



#### **Our layoff language,**

*Prepare, stay calm, and call your union, p. 3.*



#### **Employee assistance**

*Our contract protects our access to the EAP program, p. 5.*



#### **Supervisor award**

*What does your supervisor deserve, p. 7.*



# **CT news**

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

May/June 2017



*You are invited to the*

## **Clerical-Technical Union's 9th Annual Picnic**

**Come as you are! Friends & family welcome!**  
CTU Provides the food and soft drinks!

**Thursday, June 22**  
**4-7 p.m.**  
**Patriarche Park**  
**East Lansing**

**Fun! Games! Prizes! Cakewalk! Activities for the kids!**



## **Let's celebrate!**

**J**oin our union's celebration of another successful year. We will get together to play, relax, socialize, and enjoy some tasty picnic fare with our CTU colleagues, co-workers, friends, families, and other supporters.

This year's picnic is June 22, from 4 to 7 p.m., in East Lansing's Patriarch Park.

The members of the CTU have accomplished a lot during the 43 years since our founding. We are grateful to those who pooled their money and

resources to create our union and fight for its recognition in 1974. We remember those who sacrificed to make sure that CTs won both respect and adequate compensation for the work we do. We celebrate those CTs and ourselves,

today's members of CTU, as we continue to thrive in an era increasingly hostile to workers and their unions.

We have worked hard. June 22 gives us a chance for a much needed break. Let's celebrate!

# CTnews

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

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Organized and  
independent  
since 1974!

## CTU Executive Board

### President:

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

### Vice President:

Rosario Garcia [garcia@msu.edu](mailto:garcia@msu.edu)

### Treasurer:

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## CTU Staff

### Communications Specialist

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### Contract Administrator

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### Financial Manager

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

## For sale:

▼ **2005 Red Chevy Blazer:** Automatic, V6 engine, 2-door, one owner, excellent condition (clean interior and exterior); well maintained. Mileage: 100,200. \$4,500 or best offer. Call 517-580-9280.

▼ **Travel trailer:** 2001 Fleetwood Prowler 305S Superglide. Bunkhouse, 5th Wheel. Sleeps six. One slideout: sofa and dining area. Two entry doors, 16 foot awning. Everything works great. Stored inside or covered every winter. \$5,300. Pull rite superglide hitch: \$1,000. Call Rick at 517-648-9385 for more information.

## Services:

▼ **Quality Carpet and Upholstery Cleaners:** It is a great time to clean your carpets and upholstery to have your home and furniture summer time fresh! Sandy beaches and summer vacations can take a toll on your vehicles and campers, too, and we can help you before or after your summer vacation to get you ready or clean up after that fantastic trip! We are reasonably priced, owner operated, and will do a great cleaning job for you. Please give Quality Carpet and Upholstery Cleaners a call to set up an appointment today at 517-694-0497.

▼ **Dog daycare:** Let your dog run,



"I laid off nine secretaries to save money, and for some reason, the other one quit."

play and wag while you are gone all day. Adam Scheidt, founder and dog enthusiast, has studied dog body language, play style, safe set-ups, fight prevention and more so your pal can have a stimulating day free from stress! Only four minutes from campus. Visit [www.facebook.com/MiMuttHut](http://www.facebook.com/MiMuttHut) for more information and call 517-648-9244.

▼ **Skills assessment software:** The CTU makes the software and a work station available to members so that they can practice for the university's skills assessment tests. This is the same software that Human Resources uses to evaluate skills in Word, Excel, PowerPoint, Access, and more. Call 355-1903 to make an appointment.

## Free:

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

▼ **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. See advertising guidelines at [www.ctumsu.org/news/ct-classifieds](http://www.ctumsu.org/news/ct-classifieds).

## Membership Meetings

The remaining 2017 CTU Membership Meetings are scheduled for July 13 and October 25 in Room 1310 Anthony Hall. Meetings start at 5:20 p.m., but doors open at 5 p.m. 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!

