

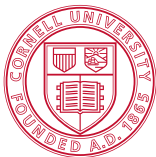
Cornell University
Employee Assembly

AGENDA
Employee Assembly Meeting
April 19, 2017
12:15 -1:30pm
401 Physical Sciences Building
“An Active Voice for Cornell Staff”

- I. Call to Order -12:15
- II. Call for Late Additions to the Agenda
- III. Approval of Minutes
- IV. Committee Reports – 10min
 - a. Communications Committee
 - b. Employee Education Committee
 - c. Personnel Policy Committee
 - d. Staff Recognition and Awards Committee
 - e. Academic Calendar
- V. Report from the Chair - 3 Minutes
- VI. Business of the Day
 - a. Presentation and Discussion: Employee Survey Results Overview (William Searle) - 30min
 - b. Elections: Employee Survey Oversight Committee – 10 min
 - c. Elections: Transportation Task Force - 10min
 - d. Discussion: Employee Assembly Elections - 10min
- VII. Old Business
- VIII. New Business
- IX. Adjournment – 1:30

Future Guests:

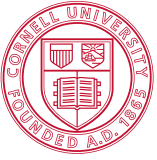
Future Events:



Cornell University Employee Assembly

Cornell Employee Assembly Minutes of April 5, 2017 Meeting 12:15 PM – 1:30 PM 401 Physical Sciences Building

- I. Call to Order
 - a. U. Smith called the meeting to order at 12:15.
 - b. *Members Present:*, K. Fitch, T. Grove, J. Kruser, L. Johnson-Kelly, K. Mahoney, R. Morris, B. Nicholson, T. Payne, C. Sanzone, T. Shapiro, M. Stefanski-Seymour, U. Smith, P. Thompson, K. Shiels,
 - c. *Members Absent:* S. Vaccaro, B. Ayanfodun, M. Carcella, A. Darko, S. Willcox
 - d. *Also Present:* P. Hampton, N. Doolittle
- II. Approval of the Minutes of March 1, 2017
 - a. Minutes approved by unanimous consent.
- III. Committee Reports
 - a. Communications Committee
 - i. C. Sanzone said that the committee did not officially meet but that they are working on an all-staff mailing for elections.
 - b. Employee Education Committee
 - i. No updates
 - c. Personnel Policy
 - i. No updates
 - d. Staff Recognition and Awards
 - i. George Peterman Award and Mary Opperman Award are seeking nominations and will work with Communications Committee to promote these.
- IV. Report from the Chair
 - a. U. Smith thanked everyone who attended the trustee meeting and said that the event was well received.
 - b. U. Smith said that the trustees are aware now of the transportation issues and that it is on their radar now.
- V. Business of the Day
 - a. Proposed Meeting Calendar
 - i. U. Smith presented the proposed dates for the second half of the term. The schedule is every first and third Wednesday of the month.
 - ii. U. Smith said that the meeting schedule can also be amended by the executive board for next year.
 - iii. U. Smith said that the January 3rd meeting would need to be moved.



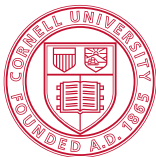
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1. Amendment **passed** by unanimous consent to remove the January 3rd meeting from the proposed schedule.
- iv. Motion to approve the proposed calendar for 2017-2018 was **passed** by unanimous consent.
- b. Resolution XI: Establishment of Transportation Task Force
 - i. T. Grove said that the resolution is to establish a task force to look at issues surrounding parking and commuter services for employees. The committee will be the chair of the Employee Assembly and six total members of the assembly and the community.
 - ii. T. Grove said that the committee would bring recommendations by May 3rd for the Employee Assembly to focus on.
 - iii. J. Kruser said that he would encourage the task force to reach out to Board of Trustees members interested in the transportation issues.
 - iv. C. Sanzone asked if there was intent to do a survey of staff on transportation issues prior to the recommendations.
 1. T. Grove said that it would be up to the committee but that she thinks it's a good idea to get the most input.
 - v. U. Smith said that the May 3rd date is also prior to the Board of Trustee meeting.
 - vi. J. Kruser said that it would be good to check with Office of Assemblies if there is technology that can be utilized.
 - vii. J. Kruser called to approve the resolution.
 1. Resolution **passes** 13-0-0.
- c. Resolution X: Charter and By Laws
 - i. U. Smith said that the charter must be approved by a 2/3rd majority vote of the seated assembly members and the bylaws require a simple majority vote. He said that the bylaws do not require presidential approval but the charter does require presidential approval.
 - ii. U. Smith said that due to UA charter we must have UA appointments by May 1st and to meet that deadline we need to approve the resolution today. It is possible to vote electronically but it will be easier to do it today.
 - iii. U. Smith said that the April 4th version is everything proposed at the original meeting and everything sent since the meeting.
 1. U. Smith said section 7, article 4 was labeled internal maintenance and it was struck and added to another section.
 2. U. Smith said that M. Opperman's title was corrected and grammar was edited.



