

Cornell University Employee Assembly

Communications, Outreach & Recognition Committee

September 29, 2020

9:30am-10:30am

Zoom Link: <https://cornell.zoom.us/j/94126415784?pwd=Tm4wa3RiRDY0U21SU2JnY00xTVJIUT09>

Committee Chair: Ellen T. Miller
In-Attendance Voting Members: Marin Cherry, Kristen Ciferri, Jackie Creque, Andrea Haenlin-Mott, Michelle LoParco, Carrie Sanzone, Kate Supron
In-Attendance Non-Voting Members: Ashley Miller
In-Attendance Guests: Paige Reeves (*potential member*)

AGENDA

1. Member Introductions
2. Committee Charge

The committee promotes the work of the EA to the campus community, coordinates events sponsored and hosted by the EA, administers the George Peter Award for Dedicated Service, the Opperman Award, and investigates other staff award and recognition opportunities to present for consideration to the EA.

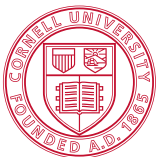
3. Future Meeting Schedule

*TBD - mornings preferred, will check Outlook availabilities
Setup Slack channel for the group
Update Box access with current membership*

4. EA Appreciation Award **10/20** (winner chosen by **10/12**)
 - Define Award & Eligibility
 - Call for Nominations **ASAP**
 - Qualtrics **9/30-10/6**
 - Present Nominations
 - EA Meeting **10/7**
 - EA Voting **10/7-10/9**
 - Qualtrics
 - Notify Winners **10/12**
 - Assign Webinar Speaker
 - Prepare Prize (Plaque?)

Award definition: The EA Appreciation Award is given to a group of employees who, in the past year, went above and beyond in their support of the university. Nominations are accepted from EA members only, and the winner is selected internally by the EA.

Decided: EA members may nominate more than one group, however it is encouraged that they limit their nominations to the one they feel most strongly about. It is also encouraged that the EA members' nominations come from the constituent group they represent although nominations across campus are welcome. Nominations will be open 9/30-10/6 via Qualtrics. Nominations will be presented



Cornell University Employee Assembly

anonymously for EA review and discussion at 10/7 meeting. Voting will take place on Qualtrics 10/7-10/9. Winner announced 10/12. EA member who nominated winner will work with EA Exec Committee to notify winner and organize presentation of award. Consideration of honorable mention for 2nd & 3rd place depending on outcome of election.

To Do: Ellen will create Qualtrics survey for collection of nominees, and email with instructions to be sent to EA Members

5. President's Address to Staff **10/20**

- | | | |
|-----------------------|-----------------------|--------------------|
| • Design Poster/Ad | • Prewrites for Media | • Other? |
| ▪ Save the Date | ▪ Chronicle | ▪ Zoom Backgrounds |
| ▪ EA Facebook Event | ▪ Faculty/Staff News | ▪ Slideshow |
| ▪ CU View | | |
| ▪ CU Events Calendar | | |
| ▪ Other Social Media? | | |

To Do: Ellen will work with OA on poster/ad design for media as indicated in first column above

6. EA Newsletter

EA has access to employee listserv 1x per month. Suggested to release 4th Wednesday of each month. October possibly earlier. President's Address Save the date doesn't count and elections communications don't count toward the 1x per month limit.

1st newsletter - update new assembly body, who to contact, committee chairs & membership - president's address prewrite - resolutions that have come to pass (retiree, gingsburg) - trustee election results -

Faculty & staff news will release save the date and appropriate updates until the event for President's Address, they also serve as conduit to advertise events, content for EA. Faculty & Staff newsletter does not "publish" content, they will need something to point to...

Chronicle is for "World News" not local content - audience is members outside of Cornell community.

Daily sun is student publication, not necessarily interested in employee news and events. Can pay for advertising space to promote events such as President's Address. Students want to control their own content. We can send them content and it will be up to them if they want to publish.

To Do: Ellen will check with Gina about purchasing ad with poster for President's Address

7. Old / New Business