



Cornell University Employee Assembly

Cornell Employee Assembly

Minutes of the October 5, 2016 Meeting

12:16 PM– 1:30 PM

401 Physical Sciences Building

- I. Call to Order
 - a. BJ. Siasoco called the meeting to order at 12:16.
 - b. *Members Present:* I. Allen, B. Ayanfodun, M. Carcella, L. Field, K. Fitch, T. Grove, H. Hall, L. Johnson-Kelly, J. Kruser, K. Long, K. Mahoney, L. Majani, R. Morris, B. Nicholson, T. Payne, C. Sanzone, K. Shiels, BJ. Siasoco, M. Seymour, P. Thompson, S. Willcox
 - c. *Members Absent:* U. Smith (excused), S. Cowles (excused), A. Darko, T. Shapiro
 - d. *Also Present:* G. Giambattista, B. Murphy, A. Robinson, B. McKinney
- II. Approval of the September 21, 2016 Employee Assembly Minutes
 - a. The minutes were approved, without revision, by unanimous consent.
- III. Committee Reports and Updates
 - a. Internal Operations – P. Thompson
 - i. P. Thompson said that there are members to confirm for committees, everyone from the UA and EA was seated, just need to confirm individuals.
 - ii. BJ. Siasoco said the EA just needs to officially approve the members.
 - iii. P. Thompson said that the member for CJC is Kathy Zoner, who also sat on the committee last year. The member appointed to the CIC (Campus Infrastructure Committee) which deals with Sustainability and Campus Planning, is Joey Gates, who also sat on the committee last year. The member for Campus Welfare Committee representative is Linda Copman.
 - iv. P. Thompson made a motion to confirm the appointments to the UA Committees.
 1. The motion was seconded by R. Morris.
 2. Motion passed by unanimous consent.
 - v. BJ. Siasoco said that the EA leadership met with Michelle Horvath, the Judicial Administrator, and discussed reviewing the Campus Code of Conduct since it has not been reviewed since it was created.
 1. L. Field asked when it was created.
 2. G. Giambattista said that it was created in 2008.
 3. BJ. Siasoco asked if there have been small changes since then, B. Murphy said that 2008 was the last time it had substantial changes that needed to be approved by the Board of Trustees.
 - b. Elections Committee – BJ. Siasoco



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- i. BJ. Siasoco said that there was one member who ran for a seat in hotel, the individual will be approved as the Hotel School representative and there are no candidates for AAP and Engineering.
 1. BJ. Siasoco said that as of now, elections are closed. If interest arises it will be addressed but elections will not remain open.
- ii. BJ. Siasoco said the Elections Committee is looking for feedback on terms process.
 1. Everyone is serving a two-year term according to the Charter, but there is a need to stagger the terms so that the entire EA does not turn over at the same time.
 2. Three groups of seats exist, and there is a proposal to extend half of the seats in each group to a three-year term and at the end of the three years start the two-year terms.
 3. The seats within each group were split in half, divided by Endowed and Contract Colleges, as well as reviewed for size in the non-academic units and affinity groups.
 - a. Academic Colleges that will have three-year terms: Arts & Sciences, AAP, ILR, Human Ecology and Veterinary Medicine.
 - b. Non-Academic Units that will have three-year terms: Campus Life, University Relations, Library/Museum, Research and Tech, Geneva.
 - c. Affinity Groups that will have three-year terms: International, Women's, Veterans, Exempt.
 4. BJ. Siasoco asked what questions the committee had about this process.
 - a. L. Field asked if it will switch to two years after the first three years. BJ. Siasoco said yes.
 - b. T. Grove asked if people currently seated would remain for an additional year. G. Giambattista said that the charter was changed to accommodate, it is up to the assembly how to stagger and it does not necessarily go against the charter, these changes can be clarified with a resolution.
 - c. T. Shapiro asked if the three-year term ends in 2019. BJ. Siasoco said yes.
 - d. BJ. Siasoco said that if someone changes positions or leaves, these changes are not explicitly stated in eligibility and this can be looked at again in terms of eligibility.



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- e. L. Field asked if the College of Business will have its own representative or if it will be collectively represented? BJ. Siasoco said that the goal is to write in something in what can be changed, and the seats and seat allocations can be reviewed on a regular basis.
- f. T. Shapiro asked if the assembly should build in a time when the body can review its composition to assess if a seat should be renewed or if a seat does not make sense any more. BJ. Siasoco said that it's possible but there is the concern that every two years might be too quick of a turnover.
- g. BJ. Siasoco said that if someone does not want to do three years there are internal mechanisms to fill vacancies.
- h. BJ. Siasoco said the committee will write these thoughts into a resolution and bring it back to the assembly.
- c. Communications Committee – L. Field
 - i. L. Field said that the committee has regularly scheduled meetings and has started an editorial calendar for updates.
 - ii. L. Field said that the committee wants to start doing profiles on affinity group members to show members who is their representative as many of those groups do not have a specific list of constituents.
- d. Personnel Policy Committee – M. Carcella
 - i. M. Carcella said that there will be a meeting next week.
- e. Education Committee – B. Ayanfodun
 - i. B. Ayanfodun said that there will be updates next week.
 - ii. M. Stefanski-Seymour asked if the Education Committee also covers tuition dates/scholarships, because the FAFSA is open now based on current year's taxes and not those filed next year.
 - iii. L. Majani asked about deadlines to communicate things if that is the job of the communications committee or the committee that has the information. L. Field says that it is the responsibility of each committee, but L. Field will do communications for the whole assembly. BJ. Siasoco says that if the communication is going to the whole campus, it should be sent to L. Field.
- f. Staff Recognition and Awards – T. Grove
 - i. T. Grove said that the recipient for the first award, the George Peter Award for Dedicated Service, has been selected. Links to award descriptions are on the website.