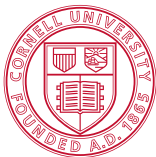
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3. U. Smith said that language regarding objections within the assembly or to another assembly was changed to match that of all other assemblies.
 4. U. Smith said that University Calendar oversight was added in conjunction to other assemblies, he said that it was done but not actually in our charter.
 5. U. Smith said that the referenda process is not in the charter to allow more room to adapt and more time for discussion. He said that it will go in the bylaws because it is easier to amend.
 6. U. Smith said that all were elected to a two-year term and that the terms were not staggered. U. Smith said all college seats are still the same. The change is in the eleven administrative unit's seats.
 7. U. Smith said that constituent groups are realigned and there is a net gain of one member on the administrative side.
 8. U. Smith said there are now charts that better show who member constituencies are.
- iv. L. Johnson-Kelly said that when seat allocations were released in the fall, the allocations were academic, staff and affinity groups. She said this was more reflective of actual make up if representation of collections across campus whereas representing as an administrative unit we are overlooking a lot of people that do not align with the work done in our careers.
1. L. Johnson-Kelly said that her concern is that by morphing into an administrative unit, we are representing people we might not actually work with or accurately know their concerns.
- v. U. Smith said that none of these reflect job families, it is based on the organization of the institution.
- vi. J. Kruser said that it is a good point but that whichever way we choose we will stretch ourselves in terms of representation but that we must stay aware of people who are not our constituency. He said that this breakdown is not a problem and is logical.
- vii. L. Johnson-Kelly asked if we are organizing it so that it is by administrative unit and not job family, either is fine, we just need to be clear.
- viii. L. Johnson-Kelly asked if we should try to keep the membership at 29 and if the seat for employees that are here less than five years is a needed constituency base.
- ix. U. Smith said that the less than five years is part of the affinity group and has to do with demographic shifts within the university and we will have a lot of younger employees in the next few years.



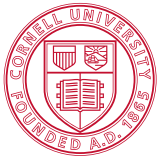
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- x. K. Fitch said that working at Cornell is a huge adjustment and the university has a strong culture, the constituency would help new employees learn the Cornell way.
- xi. K. Fitch asked what a job family is.
 - 1. U. Smith said that it is a government classification that organizes for reporting purposes the different job sectors.
 - 2. L. Johnson-Kelly said that what she was referring to is the career areas and surrounding compensation that the University used to be called job families.
- xii. K. Fitch asked if it was an affiliation or pay-based classification.
 - 1. T. Grove said we tried to organize by families in the past but it was too broad. She said that the way this is set up we can talk to anyone and hear concerns from any constituency, it does not have to be limited.
- xiii. U. Smith said that a lot of issues will probably apply to more than just one unit but that if there are alternatives we would like to consider, we can change that.
- xiv. U. Smith agreed that it is good to clarify to whom we are supposed to be speaking with and that this path provides a dedicated starting point for who you are supposed to be communicating with.
- xv. U. Smith said that it is fine to add to the chart provided today, it was meant to be a starting point and can be altered.
- xvi. N. Doolittle said it should be about how employees view us, not how we view them.
- xvii. J. Kruser said that there is nothing stopping us from representing any employee on campus and that the organization is never going to fit every employee into a box.
- xviii. L. Johnson-Kelly said that it could be good to put a disclaimer with the chart that explains you can talk to anyone you want and employees can approach anyone.
- xix. P. Hampton said that part of her role in the Office of Assemblies is maintaining the website and when the Office gets closer to launching the revamp of the entire system, the Employee Assembly can provide feedback on the layout of the website.
 - 1. P. Hampton said that the new website will provide a funnel to make constituents have greater access to representatives.
 - 2. P. Hampton said that if there is overlap amongst constituencies you can always hold a forum and make it issue based to hear all opinions.



