

Cornell University

Employee Assembly

AGENDA

Employee Assembly Meeting
Wednesday, September 21, 2016
12:15 -1:30pm
401 Physical Sciences Building

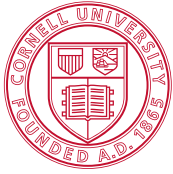
“An Active Voice for Cornell Staff”

- I. Call to Order - 12:15pm**
- II. Call for Late Additions to the Agenda**
- III. Approval of Minutes**
- IV. Committee Reports**
 - a. Elections Committee Fall Election Update - BJ Siasoco (3 min)
 - b. President’s Address to Staff Committee Update – BJ Siasoco (3 min)
 - i. Looking for
 - 1. Co-chair to learn process
 - 2. Leads for audience mics and food
- V. Report from the Chair**
- VI. Business of the Day**
 - a. Fair Labor Standards Act Decision and staff impacts (15 min)
 - i. Kim Babuka, Director for Compensation
 - b. Tobacco-Free Campus Discussion – (45 min)
 - i. Christine Stallman, Associate Vice President of Environmental Health & Safety (EH&S)
 - ii. Sharon Dittman, Associate Director, Community Relations, Cornell Health
 - iii. Beth McKinney, Director, Cornell Wellness
 - iv. Ted Schiele, Planner/Evaluator Tompkins County Health Department
 - c. Adoption of Standing Rules (5 min)
- VII. Old Business**
- VIII. New Business**
- IX. Adjournment**

Future Guests:

Future Events:

President’s Address to Staff - Oct 11, 2016, 12:00pm to 1:00pm



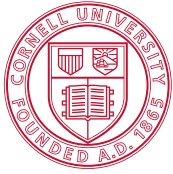
Cornell University

Employee Assembly

Employee Assembly Meeting Minutes

Wednesday, September 7, 2016 12:15 -1:30pm
401 Physical Sciences Building
"An Active Voice for Cornell Staff"

- I. Call to Order
 - U. Smith called the meeting to order at 12:17pm.
 - Members Present: Atu Darko, BJ Siasoco, Brandee Nicholson, Carrie Sanzone, Imani Allen, Jeramy Kruser, Kathy Shiels, Kristine Mahoney, Kristy Long, Laura Johnson-Kelly, Linda Majani, Liz Field, Matthew Carcella, Michelle Stefanski Seymour, Pilar Thompson, Robert Morris, Shelly Cowles, Tamara Payne, Tammy Shapiro, Tanya Grove, Ulysses Smith
 - Members Absent: Babatunde Ayanfodun, Hazel Hall (excused), Kevin Fitch (excused), Suzanne Willcox
- II. Approval of the August 17, 2016 Meeting Minutes
 - The minutes were not attached to the agenda email, so many members did not review them. The approval of the meeting minutes was tabled to the next Employee Assembly so members can have time to review the meeting minutes.
- III. Committee Reports
 - Executive Committee and Elections Committee – BJ Siasoco
 - Executive Committee met prior to the Assembly meeting.
 - B. Murphy noted that information regarding constituent groups for each position would be distributed via email soon.
 - The Elections Committee will consist of the Executive Committee. There are three vacancies on the EA – AAP Representative, Engineering/CIS Representative, and SHA Representative.
 - Internal Operations Committee – Pilar Thompson
 - P. Thompson said that all Committee chairs should be using the Dashboard to record information about meetings.
 - P. Thompson also said that there is a Doodle poll out to EA members to plan the EA retreat/strategic planning event.
 - The IOC will be meeting in the near future.
- IV. VI. Report from the Chair
 - University Assembly Staffing Update
 - The Assembly still needs to appoint its non-Assembly representatives to the three UA committees.
 - K. Fitch was elected as the Vice Chair for Internal Operations of the University Assembly.
 - Campus-wide Breaking Bread
 - September 21, 2016 from 6:00pm to 8:00pm in Stocking Hall 148



Cornell University Employee Assembly

- Seating is limited to 90, with a priority given to students. Using the link below, please RSVP as soon as possible to confirm your participation in this event. https://cornell.qualtrics.com/SE/?SID=SV_cMGTBcilDFbk0dv

V. New HR Website – A. Fazio

- www.hr.cornell.edu
- The new HR is fully responsive and in compliance with all accessibility guidelines.
- The main navigation menu provides robust access to all of the HR information. There is also audience-based navigation for new-hires, retirees, etc.
- The document search function allows users to search a very specific database of documents. Right now the document search is looking through the entire text of documents, but in the future the plan is to weight the search to make it easier to find what the user is looking for.
- Pages can be converted to an easily-printable PDF.
- Feedback can be submitted to vpstaff@cornell.edu.

