

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

**AGENDA**  
**Employee Assembly Meeting**  
**October 19, 2016**  
**12:15pm -1:30pm**  
**401 Physical Sciences Building**

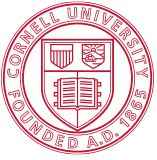
**“An Active Voice for Cornell Staff”**

- I. Call to Order -12:15pm
- II. Call for Late Additions to the Agenda
- III. Approval of Minutes
- IV. Committee Reports
  - a. President's Address Recap (BJ Siasoco and Carrie Sanzone)
- V. Report from the Chair
  - a. Staff Forum Recap
  - b. Upcoming Retreat
- VI. Business of the Day
  - a. Senior Leader Climate Action Group – (15 Min)
    - i. Presentation
    - ii. Q&A
  - b. Resolution Commemorating Franklin N. Henry Sr.
  - c. Approval of Standing Rules
  - d. Communications Chair Vacancy
  - e. Charter and Bylaws Schedule of Changes
  - f. Breakout Sessions for President's Address Questions
- VII. Old Business
- VIII. New Business
- IX. Adjournment

Future Guests:

Future Events:

Employee Assembly Retreat – Oct 27 8:00 am – 1:00 pm



# Cornell University Employee Assembly

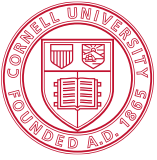
## Cornell Employee Assembly

Minutes of the October 5, 2016 Meeting

12:16 PM – 1:30 PM

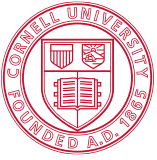
401 Physical Sciences Building

- 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. Giambatistta, 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 they have members that they want to confirm for committees, everyone from the UA and EA was seated, just need to confirm individuals.
    - ii. BJ. Siasoco said that we just need to officially approve the members.
    - iii. P. Thompson said that the member for SJC is Kathy Zoner, who also sat on the committee last year. The member for Sustainability, Campus Planning, Appointment is Joey Gates, who also sat on the committee last year. The member for Campus Welfare Committee is Linda Coffman.
    - 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, 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. Giambatistta 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



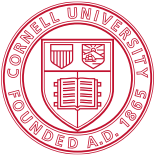
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- i. BJ. Siasoco said that there was one member who ran for a seat in hotel, the individual will be approved as the hotel school representative and there are no candidates for AAP and Engineering.
  1. BJ. Siasoco said that as of now, elections are closed. If interest arises it will be addressed but elections will not remain open.
- ii. BJ. Siasoco said the committee is looking for feedback on terms process.
  1. Everyone is serving a two-year term according to the charter, but wants to stagger the terms so that the entire EA does not turn over at the same time.
  2. Three groups of seats exist, wants 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 looked at the size of nonacademic units and for affinity groups.
    - a. Academic Colleges that will have three-year term:  
Arts/Sciences, AAP, ILR, Human Ecology and Veterinary Medicine.
    - b. Non Academic Units that will have three-year term: Campus Life, University Relations, Library and 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. Giambatistta 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 we change that 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 seat is over that the body can review if the seat should be renewed or if the 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. Seymour asked if education committee also covers tuition dates/scholarships, the FAFSA is open now based on current year's taxes and not in January.
  - iii. L. Majani asked when we need 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.

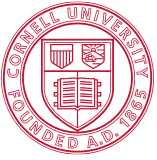


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- ii. T. Grove said the award will be presented on November 29<sup>th</sup>, further information will be sent to the assembly. The presentation will be held in the recipient's department and all EA members are invited to attend.
- iii. M. Seymour asked if it can be added to the calendar for next year to address the award 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. Giambatistta 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 11<sup>th</sup> – 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 27<sup>th</sup>
  - 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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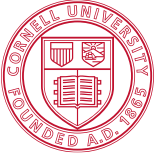
### V. Call to Order

- 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, 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. Giambatistta 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 if she sends a message out 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. Su. 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