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- xx. U. Smith said that College of Business is currently imbedded within different representatives.
- xxi. C. Sanzone asked for clarification that the vote is on the charter not on the chart and if there is a process for approving the chart, or is it freeform and loose. She said that it is important for people to understand who they are representing and if it is constantly fluid that might be difficult to determine.
- xxii. U. Smith said that what we are voting on is the language within the charter, the other document is a good starting point but is not part of the charter.
- xxiii. U. Smith said that the bylaws are straightforward, what was presented last time is mostly the same it is just now better formatted. He said the biggest changes are in specifying quorum, when it is acceptable to go into executive session
- xxiv. U. Smith said that the bylaws will be voted on now but implemented for the next Employee Assembly session.
- xxv. It might be good to pass them now to encourage better engagement of members before elections.
 - 1. U. Smith said we could but a lot of the changes in the bylaws are already being done, it just was not officially in the bylaws.
- xxvi. U. Smith said the Vice President of Finance was removed since the only role is really approving budget so it was put as the duty of the person in charge of operations.
- xxvii. U. Smith said that it was added to ensure that the parliamentarian is responsible for making documents public.
- xxviii. U. Smith said that there is no more internal operations committee as it was extraneous.
- xxix. U. Smith said that employee welfare committee was added and has a broad focus that could serve as a catch-all for what does not currently belong in our committee structure.
- xxx. U. Smith said Staff Recognition was changed to Events Committee and that every committee has the same authority as all committees across the universities. This means that no resolutions will come to the floor without first being voted on by a committee.
- xxxi. U. Smith said that there is a proposed amendment to change all wording for staff units to administrative units within the bylaw.
 - 1. Motion passes.
- xxxii. U. Smith called Resolution 10 to question, approving the charter and bylaws.
 - 1. Resolution **passes** 14-0-0.



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xxxiii. T. Grove asked what happened regarding the survey being released before the Employee Assembly received them.

1. J. Kruser said that they will be speaking to us on April 19th but that he does not have a good answer at this time.

The meeting was adjourned at 1:30 PM.

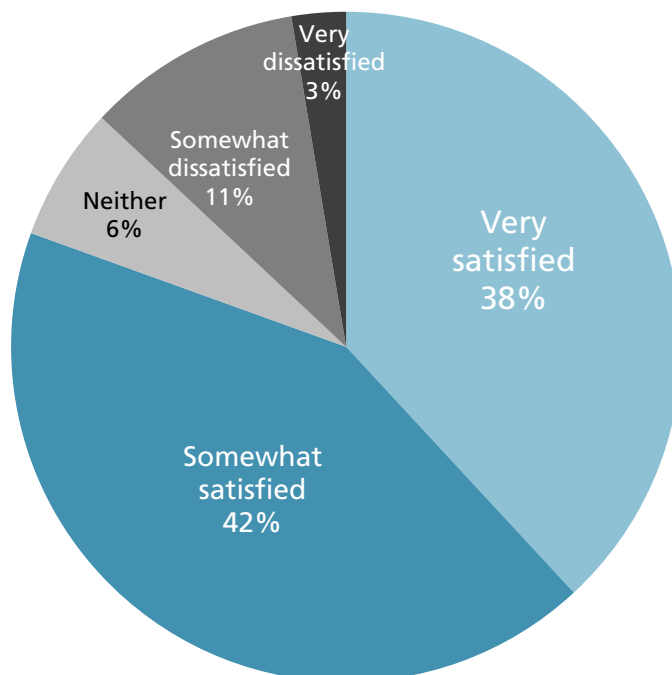
Respectfully Submitted,
Amanda Robinson
Clerk of the Assembly

About the 2016 Employee Survey

The first Cornell Employee Survey in 2011 was a response to a resolution from the Employee Assembly calling for a study to better understand staff engagement. This second administration of the survey was administered from October 6 to November 28, 2016 to nonacademic staff and librarians. Sixty-eight percent of invited employees responded to the survey, with 4309 surveys submitted over the web and 523 surveys submitted on paper. The survey had 62 multiple-choice questions and one open-ended item. The median completion time for the web-based survey was about 9 minutes.

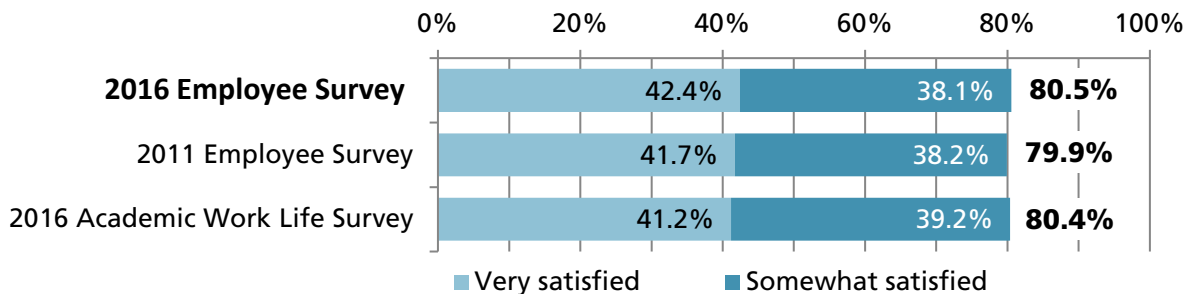
Overall Satisfaction

Overall, how satisfied are you with your job at Cornell?



The percentage of Cornell employees who are satisfied has been quite consistent at about 80%.

