

Cornell University Employee Assembly

Cornell Employee Assembly

Minutes of the May 3, 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:* U. Smith (Chair, LGBTQ Representative), I. Allen (Division of Student and Campus Life, M. Stefanski-Seymour (College of Veterinary Medicine), T. Grove (Division of Human Resources), J. Kruser (Research and Technology), L. Johnson-Kelly (Library and Museum), K. Mahoney (College of Human Ecology), K. Fitch (Health and Safety), C. Sanzone (University Relations), K. Shiels (Financial Affairs), T. Shapiro (Women's Representative), R. Morris (Veteran's), S. Vaccaro (Geneva), S. Willcox (Exempt Employees), B. Nicholson (Non-Exempt Employee)
- c. *Members Absent:* B. Ayanfodum (Graduate, Law and Johnson), M. Carcella (Division of Alumni Affairs), A. Darko (Less than 5 Years), T. Payne (College of Agriculture and Life Sciences), P. Thompson (International Representative), Representative),
- d. *Also Present:* N. Doolittle (Editor of PawPrint), P. Hampton (Office of the Assemblies), G. Giambattista (Office of the Assemblies), Dean Van Loan (Faculty Dean)

14outof 20 – Shelly and Carrie , no Tammy, Not carcella

II. Call for Late Additions to the Agenda

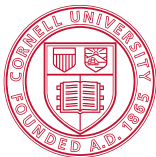
- a. Dean Van Loan requested to speak about snow days.
- b. U. Smith said that it will be added to committee reports.

III. Approval of Minutes of April 19, 2017

- a. K. Fitch motioned to approve the minutes.
- b. R. Morris seconded
- c. Minutes are approved by unanimous consent

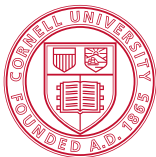
IV. Committee Reports

- a. Snow Day Report
 - i. Dean Van Loan said that an email address was created regarding the snow days and a report regarding the snow days that consists of all emails sent to the email address.
 - ii. Dean Van Loan said that they are working on a frequently asked questions list so that in the fall there will be something in place that explains how the University handles snow days and reaches the decisions to
 - iii. Dean Van Loan the report can be found of the faculty website.
 - iv. T. Grove asked if there are themes that emerged from the emails.



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- v. Dean Van Loan said a lot of people who lived farther away were appreciative of the closing but that the half-days were confusing and it made people drive in and leave again quickly.
 - vi. Dean Van Loan said that there was a sense of urgency because of prelims and that they are working on a new mentality and developing a plan to make sure that there are backups in place to handle the prelim situation.
 - vii. K. Fitch said that as long as the University is open they are required to come in and that the logistics of it are difficult because the decisions were called after half of campus life was already here.
 - b. Communications Committee
 - i. C. Sanzone said that a mailing for all-staff will go to the committee and G. Giambattista for feedback.
 - ii. C. Sanzone said that they are working with N. Doolittle on a Pawprint article.
 - iii. C. Sanzone said T. Shapiro gave idea of including Assembly information in on-boarding materials for new staff.
 - iv. C. Sanzone said that she will work with relevant offices and do outreach to fill missing seats.
 - v. K. Shiels said that there is a vendor show that is done every year that could be a good place to table for the Assembly and get more interest.
 - 1. C. Sanzone asked for the date.
 - 2. K. Shiels said that it is on June 1, 2017.
 - c. Employee Education Committee
 - i. No updates
 - d. Personnel Policy Committee
 - i. No updates
 - e. Staff Recognition and Awards Committee
 - i. T. Grove said there is one new applicant from Pawprint article and that the committee will regroup to discuss what to do for the Opperman Award.
 - ii. C. Sanzone said that if the date is not set in stone and it is okay to move the date, the recognition piece of the communications announcement is prominent in the article and that if there are those with interest they would likely email within a few days.
 - iii. C. Sanzone said the deadline could be extended by a week.
 - iv. T. Grove agreed.
- V. Report from the Chair
 - a. U. Smith said that President Polluck and Vice President Opperman will be at the final meeting of the year and an additional email will be sent to remind.



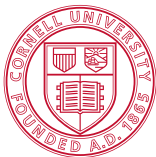
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- b. U. Smith stressed attendance at this meeting and said that President Polluck has remarks prepared but U. Smith will send around to ask for questions.
- c. U. Smith said that new Assembly does not begin until June 1st and business is responsibility of current Assembly until then.

