

**Cornell University**  
**Employee Assembly**

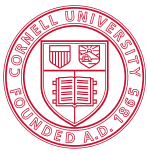
**AGENDA**  
**Employee Assembly Meeting**  
**June 29, 2016**  
**12:15pm – 1:30pm**  
**Stimson Hall 119**

**“An Active Voice for Cornell Staff”**

- I. Call to Order at 12:15pm**
- II. Call for Late Additions to the Agenda**
- III. Approval of Minutes**
- IV. Business of the Day**
  - Orientation
    - EA Goals and Overview
    - Resources
    - Resolutions
    - Resolution Training Wheels
  - Outreach/Engagement
    - Ways to engage your constituent group
  - Geneva Retreat?
- V. Report from the Chair**
- VI. Old Business**
- VII. New Business**
- VIII. Adjournment**

**Future Guests:**

**Future Events:**



## Cornell University Employee Assembly

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Minutes of the Wednesday, June 15, 2016 Meeting  
12:15pm – 1:30pm in Physical Sciences Building, Room 201

#### I. Call to Order

- U. Smith called the meeting to order at 12:17pm.
- *Present at the Start of the Meeting:* Atu Darko, BJ Siasoco, Brandee Nicholson, Carrie Sanzone, Imani Allen, Jeramy Kruser, Kathy Shiels, Kevin Fitch, Kristine Mahoney, Kristy Long, Laura Johnson-Kelly, Linda Majani, Liz Field, Matthew Carcella, Michelle Stefanski Seymour, Robert Morris, Shelly Cowles, Suzanne Willcox, Tamara Payne, Tammy Shapiro, Tanya Grove, Ulysses Smith
- *Not Present at the Start of the Meeting:* Babatunde Ayanfodun, Hazel Hall, Pilar Thompson
- *Also Present:* G. Giambatistta, B. Murphy, A. Bishop

#### II. Presentation by Allan Bishop, Associate Vice President for Human Relations

- A. Bishop introduced two proposed changes to University policy that would affect employees.
- The first was a streamlining of holiday and premium pay policy. Current policy allows employees to select one of three options for working on a holiday, and the move to a single option (two-and-one-half times the regular rate of pay) will reduce transactional burden.
- The second was a change to the vacation, health, and personal leave accrual policy for when non-union employees are on a paid leave. Note: paid leave does not include vacation time, but it does include worker's compensation, maternity leave, parental leave, and others. Currently, the policy allows for non-union employees to accrue leave while on a paid leave until the first of the month following twenty consecutive days of paid leave. The new proposes policy removes this, meaning non-union employees on paid leave will no longer accrue leave.
- M. Stefanski Seymour noted that the policy change would take away something, since staff members currently accrue leave over the first 20 days. The new policy means that paid leave won't be accrued.
- J. Kruser said that it would be just as simple to say "we do accrue" over leave and asked how often is it that employees reach the 20-day cutoff for leave accrual. A. Bishop said that a number of employees due, via short term disability, parental leave, or maternal leave. He added that a blanket leave accrual policy for paid leave would pose a new cost to the University.
- U. Smith asked if there had been data collected on this issue and if it is possible to analyze the data before making a decision. A. Bishop said that the data does exist, although he didn't have exact figures with him at the time. He also expressed concern about the accuracy of the data since the current procedure is manual and errors can occur.
- L. Johnson-Kelly said that the current policy is not fair, since the date you start paid leave can affect how much leave you accrue and asked if a blanket 20-day accrual policy could be implemented. A. Bishop said that the current goal is to achieve a technology-driven solution that removes the need for manual adjustment. He added that Workday is not



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currently customizable to that extent.

- M. Carcella said that the change appears as if benefits are being taken away from employees, and that this will have an effect on staff morale. He also said that inconsistent implementation because of human error is not a good reason to negatively change policy.
- J. Kruser said that the administration needs to look at what it would actually cost the University to allow leave accrual during entire paid leave time. He added that the cost could be negligible or result in increased staff morale.
- M. Stefanski Seymour asked what the financial benefit would be to the University if no leave accrual was allowed, as the proposed policy says. A. Bishop said that this information was not available
- M. Stefanski Seymour followed-up by asking if the policy change was already completed, and going to be implemented on July 1, 2016, as the information sheet says. She asked about the communication plan and its time. A. Bishop said that the policy is still getting feedback, from groups like the Assembly. The communication plan was going to center around groups that this change would affect most.
- S. Willcox asked if comparative research to peer Universities had been done and, if it had, what it showed. A. Bishop said that a similar practice at a peer institution could not be identified.
- U. Smith brought the discussion to a close and noted that the Assembly would consolidate feedback and pass it on to A. Bishop.

