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# CT news

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

Summer 2021

**UNION YES** 

# 2021 CTU Elections

If ever there was a time to step up and lend your voice to the decisions and direction of your union, that time is October 26, 2021. That's the date that members will exercise one of our most important responsibilities: to choose from amongst ourselves the members who will complete the CTU leadership team.

**Up for office are the positions of president, treasurer, three directors and one member of the Audit Committee.**

## Want to run for office?

Do you have ideas about the direction

of the union and wish to participate in the leadership? If so, this is the time to run for one of the open positions.

If you wish to run, submit your nomination directly to Organizational Coordinator Tiffany Westendorf (*Tiffany@ctumsu.org*) or a member of the Elections Committee by 5 p.m. on September 14, or in person at the nominations meeting that evening (see the Calendar, p. 4).

## Prepare

The duties for the open positions on the Executive Board and Audit Commit-

tee are laid out in Article 4 of our constitution ([www.ctumsu.org/about-the-ctu/constitution-of-the-ctu](http://www.ctumsu.org/about-the-ctu/constitution-of-the-ctu)). In order to fulfill those duties, elected officials are expected to take on many responsibilities. Those expectations are outlined on page 3.

A special Elections Issue of CT News will be distributed the week of October 18 that will contain statements from the candidates running for office. You will also be able to attend Candidate forums starting the week of October 18. These forums give us an opportunity to meet the candidates and get our questions answered.

## Vote October 26, 2021!

## Elections Committee

The Elections Committee is constitutionally mandated to "conduct and supervise all elections" (Constitution of the CTU, Article 4, Section 6). Contact a member of the Committee if you have questions, complaints or concerns about the process.

### The 2021 Elections Committee:

- ▼ Chairperson Rosie Garcia, [garciar@msu.edu](mailto:garciar@msu.edu)
- ▼ Michelle Jenkins, [jenki285@msu.edu](mailto:jenki285@msu.edu)
- ▼ Andrea Rafferty, [raffer24@msu.edu](mailto:raffer24@msu.edu)
- ▼ Judy Redding, [redding5@msu.edu](mailto:redding5@msu.edu)

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

PUBLISHED MONTHLY

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Organized and  
independent  
since 1974!

## CTU Executive Board

### President:

Deb Bittner *Deb@ctumsu.org*

### Vice President:

Rosario Garcia *garciar@msu.edu*

### Treasurer:

Tracy Rich *Tracy@ctumsu.org*

### Secretary:

Michelle Jenkins *jenki285@msu.edu*

### Directors:

Carmen Elliott *caguirre@msu.edu*  
Janet Hershberger *jroe@msu.edu*  
Andrea Parker *parker97@msu.edu*  
Kristen Rule *meyerkr@msu.edu*  
Lois Siefring *siefring@msu.edu*  
Stephen Stofflet *stofflet@gmail.com*  
Jan Wallace *wallac12@msu.edu*

## CTU Staff

### Contract Administrators

Greg Harris *Greg@ctumsu.org*  
Sean Temple *Sean@ctumsu.org*

### Communications Specialist

Cherylee Finney *Cheryl@ctumsu.org*

### Financial Coordinator

Angelica Garcia *Angelica@ctumsu.org*

### Organizational Coordinator

Tiffany Westendorf *Tiffany@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.

## President's corner

# What did we do this summer?

President Deb Bittner

Where did the summer go? It just evaporated. Maybe it was because we really didn't have a spring—the heat took us right to hot summer weather. Or maybe it was because I, along with the CTU leadership, spent most the year consumed with health care negotiations.

The work we did together—the eight unions in the Coalition of Labor Organizations at MSU who bargain health care—was intense and difficult. But we secured an agreement that we believe serves both MSU and our 6,700 union-represented employees. Each union participated in the decision to accept the tentative agreement (TA) and present it to their members. CTU members passed it by 90% of the vote. At press time, we are still waiting for several unions to complete their ratification processes.

This wasn't the Coalition's best agreement, but we did preserve a fully funded health care insurance option, keep our hard-fought raises, provide for future raises,

and preserve our benefits. Moreover, we kept the MSU/Coalition Joint Health Care Committee alive, allowing both parties to work together to keep health care costs low while maintaining quality. We also preserved a formula for raises.

As we spoke with CTs about the TA's temporary reduction in MSU's contribution to retirement, we discovered that many members want to learn more about investment and retirement options. We will confer with our accounting and investment experts about resuming the service that the union once provided on these issues. [Shanitha Harris]

CTU has also become aware of the need for more education on the laws and rules that govern labor relations and bargaining. This knowledge is important both for an informed membership and to develop our "next generation" of leaders.

And we became aware of the need to re-establish a relationship of trust with new campus administrators. The pressures of the pandemic have interfered with these efforts, but as I've said many times, our success is intertwined with the success of MSU. We need to find and draw strength from our mutual interests.

While I'm sad to see the summer go, I do love the fall. It seems like a transition season for nature and for us. This year, hopefully, it marks a move back toward semi-normal life and in-person events, a move back toward being a community again.

## CTclassifieds

### Services:

▼ **Quality Carpet and Upholstery Cleaners.** Most of us are spending a lot more time at home these days, and our furniture and carpets are getting an unexpected workout! For a fresh and sanitized home, call us to help with your cleaning needs. We take every precaution to ensure your safety. Owner operated, free phone estimates. Call Quality Carpet and Upholstery Cleaners at 517-256-6121.