- 81% of Employee Survey respondents were at least somewhat satisfied with their jobs in 2016
- 80% of Employee Survey respondents were at least somewhat satisfied with their jobs in 2011
- 80% of academics responding to the Academic Work Life Survey were similarly satisfied

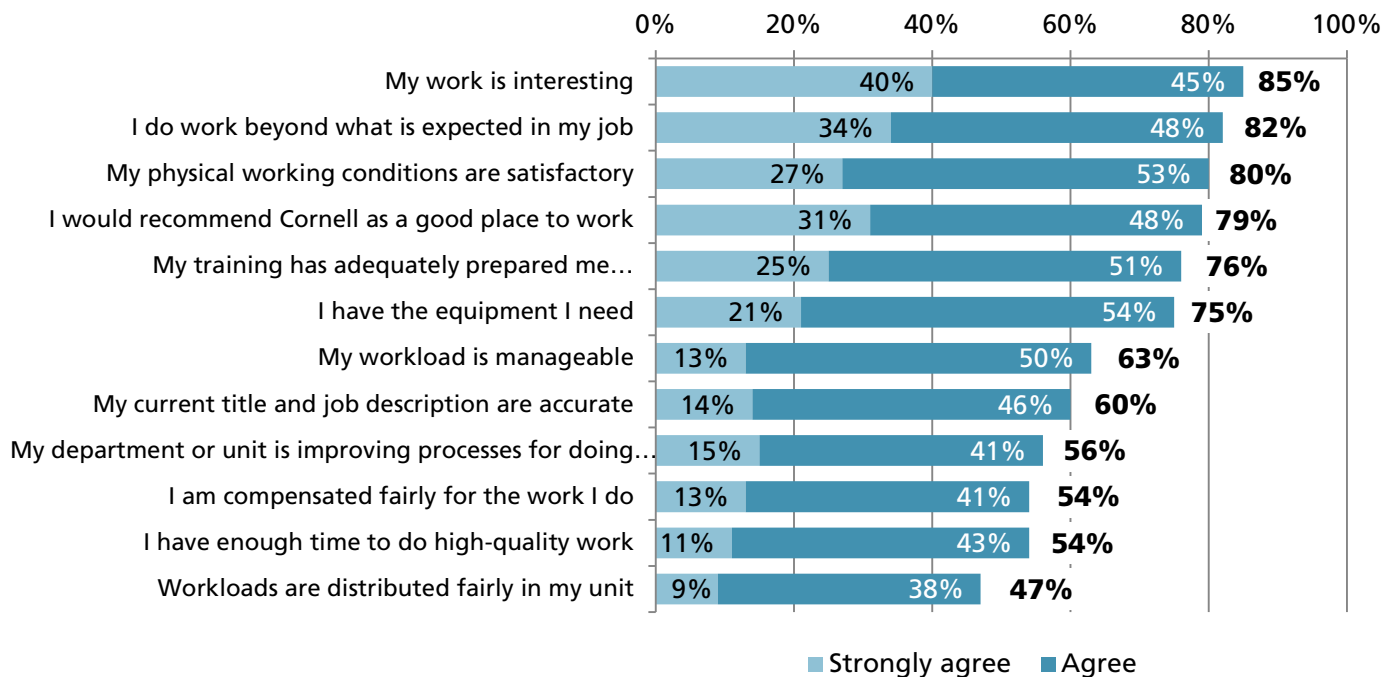


Note: The 2011 Employee Survey included academic professionals. The 2016 Employee Survey included librarians, but other academics were included in 2016 Academic Work Life Survey and not the 2016 Employee Survey.

Your Job

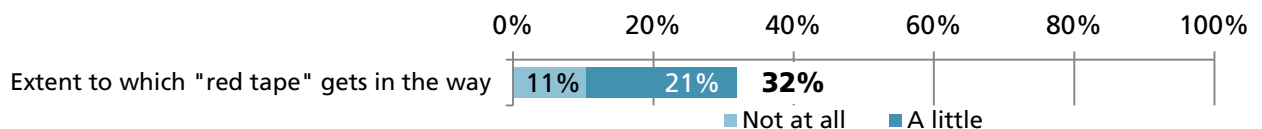
How much do you agree or disagree with the following statements?

("Not applicable" responses excluded.)



