
November/December 2010

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

Annual Membership Meeting

Learn more about your Union.

by Vikki Tormala

Membership Committee Chairperson, MSU APA

On Tuesday, November 16, MSU APA will hold its annual fall meeting. The meeting will be held from noon to 1 p.m. at the International Center in the Spartan Rooms. This is a brown bag meeting so lunch **will not** be provided by the Association.

We hope to see you there!



MSU HR Website & Policies

How they affect APA members.

by Maurice Koffman

President/Chairperson, MSU APA

Recently it has been brought to attention, by several APA members, that when resigning from their current role to either leave the University or transfer to another position on campus, that they are required to provide a 1-month notice. After seeking clarification to this misunderstanding, the APA has been made aware of the root of this issue.

The MSU HR website

(<http://www.hr.msu.edu/documents/supportstaffpolproc/resignation.htm>) states: "APA employees are expected to give their supervisors notification of their intent to

terminate at least one month in advance." This statement, however, is not part of our APA collective bargaining agreement with the University. Furthermore, after discussion with the University, the administration has agreed that this stated expectation is not enforceable.

While we will continue to have this information properly communicated with the entire APA membership, it is important to remember that unless the process is agreed to and outlined in the APA contract, it is only a desire of the employer and unenforceable.

If you ever have any questions or concerns about a process regarding your employment at the University, please feel free to contact your union office at 517.353.4898. We are happy to discuss your inquiry and provide the answer.

Education Legislative Report

What's happening downtown?

by Leo Sell

Legislative Committee Chairperson, MSU APA



The following is a report on current legislation that affects higher education. We encourage you to take a review of these programs.

Also, remember to have your voice heard with your vote at the polls on Tuesday, November 2. If you need a ride, carpool with a friend or two but be sure to vote. *(If you are interested in reviewing the MEA recommended*

candidates for the 2010 statewide election, visit www.meavotes.org.)

Legislative Overview: The Higher Education budget contains funding for operational support of the state's 15 public universities, various financial aid programs for students attending public and independent colleges and universities in the state, and several other higher education-related programs.

Appropriations for the 15 public universities are separated into two separate subparts: Research Universities (Michigan State, UM-Ann Arbor, and Wayne State) and State Universities (remaining 12 universities).

Total appropriations for the 2010-2011 budget year will be **\$1,578,278,500**.

Budget Changes: FY 2009-10 YTD Appropriations:

University Operations: A baseline adjustment to replace ARRA funding was made, but a 2.8% reduction to each of the 15 university operations line items for a total Gross reduction of \$40.8 million was then subtracted.

Agricultural Experiment Station: A baseline adjustment to replace ARRA funding was made, but a 2.8% reduction (\$955,800) was applied to line item from the Gross FY 2009-10 level.

Cooperative Extension Service: A baseline adjustment to replace ARRA funding was made, but a 2.8% reduction (\$824,400) was applied to line item from the Gross FY 2009-10 level.

State Competitive Scholarship Program: Federal funds removed, \$3.7 million GF/GP was added, equalizing net reduction to line item since FY 2008-09 with Tuition Grant reduction of 44.1%; total funding of \$19.9 million.

Tuition Grant Program: The appropriation of \$31,664,700 maintains flat funding.

Merit Award Program: Removes \$100 placeholder included in FY 2009-10 budget for any remaining costs of program; ended with 2006 high school graduates.

Tuition Incentive Program: Assumes projected cost increase of \$6.2 million due to continued increase in number of Medicaid-eligible students graduating from high school and enrolling in associate's degree programs. This budget fully funds projected costs with \$7.3 million GF/GP.

Children of Veterans and Officer's Survivor Tuition Program: Budget includes an increase of \$200,000 GF/GP for (1) transfer of Officer's Survivor Tuition Program funding from State Police budget (\$48,500 in

FY 2009-10) and (2) anticipated increase in costs for Children of Veterans Tuition Grant Program. A portion of this line item (\$300,000) is funded from income tax check-off contributions.

Other Higher Education Programs: Appropriations for remaining programs in the Higher Education budget are all maintained at current FY 2009-10 levels. King-Chavez-Parks grant programs, Higher Education Database (HEIDI), Midwestern Higher Education Compact dues, Robert C. Byrd Honors Scholarship Program, and Project GEAR UP.

Put Your Ed Assist Dollars to Work

It's YOUR employee benefit!



