



MSU APA/MEA/NEA
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Calendar

APA Executive Board

Location TBD

January 12, 2021 | 2:00 pm

[A Word from the APA President](#)

APA works to extend protections during the pandemic.

[APA Executive Board Member Moving On](#)

We bid a fond farewell to Laura Wise.

[New Committee Alert!](#)

Diversity Equity, and Inclusion (DEI) Committee - get engaged and participate with this important committee!

[Annual Membership Meeting](#)

Our annual meeting was held virtually on November 10th.

[Legislative Committee](#)

An update from our legislative chair.

[Anti-Bias Training Opportunity](#)

Moving Dr. King's message forward in a 2020 platform.

[Salary Schedule and APL](#)

An explanation of these important compensation benefits.

Longevity Payments

Available Tuesday, December 1st.

Your Fellow APs

Meet Fellow APA member Earline Ling, Graphic Artist with the Office of the Dean at International Studies and Programs.

New Member and AR Gift Bag Drawings

Winners and pictures! Welcome to APA!

Calling for Advocates

We want you! Do you have what it takes?

New Facebook Group for APA Members

Another source for receiving official APA information.

If you know colleagues who are not receiving the APA Newsletter, encourage them to sign up at www.msuapa.org.

APA works to extend protections during pandemic

On May 6, 2020, your Administrative Professional Association (APA), with the support of our partner the Michigan Education Association (MEA), signed a Furlough Letter of Agreement (LOA) with MSU which was a first for both parties. As the effects of the COVID-19 crisis began, the concept of furloughs was brought forward as an alternative to lay-offs. APA asked and was told that no amount of pay cuts would prevent any furloughs. The work had simply evaporated. Everyone hoped for a quick return, but the challenge was knowing when. In the early days, it was hoped the situation would run its course and the MSU community would be back to some sense of normal by the end of the calendar year. As the summer drew to a close, the University and the APA understood the original hopes were not a high probability. Efforts started to ensure the protections that started in May of 2020 would be extended to a future date.

Based on experiences from the initial Furlough LOA, the two parties met and exchanged possible modifications. The primary intention of the original LOA was to maintain the fully funded healthcare benefit for furloughed members. The APA surveyed our members to have their experiences reflected

in these discussions. Those results told us the original agreement worked fairly well. During the discussions, there were efforts which would have allowed the University to ignore the seniority rights of more experienced members. But APA/MEA pushed back. There were additional efforts to mandate rotating furloughs without any real boundaries, again APA/MEA pushed back.

On November 9, 2020 your APA signed a furlough agreement extension to June 30, 2021. The new furlough LOA extension continues to provide the following protections:

- Fully funded healthcare for those on furlough
- An agreed sequence of how selection is made for furlough
- Accrual of University seniority towards longevity, educational assistance, course fee courtesy and, if the employee is eligible, time toward the University contribution for retirement healthcare
- Preventing staff outside the bargaining unit being used to replace furloughed members
- Personal leave time payout on return to work provided the return is no later than April 30, 2021
- Receiving anniversary/progression raises upon return
- Security against mandated rotating furloughs. Members can volunteer but being mandated as part of a rotation is not allowed by contract
- An extension of the RHS “bonus jobs” agreement to run concurrent with the new furlough LOA extension

Other items

- A change in the extension agreement involved the University basic life insurance policy. If a member is on furlough longer than 180 days, the member will no longer have coverage through the university. However, the member will have the option to continue coverage by paying a premium directly to the insurance company. This is a rule from the insurance company and not the University. Affected members will receive communication from the insurance company providing details on continuing coverage.

We are all working to navigate the new world before us. APA members who are sacrificing by being on furlough are always on our minds. The APA family is strong, and we work best when we work together. We will build a more safe and secure future. The intent is to build a steady bridge to a time when we have a sense of normalcy. Please be safe.