# Our layoff language still rules

President Deb Bittner

While looking through the CTU presidents' archives, I came across editorials from former CTU President Barbara Reeves. Some are clearly dated, but many are as relevant today as when she wrote them. Several deserve to be shared again. So, exercising a bit of "presidential license," I have heavily excerpted her 2001 piece on layoffs for this month's editorial.

## The worst possible thing

"The worst possible thing has happened," she begins. "You've received a layoff notice at your workplace! What do you do now? What is the first step? Who do you call? How do you handle this problem?"

Just as now, in 2001 there was "no reason to believe that there [was] about to be an increase in the number of layoff notices sent to CTs at MSU." However, in keeping with Barbara's advice, there is *every* reason for *every* CT to know how to answer the above questions in case a layoff does occur.

## Do you know what to do?

First, don't panic (remember to breathe). Then, call CTU. The layoff notice will direct you to Human Resources, but call your union first. Talking with CTU gives you an opportunity to review your rights under the process so the initial HR meeting isn't such a shock.

Someone who recently went through the layoff process told me that it was hard to listen in the HR meeting because it was so overwhelming and scary. Let us be your first call so you know what to expect.

Contacting your union also gives us a chance to monitor the process and make sure your rights are protected.

"The contract clearly states (Article 18, page 43), the first person to be laid off in a unit is 'the employee within the

department with the least University seniority in the grade level where the layoff is to occur,'" Reeves wrote. "That means that the person whose job is about to be eliminated may *not* be the person to be laid off! (And, as noted in the second sentence of the general provisions of Article 18, a layoff shall never take place for punitive purposes.)"

"The contract goes on to say that an employee subject to layoff 'shall be entitled to any vacancy in her/his grade level provided s/he is capable of performing the duties of the position *within a training period of not more than 256 working hours.*'"

"Can each of us do all the jobs at our current grade levels with only six weeks' training? Not necessarily. But we can do many of them, and it's probable that six weeks' exposure will provide enough experience for most of us to handle the basics of most jobs at our current level."

## Be prepared!

Which leads me to another important point: You can start preparing now to avoid being laid off.

"It is common knowledge that the 'required' items in a job posting get you on the interview list, but the 'desired' items get you the job. It's the same way with layoffs."

Reeves' insights are as true today as they were in 2001. Take stock of your skills to see what you have and what you need. Document your skills and include them on your resume. Look at job postings to measure where you are against what is being sought. If your skills aren't up to date, find the time to get them there. No resume? Get one. Be ready!

"Don't wait. . .," Reeves concluded. "Add to your skills. . . . Doing so could greatly help your work life."

## Our strong contract

I want to add that CTU is proud of our strong contract and especially proud



of the layoff section. There is a myth on campus that this language prevents units from hiring CTs or that it is too cumbersome in any number of ways. Those arguments are short-sighted.

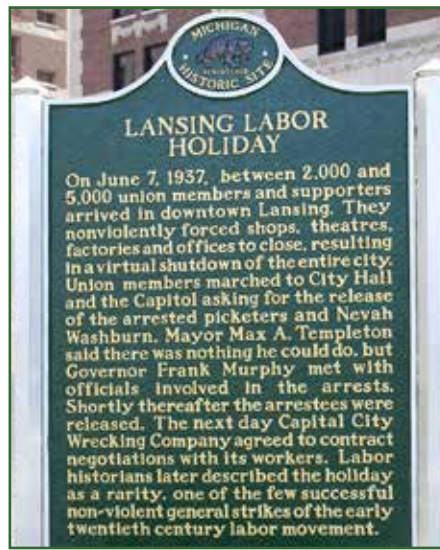
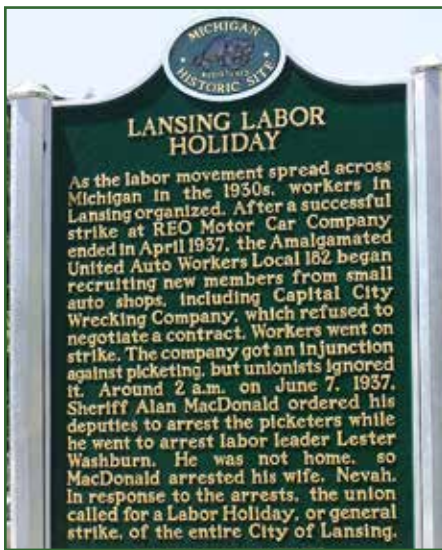
Our language prohibits units from targeting CTs for elimination through layoffs. It helps prevent layoffs for punitive or other inappropriate reasons, for example, because a long-term employee "makes too much money."

