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# CT news

The voice of the Clerical-Technical Union of Michigan State University

December 2013/January 2014

A year-long community conversation on civil rights and human rights.

## PROJECT 60/50 2014 1964 1954



"Out of its bold struggles, economic and social reform gave birth to unemployment insurance, old-age pensions, government relief for the destitute and, above all, new wage levels that meant not mere survival but a tolerable life. The captains of industry did not lead this transformation; they resisted it until they were overcome."

—Martin Luther King, Jr., 1965

### President's corner

## Unions essential to realizing King's dream

President Deb Bittner

**T**he Clerical Technical Union is joining a year-long, university-wide conversation about civil rights and human rights.

Known as Project 60/50, the conver-

sation kicks off with events scheduled to commemorate Martin Luther King, Jr. in January 2014.

For CTs, the conversation provides an excellent opportunity to join in discussions about struggles for inclusion and

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# CTnews

The voice of the Clerical-Technical Union  
of Michigan State University

PUBLISHED MONTHLY

2990 East Lake Lansing Road  
East Lansing, MI 48823-2281  
(517) 355-1903  
[www.ctumsu.org](http://www.ctumsu.org)  
[ctu@ctumsu.org](mailto:ctu@ctumsu.org)



Organized and  
independent  
since 1974!

## CTU Executive Board

### President:

Deb Bittner [Deb@ctumsu.org](mailto:Deb@ctumsu.org)

### Vice President:

Kim Smith [Kim@ctumsu.org](mailto:Kim@ctumsu.org)

### Treasurer:

Jan Wallace [wallac12@msu.edu](mailto:wallac12@msu.edu)

### Secretary:

Tracy Rich [richt@msu.edu](mailto:richt@msu.edu)

### Directors:

Pamela Brock [brockp@msu.edu](mailto:brockp@msu.edu)  
Liz Owen [owene@msu.edu](mailto:owene@msu.edu)  
Willie Paulsen [paulsenw@msu.edu](mailto:paulsenw@msu.edu)  
Walt Peebles [peeblesw@msu.edu](mailto:peeblesw@msu.edu)  
Jeanette Robertson [robertso@msu.edu](mailto:robertso@msu.edu)  
Pamela Sloan [pamsloan@msu.edu](mailto:pamsloan@msu.edu)  
Norma Teague [teaguen@msu.edu](mailto:teaguen@msu.edu)

## CTU Staff

### Contract Administrators

John Klusinske [John@ctumsu.org](mailto:John@ctumsu.org)  
Dan McNeil [Dan@ctumsu.org](mailto:Dan@ctumsu.org)

### Financial Manager

Patricia Shackleton [Patricia@ctumsu.org](mailto:Patricia@ctumsu.org)

### Organizational Manager

Barb Harris [Barb@ctumsu.org](mailto:Barb@ctumsu.org)

### Communications Specialist

Cherylee Finney [Cheryl@ctumsu.org](mailto:Cheryl@ctumsu.org)

## Editorial Policy:

The CT News is the voice of our union. It is our vehicle for communicating, on a regular basis, the issues that confront us as workers. Through this newsletter we explain union policies, show how dues are spent, and explain the views and actions of the elected leadership for evaluation by the members.

The CT News is the voice of the membership. We welcome articles from members and stories about members.

While contributions are welcome, they should be constructive and contribute positively to the welfare of our union.

We will accept no attacks on any union leader or member. We will accept thoughtful discussion of all related issues in the letters section, and reserve the right to reply to those that seem to reflect a misunderstanding of the union and its policies.

Direct ideas, letters, questions and comments to Cherylee Finney.

# CTclassifieds

## Services:

▼ **Zavala's Snow and Trash Removal, LLC:** Commercial and Residential services including: waste and junk removal, lawn mowing, yard clean up, house clean out services, and snow removal. Payments in cash, check, and credit card accepted. Free estimates at 517-202-6568.

