, Deb Porter, Melissa Sortman (Uniserv Director/Ex Officio) and Mary Henson (Uniserv Director/Ex Officio). These members include a cross-section of APA classifications as well as experience in bargaining and work experience at the University.

According to the MSU APA Bylaws, the charge of the Negotiations Committee is as follows:

**Article VII: Contract Negotiations and Ratification/Section 2. Negotiations Committee.** *The Negotiations Committee shall be appointed by the chairperson with the concurrence of the Executive Board. The Committee shall consist of the negotiations team, chairperson, vice chairperson, grievance officer and other interested members. The MEA Uniserv Director or other MEA representative(s) will serve as ex officio members of the Committee. Appointment of a new Negotiations Committee shall take place no less than nine months prior to the expiration date of the collective bargaining agreement or the beginning date of a reopener. The Negotiations Committee shall: survey the membership, conduct open hearings, assist the Negotiations Team in determining proposal priorities, assist in research, assist in communications, provide crisis assistance when necessary and perform other negotiations-related duties at the direction of the Negotiations Team or the Executive Board.*

Be sure to check official listserv messages regarding contract input surveys and open meeting dates prior to and during the 2011 bargaining cycle. This is your union so your input is greatly appreciated!

## 2011 APA Executive Board 2011 MEA/NEA Delegate Nominees & Biographies

\*(B)=Denotes incumbent/current board member.

### **Sue Alchin** **Planner Inspector Analyst I**

My name is Sue Alchin and I began my career at MSU 26 years ago. I started as a mail clerk in the Administration building and am currently a Planner Inspector Analyst I working at the Physical Plant. Before joining the APA union I was a member of MSU Local Union No. 999, Skilled Trades. While a member of local 999 I served as the Secretary Treasurer and was also a member on the negotiating team. I was able to attend training conferences put on through local 999's affiliate AFSCME, AFL-CIO while I was an officer and a member. While working on campus I have had the opportunity to recognize the opportunities presented to us as MSU employees and also see the talent and skills brought to the university from its employees. One of my focuses as your APA Union representative will be to preserve our opportunities for development as employees, benefiting ourselves and the University. APA members are one of the great assets of this campus community.

### **Deborah J. Sudduth Garland** **College of Nursing, Dean's Office/Executive Staff Assistant**

Fellow APA members, I am seeking your support to continue to serve the membership of APA and MEA/NEA. I have served for the past 1 ½ years as an Area Representative. I now request your support to serve you as a member of the APA Executive Board and as an MEA/NEA delegate.

I have been actively working and supporting the APA association for the past two years. I have attended MEA trainings and conferences to better serve our APA members.

I have been employed by MSU for over 25 years and am a second generation MSU union/associations employee. I have been active in campus union/associations for 13+ years (CTU/1987-1988 and APSA/1995-2006).

I look forward to serving and representing the members of APA/MEA. I pledge to serve and represent the member of APA/MEA to the best of my ability by listening to your concerns and comments. I will work hard for you and with Executive Board to maintain our current union negotiated benefits.

Thank you for supporting Deborah Sudduth Garland for your APA/MEA Executive Board and MEA/NEA delegate by your vote!

### **Carol Graysmith** **Information Technologist, Department of Forestry**

Honesty. Integrity. Compassion. These are 3 principles I place immense value in. My career at Michigan State University spans 16 years. The last 11 years have been as an Information Technologist in the Department of Forestry. Our APA union has undergone many changes over that time, particularly in recent years. I have followed our evolution with growing interest and have been taking steps to become more involved. After attending SPARKS training provided by the MEA last winter to further my understanding of the union, I feel I have skills and drive to continue our development. I ask for your support in electing me and my principles to the APA Executive Board.

### **Maurice 'Maury' Koffman (B)**

Maury is currently MSU APA President/Chairman. He began his career at MSU as a student employee in 2001, joined MSU as full-time staff (IT Professional in ATS) in 2005, and began serving as a member of the APA Executive Board in 2006. He says, "Growing up in a household where unionism was a part of life, I gained an appreciation and desire to continue in my mother's footsteps working to improve employment conditions for my fellow union members."