APA Executive Board bids farewell to board member Laura Wise

In November 2020, APA Executive Board member Laura Wise announced she had accepted a new position which would move her from her APA position. She joined the ranks of the APA in 2012 and took a position as an Area Representative in 2013. She was appointed to fill an Executive Board vacancy in February 2014. She was then successfully elected to not only her appointed board position but as a delegate to the MEA and NEA conferences.

During her time with the Board, Laura was active the following committees.

- Community Based Events,
- Communications
- Bargaining
- Legislative

- D.E.I.
- Finance Committee.

We are very happy for Laura and this great career opportunity. Her presence on the APA Executive Board will be missed. Best wishes Laura and thank you for all you have done for the members of the APA.

New Committee within APA Union, Diversity Equity, and Inclusion (DEI)

By Darius Bradley, Communications Chair

The MSU APA union has created a new committee in which our members can participate and become engaged. We currently have two Co-Chairs for this group, they are Elbony Hawkins and Jeremy Romel. I have conducted a short interview with them both. In this month's newsletter I will include the interview with Elbony Hawkins.

I will include the interview with Jeremy in the next newsletter. If you are interested in being a part of this committee, please reach out to either chair at paytonel@msu.edu or romelj@msu.edu.

Elbony Hawkins – Co-Chair

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

I currently work in Information Technology Services Application Services. I have been in this department for 3 years and have been employed in various departments (Purchasing, Study Abroad, Diagnostic Center, etc.). In my current role I serve as the Office Manager. This role is multifaceted and includes supporting the Director, Managers and being a resource in the areas of HR, administrative and financial functions for the unit.

How long have you been at MSU?

I have been with MSU for 14 years.

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

I started out in the CTU union and was promoted to report to the APA union in 2012. I am an advocate for unions and have been a faithful member my entire duration of employment at MSU.

What drew you to wanting to be the chair for the new DEI committee?

This is an issue that I feel deeply passionate about. In an ideal world all individuals would be treated the same regardless of race, ethnicity, sex, etc. So, I would like to be involved in identify those individuals that feel that they are not treated fairly or equally and work towards changing the culture. The DEI committee has provided this opportunity/platform and I hope to seek change for those individuals that are not treated fairly.

What direction do you see the committee going in?

This committee is all inclusive and we represent a wide array of staff. We hope to compile a list of initiatives and continuously advocate for change and communicate all issues for broad awareness.

Please share any other comments you may have regarding the new committee.

We are extremely eager to move forward with discussions. Although some discussions may be difficult, we hope to provide a safe place to work toward understanding and change. We are excited to promote and work towards equality for all.

Annual Membership Meeting

The APA held its Annual Membership Meeting the evening of November 10th. Due to the Corona Virus Pandemic, we held this year's meeting virtually and it was well attended by members. In addition to a report out from APA President Martin McDonough, members were able get an update from APA Committee Chairs on the behind the scenes work that APA does for its individual members and for the greater APA and MSU communities. The annual meeting also provided a chance to meet members of the Executive Board and the APA Area Representatives as well as an opportunity for open Q & A.

We know that sometimes work and home commitments prevent all members from attending, but we do thank those who were able to be there and extend a thank you to all members for choosing to be part of the APA.

Legislative Committee

Dear Members,

I want to thank all of you, who voted in last month's election.

Due to your participation, we had the highest number voters to participate in the voting process. If you did not participate, please note that your vote is your voice. Please think about the issues that are important to you and engage in the process, next time.

Thank you & Happy Holidays!

Tonya Jamison

APA Legislative Chair

"Anti-bias Training: Moving Dr. King's message forward in a 2020 platform"

By Elbony Hawkins, DEI Committee Co-Chair

Please join us for an interactive and engaging presentation on "Antibias Training: Moving Dr. King's message forward in a 2020 platform". Kia Hagens (MEA) will facilitate this discussion and encourage dialogue among the participants. Diversity is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs. This training is designed to explore these many differences and work to be more inclusive in our local associations, work sites and while working with students and colleagues. Come prepared to interact and engage with others.