Red Tape

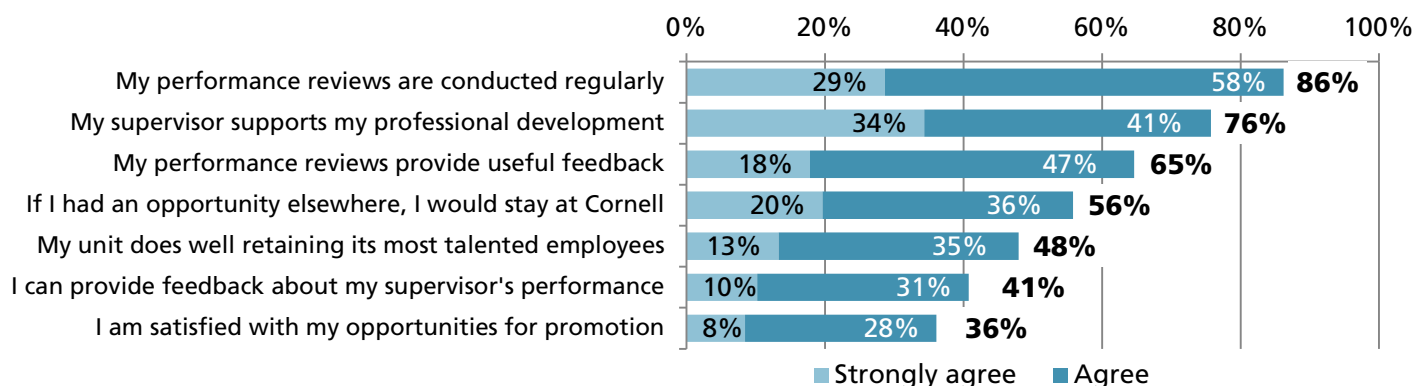
To what extent does completing unnecessary bureaucratic tasks (e.g. "red tape") get in the way of doing your job?



Career Development

How much do you agree or disagree with the following statements?

("Not applicable" responses excluded.)

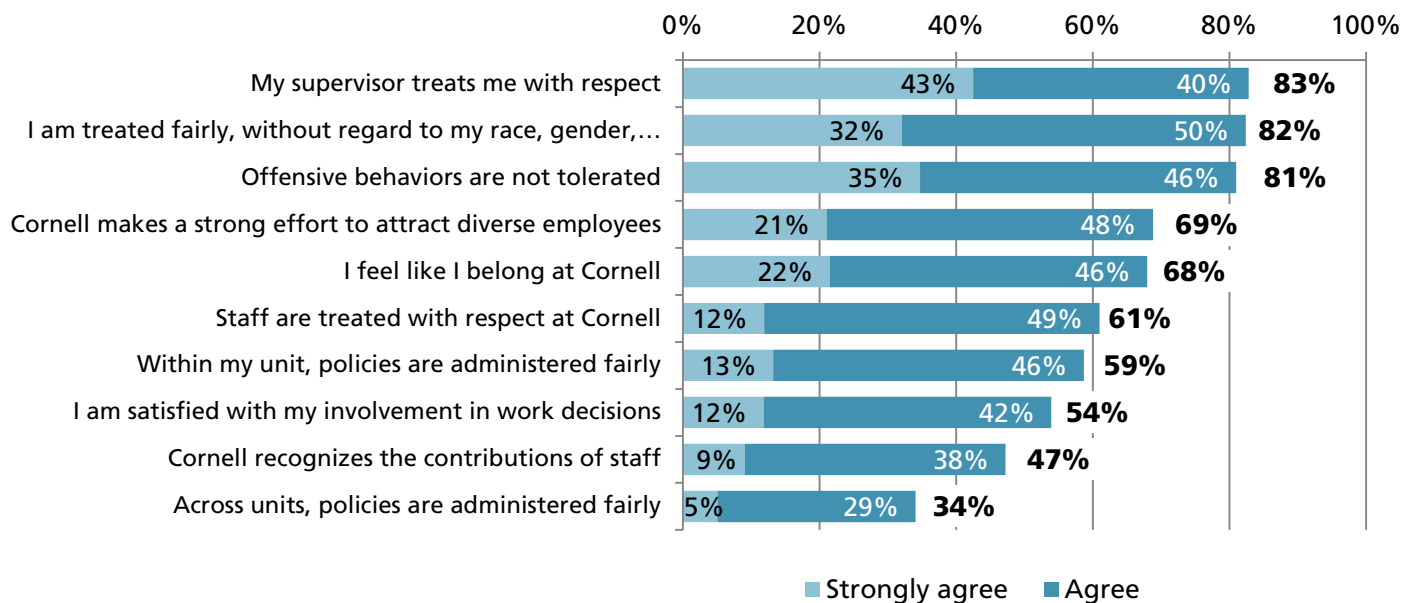


Note: Due to space constraints in this document, question wording has been truncated in some cases. For actual question wording, please <http://irp.dpb.cornell.edu/wp-content/uploads/2017/02/CUEmployee16-FINAL.pdf>

Respect & Fairness

How much do you agree or disagree with the following statements?