VI. Presentation from Dr. Gregory T. Eells, Director of Counseling and Psychological Services at Cornell Health

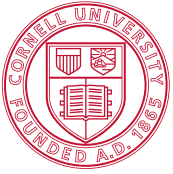
- Please see the audio recording of this meeting for Dr. Eells' presentation.

VII. Business of the Day

- Approval of the Standing Rules has been tabled until the next meeting.
- A more complete assignment of committee tasks will take place at a later meeting.

VIII. Unfinished Business

- **Resolution 2: Advocating an Inclusive Rebranding Process** – B.J. Siasoco
 - Sonja Skelly, Director of Education and Communications at the Cornell Plantations, said that, currently, people do not understand what the Plantations is. The process of renaming and rebranding has been ongoing for several years and included a listening tour and the hiring of an outside firm that specializes in these matters. Currently the name is problematic, unclear, and prevents certain audiences from being reached.
 - Currently, the proposed name change to “Cornell Botanic Gardens” has been received positively by Dean Kathryn Boor, Dean of the College of Agriculture and Life Sciences, and Interim President Rawlings. The leadership of CALS hopes to present this to the Board of Trustees during their October meeting.
 - S. Skelly explained the nuance between “botanic” and “botanical” – the former is a more scientific and specific name. The name overall was the clear preference among focus groups and survey respondents.
 - There was a motion to **amend** by the Chair on behalf of K. Fitch to strike the word “demands” from line 20 of the resolution. B.J. Siasoco and L. Mijani said that this is how the list was presented by Black Students United. The question was called without dissent. The amendment **failed** by a vote of 0-18-0.

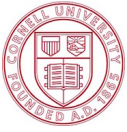


Cornell University Employee Assembly

- M. Stefanski Seymour asked about the costs of the consultants, who was asked to participate in the focus groups, and what the projected cost of the rebranding will be. S. Skelly said that she did not have information on the cost of the consulting firm. The survey was sent to representative groups of various constituencies, but all donors enrolled on the email list should have received various communications. The estimated cost of the rebranding is \$150,000, which will be shared by the Plantations, CALS, and other University funding sources.
- There was a call to question without dissent. The resolution was adopted by a vote of 16-1-2.

The meeting was adjourned by U. Smith at 1:32pm.

Respectfully Submitted,
Brian Murphy
Office of the Assemblies



Standing Rules

Cornell University Employee Assembly

Last updated on 8/8/2016

Preamble

The Employee Assembly's foremost interest in 2016-2017 shall be in the staff members, any regular full-time and part time staff members in non-exempt, exempt, or academic non-professional staff categories who are employed at Ithaca, or Geneva campuses of Cornell University.

These Standing Rules shall serve as guidelines for specific rules and effective leadership from the Employee Assembly that may not specifically be covered in the Charter, but will aide in the efficiency of a successful Assembly.

These Standing Rules shall be adhered to by all Employee Assembly members, committee members, and staff.

These Standing Rules shall be utilized with the following prefaces:

Rule 1: In the event of a conflict, the Charter and Bylaws shall supersede the Standing Rules.

Rule 2: The Standing Rules shall be revised at the beginning of each term by the Parliamentarian, and submitted for review to the Executive Committee. The Standing Rules shall take effect upon their approval by a majority vote of the membership of the Employee Assembly. The Standing Rules can also be edited at any time by a majority vote of the membership of the EA.

Rule 3: A motion to suspend the Standing Rules must be recognized by the Chair and approved by a two-thirds vote of the Employee Assembly members present.

Section I: Ethical Standards & Attendance Policy

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Comment [GAG2]: Are you referring to all staff at the university? All staff are not necessarily bound to the governing documents of the EA, so this would be unusual.