Please join us on Thursday, January 21, 2021 from 12:00 pm - 2:00 pm via Zoom Meeting:

<https://mea-org.zoom.us/j/84933091935>

Salary Schedules and APL

By Kandy Slack, APA Membership Chairperson

Salary Progression Program

Salary Progression increase consideration will be given to Employees who have completed at least one (1) year of service on the effective date of the increase, whose most recent Performance Excellence Review is “Meets Expectation” or higher, and whose salary is less than one hundred twenty-five (125%) percent of the minimum hiring level.

Each remaining year of the contract eligible Employees will receive progression increases in the amount of three (3%) percent up to the 125% level. Employees will not receive progression increases if they received a “Does Not Meet” rating on their most recent Performance Excellence Review.

Minimum Hiring Rates

The minimum hiring rate for grade levels may be increased by the Employer.

Effective October 1, 2020 through September 30, 2021, the Minimum Hiring and Automatic Progression Levels are:

Level	Minimum	APL
8	\$36,101.00	\$45,126.00
9	\$39,006.00	\$48,758.00
10	\$42,110.00	\$52,638.00
11	\$45,498.00	\$56,873.00
12	\$49,130.00	\$61,413.00
13	\$53,044.00	\$66,305.00
14	\$57,284.00	\$71,605.00
15	\$61,869.00	\$77,336.00
16	\$66,813.00	\$83,516.00
17	\$72,160.00	\$90,200.00

Source: <https://www.hr.msu.edu/ua/recognition/support-staff/apa-apsa-rates.html>

Effective October 1, 2021, the Minimum Hiring and Automatic Progression Levels will increase by two and three quarters percent (2.75%).

Effective October 1, 2022 and each year thereafter remaining on the contract, the Minimum Hiring and Automatic Progression Levels will increase by the General Salary Base Wage Increase.

Longevity Payments

By Darius Bradley Communications Chair

Longevity pay recognizes long-term employment and is provided after six years of continuous service with the university. Employees who are eligible to receive longevity will receive their payment on Tuesday, Dec 1. This is a separate check that will be delivered to employees using their elected pay delivery method (direct deposit or check). For more information regarding Longevity Pay, please go to the following link.

https://hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/longevity.html?utm_source=insidemsu-email&utm_medium=email&utm_campaign=standard-promo

APA Member Feature: Earline Ling

What is your job title? Graphic artist

How long have you been at MSU? 2 years.

Have you been a member of the APA the whole time? I joined shortly after starting my position at MSU.

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

I'm a graphic designer with the Office of the Dean communications team at International Studies and Programs. Since joining, I've gotten the chance to work with many different ISP units and centers on different projects. I work closely with my team to create visual designs to support our marketing and communication efforts. Some of the main design projects I work on include creating graphics for events, presentations, infographics, reports and social media graphics.

What do you enjoy most about working at MSU? There are many things. When I first started at MSU, I was new to the campus and East Lansing. During my first year, I really enjoyed walking around campus and exploring the recommended spots, all the green space and watching performances at the Wharton Center. I also appreciate all the learning opportunities that are available and encouraged for professional and personal development.

New Member Gift Bag Drawings

Submitted by Kandy Slack, APA Membership Chair

The APA held a contest from August 1 – November 30. Any new members joining were automatically entered for a chance to win one of 22 gift bags full of MSU Gear, APA and MEA Swag! We had an amazing 63 new members sign their membership form during this time frame.

A separate drawing was held for any APA Area Representative recruiting new members. Every new member went into one drawing and for each new member an AR recruited, the AR's name was entered into another. **Ian Cameron** and **Jim Brinker** were the winners in the AR contest!

Due to many of our members working remotely, not all the recipients have responded to accept their gift bag. The following members have either picked up the gift bag or other arrangements have been made with permission granted for publication.

