

# AGENDA Employee Assembly Meeting August 17, 2016 12:15 -1:30pm 701 Clark Hall

## "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. Announcements
- V. Reports
- VI. Business of the Day
  - Employee Survey: Marin Clarkberg from IRP (30 min)
  - Discussion and Passing Standing Rules (H. Hall)
  - Discussion: Departments to invite to EA Meetings
  - Communications Templates and Communications Procedures (L. Field)

#### VII. New Business

• Resolution #2 - Advocating an Inclusive Rebranding

#### VIII. Adjournment

#### **Future Guests:**

## **Future Events:**

Launch of Staff Survey (Target Date: Early October) President's Address to Staff (Target Date: Mid-October)



## **Cornell University Employee Assembly**

Minutes of the Wednesday, June 29, 2016 Meeting 12:15pm – 1:30pm in Stimson Hall, Room 119

- I. Call to Order (U. Smith)
  - U. Smith called the meeting to order at 12:15pm and called the roll.
- II. Call for Late Agenda Items (U. Smith)
  - M. Stefanski Seymore added a report from the Veterinary Staff Council.
  - BJ. Siasoco added a transportation-related issue.
- III. Approval of the June 15, 2016 Minutes (U. Smith)
  - M. Stefanski Seymore corrected her position on the University Benefits Committee.
  - P. Thompson requested correction of a typographical error
  - The minutes were approved by unanimous consent.
- IV. Business of the Day
  - B.J. Siasoco reviewed the Employee Assembly Executive Committee and the goals of the Assembly for the year.
    - O The Executive Committee will meet before the general body meeting. The committee is open to everyone. The first meeting of the month is in-person and the second is via telephone.
    - O At the last Executive Committee meeting, the committee reviewed the goals for the year. These include the structure of the Assembly (especially the staggering of terms), getting the Charter and Bylaws in order, and developing a strategic community initiative similar to the Graduate and Professional Student Community Initiative. This strategic initiative will help to develop what the long term vision for staff at Cornell is.
    - The President's address to staff is in the fall. This is one of the bigger event the Assembly has. It is currently planned for October and Assembly members are encouraged to assist with the planning.
    - O The Assembly is looking to formalize and increase the publicity of the Kudos awards, the Mary Opperman Award, and the George Peter Award.
  - G. Giambattista gave an orientation presentation.
    - O The primary source of information for the Assemblies is the Dashboard (<a href="http://www.assembly.cornell.edu/dash">http://www.assembly.cornell.edu/dash</a>). Here members will find information on meetings, resolutions, committees, and members. There is a portal for accessing information specific relevant to each user.
    - Campus Governance at Cornell consists of the Student Assembly, the Graduate and Professional Student Assembly, the Employee Assembly, the University Assembly, the Faculty Senate.
    - O Authority that the Assembly has is delegated from the Board of Trustees and the President. The EA legislative authority to recommend changes to university policies that affect constituents, subject to approval by the President



- The Assembly is governed by several layers of documents and rules. These include, in order of supersession: local, state, federal laws; University policy; Assembly Charter; Assembly Bylaws and Standing Rules; Robert's Rules of Order
- For the complete presentation, please see the slides following these minutes.
- B. Murphy gave an overview of the functions of the Dashboard.
  - All Assembly members are staffed in the Dashboard and have certain accesses based on their positions.
  - O Anyone at Cornell can apply to join a committee (as long as they are the appropriate constituency and the committee is accepting applications).
  - Committee Chairs can review committee applications and recording important data regarding their committee meetings.
  - o All data about resolutions, meetings, committees, and staffing is housed on the dashboard.

#### • Resolution 1: Adoption of Toward New Destinations Initiatives 2016-17 (B.J. Siasoco)

- O U. Smith and B.J. Siasoco used this resolution as an example of the resolution process. U. Smith explained the process of writing a resolution and gathering feedback from administrators. Resolution 1, however, is a real resolution that will be discussed and voted on.
- O L. Field asked about the status of the Assembly as a diversity unit. U. Smith explained that the Department of Workforce Inclusion and Diversity requested that the Assemblies, as a unit, participate in the University-wide diversity planning.
- o L. Field asked about the timeline. U. Smith explain that the goals are expected to be reached in a year and, if not, explain why the goals were not met.
- M. Stefanksi Seymour asked about the engagement initiative and how it will be included in the employee survey. U. Smith explained that the employee survey is happening this fall. The question is how to use the results to address issues and, eventually, develop a strategic plan. The employee survey will be administered by HR and the results will be delivered to the Assembly.
- o B.J. Siasoco said that the survey is scheduled to be administered in the October timeframe, dovetailing with the President's Address to Staff.
- L. Johnson-Kelly asked about the final core principal's (inclusion/engagement) success measure. U. Smith clarified that there was a mistake in the document and the success measure is actually more functionally related to the Assembly.
- O U. Smith motioned to extend the meeting by 5 minutes. Approved by unanimous consent.
- O U. Smith motioned to amend the Resolution's attachment, on the last core principle (inclusion/engagement). Strike the content of the "How will you measure success?" and replace it with "Update the Employee Assembly Bylaws." The amendment was approved by unanimous consent.
- o B.J. Siasoco motioned to call the question. The resolution was adopted by a vote of 15-0-0.
- U. Smith adjourned the meeting at 1:40pm.



