



MSU APA/MEA/NEA
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[MSU Health Care - Open Enrollment Updates](#)

Free flu shots and chair massages! Mark your calendars for the Benefits Fair and open enrollment coming up soon!

[APA 2018 – 2021/2022 Health Care & Wage Increases](#)

The APA has confirmed that the base wage increase for the first year of our new joint wage and health care agreement will be 2.75%. That increase will be realized for all APA members in October 2019.

[Upcoming APA Events](#)

Volleyball game, Homecoming Parade and Annual Coat drive details!

[New Area Reps!](#)

We extend a special thanks to the following APA members who have gone through training and were approved at the September APA Board meeting to become an Area Representative.

[Area Representative \(AR\) Spotlight](#)

Calendar

APA Executive Board
October 9 | 2:00 pm
APA Office

APA Executive Board
November 13 | 2:00 pm
APA Office

**APA Annual Membersh
Meeting**
November 13 | 5:15pm
APA Office

Meet Nahtiah Covington, Endowment Integrity Specialist for all of the colleges and units on campus.

[Your Fellow APs](#)

Meet Brian Proffer, Assistant Manager in the University Activities Office with the University Activities Board (UAB)

[MSU Trivia - With Prizes!](#)

This month's question is about U.S Passports. Find out who won last time!

[Know Your Contract – Personnel Folder](#)

Do you know what's in your personnel folder? Want to find out?

[Best Doctors](#)

MSU has extended their partnership with Best Doctors to include two new services that put you at the center of your healthcare and provide additional peace of mind.

[APA Annual Membership Meeting](#)

The annual meeting will be held on Tuesday, November 13th at 5:15pm at the APA Office.

APA 2018 – 2021/2022 Health Care & Wage Increases

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APA 2018 – 2021/2022 Health Care & Wage Increases

In addition to annual eligible wage increases, the APA is proud to have negotiated a joint wage and health care agreement that ensures fully funded health care with no monthly employee-paid premium for single, double, and family coverage for the base plan (Blue Care Network) health care coverage through December 31, 2021.

In short, the APA wage increases for the coming years are as follows:

-October 2018: 0% increase/salary freeze under the last year of our previous joint wage and health care agreement.

-October 2019: 2.75% subject to 40% of the wage increase provided automatically and 60% of the wage increase provided through application of management's merit pay guidelines.

-October 2020, 2021, 2022: to be determined under the terms year of our wage and health care agreement. A minimum 1% lump sum payment to a maximum of a 2.75% base wage increase.

As a reminder, the APA negotiates our contract that ensures fully funded health care, a minimum salary by grade level, and annual eligible base wage increases. It is noteworthy that the APA contract works as a floor and there is no ceiling for the salary increase amount or maximum annual salary.

While 100% of the funds negotiated by the APA for annual wage increases must be distributed in full to APA members each year in October, a department is fully permitted under the APA contract to provide a greater wage increase in October, or extend an out-of-cycle wage increase in any month, provided the department accounts for the funding in their budget and it is processed through HR.

A More Detailed Explanation

To begin, health care will continue to be fully MSU-funded with no employee premium for the base plan for single, double, and family coverage through December 31, 2021.

As to wages, the APA salary freeze for 2018 is the result of the fourth and final year of our previous joint wage and health care agreement. Under that agreement, the wage increase amount was determined by the total percent annual health care cost increase from July 1, 2016 - June 30, 2017. In that measuring year health care costs increased 16.4%. Therefore, under the previous wage matrix formula, all APA members are slated for a salary freeze (or as MSU identifies it, a 0% increase) this October 2018.

Starting with our new agreement which dictates our October 2019 wage increase, we were able to make a key improvement on how the calculation is done to determine the annual health care cost increase. In the previous contract, the health care cost increase was calculated exclusively on total health care spend and did not account for the additional MSU unionized staff being hired.