Maury is the current chair of the 2011 negotiations and bargaining committee. Since joining the Board he has chaired the grievance and past election committees, served the legislative, finance, and communications committees. Over the last three years as President/Chairman, Maury has worked to improve APA communications, solicit member input on all APA matters, connect with newer members, and engage in leadership development for the long-term preservation of the APA.

In addition to his union responsibilities, Maury graduated from MSU College of Law in 2010 with a focus on employment and labor law. His legal background has aided greatly in serving the APA. Maury adds, "I hope to continue utilizing and developing my skills for each individual member and our association, the APA."

### **Danny Layne** **Information Technology Professional**

With 16 years of on-campus experience, I am a responsible, responsive employee who has long sought inclusion and transparency in APA Union matters. I will

continue that struggle if elected, but will be able to address multiple issues internally rather than just externally. Representing all APA Union members in all matters -- and keeping members immediately updated on issues that affect their workplace -- will be the hallmark of my efforts. My influences and my concerns are member-oriented. If you are looking for a fresh face and a new outlook in APA Union matters, take the chance for change and vote for me.

**Sean Leahy (B)**  
**Producer for Virtual University Design and Technology/ Information Technology Professional**

Sean Leahy is the current Secretary Treasurer, Finance Committee Chair and Executive Board member for the APA. Sean has been a member of the APA since 2005 and has been on the Executive Board for 4 years serving in many capacities in addition to current roles such as negotiations committee member, website developer and former elections committee chair. Sean is committed to making the APA a better union for all of its members. He is also currently pursuing his PhD in Educational Psychology and Educational Technology at the College of Education. In his own words – “I am strongly committed to the APA and working diligently to ensuring the rights and benefits of our members are upheld and preserved”.

**Aaron M. Ledger**  
**Administrative Information Services/ Information Technologist I**

My name is Aaron Ledger and I am running for APA Executive board and MEA/NEA delegate seats. I have been employed by MSU for 4 years with AIS. I grew up in union family. My mother was a union steward for UAW local 602. During my time here, I've had the privilege to work with members of our union all across campus. What I discovered was a general apathy towards the APA. I started attending informational sessions and meet-and-greets to see what could be done to fix it. Eventually, I was nominated to attend a retreat organized by the MEA called SPARKS. The training I received at SPARKS taught me the important role a union plays for all of its members. After the retreat, I became an Area Representative for the APA so I could become the face of the union for every member I come in contact with. I believe that the board would benefit from some new energy and ideas. I also believe that the MEA has a lot to offer all of us and I want to serve as your voice in that organization. Thank you for allowing me the opportunity to serve you.

**Jennifer Shangraw**  
**Recording Engineer, College of Music**

Jennifer Shangraw has been a Recording Engineer at the College of Music and a member of the Administrative Professional Association for 11 years. She attended the

APA/MEA SPARKS retreat last year and is interested in serving on the APA Executive Board.

**Mary E. Wright**  
**Coordinator of Volunteer Programs and Special Events, Broadcasting Services.**

Mary has been a member of the APA since 2001. Before becoming a member of the MSU family, Mary was the director of human resources for a local non-profit. In that role, she worked with staff on understanding the company's policies and procedures as well as their rights under their union contract. In addition, she handled employee grievances and union negotiations when it was time to re-new the bargaining agreement. Mary's grandfather retired from the MSU grounds department. During his employment there, he proudly served as a union steward. Mary would like to continue that tradition, giving a voice and support to her colleagues. She says, "I feel in order for people to take advantage of their rights, they must first be informed and kept informed, of what those rights are. Communication is a key component necessary for success. I would be honored to serve you, my fellow APA members, and to act as your advocate for your concerns and suggestions."

**APA Executive Board****PRESIDENT/CHAIRPERSON**

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*\*Executive Board meetings are normally held on the second Tuesday of each month commencing at 2:00 p.m. in the APA office located at 1480 Kendale, Suite 300, East Lansing. Visiting members should call in advance to verify the time and place.*

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