



# Cornell University Employee Assembly

## MINUTES Employee Assembly Wednesday, September 16, 2015 12:15-1:30PM Physical Sciences Building 301

### **I. Call to Order**

BJ Siasoco called the meeting to order at 12:17 p.m.

*Present:* M. de Roos, N. Bell, B. Esty, T. Grove, S. Jenks, B. Kepner, A. Kohut, J. Kruser, E. Lee, G. Mezey, R. Onyejuruwa, M. Pilgrim, B. Siasoco, M. Stefanski Seymour, D. Sun, P. Thompson,

*Absent:* S. Cowles, R. Onyejuruwa, M. Pilgrim, B. Nicholson

*Also Present:* A. Mittman, U. Smith, R. Merle-Doyle, J. Bennett, K. Burkgren and A. Parmley

### **II. Call for Late Additions to the Agenda**

U. Smith asked to discuss marital status and benefit changes.

### **III. Approval of the Minutes**

B. Siasoco motioned to approve the minutes for September 2<sup>nd</sup>, it was seconded, and the minutes were approved by unanimous vote.

### **IV. Business of the Day**

#### **A. Wellness Updates**

B. Siasoco gave the floor to R. Merle-Doyle and J. Bennett and they introduced themselves. R. Merle-Doyle explained the opportunities of the Wellness Center such. She explained the athletic partnership privileges, such as reduced cost for the climbing wall and golf. She also explains the outreach component of the Wellness Center. R. Merle-Doyle further explained how the Wellness Center is trying to target underserved populations. She said the Center is trying to make what they do available to most people.

J. Bennett introduced the Wellness Program by saying the membership has stayed the same but they are now going around campus and giving people what they want. She explained how they changed their name from Cornell University Wellness Program for when they are off campus to Cornell Wellness for when they are on campus. She then explained how they devised the center into two parts: the first part is what they can do for your department and the second is what they can do for you. She is encouraging departments to make their own wellness committees and to take the survey on the wellness website. She also said the Center wants to know about individual

needs. She explained how they have updated their website and issued a press release.

R. Merle-Doyle added they are making themselves available for one-on-one consultation for anyone within the Cornell community. They do not have to have a membership and there is no fee. She then opened the floor for questions and feedback. A. Mittman asked if the survey is available now and how to access it. R. Merle-Doyle responded by saying they have the survey up on their website and anyone can take it. B. Siasoco asks how many consultations and on site visits the Wellness Center has done and what has been their reception from the employee community and asked if they could give examples of challenges they have faced. R. Merle-Doyle said 1) people find it difficult to take time out of their day, but she wants people to know the Wellness Center can make it work for them. 2) they do not have someone who is able to work evening hours. G. Mezey suggested an EA update around a Wellness story. B. Siasoco asked if they see a difference in the numbers between exempt/nonexempt members. R. Merle-Doyle said she is not able to give a good answer. M. de Roos asked if campus wide events help spark conversations about the Wellness Center. R. Merle-Doyle said the events do spark interest in membership and interest in the Center. They have tried to ask for people's experiences. B. Siasoco asked if there is a way for them to follow up with new people from the Cornell community. R. Merle-Doyle said they don't do mass emails since it is discouraged by the university. She finds that individual meetings with people makes the biggest difference.

#### **B. Performance Dialogue Updates from Workday**

B. Siasoco gave the floor to K. Burkgren and A. Parmley. K. Burkgren said they are in the process of putting the Performance Management tools into Workday. The first tool they have started with is the Performance Dialogue. They wanted to make the best use of Workday and for it to be useful for employees. A. Parmley said they have received great feedback. She said there are features in Workday such as position description. A. Mittman asked if there is a way for them to click on the position description in order to change its status. A. Parmley said they are working on it. A. Parmley described and showed the current status of Workday to the Assembly. She explained what the new narrative form looks like and how to navigate it. She said the second part is the development opportunities. She said these are open-ended questions asking employees what they want to develop and when. M. de Roos asked about the process. A. Parmley said that once she hits the submit button the form is routed to the person's manager. The manager can then share their feedback. Once the manager hits submit it is time for the manager and employee to meet. A. Parmley said employees can do a print version of the form anytime. This will lead them to the acknowledgment steps. It is a way to give final comments post meeting. G. Mezey asked if this shows up in real time or if they have to click submit. A. Parmley said when employees are doing their self-evaluation no one can see until they hit the submit button. A. Kohut asked about the end version of the form. A. Parmley said the final version is a combination feedback. K. Burkgren said HR keeps all the documents on file therefore everything goes through the system. A. Parmley said this prepares them for the conversation and allows for it to be time efficient. The conversation is truly the critical part she explained. A. Parmley said you could go back in the system to change the language. B. Siasoco asked how this performance style incorporates employee feedback. K. Burkgren said they would be using Qualtrics where you can provide feedback. M. de Roos asked if the supervisor can see the text. A. Parmley said Workday functions through one employer and is attached through one employee even if the

employer was to be transferred the records are transferred with them. B. Siasoco asked if there is a trend of people asking for this type of training in Performance Dialogue or does it still depend on supervisors to forward this type of information. A. Parmley said they are developing another system, which has the capability to store trainings you've had, and that you need.

B. Siasoco asked what they are looking for from the EA. A. Parmley said they are looking at the pilot and learning as much as they can right now, but as of next year they are hoping that those who did the pilot can be voices for them. They want people to know about Workday and they want people to fully utilize it. G. Mezey asked if they are looking to implement it. K. Burkgren said they want to implement it for the next cycle. G. Mezey asked if this would also be used for UAW Staff. K. Burkgren said there would be a different UAW version and they have already uploaded that into Workday. G. Mezey said when he spoke with M. Opperman in the last meeting the topic of how they should discuss with the larger community about the burden of bureaucracy came up. M. Opperman suggested reaching out to K. Burkgren because of the work she is doing with HR council. He said they want to find a way to host a forum or get some feedback so they can hear some themes or trends and then communicate it back to senior leadership. K. Burkgren said they created a survey with G. Bugsby. She offered to send it the EA and then have a facilitated discussion. G. Mezey asked how do they engage with the broad staff community. He suggested they send it to the broader staff, as an opportunity for engagement. K. Burkgren said as for the next step she will reach out to G. Bugsby so he can create a version of the Qualtrics survey and send it to B. Siasoco to forward to the EA.

## **V. Report from the Chair**

### **A. President's Address to Staff**

B. Siasoco said he heard back from the President's Office. He said they would like to do the President's address November 13<sup>th</sup> from 12 to 1pm. He asked if there are any concerns. B. Esty said in the past it has been in Bailey Hall but it is not available this year. B. Siasoco asked if the building would be free during that Thursday. B. Esty said it is free Thursday afternoon and B. Siasoco said he would reply with those dates to the President's Office.

## **VI. Old Business**

There were no Old Business items to be discussed.

## **VI. Adjournment**

B. Siasoco adjourned the meeting at 1:36pm.

**Respectfully submitted,**

**Gabriela Borges**