For APA wages starting in October 2019, the health care cost experience shall be calculated based on the average health care cost per union member of the MSU Coalition of Labor. That calculation shall be a monthly average over the period July 1 through June 30 of each year.

Therefore, the October 2019 base wage increase was determined using the new formula of average union member health care cost. Because the average cost increase per member was .9% over that measuring year, APA members will receive a 2.75% base wage increase in October 2019.

For October 2020, 2021, and 2022, the health care cost increase will continue to be measured using the average union member health care cost increase. As with this notice, once we know the health care cost increase for each measuring year and the associated base wage increase amount we will communicate with the APA membership accordingly.

Further Questions?

We hope that the above information helps inform your understanding of the upcoming annual APA wage increases and fully funded health care coverage. You can review a copy of the entire joint wage and health care agreement on the APA website at:

<http://www.msuapa.org/wp-content/uploads/2018/01/Final-JHCC-MOU-2018-2021.pdf>

If you have additional questions or concerns, please feel free to contact us via email at msuapa@msu.edu or phone us at the APA office at 517.999.4004.

Upcoming APA Community Based Events

Friday, September 28 @ 7:00pm MSU Women's volleyball vs Penn State

APA has a limited number of free tickets available, and **each ticket admits two people** for general admission. We will go early and identify a section for APA members and their guest/family to sit together in the upper section. Keep in mind that athletics requires a ticket for every person (even infants), and that no bags/purses/backpacks are permitted in Jenison Field House during athletic events, so leave those in the car!

To reserve your ticket, please email Sue Brandt at brandts@msu.edu. A limit of one ticket (each ticket is good for 2 people's entry into the game) will be available to APA members in good standing. Tickets will be available on a first-come-first-served basis for pre-orders and then made available to others. If any extra tickets are available right before the event, we will offer to those who may need them for additional members in their family. Ticket pickup will only be available September 28th from 6:00pm-6:45pm on the steps just outside the volleyball game entrance to Jenison which is on the west side of the building. There may even be popcorn for the early birds!

MSU Homecoming Parade October 5

We started small last year with an APA entry in the MSU homecoming parade and hope to be back this year with a larger group. We welcome APA members and their families to be part of our parade entry and walk along the parade route with us and pass out candy. If you and your family are interested in being in the parade, and/or helping us with a couple details of the event, please contact Sue Brandt at brandts@msu.edu

APA Coat Drive October 1-19

The dates for the winter coat drive have been set and APA is pleased to again provide this service to the MSU and Lansing school district. These items are sorted and re-distributed to MSU CAMP, which is the College Assistance Migrant Program, a residential program with students living in Holden Hall that assists migrant or seasonal farm worker students to enable them to complete their first year of college. These students, generally from Texas are from a warm climate and come unprepared for the Michigan winters and lack financial means. Items collected are also shared with the Lansing School Education Association (LSEA).

Clean, new and gently used winter coats, hats, gloves and boots will be accepted in both adult and children's sizes. Please no spring/summer apparel and no torn or dirty items.

The University community and the LSEA students depend on this and we need a few more APA to get involved for a quick one-time minimal time commitment. If you could help sort coats for about an hour the evening of October 22, please contact Sue Brandt for more information at brandts@msu.edu or 355-9306.

New this year, we will offer two drive-thru locations where you can pull in and drop off coats on your way into work, rather than having to bring the coats in from your car:

October 2 from 7:30am-8:00am at 1855 Place Parking Ramp – first floor inside the Harrison entrance

October 10 from 7:30am-8:00am at the Olin Parking Ramp – just past the gate arm entrance

Bin locations October 1-19:

1855 Place 2nd Floor – Linda Beach

Berkey Hall Room 205 – Trudy Wesley
Biomedical & Physical Sciences Room 2201 – Pat Hampton
Clinical Center A206J Floor Break Room – Kimberly Patterson
Comm Arts Room 201 – Trajan Dubiel
Community Music School Lobby – Sarah Bohan
Computer Center Room 500 – Jane Carl
Engineering Room 3536G – Kaleigh Jaeger-Hale
Fee Hall Room East, Room A221 – Kathy Collins
Holden Hall Room C249 – Leonel Ornelas-Martinez
Holmes Hall Room E-36 – Dan Koch
Kellogg Center Room 93 – Cindy Helms
IPF Suite 1 – Martin McDonough
Main Library Circulation Desk – Tammy Slocum
Morrill Hall of Agriculture Room 160 – Holly Lacina
MSU Innovation Center Suite 350 – Tina Ramos
Plant Biology Laboratories Room 106 - Tina Hayes
Student Services Room 216 – Erica Phillipich
Vet Med Suite G155D – Kaye Boucher

New this year, the MSU Flint Campus will participate from October 1-14:

200 East 1st Street; Bin in hallway by the security office - George Harris

Welcome to New APA Area Representatives

We extend a special thanks to the following APA members who have gone through training and were approved at the September APA Board meeting to become an Area Representative (AR):

James Bender, Marcia Bird, Darius Bradley, Ian Cameron, Michael Chumbley, Heather Dover, George Harris, Jamie Lynn Marks, Paula Palmiter, Angela Sorrells-Jones.

In addition, we would like to thank those AR's who have served previously and continue on as an AR. These include: Allison Virag-McCann, Amanda Ross, Andrea Worful, Anna-Marie Rodriguez-Pelizzari, Becky Jo Farrington, Cindy Helms, Danielle Flaumenhaft, Elizabeth Wheeler, Elisabeth (Hasbany) Anderson, Erin West, Ezra Brooks, Gerlind Kiupel, Jared Andrews, Jennifer Sergeant, Kaleigh Jaeger-Hale, Katharine Cusick, Lisa Wilton, Matthew Evans, Nahtiah Covington, Nicki Walker, Patti Roost, Steven Smith, Tammy Slocum, Tim Woods and Tonya Jamison.

These individuals have gone through training and can confidentially assist members out in the units. So if you have a question, please feel free to reach out to one of them.

Area Representative (AR) Spotlight – Nahtiah Covington

What is your job title?

I am the Endowment Integrity Specialist for all of the colleges/units on campus

What area of campus, building and department do you work in?

I work on the West Side of Campus at Spartan Stadium in University Advancement

How long have you been at MSU?

4 years

How long have you been an Area Representative?

Almost 4 years, I started the AR program shortly after I began working here at MSU.

Why is being a member of the Union important to you and what value does it bring?

There are so many reasons why being a member of the Union is important. Many of the rights we enjoy and the benefits we receive every day at the workplace are because of our union. The union provides us workers with a powerful and collective voice to communicate to management demonstrating that Unity is Strength. It also gives me a sense of security knowing that I have the union to support me.

What words of advice do you have for the new hires at MSU?

My advice to new hires is to arrive with a positive attitude every day and do the best you can. If any assignments are unclear, ask questions, ask for advice and help from others. Let them know they can depend on you. Be all about continuous improvement and most importantly TURN IN YOUR BLUE CARD and get involved with the APA.

What do you love about working at MSU?

As a proud alumna (class of '06), I have a passion for MSU therefore I want to do an excellent job in my role here. I get to work with great people all across campus and I just love the campus atmosphere in general.

What do you like to do when you are not at work?

I enjoy spending time with my family, especially during the summer months. We spend most of our summer at the beach, visiting amusement parks, having outdoor gatherings and just enjoying each other doing a variety of things. I love to travel and see new places, go to concerts and music festivals, comedy shows and poetry events. It is pretty safe to say I enjoy just about everything.



Nahtiah Covington, APA Area Representative

The AR's are appointed by the Executive Board and their role is to assist with distributing APA materials and information and to serve as a resource for members. AR's are assigned to a geographic area of campus, so if there is not an AR in your immediate building, you can find one nearby. For a list of AR's go to <http://www.msuapa.org/about/area-representatives-2/>

Meet a Fellow APA: Brian Proffer

What is your job title?