▼ **Ride share:** Capital Area Transportation Authority offers a ride sharing service called Clean Commute. Contact Clean Commute at 517-393-7433 or

go to their website at [www.cata.org](http://www.cata.org) and click on CATA Services.

## Wanted:

▼ **Champagne bottles for recycling by home wine maker:** Drop off at CTU (2990 E. Lake Lansing Rd., East Lansing) or picked up on campus. [John@ctumsu.org](mailto:John@ctumsu.org).

## For rent:

**Suite or individual office:** 2990 East Lake Lansing Road in East Lansing. Will work to meet your specifications. Contact the CTU, 517-355-1903.

## Free:

▼ **CTU Conference Room:** Available free to members (with deposit). For non-members, \$25/hour plus deposit. For questions, reservations, etc., contact the CTU office at 355-1903.

▼ **Advertise** to your colleagues in the CT News. Contact Cherylee Finney at [Cheryl@ctumsu.org](mailto:Cheryl@ctumsu.org). The CT News accepts ads from CTU members on items for sale and/or services provided by CTU members and/or their household family members.

MSU Choral Society presents...

**a Musical CABARET**

Saturday, February 22, 7 p.m.  
Hannah Community Center  
819 Abbot Road, East Lansing

**LIVE MUSIC  
FOOD & DRINK  
SILENT AUCTION  
RAFFLE  
SING-ALONG  
and more!**

All proceeds benefit  
MSU College of Music graduate students

Tickets: Suggested donation: \$25

Available through MSU Community Music School  
4930 S. Hagadorn Rd. • East Lansing • 517-355-7661  
[commusic@msu.edu](mailto:commusic@msu.edu) • or at the door

## Membership Meetings

Meetings for 2014 will be held in 252 Erickson Hall on Tuesday, January 28; Tuesday, April 29; Thursday, July 17; and Wednesday, October 29. Meetings begin at 5:20, but doors open at 5, so come early to socialize. Membership meetings are for making decisions about the Union, asking questions and receiving updates about Union activities.

## Executive Board Meetings

1st & 3rd Tuesdays at 5:15

CTU Office

Members welcome!

**weightwatchers**  
because it works

Join us for a  
**Weight Watchers®  
Open House.**

Come to an Open House\*\* right here at work and see for yourself how Weight Watchers can help you be healthier. You'll learn about our program and how Weight Watchers helps you set your goals and achieve them.

Registration for an At Work Meeting series\* may be available.

DATE	Wednesday, January 8
TIME	12:15 PM
LOCATION	Room 116H-Erickson Hall
CONTACT	Ethel Oberlander at (517) 432-0843 or <a href="mailto:oberland@msu.edu">oberland@msu.edu</a>

\*\*\*People following the Weight Watchers plan can expect to lose 1-2 pounds per week.  
\*\*Does not include program materials or weigh-in.  
\*Available in participating areas only. Pre-payment of At Work Meetings Series required and further restrictions may apply.

**“Do you know that most of the poor people in our country are working every day? They are making wages so low that they cannot begin to function in the mainstream of the economic life of our nation. These are facts which must be seen. And it is criminal to have people working on a full-time basis and a full-time job getting part-time income.”**

**—Martin Luther King, Jr., 1968**

# 60/50/40

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equality as well as to tell some of our own stories about where we come from and where we’re going.

Project 60/50 refers to two major historical events that continue to impact all of us:

▼ the 60th anniversary of the Supreme Court’s *Brown vs. Topeka Board of Education* decision, which outlawed segregation in public schools, and

minorities, growing recognition of and protection for the rights of gays and lesbians, etc.

Although it has sometimes been painful, MSU has been part of, and even led, several of these advances.

And, because of our union contract, MSU clerical and technical workers have many rights that would not otherwise be available to us. (Just ask a retiree or one of the few active CTs who were around before the union.)