Question	Submitted by
<p>Empowering staff to be innovative is wonderful. How should we handle it, though, if University leadership is unsupportive. Can these innovations and ideas be started in the units and colleges and not necessarily at the University level?</p>	<p>Anonymous, Oct 11 at 12:58 PM</p>
<p>I would love to know statistics on the outcome of employee/supervisor conflicts. How many times was supervisors deemed to be correct, and how many times were employees deemed to be correct. Also, how often does anyone outside the department or college HR office take a look at turnover in any particular office where there have been known problems. Do exit interviews go beyond the department or college? If there are problems, is it always deemed as not a good fit for the employee? Because I am familiar with a few situations around campus, and it really gets me to wondering about this, especially when a supervisor has a known temper control problem and has had problems with other employees in the past, whereby employees were punished.</p>	<p>- Anonymous, Oct 11 at 12:55 PM</p>
<p>How do we engage and represent staff who can't come to these lunches, or can't watch this stream? Who can't take time away to be on the EA or all of these other opportunities? It seems many of these efforts skew white collar, and blue collar gets left in the shadows.</p>	<p>- Anonymous, Oct 11 at 12:53 PM</p>
<p>As we know the Cornell student body grows more diverse by any measure each year. How does the staff, drawn largely from a surrounding area that does not match the diversity of the students, become more diverse and more prepared to support the needs of our students?</p>	<p>- Ted, Oct 11 at 12:51 PM</p>
<p>How can Cornell best continue to contribute to growing a robust regional economy?</p>	<p>- Anonymous, Oct 11 at 12:47 PM</p>



Is Cornell planning on increasing its support to the Coty and Town of Ithaca via PILOT payments? The roads are in terrible shape, and my car and I are paying the price. Relative to other institutions, even ones with significantly smaller endowments, give much more generously than we do.

- Mike, Oct 11 at 12:47 PM

If belts are being tightened due to decrease in endowment, how is the costly move of the investments office to NYC justified?

- Anonymous, Oct 11 at 12:45 PM

In light of several years of administration/financial setbacks, what can you do to ensure staff confidence that the University will be in good hands, and mistakes not repeated?

- Anonymous, Oct 11 at 12:43 PM

What are you looking for in a new president or Cornell? What values would you like to see them possess?

- Anonymous, Oct 11 at 12:42 PM

How does Cooperative Extension fit your vision of One Cornell

- Bob (Gurkenson), Oct 11 at 12:41 PM

How will the new faculty hiring initiatives announced by the provost this week be funded? Will there be an impact on staff funding?

- Rebecca Bowes, Oct 11 at 12:39 PM

Please don't forget about the Geneva NY campus. Their lives matter too.

- Anonymous, Oct 11 at 12:37 PM

How does the Geneva campus play into the synergies that you just mentioned?

- Anonymous, Oct 11 at 12:37 PM

Have you looked at Idea Management Software to manage incoming ideas and evaluate them based on community support?

- Anonymous, Oct 11 at 12:18 PM

What actions will the President and senior leadership take to do to evaluate and retain talented staff?

- Anonymous, Oct 11 at 12:16 PM

The creation of the Cornell College of Business has resulted in tremendous uncertainty, upheaval, and anxiety for the staff members affected by it. Realistically, when will the transition to the CCB be complete enough for staff to experience stability in their jobs--one year or longer?

- Anonymous, Oct 11 at 9:34 AM

Will there be early retirement incentives offered in 2017?

- Anonymous, Oct 11 at 8:47 AM

The retention of employees of color has been identified as a problem for the university but based on my experience and others', it seems little is being done to practically address this concern. How can we move retention from a talking point to a value the university actually embodies?

- Anonymous, Oct 10 at 2:04 PM

President Rawlings, Academia in the United States has a big, growing problem with viewpoint diversity. Does Cornell have any plans to address this issue, given its serious implications on the well-roundedness of education? Thanks.

- Anonymous, Oct 10 at 2:01 PM

President Rawlings, Academia in the United States has a big, growing problem with viewpoint diversity. Does Cornell have any plans to address this issue, given its serious implications on the well-roundedness of education? Thanks.

- Anonymous, Oct 10 at 2:01 PM

In your opinion what is the single biggest challenge facing Cornell in the next ten years, and what is the single biggest opportunity? What steps should we be taking now to position Cornell to best respond to both this challenge and to this opportunity?