Assistant Manager

How long have you been at MSU?

Four years

Have you been a member of the APA the whole time?

Yes

What department do you work in, and can you tell me a little bit about what you do?

I work in the University Activities Office with the University Activities Board (UAB). In my role, along with my colleagues, I co-advise two graduate assistants, 11 student directors, and the numerous volunteers of UAB. Our team works with our graduate assistants to prepare them for future roles in student affairs and higher education in areas such as advising, campus policies, and professional development. We work with our undergraduate students on everything from contracts to payments, event coordination, event accessibility, marketing, event implementation and execution, professional development, and anything else they may need support in.

I also coordinate the winter and spring MSU Arts and Crafts Show, facilitating over 500 crafters from across the country between the two events. All booth fees paid by the crafters go to the programming budget for UAB, which allows us to offer free or low cost events to the MSU Community.

What brought you to your job at MSU?

The opportunity to work at a Big Ten school with a robust activities board and fantastic student leaders really was the reason for applying and accepting the position I currently hold.

What do you love about working at MSU?

The students! I've worked at several institutions in my 11 plus years in higher education and I've never had such passionate student leaders who are willing to develop, grow, and learn, but also to challenge, advocate, and make change, be it here at MSU or in the world.

What do you like to do when you are not at work?

I love spending time with my fiancé (soon to be husband!) and our two fur babies Coraline and Lyra.

I also volunteer a lot of my time to my fraternity Kappa Sigma, where I serve as a local and regional advisor; I volunteer with ACPA-Educators International, a professional organization for student affairs and higher education, where I am active in several components of the organization; and I volunteer my time with my Higher Education Student Affairs Graduate Alumni Association from Eastern Michigan University in developing and supporting both current students in the graduate program and fellow alumni from the program. I also like to collect panda trinkets and collectables.

Trivia

This month's question: **Where on campus can MSU students/faculty/staff and their families, as well as community members go for information and to apply for a new US passport or to renew one?**

Email your answer to Sue Brandt at brandts@msu.edu by October 4, 2018. Limit of one guess per person. Two members who correctly answer will be randomly drawn to win various prizes. Winners will be announced in the next newsletter.

Congratulations to the last newsletter winners: Pat Chavez-Wilson from the MSU Main Library and Mary Passage from the Clinical Center.

Must be an APA member in good standing to win. *APA Board Members, APA Area Representatives and Communications Committee Members are not eligible to win.*

Know Your Contract – Personnel Folder

As the 2018-2019 academic year begins, take time to do something for yourself. If you have not recently reviewed your own personnel folder, make sure to put this on your calendar.

Every APA member has access to their official personnel folder and you should make a point to periodically review your file. Article 11 (-91) of the APA Contract reads, *“Each Employee shall have the right, upon request, to examine the content of her/his own Official Personnel Folder(s), the only exclusion being confidential pre-employment credentials of an evaluative nature.”*

Select a date to review your file and commit to that time each year. APA recommends reviewing your personnel file about the same time each year – like the beginning or end of the academic year. However, many members also tell us that they review their personnel file when they have their Performance Evaluation or around their birthday. Regardless of the timing, it is important to check your personnel file each year.

