



Calendar

Happy Holidays from Your APA

Wishing everyone a Happy Holiday Season!

APA Executive Board

Location TBD

January 11, 2022 | 2:00
pm

A Word from the APA President

More than just a contract

2021 APA Fall Family Celebration

A day of fun, exploration and light refreshments

Discussion with Witness #43 of MLK Assassination

Ms. Mary Ellen Norwood-Ford will be interviewed about her experience witnessing the MLK Assassination

A note from your DEI Committee

MSU supports breastfeeding mothers

Have you ever wondered how elections are run within the MSU APA?

Find out how the election process is run within the MSU APA.

Calling for Advocates

We want you as an Area Representative! Do you have what it takes?

Upcoming APA Events

APA held events in the near future

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

Michigan Education Association, PO Box 2573, East Lansing, MI 48823, USA

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MSU Administrative Professional Association

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Happy Holidays From MSU APA

Posted on December 23, 2021 by Darius Bradley



Your MSU APA Union

Is Wishing You all a very

Happy Holiday Season!

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A Word from the APA President November – December

Posted on December 23, 2021 by Darius Bradley

More than just the contract

Right to Work state law requires all employees working a position covered under a collective bargaining agreement (CBA), to have representation for the provisions covered within that CBA. However, there is a misperception that those not paying union dues get the exact same thing as those who do pay. Our everyday work lives are impacted not solely by the terms of our CBA but also through a wide range of ever-changing University ordinances, policies, procedures and practices. As we often hear from our members, there are many more aspects impacting our work life than those topics covered in our CBA. In addition to the extensive list of topics in the MSU Support Staff Employee Handbook, our work is also impacted by individual departmental policies. In reviewing the depth of the MSU Policy and Procedures it is apparent there are many areas where a partner can help us traverse this complicated path.

The following are common topics not covered by the current CBA yet are addressed by the APA/MEA/NEA when you are a member. This is not the entire list, but it does reflect the weekly assistance the APA provides to dues-paying members.

- All stages of a performance evaluation
- How to navigate during a first-year probationary period
- Help with reclassification to ensure you have options

- How to make an effective case for a promotion or merit recognition
- Help crafting your conversations with your supervisor regarding workload expectations
- Negotiate a fair starting wage when changing a position on campus
- Applying for other positions on campus
- Understand how our October raises are divided and what parameters are the basis of the decisions

- Advisement on new policy forms and how best to respond
- Flexible work schedules including telecommuting
- Understanding your rights under the Outside Work for Pay policy
- Compensatory time
- Exploring leave options

Membership in the APA has a profound impact on our members' lives and careers. Having a partner is invaluable not only in troublesome situations but also the unexpected problems that arise. Non-dues paying members do not "get the same thing for free".

Our collective voice is the foundation of the protections we have today. It is also the root system from where we grow. Membership not only re-enforces our basic foundation. Active participation adds personal value when we have partners who can advocate the entire breadth of issues encountered in our work.

If you have questions or concerns, please reach out to your APA as soon as possible.

A link to the MSU Support Staff Handbook is provided below for those who want a better look at the University policies.

<https://hr.msu.edu/policies-procedures/support-staff/support-staff-handbook/ss-handbook/>

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2021 APA Fall Family Celebration

Posted on December 23, 2021 by Darius Bradley

APA Fall Family Celebration

By Kandy Slack

A day of fun, exploration, and light refreshments with our families at the MSU Horticulture Gardens!

This social event was held for current and prospective APA members to enjoy hot cocoa, cider, and donuts while learning the benefits of membership. Candy was passed out for kids while walking a self-guided tour of the Horticulture Gardens. Information on MSU Administrative Professional Association (APA), Michigan Education Association (MEA), MEA Financial Services, and National Education Association (NEA) was available with representatives to learn more. Costumes were encouraged for those wishing to dress up.

Drawings and prizes were available for those in attendance.

See images below...

















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Martin Luther King Jr. Commemorative Celebration

Posted on December 23, 2021 by Darius Bradley

Please join us for a discussion with Ms. Mary Ellen Norwood-Ford (witness #43 to the MLK assassination). APA is facilitating this interview during the Dr. Martin Luther King Jr. Commemorative Celebration. Ms. Mary will offer a first-hand account of April 4, 1968 and her experience of this historic moment. Come prepared to interact and engage with others via zoom chat.

Sunday, January 16, 2022 from 12:00 pm – 1:00 pm via Zoom Meeting:

Registration link: [Webinar Registration – Zoom](#)

Welcome! You are invited to join a webinar: Interview with Witness #43. After registering, you will receive a confirmation email about joining the webinar.