**“The labor movement was the principal force that transformed misery and despair into hope and progress.”**

**—Martin Luther King, Jr., 1965**

Our collective bargaining agreement means that CTs cannot be fired on a whim. Instead, supervisors must fol-



low established, written guidelines that specify our rights and responsibilities—and we can also hold them accountable! We have the ability to bargain raises and benefits. We have an established procedure for promotions. We can speak up on our own behalf through the union and know that we are protected. And none of us need face discipline without

*Dream continued on p. 6*

▼ the 50th anniversary of passage and signing into law of the Civil Rights Act of 1964, which outlawed discrimination in voter registration requirements and racial segregation in schools, workplaces and businesses that serve the general public.

CTU is adding a “40” to Project 60/50 in order to acknowledge our union’s founding in 1974 and to commemorate our historic fight for pay equity and workers rights at MSU, thus 60/50/40. [Heather Dover]

As a labor union, we want to make sure that the conversation includes a truth promoted by King—that workers rights *are* human rights.

## Pursuing the dream

How far have we advanced in the past 60, 50, and 40 years? A long way, I would argue. We have a black president, greater opportunities in jobs, housing and education for women and

## What’s your 110?

As part of the University-wide Initiative Project 60/50, CTU is partnering with MSU’s Center for Service Learning & Civic Engagement (CSLCE) and other groups in a community volunteer program.

Traditionally, there has been a one-day student volunteer event known as “Into the Streets.” In 2014, it will be open to faculty and staff, and participants will commit 110 hours to volunteer service and/or engagement in community educational and cultural events over the period of a year.

Attend the Community Partners Fair to meet with dozens of local and statewide nonprofit and community organizations looking for volunteers. We know that many CTs and others at MSU already volunteer their time, so if you prefer, attend to register the work you are already doing.

“The Intolerable Burden,” a documentary that follows an African-American sharecropper family in Mississippi as they enroll their children in the public school system in 1965, will be shown at the fair. There will also be opportunities to do fun and helpful on-site service projects in honor of MLK Jr.

Food vouchers and T-shirts will be given at the fair to those who commit to the 110 hours of service pledge.

**Save the date: Monday, January 20 from 10:30-2:30pm at the MSU Union.**  
**Can’t make the Fair? Visit the CTU website ([ctu@ctumsu.org](mailto:ctu@ctumsu.org)) for further details.**



# Computer security: tips for the home

*[The CTU Executive Board received these helpful tips from Fred Schaard, our investment advisor at Rehmann Financial, and wanted to share them with you.]*

**W**hile no computer security measures are perfect or fool-proof, the following are some basic tips you can implement to increase your home computer security. Consult with your IT professional for additional security recommendations.

## General

Turn off your computer when you are not using it. An intruder cannot attack a system that is off.

## Passwords

Create good, long passwords that use all four character sets (uppercase letters, lowercase letters, numbers and symbols). If you cannot memorize good passwords and have to write them down, which is not recommended, treat them like money: Keep them safe and secret. Never use the same passwords for low security websites and high security websites (i.e., online banking).

## Operating System (O/S)

Be sure to keep your operating system updated. Configure the O/S to download and install updates automatically. If you are using an older operating system that is no longer supported by the vendor, it should be upgraded. Check with your IT professional for specific security settings for your O/S.

## Application Software

Be sure to keep your applications updated to mitigate known vulnerabilities. Check to see if the vendor offers an automatic update service or automatic notification of new updates. Only install software from reliable sources. If you don't need or use an application uninstall it.



## Firewall

Use some type of a firewall appliance device and/or personal firewall software product. Set the firewall to deny all inbound connections since there usually is no need to allow them.

## Anti-Virus Software

Use anti-virus software on all systems. Be sure to keep your anti-virus software updated regularly. Most anti-virus software packages have an automatic update feature; enable it and set it to update daily. Be sure to maintain your anti-virus software maintenance contract so you will continue to receive updates.

## Anti-Spyware Software

Use anti-spyware software on all systems. Be sure to keep your anti-spyware software updated regularly. Some anti-virus software also includes anti-spyware software. Most anti-spyware software packages have an automatic update feature; enable it and set it to update daily. Be sure to maintain your anti-spyware software maintenance contract so you will continue to receive updates.