If you do not check your file each year, make sure you check your file in any of the following situations:

- After a major change in your life. Major changes like marriage, children or divorce may impact current documents in your file, review everything.
- If you plan to apply for a new position either on campus or off campus. Make sure you know what is in your file; both good and bad.
- If you are thinking of retiring or leaving MSU. Make sure everything in your file is up-to-date, including beneficiaries and emergency contacts.
- Have you been disciplined? Review all documents that may relate to discipline and make sure you have reviewed everything in your file. Also, after 18 months you can request that discipline be removed from your file. Article 11 (-94) of the APA Contract reads, *“Upon an Employee's written request to MSU Human Resources any records of disciplinary action that occurred more than eighteen (18) months prior to the request shall be removed from the Official Personnel Folder(s) if the Employee's performance has been satisfactory within the past eighteen (18) months.”*

You may request to view your personnel file by contacting the Solutions Center by phone at 517-353-4434 or email solutionscenter@hr.msu.edu. When your file is ready for review, you will be notified so that you can make an appointment. You will need to bring your ID and must review everything in HR; however, you may request copies of anything in your file.

If you are concerned about anything in your personnel file, you can do the following:

- Take notes on what is in your file. You can make a list the documents as you review them or mark/date all contents in your file so you know when you first reviewed the document.
- Get a copy – if you would like a copy of anything in your file, simply ask.
- Follow up with anything unknown or negative. You have the right to submit a statement or rebuttal for anything in your file.
- Contact APA with questions or assistance.

To review Article 11, or any other APA contractual provision, go to:

<http://www.msuapa.org/wp-content/uploads/2016/02/2015-2019-Contract.pdf>

If you have further questions, do not hesitate to ask for assistance by contacting the MSU APA office at (517) 999-4004 or email msuapa@msu.edu.

MSU and Best Doctors Introduce Two New Options

Michigan State University has extended their partnership with Best Doctors to include two new services that put you at the center of your healthcare and provide additional peace of mind.

In addition to being able to have a physician review your diagnosis and treatment plan, you can now take advantage of the Treatment Decision Support and Medical Record eSummary services. As are all Best Doctors services, both are provided at absolutely no additional cost to you.

Treatment Decision Support

With the Best Doctors Treatment Decision Support (TDS) service, you now have access to one-on-one coaching and interactive, online educational modules featuring in-depth, easy-to-follow information about your specific condition. The TDS program is designed to equip you with the tools you need to make a confident medical decision. Once you have completed the program, you will be more educated on your condition and all of the treatment options available to you.

How it works:

1. Contact Best Doctors and speak with a Member Advocate who will help you understand all of your treatment options.
2. Your Member Advocate prescribes a series of relevant topics from the Best Doctors collection of easy-to-follow, online, interactive decision aids and helps you to fully understand the information within them.

3. Once you complete the online portion of TDS and feel confident in the information provided, the decision to continue with surgery or any other treatment plan remains entirely up to you.

Medical Records eSummary

With your permission, Best Doctors will now collect and organize your medical records for you and provide them on an easy-to-access USB drive. You will also receive a personal Health Alert Summary based on the records collected, giving you a total snapshot of your medical wellness.

How the process works:

1. Contact Best Doctors and a Member Advocate will schedule time with you on the phone to collect information about your current health status, medical history and medical records information.

2. Once you have signed the medical release form, Best Doctors will collect all of your medical records from the past five years.

3. The Best Doctors clinical team will review your records and offer guidance on health issues.

You'll get

a personalized Health Alert Summary that points out any health issues our physicians may have noticed, as well as a checklist of steps to keep you healthy.

4. You will receive copies of your medical files and your Health Alert Summary on a secure, encrypted flash drive or email.

APA Annual Membership Meeting

The annual meeting will be held on Tuesday, November 13th at 5:15pm at the APA Office, 3474 Alaiedon Parkway in Okemos near Jolly & Okemos Road. Just look for the sign out front that says Michigan Education Association (MEA), since APA is part of the MEA. The meeting will be held in the conference room and we will have members in the lobby to direct you.

The meeting agenda is still being developed, but will be shared with the membership in advance of the meeting. Please know that while part of this meeting time has a business component with brief committee updates, it really provides an opportunity in an informal setting for members to hear what is going on, ask questions and get answers and to provide feedback.

This meeting is open to all APA members in good standing. We encourage you to come network and participate even if your schedule only allows you to drop by for a few minutes on your way home.