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July/August 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

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## REPORT: Constitution & Bylaws Review

by Nick Bourland  
*Constitution & Bylaws Ad-hoc Committee  
Chairperson, MSU APA*

As the APA has grown, diversified, and changed with time, the Executive Board felt it was time to review and revise the union's living documents. In February 2010 the APA Executive Board appointed an ad-hoc committee to review the organization's constitution and bylaws. Following extensive review, discussion, and issuing a membership survey, the committee members were able to establish four key points for revision.

First, the committee acknowledged the APA has grown to over 2,000 members. However, the Executive Board has remained limited to its original number of thirteen elected positions. The committee will recommend an increase in the number of board members from 13 to 15.

Newly elected officers present challenges to an organization. While new APA officers have been able to meet the demands of the office, there is a need to make such shifts more seamless. To meet this need, the committee will recommend a transition period be established to allow officers elected at the May Executive Board meeting to assume their roles at the start of September.

Along similar lines, the committee saw a need to extend the length of officer terms from one year to two years.

The Chairperson/President and Treasurer would be elected in alternate years from the Vice-Chairperson and Secretary positions. The extended terms will allow for greater confidence by the University and Coalition in the continuity of the APA's leadership.

Fourth, the committee recommends alterations of the area representative sections to better define the role. As the APA has grown, the importance of a strong and active support network has also grown. Area

representatives will play an important part in a first line of contact.

The committee sincerely hopes these four main changes will help make for a stronger and more efficient union. Along with these changes, the committee will suggest minor language changes to bring the documents into the modern era by incorporating small pieces of language for new and changing technologies, titular markers, definitions, and other incidental items. All recommended changes will be presented in detail at the July 13 Executive Board meeting for action. The committee remains open to any suggestions to improve our governing documents.

Please feel free to contact me at [bourlan2@msu.edu](mailto:bourlan2@msu.edu).

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## Planning for Retirement?... It's not too early!

APA members have options through the MEA, too.



As you plan out your work day, you should also be planning for your future. As an employee of MSU, we are privy to a 403B plan that offers a generous contribution to us—10% employer match to a 5% employee contribution. And MSU also offers a supplemental retirement account to its employees.

But for those who may be looking for a little bit more, MEA Financial Services/Paradigm Equities, Inc., provides public school employees—like those at MSU—

with a variety of investments for the future: low-cost term life insurance and a wide variety of mutual funds and IRAs including traditional, Roth and Coverdell ESAs.

As a member of the MEA, MSU APs have the opportunity to take a look at the programs offered by MEA Financial Services and compare how they can benefit from starting an MEA sponsored retirement plan.

Call or email Joe Benzie, MEA Financial Services Representative and Registered Representative, Paradigm Equities, Inc., 517-641-7043 or [jbenzie@mea.org](mailto:jbenzie@mea.org) for additional information on how to tailor an investment portfolio that fits your goals and financial situation.

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## BCN Plan Begins July 1

What EVERYONE Needs to Know.



As you may be aware, Physician's Health Plan (PHP) is no longer an available option for Michigan State University Employees. Beginning July 1, Blue Care Network (BCN) will replace the PHP product. While BCN has been selected to "mirror" the former PHP, there are still some significant changes to keep in mind.

Effective July 1, 2010 employees shall be subject to the following annual health deductibles:

\$100 single  
\$200 family

**NOTE:** *Deductibles will apply only to Blue Care Network (BCN). Health plan deductibles will not apply to services with a fixed dollar co-pay, preventative services, pre/post natal visits, Durable Medical Equipment, Prosthetic & Orthotics and lab services. The deductible does apply to all other services whether there is a coinsurance or if covered at 100% including colonoscopies and sigmoidoscopies, as these are considered surgical procedures.*

For both plans, effective July 1, 2010 co-pay amounts for emergency room visits shall be \$250. These co-pays will be waived for;

- Admittance for an inpatient hospital stay;

- Services received for a medical emergency. A medical emergency is defined as a condition, or signs and symptoms of a condition, that occurs suddenly and unexpectedly that could result in serious bodily harm or threaten life unless treated immediately.

[Co-pay for treatment at urgent care facility is \$20.]

Eligibility for OEI (Other Eligible Individual) health care shall be consistent with University policy. This policy is located at [www.hr.msu.edu/benefits/oei.htm](http://www.hr.msu.edu/benefits/oei.htm).