CTU understands that reorganization, lack of work, or other business developments can lead to a need for layoffs. After all, CTU is an employer, too.

But every layoff represents a person. And our language protects each person's basic right to due process by ensuring that layoffs are done correctly. It provides an oversight component and important timelines. It forces management to follow the correct process for the right reasons.

And, yes, it protects seasoned, skilled, loyal employees by prioritizing their placement in jobs for which they are qualified. As partners in Team MSU, we want the university to be successful, and our layoff protections are one of many ways we contribute to that success.





Front and back sides of Lansing's new historical marker commemorating the June 7, 1937, Lansing Labor Holiday. The marker, dedicated in a ceremony on Saturday, June 3, 2017, sits outside the Lansing City Hall on the corner of Capitol and Michigan Avenues.

## Local history includes labor

In recognition of the role Lansing played in the development of the labor movement, workers and their supporters gathered on June 3 of this year to remember the 80th anniversary of the June 7, 1937, Lansing Labor Holiday.

The Michigan Labor History Society hosted the event. The commemoration included the unveiling of a historical marker in downtown Lansing and the presentation of a Michigan House resolution and a City of Lansing proclamation recognizing the 1937 action.

### The "holiday"

The "Labor Holiday" was actually a city-wide general strike that took place on June 7, 1937.

It began when Capital City Wrecking Company refused to recognize the union and fired its elected officers. The workers went on strike and defied a court injunction instructing them to stop picketing. The picketers were arrested.

Lansing Sheriff Alan MacDonald went to arrest a local labor leader, Lester Washburn, at his home. Washburn wasn't there, so MacDonald arrested his wife, Nevah, leaving the couple's young children home alone.

With labor tensions already high, many people were incensed by the action and took to the streets. Between 2,000 and 5,000 workers and their supporters shut down Lansing on June 7.

Governor Frank Murphy is credited

## URdistricts

Each of the following members was reappointed Union Representative in her respective district:

▼ **District 13** (Anthony, Engineering, Meat Lab): Contact **Michelle Jenkins** at 432-9183 or [jenki285@msu.edu](mailto:jenki285@msu.edu).

▼ **District 25** (Breslin, Circle IM, Demo Hall, IM West, Jenison, Munn Ice Arena, Spartan Way): **Brenda Bailey** can be contacted at 484-1036 or [baileyb@msu.edu](mailto:baileyb@msu.edu).

▼ **District 28** (Clinical Ctr. [B,C,D Wings], Engineering Research, Radiology): Contact **Becky Sullivan** at 884-3374 or [sulli306@msu.edu](mailto:sulli306@msu.edu).

**District 6** (Auditorium, Baker, Geography, Kresge, Mason-Abbot, Psych., Snyder-Phillips): **Julie Detwiler** accepted a position in another unit and will no longer be UR of **District 6**. We thank her for her years of service and wish her the best in her new position.

**District 37** (Clinical Center [A wing]): **Lois Siefring** has applied for the UR position. If no other CTs from **District 37** express an interest in the position by June 30, Siefring will be appointed.

Interested in becoming a UR? Contact Vice President **Rosie Garcia** at 355-9672 x273 or [garciar@msu.edu](mailto:garciar@msu.edu) for additional information.



June 7, 1937—From the steps of the State Capitol.

with cooling tensions and getting the parties to talk. Capital City Wrecking Company recognized the union the next day.