## Membership Meetings

The final meeting for 2021 will be Wednesday, October 27, the day after the election. The meeting will start at 5:20 p.m., but socializing starts at 5 p.m. so check in early. COVID-19 developments do not allow us to formalize a location for meetings and may necessitate scheduling changes. Membership Meetings are for making decisions about the Union, asking questions and receiving updates about Union activities.

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## Executive Board Meetings

Board meetings are regularly held twice a month on first and third Tuesdays, but changes in dates, times, and locations may occur. Call about attending.

**Members welcome!**

# Leadership duties



Candidate statements and updates about the October 26 elections will appear in the Special Elections issue and be posted under “Elections 2021” on our website at [www.ctumsu.org](http://www.ctumsu.org).

## President

The President of the CTU is expected to fulfill all of the responsibilities listed for directors and officers. In order to fulfill the Constitutionally mandated responsibilities of the Office, the President also is expected to:

- keep the Executive Board and organization on track between meetings;
- structure Board meetings;
- provide a long-range view of the organization;
- act as official spokesperson for the CTU, internally and externally;
- remind people of deadlines;
- balance a 40-hour week through the use of flex and comp time, and report to the Board if work demands overload status;
- report activities to the Board and members;
- use full-time released time from MSU position;

## Directors and officers

In order to fulfill the Constitutionally mandated responsibilities of any position on the CTU Executive Board, those elected are expected to:

- carry out and honor the oath of office;
- commit the time required to serve the Union including some day, evening, or weekend hours;
- support unionism;
- uphold the Union mission and direction as set by the Executive Board and the CTU Constitution;
- make decisions and create policy;
- use input/data from membership, experts, and staff when time permits;

- serve on either the Grievance, Appeals and Trials or Finance Committee;
- represent the CTU at all times;
- attend some labor functions as a CTU representative;
- attend Board meetings, UR meetings, regular and special membership meetings (attendance mandatory);
- when possible, work in conjunction with URs on membership issues;
- keep URs informed and in the loop;
- be able to work as part of a group of people;
- honor issues of confidentiality;
- control rumors/misperceptions.

## Treasurer

The Treasurer of the CTU is expected to fulfill all of the responsibilities listed for directors and officers. In order to fulfill the Constitutionally mandated responsibilities of the Office, the Treasurer also is expected to:

- oversee fiduciary responsibilities, pay bills, cooperate with the auditor, research community solicitations, report

on the financial impact of decisions; [Deborah Wilson]

- chair the Finance Committee;
- prepare the budget with the Finance Committee;
- make quarterly reports to the membership;
- use 25% released time from MSU position in order to fulfill duties.

- chair Executive Board meetings and negotiations, and sit as *ex officio* member on all internal committees; [Alison Clark Vincent]
- supervise staff;

- chair the Personnel Committee and report personnel issues to the Board for decision-making;
- vote only to break a tie in an Executive Board vote.

## Audit Committee

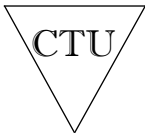
This description of the Audit Committee and the duties of its members is taken from Article VI of the Constitution:

- The Audit Committee shall consist of three members. They shall be elected for staggered three-year terms with said election held at the same time and under the same rules as apply to

the Executive Board. Members of the Audit Committee may not be members of the Executive Board.

- The Audit Committee shall make or cause to be made at least a yearly audit of the Union’s finances and shall report to the membership the result of such audit.

- The Audit Committee shall monitor normal operating expenses and shall serve as an independent communications channel between the members of the Union and the custodians of the Contingency Fund for verification of withdrawals from that fund. [Martha Duarte]



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

**CHANGE SERVICE REQUESTED**

## **CT**calendar: The 2021 CTU Elections Schedule

**September 7 through September 14.** Nomination period.

**September 14.** Deadline of 5 p.m. to submit written nominations to Organizational Coordinator Tiffany Westendorf ([Tiffany@ctumsu.org](mailto:Tiffany@ctumsu.org)) or a member of the Elections Committee (p. 1). Nominations also will be accepted from the floor that evening during a nominations meeting at the CTU office from 5:30 to 6:30 p.m. The nominations period will close upon the conclusion of the meeting.

**September 21.** Deadline of 5 p.m. to submit a campaign statement (up to 500 words, electronic format preferred) to Westendorf for publication in the CT News. Deadline to make photo arrange-

ments with Communications Specialist Cheryl Finney ([Cheryl@ctumsu.org](mailto:Cheryl@ctumsu.org)).

**October 15.** Deadline of 5 p.m. to request an absentee ballot be mailed to you. Contact Westendorf by 5 p.m.

**October 15-22.** The membership list will be available for inspection by the candidates between 8 a.m. and 5 p.m. Make arrangements by contacting a member of the Elections Committee or Westendorf.

**October 18.** Week of publication for the special elections edition of CT News.

**October 26. Election Day.** Electronic polling. Voting starts at 7:30 a.m. and ends at 5:30 p.m. To vote in person, make



arrangements with Westendorf. Absentee ballots must be received at the CTU office by 5 p.m. to be added to the count. Official vote count begins at 6 p.m.

**October 27.** Officers installed at the Membership Meeting.

**November 9.** Deadline for receipt of election protests. [Amy Peebles]

**November 16.** Runoff election if required.