

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

**AGENDA**  
**Employee Assembly Meeting**  
**March 6, 2019**  
**12:15 -1:30pm**  
**401 Physical Sciences Building**

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

*We strive to make all events accessible. If you are in need of accommodations in order to fully participate, please contact the Office of the Assemblies at (607) 255-3715 or [assembly@cornell.edu](mailto:assembly@cornell.edu).*

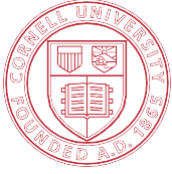
- I. Call to Order & Roll Call -12:15pm
- II. Approval of Minutes
- III. Business of the Day (25 Minutes):
  - a. Michael Hoffmann: National Climate Assessment and IPCC reports (20 Minutes)
  - b. Nancy Doolittle (5 Minutes)
- IV. Committee Reports (30 minutes)
  - a. Communications and Awards Committee (5 Minutes)
  - b. Education Committee (5 Minutes)
  - c. Welfare Committee (5 Minutes)
  - d. Transportation Committee (5 Minutes)
  - e. Benefits and Policy Committee (5 Minutes)
  - f. Executive Committee (5 Minutes)
  - g. Elections Committee (5 Minutes)
- V. New Business (15 Minutes)
- VI. Adjournment – 1:30pm

**Future Guests:**

3/20 - Chantelle Cleary: Title IX Office

**Note:**

You may join via Zoom. Here is the link: Join URL: <https://cornell.zoom.us/j/258604492>



# Cornell University Employee Assembly

**Cornell Employee Assembly**  
Minutes of the February 6, 2019 Meeting  
12:15-1:30 PM  
401 Physical Sciences Building

## **I. Call to Order & Roll Call**

- a. C. Wiggers called the order to meeting at 12:21pm.  
*Members Present:* M. Pollack, M. Opperman, P. Andersen K. Barth, M. Benda, A. Brooks, T. Chams, H. Depew, T. Grove, A. Haenlin-Mott, A. Hourigan, L. Johnson-Kelly, K. Mahoney, E. Miller, B. Roebal, C. Sanzone, A. Sieverding, K. Supron, P. Thompson, C. Wiggers, D. Hiner, C. Dawson, H. Sheldon, N. Doolittle
- b. *Members Absent:* K. Fitch, A. Howell, K. LoParco

## **II. Announcements**

- a. C. Wiggers welcomed President Martha Pollack and VPHR Mary Opperman to the meeting and stated that the meeting would include updates on current work going on across campus followed by time for questions and answers.
- b. C. Wiggers stated the Assembly would remain focused on two major things this semester-
  - i. Reconnecting the staff across campus
  - ii. Shift from resolution track to colleague collaboration track

## **III. Committee Reports (30 minutes)**

### **a. Communications and Awards Committee (5 Minutes)**

- i. C. Sanzone introduced herself as the chair of Communications and Awards Committee
- ii. Ms. Sansone stated a couple of highlights from the last semester as follows:
  - One of the things that they did was help organize the Annual President's Address which we went really well.
  - The event was live-streamed on CornellCast, and had an active group online which resulted in dozens of comments and questions.
  - The other event which the committee put on in the Fall was celebration for the George Peter Award recipient.
  - C. Sanzone discussed their plans for this semester:
    - Review their Awards program for timing, frequency, level of efforts, visibility and also marketing and promotion; taking into account all the awards and recognition programs on campus.
  - The ultimate goal for the committee is make recommendations before the end of this term so that they can do a total reboot for the 2019-2020 academic year.
  - The committee is going to collaborate with the Office of the Assemblies on a new initiative doing outreach to new employees. The Office of the Assemblies will help them with the data through HR. The hope is that this would not only bring visibility of EA but also allow better support to the new staff.
  - They are going to do a communication support for the roll out of the staff conversations summary report.
- iii. President Pollack thanked the committee for their efforts and commented that they were doing a really important. The president stated her concern regarding the diversity in gathering

nominations which was taken in account by C. Sanzone.