[Linda Copman \(lsc49@cornell.edu\)](mailto:lsc49@cornell.edu) Oct 10 at 1:14 PM

How would you reconcile the recent news of a record-breaking fundraising year for Cornell, with the ongoing 'tightening up of resources' the staff are directed towards? Recognizing the budget must be balanced, and philanthropy is but a part, it seems like Cornell tells one story to donors, alums and the world, while staff live a much more grim reality.

- Anonymous, Oct 10 at 1:03 PM

In lieu of the heavily focused upon presidential debates, and the tactics this campaign has produced which appears to have deeply divided Americans, how can Cornell maintain a beacon to the importance of education and understanding, respect and knowledge so not only Cornell maintains a healthy perspective balance, but we also project a worldwide recognizable balance?

[- Mora Harris \(mch44@cornell.edu\)](mailto:mch44@cornell.edu), Oct 10 at 12:53 PM

How is the university working to make sure it fully welcomes LGBTQ, in particular transgender, staff?

- Trey, Oct 10 at 12:43 PM

Will staff eventually be able to see anonymous concerns of fellow staff members from the recently conducted Cornell Employee Survey? I am curious to see how many people brought up the permit to hunt for a parking space dilemma many of us commuters face when we purchase a parking permit to work at Cornell. : It's a real issue.

- Anonymous, Oct 10 at 12:37 PM

[With the published Cornell Endowment negative return <http://cornellsun.com/2016/10/02/cornells-6-1-billion-endowment-posts-negative-return-lowest-of-5-ivies/>, Is there a plan to reduce expenses again through staff reductions and pay stagnation ?](http://cornellsun.com/2016/10/02/cornells-6-1-billion-endowment-posts-negative-return-lowest-of-5-ivies/)

- Anonymous, Oct 10 at 12:34 PM

1. As a staff member of many years, my sip was 1.5%, even though I go above and beyond in my job. How do you CU expect staff to work in a high-pressure environment with little financial reward? 2. Will you CU be considering offering financial packages to encourage retirement?

- Anonymous, Oct 10 at 12:33 PM

In your three terms as president at Cornell, you have seen varying degrees of campus activism. What is your opinion about the role of activism, writ large, as a vehicle for administrative and policy change? And do you have any thoughts on staff involvement in activism, particular to our status as 'at-will' employees?

- Anonymous, Oct 10 at 12:26 PM

You have mentioned One Cornell, related to linking together and increasing the brand across our three campuses in New York state, as well as One Cornell on the Ithaca campus, across the seven separate colleges. How do you envision staff as a part of your vision/initiative for One Cornell? Do you see benefit to creating intentional/strategic interactions between staff across the three NY campuses?

- Anonymous, Oct 10 at 12:22 PM

Please tell us what the status of campus sustainability initiatives is, beyond the geothermal proposal. Thank you.

[- Joey Diana Gates \(jdg43@cornell.edu\), Oct 7 at 3:02 PM](#)

I just read the news about the Provost's efforts to get serious about hiring a diverse faculty. I applaud this effort. Are there any similar efforts to acknowledge the importance of diversity among staff?

[- Melina Draper \(md734@cornell.edu\), Oct 7 at 8:41 AM](#)

Can you explain where the funding for the new faculty hiring initiatives will come from? Specifically, is there a plan to fund these initiatives by reducing staff positions?

[- Rebecca Bowes \(rjb66@cornell.edu\), Oct 7 at 8:33 AM](#)

Several years ago a buyout was offered to the endowed employees, as a retirement incentive. Is there any possibility that this will be offered again?

[- Gary M Pattison \(gmp7@cornell.edu\), Oct 6 at 9:11 PM](#)

What specific initiatives are being proposed at the university level to support and promote Staff participating in continuing education, degree programs, or those looking to change career tracks?

- Anonymous, Oct 6 at 5:14 PM



## Resolution 3: In Appreciation and Recognition of Franklin N. Henry, Sr.

**Abstract:** This resolution recognizes the passing of Franklin N. Henry Sr., and honors him for his contributions to Cornell University as an employee-elected trustee and member of the employee assembly.