Class rescheduled:

[Breaking Free From Stress](#) in December has been rescheduled to be held on December 2 and 3.

Classes for supervisors and leaders:

NEW! [Harassment And Bullying In The Workplace](#) Wednesday, November 3, 8:30 a.m. -12 (\$85) Presented by Dr. Tina Riley, MSU LIR School and Kristine Moore, JD, Office for Inclusion.

[Discover Your Leadership Style](#) Thursday, Nov. 4, 8:30 a.m.- noon (\$115; includes Leadership Profile. This instrument will help you identify your preferred leadership style and how you can best work with people of the same or different styles, and how you can best lead others who have a variety of behavioral styles) Presented by Lois Wolfe-Morgan.

NEW! [Powerful Language For Leaders](#) Tuesday, Nov. 16, 8:30 a.m. – noon (\$90; includes book). Presented by Jackie McCarroll.

Communication programs:

[Choose Your Words Wisely](#) Nov. 9, 8:30-noon. Presented by Jackie McCarroll.

NEW! [Communicating Technical Information](#) Nov. 9 & 16, 1-4:30 p.m. (2-half-day sessions). Presented by Jackie McCarroll.

NEW! [Powerful Language For Leaders](#) Nov. 16, 8:30-noon. Presented by Jackie McCarroll.

[Getting Good Information At Work](#) Dec. 2, 8:30-noon (free). Presented by Lew Dotterer.

Educational Assistance: MSU Tuition Waiver applications for spring 2011 are due in HRD by October 22. Fax to us at 517-432-2979. Applications for other schools are due 30 days prior to start of classes. Schools with a non-standard schedule, or structure, allow additional time.

Know Your Contract!

Article 19: Leave of Absence with Pay

Article 20: Leave of Absence without Pay



-150 The University grants eligible employees leave of absence with pay in accordance with provisions as stated here. The types of leave of absence with pay are: bereavement leave, holidays, jury duty, military duty, personal leave, sick leave and vacation.

-151 While on leave of absence with pay, the employee will retain all previously earned benefits, and will continue to accrue vacation and sick leave credits. Compensation will be at the employee's base rate of pay as of the employee's last day of active work. Benefit programs and University contributions of benefits programs will continue during leave of absence with pay.

-152 Excused absences without pay less than 10 days may be granted by the immediate supervisor but shall not exceed ten (10) consecutive days unless approved as a leave of absence. Normally, excused absences without pay will not exceed ten (10) working days in each fiscal year.

--153 Excused absences without pay will not require the use of accrued paid time (i.e. personal leave or vacation), except for failure to report to work due to inclement weather.

-154 All leaves of absence (exceeding 10 days) must be approved by the supervisor, the administration head of the unit and the Office of Human Resources Services. They may be taken for reasons as specified (see paragraph 160).

-155 During an unpaid leave of absence or layoff, an employee will not accrue vacation or sick leave nor be eligible for any payments for time off work provided by the Agreement (except excused absences without pay).

-156 Unless otherwise specifically provided for by this Agreement, seniority shall accumulate during leave of absence or extensions and layoffs.

-157 The employee must consult with the Benefits Office about maintaining status in employee benefit programs during leaves of absence without pay subject to and consistent with these program conditions.

For a list of authorized leave options and recall rights to an employee's position, please consult Article 20, pages 42 and 43 of the MSU APA Contract: October 1, 2007-September 30, 2011.

Campus Happenings

Check-out the NEW Brody Cafeteria...YUMMY!!!

by Cynthia Schneider

Vice President/Chairperson, MSU APA

Communications Chairperson, MSU APA



In early October, I had the opportunity to attend a reception for the grand-opening of the new Brody Hall cafeteria. Food choices – and tastes – have certainly changed since I attended college nearly 30 years ago. And by changed, I mean that the changes for MSU students have been for the positive indeed with a wide-selection of delicious eats!

The new Brody cafeteria offers home-style fare (like fried-chicken and mom's apple pie); sushi (a full sushi-bar!); vegetarian and vegan choices, and the typical pizza, fresh fruit, vegetables and other nutritious, all-you-can eat fare.

All resident hall cafeterias are open to staff. To find out how to get a meal card, go to <http://eatatstate.com/> and click on "MEAL PLANS." It may save you money and you won't lose your parking space to grab some lunch.

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WEBSITE:

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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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