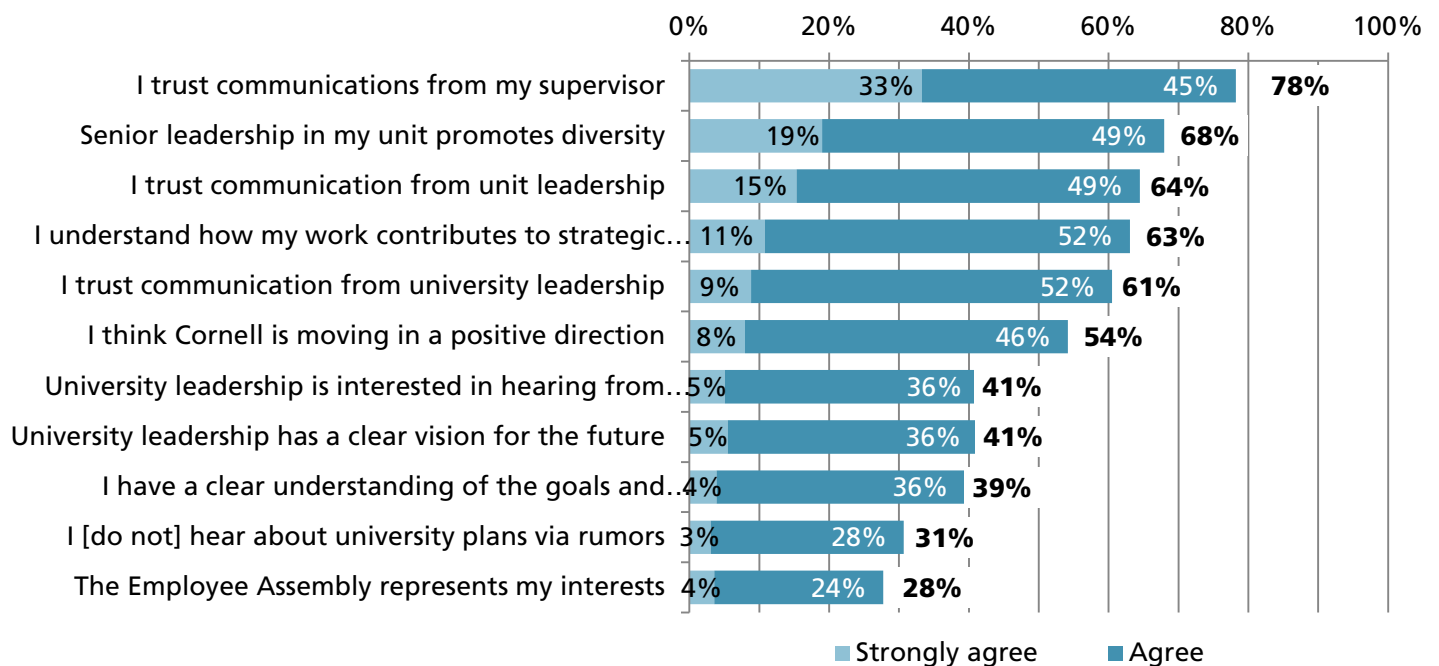
("Not applicable" responses excluded.)



Leadership & Direction

How much do you agree or disagree with the following statements?

("Not applicable" responses excluded.)

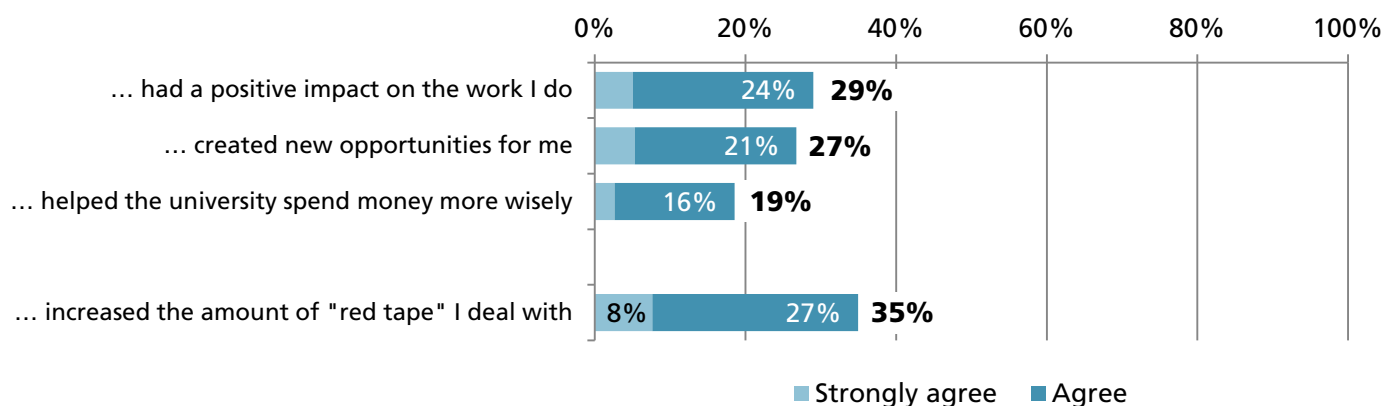


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Recent organizational changes have...