**Sponsored by:** Gina Giambattista, staff member-at-large; BJ Siasoco, Executive Vice Chair of the Employee Assembly

- 1 **Whereas**, the assemblies are shared governance bodies chartered by the Trustees of the University
- 2 with delegated authority from the president; and are established to serve as vehicles of
- 3 communication between the administration of the university and broader campus community.
- 4 **Whereas**, the Employee Assembly (hereinafter, “the Assembly”) is charged with the authority and
- 5 the responsibility to examine any matters which involve the interests or concern the welfare of the
- 6 non-academic employee community and to make proposals concerning those issues to the
- 7 appropriate officers or decision-making bodies of the University. The Assembly also provides a
- 8 mechanism for the informal exchange of information and views between employees and the
- 9 university president.
- 10 **Whereas**, Franklin N. Henry Sr. died at age 79 August 26, 2016 after a brief illness.
- 11 **Whereas**, Henry began working at Cornell University as a dining service worker shortly after
- 12 arriving in Ithaca in 1955, and later became general manager of Jansen’s Dining at Noyes Center,
- 13 where he ensured that more than 3,200 meals were served each day, oversaw a \$3 million budget and
- 14 supervised 30 full-time employees. He later progressed to the position of general manager of Dining
- 15 and Retail Services for Campus Life.
- 16 **Whereas**, during his Cornell career Henry coached, supervised, and mentored more than two dozen
- 17 employees who went on to serve as managers and directors of food services at institutions across the
- 18 country.
- 19 **Whereas**, Henry served as a member of the Employee Assembly and as employee-elected Cornell
- 20 trustee from 1994-96, advocating for Cornell staff.
- 21 **Whereas**, during his tenure at Cornell, Henry’s wife of 56 years, Janet (surviving), also worked at
- 22 Cornell, along with two of his brothers, a sister and three nephews.
- 23 **Whereas**, Henry was deeply dedicated to Cornell University and to excellence in customer service,
- 24 and was a tireless champion of children and his community.
- 25 **Whereas**, a Cornell scholarship was named for Henry in the late 1980s, given to minority youths for
- 26 summer college.
- 27 **Whereas**, at Henry’s retirement reception in Willard Straight Hall June 18, 1999, then Ithaca Mayor
- 28 Alan Cohen – who had been supervised by Henry in 1977-78 when Cohen was a Cornell student –
- 29 said that although always firm, Franklin was “fair, an excellent mentor, and teacher.” About 125 of
- 30 Henry’s colleagues, former workers, friends and family members attended the retirement reception,
- 31 which featured an ice cream named after Henry, the “Nutty Buddy Franklin” flavor.



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32 **Whereas**, the university has no policies or procedures as to identifying such deceased staff members  
33 who have made a major and significant contribution over many years to the mission and goals of the  
34 university;

35 **Be it therefore resolved**, the Assembly hereby publicly recognizes and thanks Franklin N. Henry  
36 Sr. for his support of, and participation in, shared governance at Cornell University, specifically as an  
37 employee-elected trustee and member of the Assembly, and for his extensive work in creating and  
38 promoting a campus where employee contributions are recognized and voices are heard.

39 **Be it further resolved**, the Assembly and Cornell community extend to Henry's family its sincere  
40 sympathy upon his passing.

41 **Be it finally resolved**, a copy of this resolution be forward to Interim President Rawlings, Vice  
42 President and Chief Human Resources Officer Opperman and Gail Finans, current Director of  
43 Cornell Dining.

44 Respectfully Submitted,

45 Gina Giambattista, staff member-at-large, Director, Office of the Assemblies

46 BJ Siasoco, Representative for ILR, Executive Vice Chair, Employee Assembly

47 17 October 2016

1 **Standing Rules of the Employee Assembly**

2 *Created on 8/8/2016*

3 *Last updated on 10/03/2016*

4 **Preamble**

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

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

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

14 These Standing Rules shall be utilized with the following prefaces:

15 Rule 1

16 In the event of a conflict, the Charter and Bylaws shall supersede the Standing Rules.

17

18 Rule 2

19 The Standing Rules shall be revised at the beginning of each semester by the Parliamentarian,  
20 submitted for approval of the Employee Assembly Chair. The Standing Rules shall take effect  
21 upon their approval by a majority vote of the membership of the Employee Assembly. The  
22 Standing Rules can also be edited at any time by a majority vote of the membership of the EA.