# **Cornell Employee Survey**

## **Marking Directions**

Your responses will be read by an optical mark reader. Please,

- Use a black or blue pen.
- Fill in circles completely, like this: Not like this: Or this:
- If you mark the wrong oval by mistake, put an X through it and fill in the correct answer, like this:
- Mark only one response for each question unless other instructions are given.

You may leave blank any questions you do not wish to answer. Results from the Employee Survey will never be reported in any form that would identify you as an individual.

Your Job								
How many years hav	e you worked at (	Cornell?						
• • •		6 to 10	years )	11 to 20 y	ears	21 years or mo	re	
How long have you b	een in your curre	nt position	at Corne	ell?				
Less than a year	ess than a year 1 to 5 years 6 to 10 years		years )	11 to 20 ye	ears	21 years or mo	re	
Overall, how satisfied	d are you with you	ur job at Co	ornell?					
Very dissatisfied	Somewhat dissatisfied	Neither s nor dissa		Somewh satisfie		Very satisfied O		
How much do you a the following stater	-		Strongly <b>dis</b> agree	<b>Dis</b> agree	Neutra	l Agree	Strongly agree	Not applicable
My work is interesting	ng		0	0	0	0	0	0
My workload is manageable			0	0	0	0	0	0
I have enough time to do high-quality work			0	0	0	0	0	0
Workloads are distributed fairly within my department or unit		0	0	0	0	0	0	
I do work beyond what is expected in my job		0	0	0	0	0	0	
My current title and job description accurately describe the work I do		0	0	0	0	0	0	
My training has adequately prepared me for the work I am expected to do		0	0	0	0	0	0	
I have the equipment and tools I need to do my job effectively			0	0	0	0	0	0
Overall, my physical working conditions are satisfactory			0	0	0	0	0	0
Considering my total compensation (pay, benefits, work environment, etc.), I am compensated fairly for the work I do			0	0	0	0	0	
I would recommend Cornell as a good place to work			·k O	$\circ$	0	0	$\circ$	



#### Career Development How much do you agree or disagree with Strongly | Strongly Not the following statements? **dis**agree **Dis**agree Neutral Agree agree applicable My performance reviews are conducted on a 0 0 0 0 O 0 regular basis My performance reviews provide me with useful 0 0 0 0 0 0 feedback on my work My supervisor fairly evaluates my work performance O 0 0 0 0 0 I have regular opportunities to provide feedback $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ about my supervisor's performance My supervisor supports me in pursuing learning 0 0 0 O O 0 and professional development opportunities My department or unit is doing a good job of 0 0 0 0 0

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retaining its most talented employees

If I had an opportunity to get a similar job outside

I am satisfied with my opportunities for

Cornell, I would stay with Cornell

promotion within Cornell

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#### **Respect & Fairness** How much do you agree or disagree with Strongly Strongly | Not the following statements? applicable **dis**agree **Dis**agree Neutral agree Agree Staff are treated with respect at Cornell $\bigcirc$ 0 0 $\bigcirc$ 0 O My supervisor treats me with respect 0 0 0 0 $\bigcirc$ 0 Cornell does a good job of recognizing 0 0 0 O 0 0 the contributions of staff I am satisfied with my involvement in $\bigcirc$ $\bigcirc$ $\bigcirc$ 0 $\bigcirc$ $\circ$ decisions that affect my work Within my department or unit, workforce policies 0 0 0 O O O are usually administered fairly and consistently Across departments or units at Cornell, workforce policies are usually administered fairly and 0 0 O O 0 0 consistently I am treated fairly at Cornell without regard to my race, ethnic background, gender, religion, 0 0 0 0 O O disability or sexual orientation Cornell makes a strong effort to attract 0 0 0 0 0 0 employees from diverse backgrounds



# **Leadership & Direction**

In the following questions "senior administration" refers to Cornell's **president** and **vice presidents** as well as the **provost** and **his direct reports**.

How much do you agree or disagree with the following statements?	Strongly <b>dis</b> agree	<b>Dis</b> agree	Neutral	Agree	Strongly agree	Not applicable
I have confidence in the decisions made by senior administration	0	0	0	0	0	0
Senior administration has a clear vision for the future of the university	0	0	0	0	0	0
Senior administration is interested in hearing the ideas and opinions of staff members	0	0	0	0	0	0
I have a clear understanding of the strategic goals and objectives of Cornell as a whole	0	0	0	0	0	0
I understand how the work I do contributes to the strategic goals and objectives of the university	0	0	0	0	0	0
I hear about university plans via rumors rather that through official university channels	o O	0	0	0	0	0
I trust the communications I receive from senior administration	0	0	0	0	0	0
I trust the communications I receive from my supervisor	0	0	0	0	0	0
Overall, I think Cornell is moving in a positive direction	0	0	0	0	0	0

Over the last two to three years Cornell has undergone significant re-examination and restructuring. How much do you agree or disagree with the following statements about the impact of recent organizational changes?