How much do you agree or disagree with the following statements?

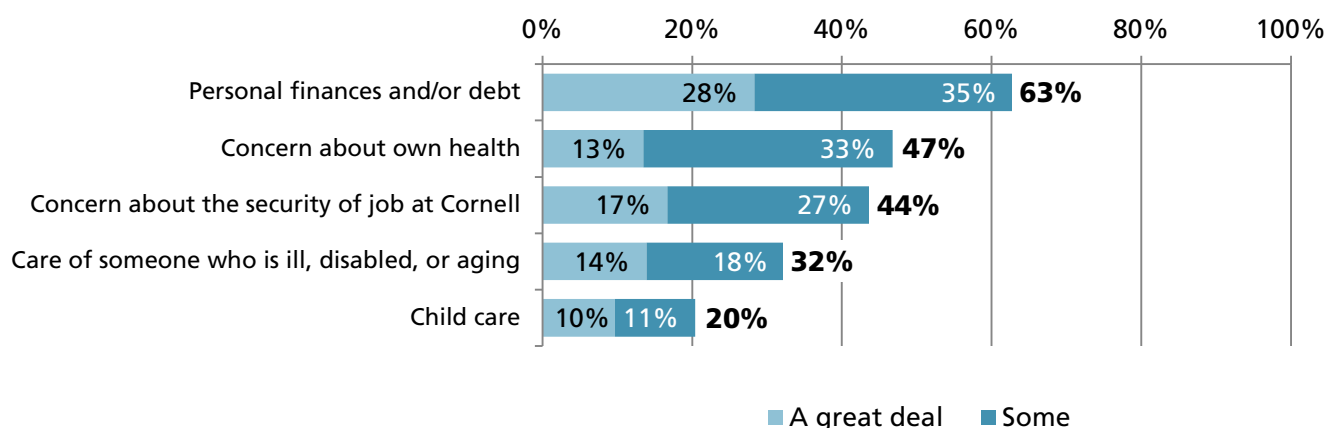
("Not applicable" responses excluded.)



Life Outside the University

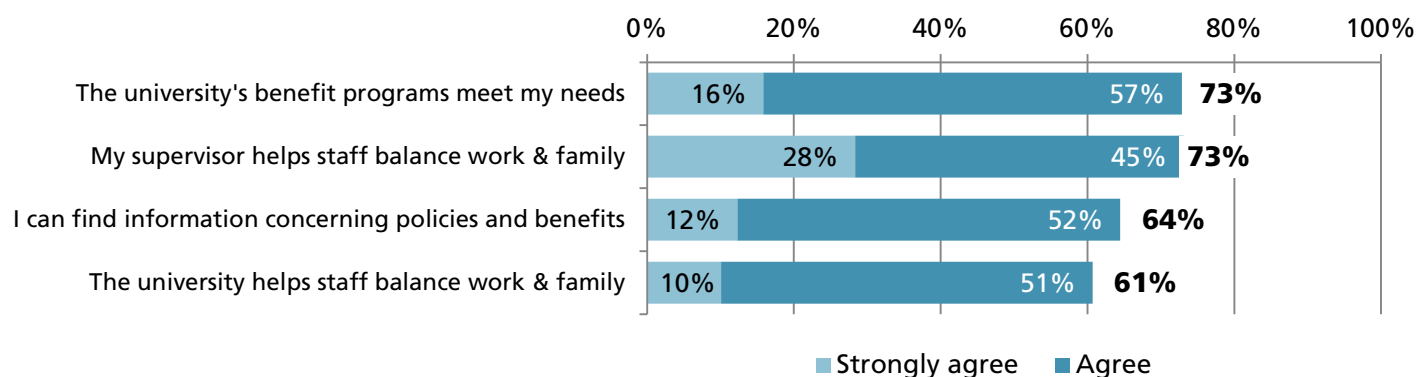
To what extent are the following sources of stress for you?

("Not applicable" responses included in denominator.)



How much do you agree or disagree with the following statements?

("Not applicable" responses excluded.)



Note: Due to space constraints in this document, question wording has been truncated in some cases. For actual question wording, please <http://irp.dpb.cornell.edu/wp-content/uploads/2017/02/CUEmployee16-FINAL.pdf>

Comparison of 2016 Employee Survey with 2011 Employee Survey

	2016	2011
Total number of survey respondents.	4,823	5,870
Response rates for individual survey items may vary.		