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Comment [GAG3]: Assembly term may be better, since the term of the Assembly is one year, and not all staff are on an academic or "semester" cycle.

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Comment [GAG4]: Review or approval? Not sure procedurally the Chair can approve unilaterally.

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42 Ethical Conduct is expected of all members at all times, as members are representative of their
43 constituencies and those they represent. Any member found to be using the name of the EA
44 outside of the bounds of the individual's described role on the EA, abusing the EA brand to
45 acquire additional benefits or privileges, or any such similar matter shall be in violation of this
46 ethics clause. The appropriate disciplinary action shall be determined by the Executive
47 Committee and the Office of [the](#) Assemblies.

48 The Employee Assembly is charged to be the voice of employees to ensure a direct focus for the
49 continued involvement of exempt and non-exempt staff members in the governance of non-
50 academic affairs and in the life of the University, over concerns and/or issues that affect their
51 work experience at Cornell University. To do this, attendance and participation, as outlined
52 below is imperative for efficiency within the Assembly.

53 Rule 1

54 Attendance is required at all regularly scheduled meetings for all voting members. Regularly
55 scheduled meetings are held [the first and third](#) Wednesdays [of the month](#), from 12:15 to 1:30,
56 PM.

58 Rule 2

59 Attendance at all informal, organizational and specially-scheduled meetings is required when the
60 [Chair](#) provides EA members at least 72 hours' prior notice of the meeting. Such meetings shall
61 be considered "regularly scheduled meetings."

63 Rule 3

64 Attendance is required at all committee meetings to which a member has volunteered to be a part
65 of or appointed to. Attendance will be taken verbally at the start of each meeting where each
66 member present will answer with "here or present".

68 Rule 4

69 Any member who fails to attend a required meeting or event shall be considered absent. Any late
70 arrival or early departure from a required meeting will result in a half-absence. The Executive
71 Committee reserves the right to decide what constitutes a late arrival or early departure. All
72 absences are accrued. This rule shall apply to all committees and bodies in which the Employee
73 Assembly has appointed representation, including, but not limited to, the UA, the SA, all EA
74 Committees, ad-hoc committees and advisory committees.

76 Rule 5

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Comment [GAG5]: The EA does not have a Co-Chair

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Comment [UJS6]: I don't know if we need this part.
Thoughts?

Comment [PAT7R6]: I don't think we need to focus on half-
absences also.

Comment [TP8R6]: I agree.

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87 Excused absences may be granted for illness, academic conflict, official Employee Assembly
88 business, official University business that would constitute grounds for excuse from work related
89 obligations from employment that arise after the scheduled time of adjournment, family
90 emergency, and religious observation. To be considered excused, all excuses must be brought to
91 the attention of the Vice Chair for Internal Operations at least 24 hours prior to the absence. Any
92 excuses made after this period are up to the discretion of the Executive Committee. The Vice
93 Chair for Internal Operations shall report any pressing matters regarding attendance, such as
94 members in jeopardy of exceeding the allowed number of absences, to the Chair at the regular
95 meeting of the Executive Committee.

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Comment [TP9]: What is the max?

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97 Section II: Agenda-Setting Policies and Procedures

98 Rule 1

99 The Executive Vice Chair will place under Unfinished Business any item that has previously
100 appeared as New Business; items such as appropriation requests or committee assignments are to
101 appear under Business of the Day. All other items shall be introduced as New Business, unless
102 otherwise authorized by a majority vote of the Executive Committee or by a majority vote by the
103 Employee Assembly.

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105 Rule 3

106 New Business shall be an opportunity for both EA members and community members to ask
107 questions and bring forward issues or concerns. Comments may not be argumentative in nature
108 and questions must seek factual answers.

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110 Rule 4

111 Unfinished Business shall be an opportunity for discussion and debate on a topic of interest or a
112 Resolution.

114 Rule 5

115 Prior to the introduction of a resolution as New Business, all resolutions shall be reviewed by an
116 appropriate EA committee for no more than 30 days before its introduction in the general EA
117 meeting and approval by the Employee Assembly. Approval by the committee shall be by a
118 majority vote of the committee members present. A representative of the committee that
119 reviewed the resolution shall give a brief summary of the committee's thoughts or concerns on
120 the resolution when it is presented at the general EA meeting. Under extenuating circumstances
121 or time pressures, the Chair can determine that a resolution should be brought to the floor
122 without committee review.