## Email

Don't open emails from unknown sources. It is not enough that the email is from an address you recognize. Be sure your anti-virus and anti-spyware software scans emails and attachments. Never send personal or financial information via email. Never click on links in emails unless you are sure of the email source. Question any email that requires you to provide your personal information or says that you must do something. If you receive a suspicious email from your bank, insurance company, government agency, charity or a business, call them to verify (don't use any of the phone numbers provided in the email, use the phone number you have or look up the phone number).

## Websites

Only download files from trusted websites. Limit the personal and financial information you provide on websites unless there is a good reason. Opt-out of marketing or informational notices. If the website gives you the option of storing your information for later use,

**Computer** continued on next page

## Stofflet completes Audit Committee

**S**tephen Stofflet was sworn in as an Audit Committee member at the Executive Board meeting on December 17 following his election in October. His term expires October 2016. [Joni Kay Smith]

He joins Heather Dover (October 2014) and Diane Hernandez-Wojda (October 2015), bringing the number of committee members to the three required under our constitution.



## URdistricts

If you are interested in becoming a UR, contact URCC Chairperson **Becky Sullivan** (884-3374 or [sulli306@msu.edu](mailto:sulli306@msu.edu)) or CTU Vice President **Kim Smith** (355-3784 or [Kim@ctumsu.org](mailto:Kim@ctumsu.org)).

**District 9** (Life Sciences): CT **Kristine Kounelis** wants to send out a special thank you to her UR, **Stephen Stofflet**, for very thoughtfully planning chair massages in his district. "It was so much appreciated!"

**District 35** (Olds, Museum, Music): **Amanda VanKoeveering** has been reappointed to the Union Representative position. Contact her at 355-5030 or [vankoeve@msu.edu](mailto:vankoeve@msu.edu).

The following members have petitioned for reappointment to the UR positions in their respective districts. They will be appointed if no other CTs from those districts express an interest in the positions before January 10.

- ▼ **District 1** (Administration Building, Floors B, 1), **April Moore**.
- ▼ **District 9** (Life Sciences): **Stephen Stofflet**.
- ▼ **District 4** (Instructional Media Center, Urban Planning and Landscape Architecture, Audiology and Speech Sciences, Public Safety): **Linda Blodgett**.

## Executive Board Committees

**A**t its November 19 meeting, the CTU Executive Board constituted the following Board committees:

**Finance:** Treasurer Jan Wallace, (chair), Pamela Brock, Liz Owen, Walt Peebles, Jeanette Robertson

**Grievance, Appeal and Trial:** Vice President Kim Smith (chair), Willie Paulsen, Tracy Rich, Pam Sloan, Norma Teague.

**Personnel:** President Deb Bittner (chair), Kim Smith, Norma Teague, Jan Wallace.

## Computer continued from previous page

don't (i.e., don't check any "remember my password" boxes). Make sure the web address in the web browser bar is the exact address and not just close or similar.

### Backups

Back up your data regularly. Store backups in a safe and secure location. Destroy old backups before throwing them out.

### Laptop and PDA Security

Keep your laptop and PDA with you at all times. Do not leave them in your car. Consider installation of a full disk

encryption solution to protect your data.

### Wireless Networking

If you have or are planning on installing a wireless router/device, consult with your IT professional to ensure all wireless security settings are configured. Remember, a wireless router/device can transmit the signal outside your home. If you install a wireless router/device with default configuration settings, it may not be secure. At least change the router/device ID, password and turn off SSID broadcasting. [Rita Jackson]

## Helpful Security Related Websites

These websites, provided by Rehmann Financial, are for informational purposes and do not imply Rehmann's endorsement of any particular software.