### Bloodless, unique, & festive

One notable aspect of the Labor Holiday was its lack of violence. The Flint sit down strikes, the bloody "Battle of the Overpass" in Dearborn, Chicago's Memorial Day Massacre—these were some of the other anti-labor events happening in 1937. Lansing's peaceful Labor Holiday, on the other hand, has been called "bloodless," "unique," and "sometimes festive."

## Know your contract

# Employee Assistance Program

**L**ife can be hard, sometimes when we least expect it. MSU employees have support through the Employee Assistance Program (EAP).

## EAP in the contract

In order to support the health of our members and in the interest of maintaining a productive, effective, and functional working environment, the contract between CTU and MSU has safeguarded CTs' access to EAP since 1978.

In our most recent negotiations, we added "management released time" to the EAP benefit." Now, CTs can attend up to three EAP appointments per year without having to use their own accrued time. (Report the time as "Negotiations Leave" under EBS).

## Meet the EAP

MSU's three EAP counselors, Arthur Cical, Lisa Laughman, and John Novello explained the EAP program to CTU union representatives, board members, and staff in an April 20 training meeting.

"EAP provides short-term mental health counseling to MSU employees and their families," Novello explained, which includes "spouses, partners and benefits-eligible children."

EAP is not just for issues that arise in the



*April 20, 2017—Counselors Lisa Laughman, John Novello, and Arthur Cical presented information about MSU's EAP program to CTU's URs, executive board members, and staff.*

workplace, Novello said, and it is not only for "clinical, heavy, serious depression." EAP also provides emotional assistance to those trying to work through life changes, chronic physical and emotional health issues, work/life concerns, relationship issues, grief, stress, substance abuse and addiction, etc.

EAP services are free of charge and entirely separate from the mental health care benefits provided by our health care insurance. [Marguerite Quine]

Although employees are limited to one to six EAP visits per event, "that's enough," Novello said. Often, only one visit is necessary to help an individual address her or his issues.

For more long-term counseling, he said, EAP offers assessment and referral services. [Nicole Holton]

To arrange an appointment with an EAP counselor, call 517-355-4506, Monday through Friday between 7:30 a.m. and 5 p.m., or email [eap@hc.msu.edu](mailto:eap@hc.msu.edu). The office is located in room 116 Linton Hall.

EAP is a subunit of the Office of the University Physician.

## Confidential

What if a supervisor, family member, or anyone else inquires about an employee's interaction with EAP?

"We say that we cannot confirm or deny whether or not a person has ever been a patient of EAP," Novello said. An exception would be if someone signed a form releasing the counselor to talk to someone specific. Even then, the employee controls what can and cannot be shared.

Other notable exceptions to confidentiality would be a court order, knowledge that someone is a danger to her/himself or others, or child abuse.

## Last chance agreements

EAP also plays a significant role in helping facilitate last chance agreements. Often at the urging of the union, last chance agreements are used on rare occa-

*Assistance continued on p. 7*



## Article 32. Employee Assistance Programs

Without detracting from the existing rights and obligations recognized in other provisions of this Agreement, the Employer and the Union agree to referring and encouraging employees having social-emotional afflictions to participate in a coordinated program directed to objectives of employee assistance. Upon request, employees shall be provided management released time to attend up to three (3) Employee Assistance Program appointments annually.



# Board actions

January through March 2017



**B**oard meetings are regularly scheduled twice a month, on first and third Tuesdays, and members are welcome to attend starting at 5:15. The CTU constitution requires the Executive Board to meet at least once a month.

This article includes Board actions that took place January through March 2017. All expenditure decisions are included, but the list does not represent meetings in their entirety. Members can receive copies of complete minutes through the mail or email by contacting the CTU office at 355-1903.

## January 10

Agreed to buy a wireless sump pump alarm for \$689 including installation.

Subscribed to the *New York Times* for \$97.76 annually.

Discussed CTU's participation in upcoming events commemorating Martin Luther King Jr. Day.

Received report on CATA's rapid transit proposal from CTU's representative to the All University Traffic and Transportation Committee (AUTTC).