### III. Internal Elections

- The following committee chairs were elected by unanimous consent:
  - Staff Recognition and Awards Committee: Tanya Grove
  - Employee Education Committee: Babatunde Ayanfodun
  - Elections Committee: BJ Siasoco
  - Personnel Policy Committee: Matthew Carcella
- The following members were elected by unanimous consent to committees to fill “from the Assembly” positions:
  - Internal Operations Committee: Linda Majani
  - Staff Recognition and Awards Committee: Robert Morris, Shelly Cowles, Michelle Stefanski Seymour, Suzanne Willcox
  - Employee Education Committee: Tammy Shapiro, Jeremy Kruser, Laura Johnson-Kelly, Imani Allen, Brandee Nicholson
  - Communication Committee: BJ Siasoco, Ulysses Smith, Jeremy Kruser
  - Personnel Policy Committee: Liz Field, Tamara Payne, Kristy Long, Kevin Fitch
  - University Benefits:
    - Union: *To Be Filled*
    - Endowed: Michelle Stefanski Seymour
    - Statutory: Kathy Shiels
    - At-Large: BJ Siasoco
- The following members were elected by unanimous consent to the two Assembly representative positions on the University Assembly: Kevin Fitch and Jeremy Kruser
- The following members were elected by unanimous consent to the standing committees of the University Assembly:
  - Campus Infrastructure Committee: Robert Morris



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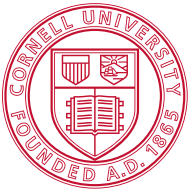
- Campus Welfare Committee: Jeremy Kruser
- Codes and Judicial Committee: Tammy Shapiro
- Campus Planning Committee: Tamara Payne and Imani Allen

U. Smith adjourned the meeting at 1:31pm.

Respectfully Submitted,

Brian Murphy

Office of the Assemblies



Cornell University  
Employee Assembly

E.A. Resolution #  
**Adoption of Toward New Destinations Initiatives 2016-17**

Sponsored by: BJ R. Siasoco

1 **Whereas**, Beginning in 2011, the University adopted the institutional diversity  
2 planning framework called, "*Toward New Destinations*"; and

3 **Whereas**, the "*Toward New Destinations*" diversity framework requires that each  
4 college and administrative unit annually identify three diversity initiatives in support of  
5 four core principles (composition, engagement, inclusion, achievement) for seven  
6 constituent groups: undergraduate students, graduate and professional students,  
7 postdoctoral associates and academic professionals, staff, faculty, the off-campus  
8 community, and the extended Cornell communities of parents, alumni, friends, and  
9 donors; and

10 **Whereas**, the Assemblies began submitting "*Toward New Destinations*" initiatives  
11 during the 2015-16 academic year and successfully completed the proposed initiatives;

12 **Be it therefore resolved**, the Employee Assembly accepts and approves the  
13 initiatives proposed in the attached appendix to this resolution; and

14 **Be it further resolved**, the Employee Assembly submits these initiatives to the  
15 University Diversity Officers via the designated online reporting system; and

16 **Be it finally resolved**, the Employee Assembly shares and communicates these  
17 initiatives to its various constituent groups.

18

19 **Respectfully Submitted,**

20 BJ R. Siasoco, ILR Representative, Executive Vice-Chair

21 *June 16, 2016*

22

23 [assembly.cornell.edu/EA/Home](http://assembly.cornell.edu/EA/Home)

**Core Principle:** Composition (refers to the demographic make-up of the unit or institution)

**Constituency:** Administrative and Non-Academic Staff

**Target Population:** N/A

**Status:** Continuing

**Initiative Description:** The Employee Assembly will create a communications strategy to increase participation in EA committees, particularly from employees on alternative schedules and the various Colleague Network Groups (LGBT, Veterans, Disability, Women of Color, Men of Color), following the successful restructuring of the Assembly.

**What do you hope to achieve?** Fully staffing all EA committees; uncapping membership constraints in the bylaws; increasing participation in all open committees.

**How will you measure success?** An increase in the number of individuals staffed and actively participating, via the Office of the Assemblies dashboard and staffing system.

**Timeline:** Bylaws to be updated during the fall; staffing to be completed in the fall.

**Collaboration:** N/A

**Core Principle:** Engagement (reflects personal, social, and professional commitment to institutional goals and activities)

**Constituency:** Administrative and Non-Academic Staff

**Target Population:** N/A

**Status:** New

**Initiative Description:** In collaboration with the Division of Human Resources and Institutional Research & Planning, analyze the results of the Employee Survey and conduct follow-up focus groups; and create an employee strategic engagement initiative similar to the Graduate & Professional Community Initiative.

**What do you hope to achieve?** To create a 5-year employee engagement initiative focused on key areas of importance to staff, based on the results of the survey.

**How will you measure success?** Successful analysis of all collected data; focus groups scheduled and held; employee engagement initiative drafted and passed by the Employee Assembly.

**Timeline:** Employee Survey to be completed in the fall, with results to be analyzed and shared in January. Focus groups conducted by March. Employee engagement initiative drafted and passed in May.

**Collaboration:** Division of Human Resources; Institutional Research & Planning

**Core Principle:** Inclusion/Engagement (comprises climate and interpersonal relations)

**Constituency:** Administrative and Non-Academic Staff

**Target Population:** N/A

**Status:** New

**Initiative Description:** The Employee Assembly will create a committee dedicated to diversity and inclusion and explore options for administering a grant for sustainable employee-sponsored initiatives that focus on fostering a climate of inclusion.

**What do you hope to achieve?** To create a committee focused on diversity and inclusion; and develop a framework for a grant.

**How will you measure success?** An increase in partnerships with organizations; an increase in the number of postings sent to these organizations for advertising; an increase in the number of applicants from these populations; and ultimately, an increase in hires made from these populations.

**Timeline:** Update bylaws in the fall; develop grant framework in the spring.

**Collaboration:** N/A