- ▼ [www.sans.org](http://www.sans.org) (SANS Tip of the Day and other security information)
- ▼ [www.microsoft.com/protect/default.msp](http://www.microsoft.com/protect/default.msp) (Microsoft home security tips)
- ▼ [www.mcafee.com](http://www.mcafee.com) (security software)
- ▼ [www.symantec.com](http://www.symantec.com) (security software)
- ▼ [www.avg.com](http://www.avg.com) (security software)
- ▼ [www.malwarebytes.org](http://www.malwarebytes.org) (malicious software removal tool)
- ▼ [www.windows.microsoft.com/en-us/windows/security-essentials-download](http://www.windows.microsoft.com/en-us/windows/security-essentials-download) (anti-virus/spyware software)
- ▼ [www.lavasoft.com](http://www.lavasoft.com) (anti-spyware software)
- ▼ [www.consumer.ftc.gov/features/feature-0014-identity-theft](http://www.consumer.ftc.gov/features/feature-0014-identity-theft) (U.S. Government information about identity theft)
- ▼ [www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft](http://www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft) (U.S. Government information about identity theft)
- ▼ [www.michigan.gov/cybersecurity](http://www.michigan.gov/cybersecurity) (State of Michigan information about cyber security)

# Dream *continued from p. 3*

an advocate. We have achieved a great amount of respect on this campus since our founding, both as an organization and as individual employees who bring value to the institution.

From our founding in 1974, CTs fought for pay equity. We were underpaid for the area labor market and received less compensation than other workers on campus who had fewer educational requirements and lower levels of responsibility. The fact that we were a group of mostly women appeared to contribute to the inequity. We negotiated a classification study to address the problem in 1983, but were forced into a two-week strike in 1988 to make sure it was completed and the results implemented. As a result, every CT received a raise, and approximately 600 of the 800 CTs with new placements

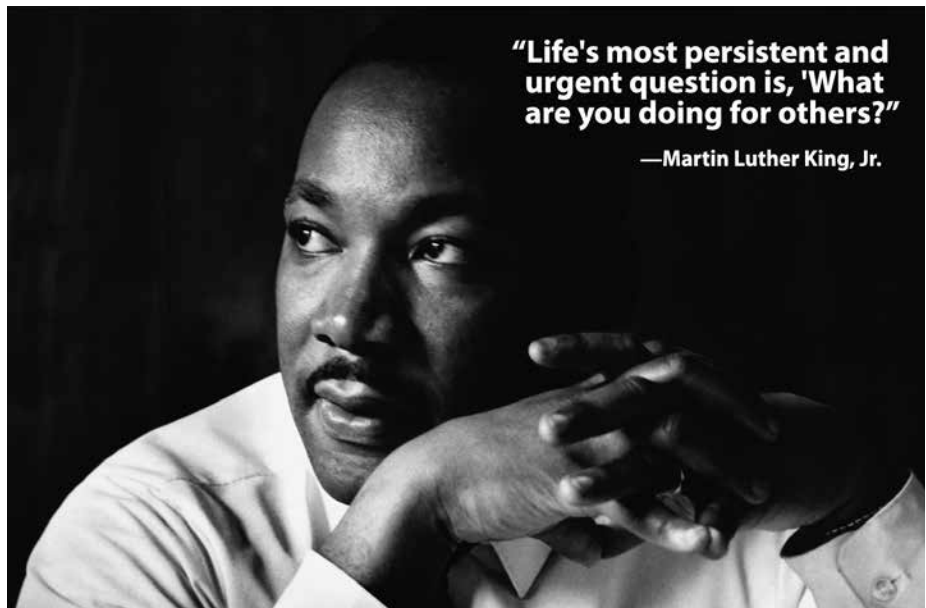
## **“King saw unions as a tool for achieving a better life, and he died fighting for union rights in Memphis.”**

received promotions up to four grade levels, a move that benefited individual CTs as well as our families and the community.

### **More to be done**

While we celebrate these advances and others like them, we also need to recognize where we fall short. Racism still exists. More young men of color end up in prison than in college. Violence is an all-too-present reality in many communities. The Supreme Court has endorsed election finance laws that benefit the rich and allow states to suppress and gerrymander the votes of poor people and minorities. Women still earn 77 cents on the dollar compared to men.