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24 Rule 3

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

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35 **Section I: Ethical Standards & Attendance Policy**

36 Ethical Conduct is expected of all members at all times, as members are representative of their  
37 constituencies and those they represent. Any member found to be using the name of the EA  
38 outside of the bounds of the individual's described role on the EA, abusing the EA brand to  
39 acquire additional benefits or privileges, or any such similar matter shall be in violation of this  
40 ethics clause. The appropriate disciplinary action shall be determined by the Executive  
41 Committee and the Office of Assemblies.

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

47 Rule 1

48 Attendance is required at all regularly 15 scheduled meetings for all voting members. Regularly  
49 scheduled meetings are 21 held Wednesdays, from 12:15 to 1:15 PM.

50

51 Rule 2

52 Attendance at all informal, 15 organizational and specially-scheduled meetings is required when  
53 the Co-Chair provides EA members at least 72 hours' prior notice of the meeting. Such 15  
54 meetings shall be considered "regularly scheduled meetings."

55

56 Rule 3

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

60

61 Rule 4

62 Any member who fails to attend a required meeting or event shall be considered absent. The  
63 Executive Committee reserves the right to decide what constitutes a late arrival or early  
64 departure. All absences are accrued. This rule shall apply to all committees and bodies in which  
65 the Employee Assembly has appointed representation, including, but not limited to, the UA, the  
66 SA, all EA Committees, ad-hoc committees and advisory committees.

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Rule 5

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

**80 Section II: Agenda-Setting Policies and Procedures**

81 Rule 1

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

87

88 Rule 3

89 New Business shall be an opportunity for EA and community members to ask questions of and  
90 make suggestions. Comments may not be argumentative in nature and questions must seek  
91 factual answers.

92

93 Rule 4

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

96

97 Rule 5

98 Prior to the introduction of a resolution as New Business, all resolutions shall be reviewed by an  
99 appropriate EA committee for no more than 30 days before its introduction in the general EA  
100 meeting and approved by the Employee Assembly. Approval by the committee shall be by a  
101 majority vote of the committee members present. A representative of the committee that  
102 reviewed the resolution shall give a brief summary of the committee's thoughts or concerns on  
103 the resolution when it is presented at the general EA meeting. Under extenuating circumstances

104 or time pressures, the Chair can determine that a resolution should be brought to the floor  
105 without committee review.

106

107 Rule 6

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

112

113 Rule 7

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

### 117 **Section III Committee Leadership and Oversight**

118 The committees of the Employee Assembly are essential to the functioning of the shared  
119 governance system. Leaders of the Assembly are elected to effectively run the Assembly.

120

121 Rule 1

122 In accordance of article 2 section 2.8, of the Employee Assembly Charter, Internal Operations  
123 has the obligation to be in constant contact with the EA clerk, all committee chairs, and all  
124 bodies in which the EA sends representation to keep an accurate log of attendance.

125

126 Rule 2

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

130

131 Rule 3

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

135

136 Rule 4

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

140  
141

## 142 **Section V: General Meeting Procedures**

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

146

### 147 Rule 1

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

150

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

157

### 158 Rule 2

159 All speakers shall address their remarks to the Chair.

160

### 161 Rule 3

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

163

### 164 Rule 4

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

167

### 168 Rule5

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

172

### 173 Rule 6

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

177

178

179

## 180 **Section VI: Outreach Guidelines & Member Responsibilities**

181

182 Rule 5

183 The Executive Committee must update and maintain the internal events calendar that shall be  
184 shared with the general membership of the Assembly. And the Office of the Assemblies

185

186 Rule 6

187 The Chair or Executive Vice Chair must monitor and respond to any inquiries on the EA  
188 website. Such inquiries can be forwarded to the appropriate Assembly member in order to ensure  
189 the most accurate answers.

190