**b. Education Committee (5 Minutes)**

- i. A. Hourigan introduced herself as the chair of Education Development Committee which currently has 9 members; 3 of them are non-EA members.
- ii. The committee meets as needed and 5 members were active this academic year.
- iii. Currently, the committee is gathering information from the Health Education and Volunteer Benefits office regarding Employee degree program enrollee's completion and termination data as well as tuition aid benefits.
- iv. The committee is gathering information from Cornell's peer institutions regarding reimbursement of cost of tuition to employee to take courses off campus and what are those provisions and making reports about the same.
- v. The committee is currently working on an event which would help staff learn more about Cornell. This event would include sponsoring historical tours which the staff could sign for and this way the staff would learn about unique and interesting things about campus.
- vi. President Pollack appreciated the work of the committee and said that it would be a great idea to include sessions where in a faculty member would come and talk on their research as a way for staff to feel more connected with campus.

**c. Welfare Committee (5 Minutes)**

- i. A. Haenlin-Mott introduced herself as the chair of the Employee Welfare Committee and explained that this committee looks into health, wellness, work life, family support diversity, sustainability, transportation compensation etc.
- ii. The committee includes 9 members; of which 3 are non-EA
- iii. The committee has both in-person and Zoom meetings depending on the agenda of the meeting.
- iv. The committee has been supporting the Staff Conversations, which on started on December 19<sup>th</sup>, and they drafted a summary report of 11 sessions and 52 pages on January 9<sup>th</sup>
- v. This report has allowed them to generate qualitative data and some understanding of the needs of the staff.
- vi. Additionally, the committee has reviewed issues related to Title IX office as Title IX is closely related to the students and issues.
- vii. President Pollack appreciated the work of the committee and thanked them for their time and efforts.

**d. Transportation Committee (5 Minutes)**

- i. K. Mahoney introduced herself as the chair.
- ii. The committee has 6 members and did not meet much in the fall as they were waiting for the early recommendations and findings by the transportation consultant.
- iii. The committee has met with Bridgette Brady and Reed Huegerich, of the Transportation Services Office, to discuss the parking optimization survey results and commuter survey.
- iv. The chair reported that the Transportation Safety Council is set up and their initiative for this term is to think more broadly about transportation challenges.

**e. Benefits and Policy Committee (5 Minutes)**

- i. T. Chams introduced himself as the chair, representing the Benefits and Policy Committee which is the result of a merging of the Benefits and Policy committees.
- ii. The committee's goal is to work with HR and Benefit Services offices to review and recommend policy, benefits and other things that relate to the work environment.
- iii. They collaborate via monthly in person meetings and via Zoom.
- iv. The committee has 13 members, half of whom are on the assembly and the other half are representative of the Cornell Community.
- v. The committee has identified some discrepancies with regard to access and application of

- policies across various units due to differences in interpretations.
- vi. A goal of the committee is to work with HR to provide more equity and bridge the gap between employees so that no one gets left behind.
  - vii. The committee will be reviewing other institutions (peer and regional) and comparing policies to make sure that Cornell's workforce is competitive.
  - viii. President Pollack advised the committee to look at the peer review holistically since in many cases may be like comparing apples to oranges vis a vis Cornell's unique private-public status; in addition to its rural setting.
  - ix. The chair reported challenges in collaborating with other departments which are the subject matter experts, in sharing information with the committee so it can make decisions based on solid evidence.
  - x. The chair discussed the need for better communication to ensure that knowledge is disseminated efficiently and described the need for a system be in place to ensure that all units interpret and apply policies in the same manner.