As a union, we see the continuing need to work on changing hearts and minds as well as protecting members from short-sighted attempts to balance budgets or score political points on the backs of workers. Michigan politicians are working hard to undermine and destroy many advancements made by organized



labor. We need only look at MSU, where management and the CTU have, by and large, developed a working, mutually respectful relationship that has resulted in agreements that benefit

workers, management, students, taxpayers and the community. Instead of celebrating the success, too many politicians are trying to destroy these kinds of relationships.

### **Unions essential**

It's important to remember that King and his fellow organizers knew that civil rights cannot be separated from people's economic needs. And he saw unions as one of the strongest forces in addressing poverty and inequity.

Today, with unions on the decline, the richest one percent of the population owns more wealth than the bottom ninety percent combined, and millions of people of all races and ethnicities are locked into poverty and unemployment. A very large reason for this state of affairs is the vicious attack on unions and working people that has been underwritten by corporate wealth.

We need to remember the full range of issues raised by Martin Luther King, Jr. when he spoke of his dream. He

believed that everyone should have an equal opportunity to earn a decent living, access to good housing, education, and a decent life. He said it is possible to end racism and bigotry, poverty and war, and to move toward a community that respects the dignity and worth of every person. He saw unions as a tool for achieving a better life, and he died fighting for union rights in Memphis. CTs have a role to play in realizing the dream about which he so eloquently spoke.

### **Get involved**

Please consider participating in events commemorating Martin Luther King, Jr. and join in on the year-long conversation on human rights and civil rights. Information for finding out about these events is printed on page 7. We expect the information to be updated regularly, so check back often.

One project I am excited about is our partnership with MSU's Center for Service Learning & Civic Engagement. Participants will be asked to commit 110 hours to volunteer work or to engaging in the dialogue on civil and human rights over the next year. Please join me in showing some of the many ways that CTs help improve our communities.

Oh, and Happy 2014, too! It's going to be a very busy year.



# CTs can participate

**A**lthough MSU classes will be cancelled on MLK Day, Monday, January 20 is *not* a paid holiday for MSU employees and we are expected to report to work.

However, our employer agrees that CTs should be able to participate in MLK events. We have a letter of agreement affirming MSU and CTU's mutual commitment to diversity and inclusion and encouraging supervisors to be flexible in permitting employees to participate in events associated with commemorating Dr. King. If you are denied a reasonable request to participate in an event associated with MLK Day, contact the CTU for support in working out a mutually agreeable arrangement.

## MLK Day kicks off the year

January 20 will kick off Project 60/50, a year of MSU events recognizing the 60th Anniversary of the U.S. Supreme Court decision in *Brown v. Topeka Board of Education* and the 50th Anniversary of the Civil Rights Act of 1964.

Martin Luther King, Jr. spoke frequently on the connection between labor rights and civil rights.

As participants in this year's events, the Clerical-Technical Union will focus on that connection and celebrate the 1974 founding of the CTU and our struggle for pay equity and other labor advancements. [Harriette Devall]

## Community dinner

The annual dinner, held this year on **Monday, January 20**, is one of the more popular events, especially for support staff members who need to stay on the

job during the day. The dinner provides an opportunity for staff, students, faculty and community members to share in the spirit of diversity and inclusion in celebrating the legacy of Dr. King. It takes place in the Akers Hall Dining Cafe. Food is served starting at 4:45 p.m. and the program starts at 5:35. Dinner is free but pre-reservations are required.

Before the dinner, join us for the annual **MLK Commemorative March**. Meet at the CTU banner in the MSU Union Building first floor lobby at 3 p.m. The march takes us from the Union Building to Beaumont Tower. After the march, join us for the Community Celebration Dinner at Akers Hall (pre-registration required). Vans will be available.