- Bahorski, Stephanie
- Cleland, Andrew
- Craig, Nicole
- Enty, Lauren
- Gardner, Sarah
- Gracia-Wing, Veronica
- Jackman, Brianna
- Kumar, Jyothi
- LaClair, Ashley
- Lindhout, Michael
- McGuire, Krista
- Sapienza, Anthony
- Schmidt, Elke

- Scott, Tiphani
- Spitzley-Andrews, Lindsey
- Tyler-Richards, Caitlin
- White, Lakiya

Congratulations to all the APA winners and a special Thank you to **Patricia Hampton, APA Vice President** for assisting with gift pickup times!









Area Representative (AR) Spotlight – Anna-Marie A. Rodriguez-Pelizzari

What is your job title?

IT Business Analyst

What area of campus (this refers to the area rep info on the APA website, like, East, South, North, etc.) building and department do you work in?

Currently I'm at Collins Rd in the IT department, working remotely. I still offer support to people I had previous relationships with at East Fee Hall, pre-covid.

How long have you been at MSU?

5 years

How long have you been an Area Representative?

3 years

What do you enjoy most about being an AR? What is the most rewarding part of being an AR?

The knowledge and ongoing learning. The most rewarding part is educating others about the benefits they might not know about otherwise.

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

It's important to me to be a part of something that is larger than the sum of the parts. It has a lot of resources, activities, and makes me feel like there is a group working for me; helping me get the most out of the benefits that come with being an employee.

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

Learn about the contract – what is and isn't covered and how to go about it.

What do you love about working at MSU?

Educational benefits

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

I have a cat rescue for high risk cats. I also enjoy diving, going to the range, writing, mud bogging and spending time on the lake.

People would be surprised to know: I ride motorcycles, race cars, have special needs cats - 2 amputees and a leash-trained deaf cat. I was a Cat behaviorist prior to starting a rescue and I consult for different non-profits. I'm an only child that grew up in a village where there were more cows than people inside the village limits. There were also pig farms 3 blocks from the center of the town. I was the 4th generation in the house in which I grew up.

I think Black Friday should be a National holiday.

I raised turtles and 2 of them are now at the MN State zoo

I played with a Serval, a wild cat native to Africa, at a cattery in Ohio.

I showed horses and modeled through school.

I have a fish tank full of fish to entertain my cats.

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/>



Calling for all Advocates

Check all the qualities you believe you possess

- You are good at your job & respected by your colleagues
- People ask for your advice
- You have a strong sense of justice & clear principles
- You are responsible
- You are honest
- You are compassionate
- You are a good listener
- You like solving problems as a team
- You put interests of the whole first, ahead of your individual concerns
- You respect group decisions
- You are knowledgeable about MSU and your contract
- You can stay cool under pressure
- You handle stress well

**If you checked 5 or more of the above,
your *APA- Administrative Professional
Association* wants you!**

**For more information on how to get started as an Area
Representative (AR)**

Contact: Pat Hampton at phampton@msu.edu

New Facebook Group for APA Members

<https://www.facebook.com/groups/apacommunications>

Hello APA members,

Your Communications Committee has a new Facebook group that will allow you to have another source to receive official information from your APA Union. This group is now open for you and we are waiting for you to join. Listed below are a few things regarding the group that will apply to all members.

- You must be a member in good standing to be allowed to join the group
 - If a member drops off our active member list, their access will be revoked
- This group will be informational purposes only; therefore, members will not be able to post to the group, only the administrators will be allowed to post information to the group.
- Some examples of things that may be posted in the group are:
 - Information about upcoming union events, seminars, and activities
 - Information reminders about benefits
 - Important dates related to HR benefits, elections, and calendar dependent events
 - Photos of members at events

Facebook provides metrics on group activity, views, number of members, and other valuable information. These metrics will be used to evaluate the use and effectiveness of this as a communications channel after **6 months** of activity data is collected. In addition, a survey of interest will be sent to request feedback from members. At that time, the Communications Committee will evaluate allowing members to create and submit posts to the group or create a separate group for discussions and questions from members.

Again, the group is now open for members to request membership. Once you request your membership, an administrator will check your membership status with the union. Once that process is completed, we will allow you access to the group.

Our group can be found by searching for **MSU APA Communications Group** in Facebook