Recent organizational changes have:	Strongly <b>dis</b> agree	<b>Dis</b> agree	Neutral	Agree	Strongly agree	Not applicable
Been administered fairly with all levels of the university sharing the impact	0	0	0	0	0	0
Resulted in positive changes for my department or unit	0	0	0	0	0	0
Helped the university spend money more wisely	0	0	0	0	0	0
Increased the amount of "red tape" I deal with	0	0	0	0	0	0
Created new opportunities for me	0	0	0	0	0	0
Had a negative impact on me	0	0	0	0	0	0



Life Outside the Unive	ersity						
To what extent are the source of stress for you?	Not at all	A little	Son		A great deal	Not applicable	
Finances and/or debt	0	0	C	)	0	0	
Concern about your own	health	0	0	C	)	0	0
Child care		0	0	C	)	0	0
Care of someone who is i	ll, disabled, or aging	0	0	C	)	0	0
Concern about the securi	ity of your	0	0	C	)	0	0
How much do you agree the following statemen	_	Strongly <b>dis</b> agree	<b>Dis</b> agree	Neutral	Agree	Strongly agree	Not applicable
The university provides so balance work and pers		0	0	0	0	0	0
<b>My supervisor</b> provides s balance work and pers	0	0	0	0	0	0	
I can easily find reliable in the policies and benefi	0	0	0	0	0	0	
The university's benefit p retirement, etc.) meet	0	0	0	0	0	0	
About You							
Do you have supervisory I <b>do not</b> directly supervise employees  O	I dire	nt employe ectly supervise 10 employees O	e I dir	I directly supervise <b>more</b> than 10 employees			
Do you have a disability?	○ Yes	0	No				
What is your gender?	0	Female	O Transgender/gender-variant				
What is your sexual orien Straight/ heterosexual  O	Gay, lesbian	uestioning	No speci	ified			
Are you Hispanic or Latir	no? O Yes	0	No				
Regardless of your answe			e check <b>on</b>	e or more	of the fo	llowing	
American Indian or Alaskan Native		Black or In American	Native Haw Other Pacific		Whit		

Thank you for completing the Cornell Employee Survey!

Please use the envelope provided to return your survey and any comments to: Cornell Employee Survey, 391 Pine Tree Road, Rm. 118, Ithaca, NY 14850



1	E.A. Resolution #2
2	Advocating an Inclusive Rebranding
3	Sponsored by: B.J. Siasoco
4 5	Whereas, In 2004 Leaders at Cornell Plantations questioned the appropriateness of the name "Cornell Plantations" and whether a different, more descriptive name was needed; and
6 7 8 9	Whereas, In 2009 and 2010 Plantations went through a rebranding process in an effort to better define themselves, working with outside firm Lipman Hearne, to develop marketing tag lines that captured the essence of experiences at Plantations and to redesign their logo to try and visually depict what and who they are more clearly; and
10 11 12 13 14	Whereas, In 2014, Dr. Christopher Dunn started as the E. N. Wilds Director of Cornell Plantations and was tasked by Dean Kathryn Boor to take an in-depth look at Plantations, their mission and vision, and to see if it should be adapted to inform modern needs. She noted that one possible result of this examination is the Plantations that we know today could end up looking somewhat different in the future and that prospective changes could include rebranding; and
15 16 17	Whereas, From April 2014 through April 2015, Dr. Dunn met with Plantations' staff, the advisory council, university leadership, CALS leadership, and other community stakeholders to better understand Plantations' brand within the College and greater University context; and
18 19	<b>Whereas,</b> In October of 2015 Cornell Plantations began a strategic planning process and hired Beacon Associates to lead them through the process; and
20 21 22	Whereas, In November of 2015, Black Students United provided the Cornell University administration a list of demands that they felt needed immediate addressing, which included the changing of the name of the Cornell Plantations; and
23 24 25 26 27	Whereas, In December of 2015 Beacon held a series of focus groups amongst Plantations brand fans both on the Ithaca campus and in New York City and conducted a follow-up survey to better understand how they related to the mission, the vision and brand, which showed that 70-75% of respondents felt the name Cornell Plantations did not fit with who they are, and what they actually do; and
28 29 30	<b>Be it therefore resolved</b> , that the Employee Assembly encourages the Board of Trustees to include the proposed name change of Cornell Plantations on their October 2016 board meeting agenda.
31 32 33	<b>Be it finally resolved,</b> that the Employee Assembly encourages the Board of Trustees to approve the proposed name change to "Cornell Botanic Gardens", so that Cornell's botanic gardens, arboretum and natural areas may better represent what they do, and reach broader audiences.



35 36	Respectfully Submitted,
	Respectiony Submitted,
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38	B.J. Siasoco
39	Executive Vice Chair, Employee Assembl