Discussed the role of the Administrative Professionals Association (APA) in health care negotiations.

## January 24

Agreed to recommend donations at the January 31 Membership Meeting: Greater Lansing Food Bank, \$1,000; MSU Race for the Place fundraiser, \$500; Walk for Warmth, \$250. The Board will also suggest forming a Walk for Warmth team to raise additional funds.

Agreed to send up to four people to MSU's Labor Education Program (LEP) "Women's Leadership Workshop" for \$195 per person.

Agreed to send president and treasurer to Business and Bagels: Organization Change Development Program at \$30 for person.

Decided to sponsor a \$100 ad in the Dia de la Mujer Conference program.

Changed Membership Meeting door prize drawing so that there will be one \$50 drawing at each meeting and another \$100 drawing when there is a quorum.

Received AUTTC report: New regulations for scooters go into effect October 1.

Stated Executive Board consensus that the CTU is part of the Coalition of Labor Organizations and that the CLO, alone, bargains for healthcare on CTU's behalf. CTU does not cede negotiating rights to any other individual or organization.

## February 7, 2017

Donated \$50 for the Meridian Earth Day Recycling Event.\*

Donated \$100 to the Tri-County Office on Aging 5K Walk/Run/Wheel Event.\*

Donated \$100 to WKAR Reading Radio Service.

Donated \$100 to the Haven House 50/50 Raffle.\*

Donated \$100 to the Capital Area Humane Society.

Subscribed to *YES* magazine for \$18 per year.

Declined to resubscribe to *Human Resource Employment Law Journal*.

Renewed \$20 subscription to *The Nation*. [Dawn Therrian-Taylor]

Tabled request for subscription renewal to *In These Times* magazine.

Renewed \$97 subscription to the *HR Specialist Newsletter*.

Renewed \$149 subscription to *Motivational Manager*.

Donated \$1,100 to the Greater Lansing Food Bank at the direction of members attending the January 31 Membership Meeting.\*

Donated \$500 to the MSU Student Food Bank at the direction of the

membership.

Donated \$1,000 to the MSU Race for the Place fundraiser at the direction of the membership.\*

Donated \$250 for Walk for Warmth at the direction of the membership.\*

Reported that CTU's sponsorship of a labor reception at LEP Women's Leadership Workshop will cost \$292.41.\*

## February 21, 2017

Received treasurer's report on progress in drafting the 2017 budget.

Discussed replacing AC wall unit.

Received AUTTC report: Recent topics include bicycle safety on campus.

Received report from CTU's Social Media Committee: Will promote contests and feature members on Facebook.

Received report on our talks with the university regarding classifications.

## March 7, 2017

Donated \$100 to MSU's Successful Black Women's Peace Summit.\*

Received reports on union training and district meetings, [Elyse Hansen]

## March 21, 2017

Treasurer presented 2017 budget to the Executive Board.

Renewed annual subscription to the OPAC testing software for \$295.

Agreed to purchase ten \$5 votes for the Michigan Women's Hall of Fame in The University Club's 6th Annual Big Bang-Quet Community Charity Challenge.

Received Personnel Committee report: 30 applications for the contract administrator position. Posting closes mid-April.

Discussed Human Resources new Agile Recruiting and Onboarding (ARO) program.

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\*CTU will be listed in publicity materials.

# Membership Meeting

Our April membership meeting drew a quorum of 56 members, allowing us to wrap up some union business such as approving past minutes.

Certified Public Accountant Jim Nyquist attended to present the 2016 audit.

"The financial statements . . . present fairly, in all material respects the financial position of Clerical-Technical Union of Michigan State University as of December 31, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United State of America," Nyquist reported. [Nancy Jean Smith]

In other words, as always, we had a "clean audit."

Treasurer Jan Wallace presented the 2017 budget.

President Deb Bittner introduced our new contract administrator, Meredith Place, and provided an update on our search for a second contract administrator. Members also discussed classification issues, health care bargaining, layoffs, and MSU's new application system.