**f. Executive Committee (5 Minutes)**

- i. Executive Vice Chair of the Assembly, H. Depew, gave the report, and explained that a goal of the assembly is to try to reach out to different units for areas of potential collaboration.
- ii. The committee meets on a weekly basis to discuss and approve the agenda.
- iii. H. Depew reported that the EA Chair met with Love Odih Kumuyi, from the Dean of Students office's Peer-to-Peer Counseling program to discuss potential collaboration and future training with the possibility of a spring semester training.
- iv. H. Depew has been asked to participate in the governance leadership and administration working group of the Accreditation Task Force and will have their first meeting this Thursday.
- v. Pilar Thompson has been working with Charlie van Loan, the Dean of the Faculty, on policy 6.4 which is a proposed revision on faculty related procedures.
- vi. EA had been asked to provide feedback on a draft financial and internal control policy review which they have received from the EA Executive team.
- vii. President Pollack expressed appreciation to the committee and thanked them for the work they are getting done.
- viii. VPHR M.Opperman invited the group working on the "Outreach to New Employees" initiative, and group thinking about the historical walking tour to work with HR so as to complement each other's work.
  - a. Gordon Barger would be the lead on the welcoming of new employees.
  - b. Linda Croll Howell could also provide info on what is already being done to support new employees.
- ix. President Pollack thanked the committee for their work and reminded the assembly of the employee recognition celebration next weekend which would include hockey, kids' sports, meals and free parking.

**IV. Business of the Day**

**• Questions for President Pollack**

**1. What have been the downstream impacts of the govt shut down on the university?**

- Cornell helped about a 100 IUSPA and NUSG Employees and another 100 in Georgetown who were not getting their paychecks and also arranged temporary jobs for some of them. Short term loans were given to students whose parents were affected by the government shut down.
- When the govt shuts down, the university doesn't get the research money which accounted to almost 11 million dollars in that period which will be returned as arrears but if the govt shuts down again, it would be a problem.
- It would be a bigger problem if a grant is due for renewal as the renewal timeline would be

extended due to delays and pileups. If the govt. was to shut down again, Cornell would try to continue doing the same things for the community as stated above.

**2. Will President Pollack be taking a walk around the campus like last summer?**

- President Pollack stated that the best part of the rounds from last summer was surprising people and added that when in Ithaca. President always preferred to go out and meet everyone on campus. President Pollack would love to do it again next summer.

**3. Statement of unanimous support and appreciation for and on the presidential taskforce was made with a Proposal to lean on the employees to help in implementing and with any help in the work that the presidential taskforce.**

- The offer was appreciated by President Pollack who went ahead to state that the program included both the staff and students and the diversity plans in colleague network group would be great.

**4. In the October 2016 staff survey results that were announced in April 2017, 6 key areas were identified in the staff's personal and professional life, What actions have been taken after it was published?**

- The Management had come up with many things like the staff appreciation portal, expansion for training of supervisors, expansion of college networks, putting mentors in place, consistency in application of policies and procedures in which they welcome the support from the benefits and policies committee.
  - Staff movement numbers had risen to about 40%, and they more work was being done to increase the numbers.
  - The Management was also looking at communications including consideration of use of social- media in the same.
  - Since copies of the minutes of the previous meeting were unavailable, the approval of the minutes was postponed to the next meeting in which both the previous and current meetings' minutes would be approved.
- *President M. Pollack and Vice President M. Opperman left the meeting after the above discussion.*
  - *Mr. Wiggers appreciated the efforts of all the committee chairs and thanked everyone for bringing up the insights of the committees.*

**V. Approval of Minutes**

- The copies of the minutes were not available and hence the approval would be in the next meeting.

**VI. New Business**

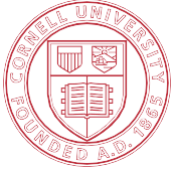
- Election season is coming up in March
- Resolution 3: Policy 6.4 Discussion- "Transfer of Representation of CU Academic Titleholders"
  - "Resolution 3 on Policy 6.4 discussion" was not the correct title, and was corrected to "Academic Titleholders"
  - The title of the discussion on resolution 3 of policy 6.4 was corrected as transfer

- of representation for CU Academic Titleholders
- The Resolution was put to vote and was passed unanimously.
- The details of the seats to be filled in the spring elections were discussed by Ms. G. Giambattista

## **VII. Adjournment**

- Mr. Wiggers adjourned the meeting at 1:30pm.