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- ii. T. Grove said the award will be presented on November 29th, further information will be sent to the assembly. The presentation will be held in the recipient's department and all EA members are invited to attend.
- iii. M. Stefanski-Seymour asked to add the Employee Assembly Staff Recognition Award to the calendar for next year well in advance so it can be presented at the Presidential Address two to three EA meetings ahead of the address.
 - 1. T. Grove said that the group awarded usually has high visibility in the past year but it is not limited to groups, it can be awarded to individuals.
 - 2. G. Giambattista said that the assembly could still recognize someone this year, it just would not take place at the presidential address.
- g. President's Address: October 11th –BJ. Siasoco
 - i. BJ. Siasoco said that the focus of the address will be on shared governance and the rolling out of the new structure of the EA as well as talking with the President about his interactions with shared governance.
 - ii. BJ. Siasoco said that the address will start with an introduction from U. Smith on what the new structure looks like, ways for staff members to get involved and that it is meant to be an action oriented introduction.
 - iii. BJ. Siasoco said that after the introduction, President Rawlings will speak and then the address will open up into a Q&A session for an opportunity for staff to interact with him, questions will be taken live and also ones that have been received in advance.

IV. Business of the Day

- a. Approval of Standing Rules
 - i. H. Hall motioned for tabling standing rules until the next meeting.
 - ii. **Motion was tabled.**
 - iii. BJ. Siasoco requested that everyone review the changes prior to the next EA meeting.
- b. EA Retreat on October 27th
 - i. BJ. Siasoco said that everyone should have received a calendar invite for the retreat, a location is TBA. BJ. Siasoco said that they are looking for a location that is not on central campus but is not too far. The retreat will go from 8AM-1PM and breakfast and lunch will be provided.
 - ii. BJ. Siasoco said that the main goal is to look at a strategic plan for the EA and is an opportunity to set a vision for staff members at Cornell.
 - iii. K. Shiels asked if there will be parking at these locations. BJ. Siasoco said that it will be one of the considerations.
- c. A short recess was called at 1:05PM.



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- V. Call to Order
 - a. BJ. Siasoco called the meeting back into order at 1:12PM.
- VI. Discussion of Care Fund – B. McKinney
 - a. B. McKinney said that the Emergency Care Fund collects donations from employees and gives funds to employees experiencing severe financial hardship. Employees fill out an application, a committee reviews applications and the committee has an objective list of criteria that must be met. More information can be found on the website.
 - i. B. McKinney said that if approved, an employee can receive an additional \$200-\$1500 in their paycheck. The Fund has given out \$19000 in grants so far this year.
 - ii. B. McKinney said that the fund currently has more money than giving out, but this could change quickly. There is a fundraising committee made up of volunteers that meets several times a year and solicits auction items, runs auction and runs other fundraisers.
 - 1. The committee also does tabling, there are payroll deduction forms where employees can allocate part of their paycheck to the fund. \$1 a paycheck campaign has been started, can be filled out through workday.
 - iii. G. Giambattista asked if bigger fundraisers can be done such as charging an extra dollar on sport tickets. B. McKinney says it is a good idea and can be looked into.
 - iv. B. McKinney said that the committee for applications is separate, the committee needs a member of the EA so if anyone is interested please let B. McKinney know. The committee meets by email and once in person throughout the year.
 - v. B. McKinney said that the online auction is in November. If anyone has anything to donate that is interesting or creative, let B. McKinney know.
 - vi. L. Field asked if the Care Fund talks with United Way to ensure that there is no cross-campaigning. B. McKinney said that Care Fund met with them last year because both are in October/November but it should be okay.
 - vii. K. Shiels asked for clarification about how to donate to CARE, if Workday instructions can also be sent about the \$1 a paycheck campaign. B. McKinney said that she will send everything to BJ. Siasoco and he will distribute.
 - viii. L. Majani asked if the paycheck deduction information can be added to the EA newsletters. L. Field said she would look into it.



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- ix. B. McKinney said that the fund used to be part of the EA, but it is separate now because EA does not do programming.
- x. S. Willcox said 100% of the money raised goes towards the fund, it does not go anywhere else.
- xi. M. Carcella asked if the donations to the fund can be considered tax deductible. B. McKinney said yes but there's no letter from the school stating that.
- xii. Robert asked if the auction will accept PayPal. B. McKinney said no, if you are the winner you bring your check and pick up the item on campus.

The meeting was adjourned at 1:30PM

Respectfully Submitted,

Amanda Robinson

Clerk of the Assembly