Review the complete health care Memorandum of Understanding on the APA website at [www.msuapa.org](http://www.msuapa.org) under "Health Care" on the main page tool bar. The document is labeled "Ratified Health Care Agreement."

Contact MSU Human Resources Benefits at [benefitsinfo@hr.msu.edu](mailto:benefitsinfo@hr.msu.edu), 517-353-4434 or 1-800-353-4434 if you have any other specific questions or contact one of your APA executive board members or Area Rep.

### More Health Care News...

***How will the national Health Care Reform Act affect MSU?*** In the upcoming year, various parts of the new national health care laws will affect MSU employees. Most of the changes will occur over the next several years but there are two parts that are on the horizon and effect many employees.

As of January 1, 2011, over-the-counter (OTC) items will no longer be considered eligible expenses for Health Care Spending Accounts (HCSA). Employees who utilize such an account will want to take this into consideration when planning for next year's enrollment.

Effective July 1, 2011, all MSU health plans will allow dependents to be covered until age 26 regardless of their student status. The dependent must not be able to secure health care coverage through an employer. This does not apply to current dependents who terminate coverage at age 23 or earlier if they are not enrolled as a full-time student.

Additional information about these and other changes will be included in next year's Benefits Open Enrollment materials. MSU Human Resources and the APA will continue to provide you with updates.

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## Campus Happenings

### Changes with MSU Pharmacy

by Cynthia Schneider

Vice President/Chairperson, MSU/APA

Communications Chairperson, MSU/APA

Effective July 1, 2010, the Olin Health Center and Clinical Center Pharmacy will be joined to become the Michigan State University Pharmacy Service.

While both locations will continue to provide a wide range of services, Caremark prescriptions will only be filled at the South Campus Clinical Center location.

MSU HealthTeam Pharmacy Service locations include:

- South Campus, located in the Clinical Center on Service Road.
- North Campus, located in Olin Health Center on East Circle Drive.

Go to [www.pharmacy.msu.edu](http://www.pharmacy.msu.edu) for more information or call 353-4930.

## Put Your Ed Assist Dollars to Work

It's YOUR employee benefit!



Summer semester may be a good time to add skills to your learning portfolio. Educational Assistance Program benefit runs on an academic year calendar. Any amount not used does not carry over to the next academic year.

### Technology training opportunities:

It is very important to continue to build your technology skills. Check out the currently available LCTTP course offerings. You may enroll online by going to <http://www.train.msu.edu/classinfo/index.asp> and following the systems prompts.

### Your feedback is needed:

Please give us your input as we develop our new portal and catalog. Please complete the following short survey. Your opinion is important to us:

<https://www.surveymonkey.com/s/CatalogFeedback>.

### CHRS and CERRP recertification credits:

Many HRD courses are eligible to be applied toward the recertification credit requirements for CHRS and CERRP certifications. Please contact Edita Herbstova, CHRS, CERRP, Assistant Director of HRD for details. Phone 517-884-0172.

## Know Your Contract!

### Article 14: Filling Vacant Positions



Thinking of a career or job change within the University? With respect to current employees, the APA contract has provisions for how vacant positions within the University are filled.

-103 The recruitment of applicants and the filling of vacant positions is the responsibility of the Employer [Michigan State University]. All candidates who possess the posted qualifications shall be considered to advance the concept of promotion from within the ranks of the University. Human Resource Services will provide the employing department with a list of candidates. In any instance when bargaining unit candidates possess the posted qualifications, at least five (5) of said candidates, if available, shall be interviewed.

-104 The responsibility for determining which candidates shall be interviewed will reside with the employing department. This determination will be based upon information obtained from the candidates' credentials. The department should take longevity of service into account when determining who will be interviewed, but ability to do the work shall be the prime factor for setting the interview list.

-105 If any outside candidate is hired over an interviewed employee or an interviewed employee on layoff status, the Association shall be provided with a copy of the Position Vacancy Record, which will contain the reasons for selection and nonselection. This shall be done in a timely manner. If the procedures outlined above have been followed, the determination will not be grievable; however, the Association may request a Special Conference to discuss the issue.

-106 Employees will be given reasonable time off from their jobs for the purpose of interviewing for another University position. Arrangements must be made in advance with their supervisor.

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**WEBSITE:**

<http://www.msuapa.org/>

*\*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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