**Door prize winners:** Shirley Van Dorp won the \$100 quorum prize. Wendy Winston won the \$50 drawing. Brenda Bailey won a plant and hand-made items from the Potters Guild in recognition of CT Professionals Day.

Barbara Christian, Julia Grimm, Elizabeth Lyons, Amy Peebles, Shawn Rayon, and Ashley Richey won MSU Safe Place tee shirts.

Rachel Iseler, Melinda Kochenderfer, Josie Lopez, Walt Peebles, Julie Stoner, and Paula Walker won CTU promotional items. Tobin Mellberg won CTU socks and two coupons to the MSU Dairy Store.

**Social media winners:** Kim Kerston won a prize for posting a CTU swag photo on our Facebook page. Twenty members won ice cream coupons for liking our Facebook page.



## My supervisor deserves. . . .

If your supervisor supports the work/life (professional/personal) needs of employees through positive leadership and managerial practices—in other words, if your boss is one of "the good ones"—you should consider nominating her or him for the **Outstanding Supervisor Award**.

The nomination packet is available at [form.jotform.us/70715242447151](http://form.jotform.us/70715242447151) and must be submitted on line by **June 30, 2017**. It must include the nomination form, nomination letter, plus two to four

letters of support.

Nominators will be notified in late September if their supervisor has been selected. Celebrations will occur around National Bosses Day, October 16.

Remember, the process is more fun for everyone if you **keep it a secret!**

Questions? Contact the MSU Work-Life Office at 517-353-1635 or or [work-life@msu.edu](mailto:work-life@msu.edu).

Read more about the award on the WorkLife Office Home page ([www.work-life.msu.edu](http://www.work-life.msu.edu)).

## Assistance continued from p. 1

sions when a department sees value in retaining an employee who has given adequate cause for termination and for whom contractual protections are exhausted. EAP gets involved when substance abuse is the problem.

Under a substance abuse last chance agreement, the employee agrees to certain conditions, which include monitoring by EAP and surrendering contractual arbitration rights for two years. Even under a last chance agreement, confidentiality is maintained. Departments are informed only as to whether or not the employee is in compliance with the agreement.

"Sometimes it creates the bottom, allowing the employee to understand the gravity of the problem and get assistance," said Laughman. "I can tell you that in my time here we have saved *lives*, let alone jobs, with this, because it is the only leverage that we have sometimes to get somebody to change."

In addition to EAP, the University Physician's Office also oversees the Health4U Program (H4U), Food and Water Sanitarian, Occupational Health, and the Travel Clinic. Find out more about these programs at [uphys.msu.edu](http://uphys.msu.edu).



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

**CHANGE SERVICE REQUESTED**

## CTcalendar

**June 22.** CTU picnic. East Lansing's Patriarch Park, 4 to 7 p.m. Free to members, friends and family. Details on page 1.

**July 11.** Executive Board meeting, 5:15 p.m., CTU office. The Board meets first and third Tuesdays (usually). Members welcome.

**June 30.** Deadline for Outstanding Supervisor's Award. See page 7 for details.

**July 12.** Recipe for Health: Peaches. A Health4U cooking demonstration at Brody Square Demonstration Kitchen. Buy your lunch (\$9.99) with cash or a meal plan. 12:10–12:50 p.m.

**July 13.** Membership Meeting. Room 1310 Anthony Hall. Meetings start at 5:20 p.m., but doors open at 5 p.m. so come early to socialize. Attend to ask questions, receive updates, and help make decisions about the union.

**August 3.** Union Family Fair Day at the Ingham County Fair. Mark your calendars. 1 p.m. until closing. CTU will once again participate in this popular event by selling reduced price tickets. More information to follow.



"I've been making an effort to be less critical. If you weren't so self-absorbed, you'd see that!"

### **Member tip:** **Obtain a copy of your union contract**

If you don't already have one, it's worth getting your own copy of the union contract. . . . You'll probably find that there's much more covered in it than you suspected. You may discover that you have more rights than you realized and the potential for more control over your working life.

—Adapted from *The Union Member's Complete Guide*, by Michael Mauer