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Rule 6

The Executive Committee (at its regular meeting) will discuss the agenda for Employee Assembly meetings. Items for the agenda must be submitted to the Chair or Executive Vice Chair of the Employee Assembly. These items must be in the proper format, as designated by the Chair.

Rule 7

The Executive Vice Chair must post the agenda to the Employee Assembly website and distribute to the staff community and relevant stakeholders no later than noon on the day of the meeting.

Section III Committee Leadership and Oversight

The committees of the Employee Assembly are essential to the functioning of shared governance at Cornell University.

Rule 1

In accordance with §Article 2, section 2.8, of the Employee Assembly Charter, Internal Operations the Assembly interacts with the constituent assemblies, including: Student Assembly, Graduate & Professional Student Assembly and Faculty Senate

Rule 2

Each EA member must be a voting member of at least one EA committee, the University Assembly, or a University Assembly committee Student Assembly. The Chair of each committee shall maintain attendance rolls and report absences to the Executive Committee.

Rule 3

Committee chairs will report updates necessary regarding upcoming committee meeting dates and times at regularly scheduled meetings, as well as post committee agendas and minutes to the EA website, as appropriate, through the Office of the Assemblies.

Rule 5

All EA Committee members must be a member of their respective committee listservs. Meeting dates, times, and agendas shall be sent to all committee members 48 hours prior to the meeting via the appropriate committee listserv.

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Comment [GAG11]: Not sure where the language came from, or if it might be from the Bylaws? The Charter language currently states, §Article 2.2.8 about interacting with the constituent assemblies.

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Deleted: accurate log of attendance.

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Comment [GAG12]: There are no EA members seated on the SA. No staff member serves as a voting member of the SA.

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187 **Section V: General Meeting Procedures**

188 To “voice effectively” these interests which were mentioned above, strict rules must be adhered
189 to when conducting business as an assembly. These rules focus on the efficiency and
190 organization of the tasks at hand.

191 Rule 1

192 Speakers will be recognized at the discretion of the Chair and placed on a speaker’s list by
193 raising their placard.

194 Each speaker shall have a maximum of five minutes to speak or question. Except for points of
195 order, points of information, and questions of privilege, no person shall be recognized by the
196 Chair twice before all other members have had the opportunity to speak. The Chair may limit the
197 number of speakers due to time constraints. If multiple speakers wish to address the Employee
198 Assembly, equal opportunity will be given to those in favor of and those opposed to the question,
199 in such order, to speak.

202 Rule 2

203 All speakers shall address their remarks to the Chair.

205 Rule 3

206 The Chair shall keep time at any point when such is required.

208 Rule 4

209 The Chair may call the question, without it requiring a second or vote, when he or she deems that
210 debate has exceeded its time limit or when discussion becomes repetitive.

212 Rule 7

213 When the vote of the Chair may decide the outcome of a decision (i.e. to make or break a tie),
214 they shall be empowered to cast a vote in the affirmative, but shall do so only after all other
215 voting members of the Employee Assembly have registered their votes.

217 Rule 8

218 An Employee Assembly member may appeal the decision of the Chair when they disagree with
219 the Chair’s interpretation or application of the Standing Rules, Charter or Bylaws. The motion
220 shall require a simple majority to pass.

221 **Section VI: Outreach Guidelines & Member Responsibilities**

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Rule 1.
The Executive Committee must update and maintain the internal events calendar that shall be shared with the general membership of the Assembly and the Office of the Assemblies.
Rule 2.
The Chair or Executive Vice Chair must monitor and respond to any inquiries on the EA website. Such inquiries can be forwarded to the appropriate Assembly member in order to ensure the most accurate answers.

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Comment [GAG14]: How will this happen (procedurally), so the Office may support this rule?

Comment [UJS15R14]: I think the way it has been happening is fine. If there is a note from someone re: the EA that goes to the Office, it should be forwarded to BJ and I for response.

Comment [PAT16R14]: Perhaps then the wording should be 'inquiries on the EA website will be forwarded to the Chair or Exec. Vice Chair by the OA for response'.

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