**Bio for Mary Ellen Norwood-Ford**

Mary Ellen Norwood-Ford was born Mary Ellen Nelson, in Marion, Arkansas on, October 3, 1946, to Henry Nelson and Mary Elizabeth Nelson. She had six brothers and two sisters. She began working at the Lorraine Hotel in her early 20's. She enjoyed her job and enjoyed meeting people from all over the country. Shortly after that tragic day in April of 1968, Mary and her husband picked up their family and moved to Lansing, Michigan, and she has continued to live in this area until today.

Sunday, January 16, 2022 from 12:00 pm – 1:00 pm via Zoom Meeting:

Registration link: [Webinar Registration – Zoom](#)

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A note from our DEI Committee

Posted on December 23, 2021 by Darius Bradley

APA DEI Committee**By Jeremy Romel & Elbony Hawkins**

Michigan State University supports breastfeeding mothers. **The MSU administration understands the benefits of breastfeeding and expects supervisors to provide a supportive environment and an appropriate private space and time for mothers who choose to nurse their babies or express/pump their breast milk during the workday.** Use this [printable \(PDF\) sign to use on the door](#) when breastfeeding is in session. If you have any concerns or questions regarding breastfeeding support, feel free to contact the WorkLife Office at worklife@msu.edu.

Legal fact sheet on giving break time to nursing mothers: <https://www.dol.gov/agencies/whd/fact-sheets/73-flsa-break-time-nursing-mothers>

For more information and a map of nursing rooms at MSU: <https://worklife.msu.edu/family-care/kids-parents/breastfeeding>

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Election Process for the MSU APA

Posted on December 23, 2021 by Darius Bradley

2022-2025 APA Representation Election**By Sue Brandt**

This message is being presented on behalf of the 2021 APA Election Committee to help educate members on the election process. The APA election process is governed by the APA Constitution and Bylaws.

A Nominations and Elections Committee is appointed each year in January. The committee will determine the timeline and dates of the election and communicate information to the membership including how many positions and what type are open and explain the nominations and elections process.

Elections are to be held annually and shall be conducted by March 31. Terms on the APA Executive Board are staggered each year and seats are elected for three years for a period of 9/1 through 8/31. If any vacancies have occurred on the board, elections to fill the remaining terms of open seats are held at the same time. Should a vacancy occur, the APA president may appoint a member in good standing to the Executive Board to serve until the vacancy is filled in the next election.

The Executive Board is the governing body of the APA except when meetings of the membership are in session. The duties, responsibilities, and authority for conduct of the Association in all matters except as provided in the Constitution and Bylaws rests with the Executive Board. The Board meets monthly August through June. An annual meeting schedule is adopted by the board. Board members also are appointed to one or more APA committees and may have committee chair responsibilities.

Since the APA is part of the Michigan Education Association (MEA) and the National Education Association (NEA), there are duties associated with these affiliates which include some daytime, evening and weekend events. These include the Representative Assembly (RA), Region Council and other appropriate meetings to keep the APA informed of actions by these bodies. Elections for MEA and NEA Representative Assembly Delegate/Region Council Delegate positions are also held in March as part of the APA election process. By far the biggest responsibility of the RA delegate is to attend the two different representative assemblies as a voice representing the APA members and participate in any votes/elections. The MEA RA is a two-day event held on a Friday and Saturday during spring semester, and the NEA RA is at minimum, a five-day event held in early July coinciding with the July 4th holiday and includes attending a full day of meetings on July 4th. As an example, the NEA RA tentative dates for this upcoming year are July 2-6, 2022. The dates and locations vary each year for this in-person event.

Individuals must be APA members in good standing to nominate or be nominated. Specific information on the 2022 election will be shared with membership via the ListServ and/or APA newsletter.

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Calling All Advocates – Area Representatives Needed

Posted on December 23, 2021 by Darius Bradley

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

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Upcoming APA Events January 2022

Posted on December 23, 2021 by Darius Bradley

Tuesday, January 11th @ 2pm

APA Executive Board Meeting (Zoom)

https://msu.zoom.us/webinar/register/WN_g7veDbA7TYmotNBfEy8Nsw

Thursday, January 13th @ Noon

The last in the Wellness Series with Jaimie Hutchinson from MSU WorkLife Office

“Well-being at Work”

https://msu.zoom.us/webinar/register/WN_Ij6oIVZSS-ao6ElMP4T1uw

Tuesday, January 25th @ Noon

More You Know with Shannon Alston MEA UniServ Director of APA

“Student Loan Forgiveness”

https://msu.zoom.us/webinar/register/WN_zJYPwdTqSOuyjHOIjmHSQw

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