Overall Satisfaction

Percent of employees responding "somewhat satisfied" or "very satisfied." Excludes responses of "not applicable."

	2016	2011	2011-2016
Overall, how satisfied are you with your job at Cornell?	81%	80%	+0.7

Your Job

Percent of employees responding "agree" or "strongly agree." Excludes responses of "not applicable."

	2016	2011	2011-2016
My work is interesting	85%	87%	-2.3
I do work beyond what is expected in my job	82%	83%	-0.9
Overall, my physical working conditions are satisfactory	80%	82%	-1.5
I would recommend Cornell as a good place to work	79%	79%	-0.4
My training has adequately prepared me for the work I am expected to do	76%	78%	-2.3
I have the equipment and tools I need to do my job effectively	74%	75%	-0.7
My workload is manageable	62%	63%	-0.9
My current title and job description accurately describe the work I do	60%	61%	-0.3
Considering my total compensation, I am compensated fairly for the work I do	55%	56%	-1.3
I have enough time to do high-quality work	54%	56%	-1.7
Workloads are distributed fairly within my department or unit	47%	50%	-2.6

Career Development

Percent of employees responding "agree" or "strongly agree." Excludes responses of "not applicable."

	2016	2011	2011-2016
My performance reviews are conducted on a regular basis	86%	85%	+1.6
My supervisor supports me in pursuing learning and professional development opportunities	76%	74%	+1.9
My performance reviews provide me with useful feedback on my work	65%	67%	-2.0
If I had an opportunity to get a similar job outside Cornell, I would stay with Cornell	56%	56%	-0.1
My department or unit is doing a good job of retaining its most talented employees	48%	49%	-1.0
I have regular opportunities to provide feedback about my supervisor's performance	41%	35%	+5.5
I am satisfied with my opportunities for promotion within Cornell	36%	37%	-1.0

Respect & Fairness

Percent of employees responding "agree" or "strongly agree." Excludes responses of "not applicable."

	2016	2011	2011-2016
My supervisor treats me with respect	83%	83%	-0.3
I am treated fairly at Cornell without regard to my race, ethnic background, gender, religion, disability or sexual orientation	82%	86%	-3.6
Cornell makes a strong effort to attract employees from diverse backgrounds	69%	70%	-1.4
Staff are treated with respect at Cornell	61%	62%	-0.9
Within my department or unit, workforce policies are usually administered fairly and consistently	59%	60%	-1.4
I am satisfied with my involvement in decisions that affect my work	54%	55%	-1.0
Cornell does a good job of recognizing the contributions of staff	47%	49%	-1.9
Across departments or units at Cornell, workforce policies are usually administered fairly and consistently	34%	36%	-1.7

Leadership & Direction

Percent of employees responding "agree" or "strongly agree." Excludes responses of "not applicable."

	2016	2011	2011-2016
I trust the communications I receive from my supervisor	78%	77%	+0.8
I understand how the work I do contributes to the strategic goals and objectives of the university	63%	66%	-3.0
I trust the communications I receive from university leadership	60%	60%	+0.9
Overall, I think Cornell is moving in a positive direction	54%	61%	-6.5
University leadership is interested in hearing the ideas and opinions of staff members	41%	45%	-3.7
University leadership has a clear vision for the future of the university	41%	51%	-10.1
I have a clear understanding of the strategic goals and objectives of Cornell as a whole	39%	50%	-10.3
I [do not] hear about university plans via rumors rather than through official university channels	31%	40%	-9.7

Recent Organizational Changes

Percent of employees responding "agree" or "strongly agree." Excludes responses of "not applicable."

	2016	2011	2011-2016
Have had a positive impact on the work I do	75%	70%	+5.0
Have helped the university spend money more wisely	75%	81%	-6.6
Have created new opportunities for me	65%	59%	+5.5
Have [not] increased the amount of "red tape" I deal with	65%	67%	-2.3

Life Outside the University: Sources of Stress

Percent of employees responding "Not at all," "a little," or "not applicable."

	2016	2011	2011-2016
Child care	80%	82%	-2.0
Care of someone who is ill, disabled or aging	68%	71%	-3.5
Concern about the security of your position at Cornell	56%	46%	+10.6
Concern about your own health	53%	55%	-1.7
Finances and/or debt	37%	36%	+1.3

Life Outside the University: Policies

Percent of employees responding "agree" or "strongly agree." Excludes responses of "not applicable."

	2016	2011	2011-2016
My supervisor provides support to help staff balance work and personal responsibilities	73%	69%	+4.3
The university's benefit programs (health, retirement, etc.) meet my needs	73%	71%	+2.0
I can easily find reliable information concerning the policies and benefits that apply to me	64%	67%	-2.2
The university provides support to help staff balance work and personal responsibilities	61%	62%	-1.2