Respectfully Submitted,  
*Bhagyashri Modi*  
Clerk of the Assembly



# Cornell University Employee Assembly

**Cornell Employee Assembly**  
Minutes of the February 20, 2019 Meeting  
12:15-1:30 PM  
401 Physical Sciences Building

## **I. Call to Order & Roll Call**

- a. C. Wiggers called the order to meeting at 12:15pm.  
*Members Present:* P. Andersen, M. Benda, A. Brooks, T. Chams, H. Depew, T. Grove, A. Haenlin-Mott, A. Howell, L. Johnson-Kelly, K. Mahoney, E. Miller, B. Roebal, C. Sanzone, A. Sieverding, P. Thompson, C. Wiggers, D. Hiner, C. Dawson, N. Doolittle
- b. *Members Absent:* K. Fitch, K. LoParco, K. Barth, A. Hourigan, H. Sheldon, K. Supron

## **II. Approval of Minutes**

The approval would be in the next meeting which is on March 6<sup>th</sup>, 2019.

## **III. Business of the Day**

### **a. Bridgette Brady & Reed Huegerich: Transportation Survey & Parking Optimization Study**

- C. Wiggers welcomed B. Brady and R. Huegerich to the meeting to discuss about the Transportation Survey & Parking Optimization Study.
- B. Brady and R. Huegerich presented their parking optimization study report to the Assembly.
- The following points were discussed in detail during the presentation:
  - i. Balance parking system
  - ii. Allowing efficient system management
  - iii. Encouraging multimodal transportation
  - iv. Enabling data driven decision making
  - v. Acknowledging and accommodating the growing mobility trends
- The presentation can be accessed at <https://cornell.box.com/s/f7ba7nzgskfx5pnb61nj1xqld1rq9wer>
- The presentation was followed by a Q&A Session, the report for which can be accessed at <https://cornell.app.box.com/file/413266549294>

### **b. Middle States Accreditation**

- M. Clarkberg who is the Associate Vice Provost for Institutional Research and Planning introduced the Cornell Accreditation to the Assembly and the presentation can be accessed at “ <https://cornell.box.com/s/sa6j29166eau24lvhd9s8nsf3v50vvyk>”
- C. Wiggers thanked M. Clarkberg for the presentation and conveyed that that H. Depew would be answering any questions that the assembly may have on the subject.

c. **Elections Discussion**

- i. C. Wiggers started off the discussions on the upcoming elections by stating to the assembly that the following members will not be returning to the assembly:
  1. B. Roebal
  2. C. Dawson
  3. T. Grove
  4. K. Fitch
  5. P. Thompson (Undecided)
  6. L. Johnson-Kelly
  7. P. Andersen
- ii. C. Wiggers went on to add that two current members who are filling roles that were vacant last year and will be continuing this year are A. Brooks and C. Sanzone, and that all remaining members would be members of the Elections Committee.
- iii. C. Wiggers volunteered to chair of the Elections Committee.
- iv. C. Wiggers stated that the first point of discussion would be that how the Employee Assembly elections fit into the bigger assemblies' picture across the campus and also ensure that the timing makes sense for the work that the Office of Assemblies and some part of the student assemblies' elections GPSA and support.
- v. C. Wiggers stated that the elections would have to be done by some point in May so that the members elected into the University Assembly can take up their roles.
- vi. C. Wiggers proposed some considerations that he requested feedback on. It was proposed that, for future meetings, the Elections Committee consider meeting for the first time in March following the first EA meeting, i.e. every other week there is an EA meeting, they would again be meeting as and the Elections committee, on a Wednesday at 12 o'clock, which could be organized conventionally and by Zoom as well for convenience.
- vii. Emphasizing on the need to think about the communications, C. Wiggers stated that the assembly would defer to the C. Sanzone's committee on how best to advertise the vacancies and which methods would be used, with the options including the Cornell Sun, Cornell chronicle, Facebook and other networking tools etc.
- viii. C. Wiggers also proposed that the timeline of the elections also be advertised so that people considering running for position are well informed about various requirements and deadlines and the date of online voting.
- ix. C. Wiggers also invited opinions on his proposal that once concluded, even though the elected candidates would only be seated from the next semester, they be invited to start back seating early on a voluntary basis thereby making the transition process easier.
- x. G. Giambattista from the Office of Assemblies concurred upon the condition that elections committee will have to approve the calendar.
- xi. C. Wiggers stated that he would be working with the Office of Assemblies on the dates and would be holding a 3-hour meeting with G. Giambattista, before she leaves for Italy, and ensure that everything is finalized.
- xii. C. Wiggers added that he would work with P. Hampton over the next week to figure out what makes the most sense and bring it to the next meeting so that the notification could be sent out and voted on or make adjustments as necessary.
- xiii. C. Wiggers stated the need to think about the Executive committee for the next year as C. Wiggers is not intending on running for chair and would like to continue serving in the role as the Veterans' representative on the assembly for the next year. C. Wiggers would be available to members interested in putting up their candidature for the post to clarify their doubts, concerns and help them in understanding the role.
- xiv. C. Wiggers stated added with information on the following members
  - o H. Depew would be running for Executive Vice Chair again.
  - o P. Thompson is undecided