VI. Business of the Day

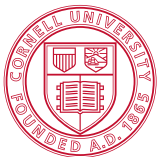
a. Proposed Academic Calendar

- i. G. Giambattista said that this is an overview of the final proposals and that there will be an online ballot to vote on the final calendar changes.
- ii. G. Giambattista said that there were elected representatives from each Assembly on the committee
- iii. G. Giambattista said that the committee worked very well together and that most of the individuals on the committee did serve in a staff role.
- iv. G. Giambattista said that all information is on the calendar committee page on the website but that New York State requires that class days plus final days must be 75 days each academic semester.
 - 1. G. Giambattista said that drive behind this was the academic experience for students concerning their well-being, increasing opportunity for summer internships and employment because Cornell summer did not allow them to get some internships because dates did not match up.
 - 2. G. Giambattista said that another consideration was around Thanksgiving and if it makes sense to have a whole week off for that, respecting religious days and dealing with commencement.
- v. G. Giambattista said that the frameworks look out to ten years depending on where Labor Day and other holidays fell.
- vi. G. Giambattista said that we are the only University in our peer group with two spring breaks and there were a lot of comment regarding the February break and the placement of the spring break.
- vii. G. Giambattista said that Cornell also has the longest amount of study days compared to peer groups at thirteen days compared to ten or seven.
- viii. G. Giambattista said that there is a relatively long winter break and shorter summer break. She said that graduate students tend to like the winter break as there is more time for research but undergraduate students wanted a longer summer break.
- ix. G. Giambattista said that another consideration with breaks is trying to sync them with local public school breaks for child care, which was difficult.
- x. G. Giambattista said that there are three options: the current calendar, the modified current calendar and modified commencement calendar.



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1. G. Giambattista said that fall semester stays the same for both modifications.
 2. G. Giambattista said that 100% response rate from all assembly members is critical to represent constituencies. Ballots will be a ranked choice format and allow for comments.
 3. G. Giambattista said that the report and recommendations will go to the provost and the new calendar with any changes would go into effect for 2018-2019 year.
- xi. B. Nicholson asked if the calendars will be visible on the actual ballot so people can see where the dates and changes will be.
- xii. G. Giambattista said that yes, there will be a link that lets you see if the calendar will be visible side by side and detailed information to make decisions.
- xiii. K. Fitch what year this will be enacted.
1. Dean said it will go into effect 2018-2019.
 2. K. Fitch asked about the impact on hotels for commencement.
 3. Dean said that committee communicated with the hotels and the hotels seemed okay with changes. He said Cornell University and Ithaca College would not be graduating on the same weekend.
 4. Dean said we also put families in our dorms.
- xiv. K. Shiels asked if the Dean supports one over the other and if so, why.
1. Dean said that all things considered, the modified calendar is his preference as it adds senior days and enables students to leave a week earlier to pursue summer opportunities but that the other one is okay as well.
- xv. L. Johnson-Kelly asked how this would impact reunion and alumni relations.
1. Dean said Trustees did not oppose the changes from a reunion and alumni relations perspective.
 2. L. Johnson-Kelly said that those that come back for reunion are engaged with the university and are the donation base.
 3. Dean said that we could try to avoid have reunion on memorial day.
- xvi. Dean Van Loan said that students like the modified calendar but not the early one.
- xvii. G. Giambattista stressed to vote based on what would best help your constituency and that all are good and viable options.
- b. Transportation Task Force Recommendation
- i. K. Fitch said that there are nine members and the committee had an understanding curve to gather to answer questions from the forum but that the



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mission has grown. He said that this committee will most likely not leave any time soon.

- ii. K. Fitch said that a survey is being developed to give to employees and faculty.
- iii. K. Fitch said that the intent is to meet every two weeks and that once the survey is out and data is collected, they will pull in other data out there but that the committee is on the right track.
- iv. K. Fitch said that it might be good to collaborate with Campus Infrastructure Committee from the University Assembly to synthesize all ideas and develop a real plan.
- v. U. Smith said that it is a great idea and that the task force is to gather employee perspective and make recommendations in context of representing staff.
- vi. J. Kruser said that he has been working on moving documents in box to a transportation folder on Box.
- vii. K. Fitch said that it could be good to create a taskforce page and J. Kruser agreed to work on it.
- viii. K. Shiels said it's important to distinguish between needs and wants and it is important to identify between those, as they are not just wishes.
- ix. Tammy said it might be good to frame survey as a needs assessment.
 - 1. K. Shiels said that when we present our information, it would be good to say this is what we need and distinguish between what would be nice to have.
 - 2. L. Johnson-Kelly said that it would be good to hear more about the transparency and where the \$8000 per parking spot maintenance cost comes into play.

c. EA Annual Report

- i. U. Smith is creating a document that will go to the Board of Trustees about what the Assembly has been discussing, what the staff encompasses and the results of the employee survey.
- ii. U. Smith said that there will be a board presentation and discuss a strategic plan moving forward. He said that striving to make clear that staff needs need to be met as well as student needs.

The meeting was adjourned at 1:30.

Respectfully Submitted,
Amanda Robinson
Clerk of the Assembly