As a part of MLK Day and the year-long conversation on civil rights and human rights, many units and colleges will present films, musical events, presentations, speakers, etc. CTU intends to partner on some of these events. MSU's Office for Inclusion and International Initiatives provides an online schedule that will be kept updated as more events are added.

## What's your 110?

Most CTs already volunteer to help in our communities, through our churches, by helping neighbors, by helping students outside of work requirements, and/or by volunteering with organizations like Meals On Wheels or Habitat For Humanity.



*CTU President Deb Bittner and Vice President Kim Smith at the 2013 MLK Commemorative march.*

Whether you already volunteer or are looking for opportunities to “give back” in meaningful ways, consider attending the Community Partners Fair on January 20, 10:30–2:30 to commit 110 hours over the next year to helping others (p. 3).

## Lansing Celebration

Off campus, the 29th Annual Celebration Luncheon in honor of Dr. Martin Luther King Jr. will take place on Monday, January 20, 2014, in downtown Lansing at the Lansing Center. The luncheon will begin at 11 a.m. The luncheon is sponsored by the Greater Lansing Area Holiday Commission.

This year's theme is “Our Lives Begin to End the Day We Become Silent About Things That Matter.” The Keynote speaker is Ernest Green,” a member of the “Little Rock Nine.” In 1957 Green and eight other black students were the first to integrate Central High School in Little Rock Arkansas following the 1954 U.S. Supreme Court *Brown v. the Board of Education* decision, which declared segregation illegal.

After graduating from Central High School, Green went on to earn his bachelor's degree in social science and masters in sociology from Michigan State University. [Barbara Conklin]

Tickets are \$35 per person. Ordering and additional information is available online at <http://www.lansingmi.gov/mlk> or by calling 517-483-7637. They also have a Facebook page, <https://www.facebook.com/GLMLKCommission/info>.

**For events, updates, information and registration forms, contact the Office of Inclusion and Intercultural Initiatives:**

▼ <http://www.inclusion.msu.edu/Outreach/MLK.html>

▼ [inclusion@msu.edu](mailto:inclusion@msu.edu)

▼ 517-353-3922

▼ Fax: 517-353-2988



**CTU OF MSU**  
**2990 E. LAKE LANSING ROAD**  
**EAST LANSING, MI 48823-6219**

**CHANGE SERVICE REQUESTED**

## CTcalendar

**January 7 and 21, 2014.** Executive Board meetings, C-T Union Hall, 5:15 pm. Members welcome.

**January 10.** "Illegal Detroiters: Undocumented Europeans and Unions in America's Motor City, 1924-1942," Ashley Johnson, History Department, Northwestern University. LEP Brown Bag Series, 12:15-1:30, MSU Museum Auditorium.

**January 20. MLK Day.** CTs report to work. Consider attending one or more

events honoring the legacy Martin Luther King, Jr. Visit <http://www.inclusion.msu.edu/Outreach/MLK.html> for events, registration and information.

**January 24.** "Direct Care Workers: A Calling, the Job, and the Misjudging of Social Value," Clare Luz, MSU College of Human Medicine and a panel of health care workers. LEP Brown Bag Series, 12:15-1:30, MSU Museum Auditorium.

**January 28.** Membership Meeting (see below).

**January 29.** "Dried Beans," MSU Chef Kurt Kwiatkowski. Learn how to prepare the Recipe for Health ingredient selected for the month. Buy lunch in Brody Square, then attend a lively presentation. Brody Square Demonstration Kitchen, 12:10-12:50 pm.

**January 31.** "More than a Paycheck: What Occupational Music Reveals about Worker Health," Ysaye Barnwell of Sweet Honey in the Rock. LEP, 12:15-1:30, MSU Library, Room 449W.

### January Membership Meeting

We have so much to discuss! Attend to receive updates on issues affecting us, receive the financial report and help make decisions about our union.

**Tuesday, January 28, 2014**  
**5:20 p.m. (doors open at 5)**  
**252 Erickson Hall**