- K. Fitch was stepping down and taking a government position as an elected official
- xv. P. Thompson added that new people can also run for Chairs.

#### **IV. Committee Reports (30 minutes)**

##### **a. Communications and Awards Committee (5 Minutes)**

- i. C. Sanzone informed that a meeting of the Awards Review Committee had been put up on the calendar.
- ii. C. Sanzone had a couple of invitations going out to get a better representation from HR. So, the committee was to get a couple of people to join them.
- iii. C. Sanzone added that she had been scheduling the rest of the meetings for the semester and that the committee would be working on the communication plan for the elections.

##### **b. Education Committee (5 Minutes)**

- i. A. Hourigan, representative of the Education Committee, was out that day and the committee did not have any new updates.

##### **c. Welfare Committee (5 Minutes)**

- i. A. Haenlin-Mott stated that the committee was to introduce confidential counselling options for staff and added that a Zoom meeting was to be convened for the same on Monday.

##### **d. Transportation Committee (5 Minutes)**

- i. K. Mahoney from the committee shared the feedback on the Parking Optimization Study.
- ii. K. Mahoney emphasized on the sustainability goals on campus and informed that work was to be done on population-based recommendations.
- iii. K. Mahoney stated that the concerns raised in the meeting regarding the transportation were noted and that due actions would be taken to address the issues.

##### **e. Benefits and Policy Committee (5 Minutes)**

- i. T. Chams was to meet the HR and learn about the system of “Internal Hires” and gather information about how candidates are filtered.
- ii. T. Chams also informed the Assembly that the committee would be working on the policies which might affect transportation as per the points discussed during the beginning of the meeting.
- iii. T. Chams along with the HR was to talk about the survey which would be put out to understand people’s requirements.

##### **f. Executive Committee (5 Minutes)**

- i. H. Depew represents the Executive Committee and stated that they meet once a week.
- ii. H. Depew discussed on accreditation and informed that the committee would be meeting again on Friday to review the prior accreditation that was submitted and try to abbreviate it and submit something concise.
- iii. H. Depew reported that in the previous night’s meeting, the committee had passed a resolution thanking Cathy’s owner for her service as police chief.
- iv. It was also reported that there was a presentation from the University office going over their process and the number of people that they see throughout the year which is about 400 to 500.

V. **New Business**

- A general discussion regarding suggestions for how EA members can reach out to their constituents was held.

VI. **Adjournment**

- C. Wiggers adjourned the meeting at 1:30pm.

Respectfully Submitted,  
*Bhagyashri Modi*  
Clerk of the Assembly