

Employee Assembly Meeting Agenda

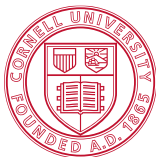
January 18, 2023

12:15-1:30pm

[Zoom](#)

“An Active Voice for Cornell Staff”

1. Call to Order
 - Roll Call
 - Land Acknowledgment of the Gayogoho:nq (Cayuga Nation)
2. Approval of the minutes from December 7
3. Business of the Day
 - Bruce Lewenstein, Professor of Science Communication, at CALS and A&S and University Ombuds Officer: Ombuds Office Presentation
 - Future Meetings: In Person or Zoom
 - Reminder: Martha Pollack visit to EA February 1, In-Person (Zoom available). Questions for this meeting due to Marcy mb265@cornell.edu or Andrea ah46@cornell.edu by January 25
 - President’s Address to Staff: Agenda and overview of meeting
4. Committee Reports
 - Executive Committee – Marcella Benda
 - Communications, Outreach and Recognition Committee – Jackie Creque
 - Education Committee – Matthew Davis
 - Welfare Committee – Kristine Mahoney
 - Benefits and Policy Committee – Kit Tannenbaum
 - Elections Committee – Annyce Shaft
5. Liaison Reports
6. Open Discussion
7. Adjournment – 1:30pm



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Minutes of the December 7th, 2022 Meeting

12:15 PM – 1:30 PM

Physical Sciences Building, Room 401 | Zoom

I. Call to Order

- a. A. Haenlin-Mott called the meeting to order at 12:16 PM.

II. Roll Call

- a. *Members Present:* M. Benda, D. Borders, J. Chandler, C. Cornell, J. Creque, H. Depew, A. Durant, A. Haenlin-Mott, D. Howell, E. Krumm, J. Kruser, M. LoParco, E. O'Connor, A. Schafft, K. Tannenbaum, L. Zacharias
- b. *Members Absent:* M. Brooks, S. Coil, M. Davis, B. Dixon, B. Fisher, K. Mahoney, A. Mittman, K. Phipps, S. Resue, K. Supron
- c. *Also Present:* E. Kalweit, J. Withers, E. Sember-Chase, T. Patel, L. Eilers-Lloyd

III. Land Acknowledgment of the Gayogoho:nq (Cayuga Nation)

- a. A. Haenlin-Mott stated the Land Acknowledgement

IV. Approval of the Minutes from the November 16th Meeting

- a. A. Haenlin-Mott stated that the approval of the November 16th meeting minutes would be pushed to the Assembly's meeting on January 18th.

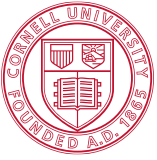
V. Business of the Day

- a. A. Haenlin-Mott introduced Sonia Rucker, Associate Vice-President of Inclusion and Belonging and Presidential Advisor on Diversity and Equity.
 - i. S. Rucker introduced herself to the Assembly, stating that she had previously worked at Cornell from 2003-2011 and is excited to be working here again, this time in the human resources department. She also introduced her team, T. Patel, L. Eilers-Lloyd, and E. Sember-Chase, to the Assembly.
 - ii. S. Rucker stated that the human resources department's Belonging at Cornell survey closed on November 19th. She also stated that Belonging at Cornell has been active this year and has held numerous Inclusive Excellence Training Academy events and that they will hold the Inclusive Excellence summit on April 18th and 19th in 2023.
 - iii. A. Haenlin-Mott opened the floor to questions and asked S. Rucker to discuss some additional initiatives that would prompt questions from the Assembly.



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- iv. S. Rucker introduced E. Sember-Chase as the newest team member to Belonging at Cornell and stated that she has created a lot of programming and events related to the department's Inclusive Excellence Network, including several podcasts that employees can listen to. She also stated that the Inclusive Excellence Summit in April will be held in Statler, with face-to-face programming taking place on the 18th and virtual programming on the 19th.
- v. S. Rucker introduced T. Patel as the program manager and stated that her newest initiative is incorporating Belonging at Cornell into staff hiring, instituting diversity training for those involved in search committees for employees. She also stated that they are interested in updating position descriptions to include more inclusive descriptions of what employees are doing.
 - 1. T. Patel stated that the project intends to embed Diversity, Equity, and Inclusion (DEI) language into all job descriptions in tandem with the Okanagan charter and Cornell values currently incorporated into job descriptions. She stated that once this is completed, DEI-related interview questions and diversity training for search committees can be completed. She also stated that once a person is hired, the onboarding process will include communicating a commitment to a shared responsibility to individuals within their new positions. She stated that the last part of the project is incorporating DEI language into performance dialogue.
- vi. S. Rucker asked T. Patel to describe the DEI job family project.
 - 1. T. Patel stated that she is currently working on creating a standalone DEI job family not housed under student services, administration, or human resources. She stated that this will place all employees doing this kind of work at an equitable level of salary.
- vii. A. Haenlin-Mott asked if the DEI onboarding program has a component for existing middle management and job departments.
 - 1. S. Rucker stated that it is not clear whether the welcoming process that she had, for example, exists at every level of work at the university. She also stated that the department is interested in embedding certain things like the Diversity at Cornell guide into the onboarding process for all positions.
 - 2. T. Patel stated that the department of Organizational Effectiveness and Development is working on a new supervisor training to incorporate DEI language at that level as well.



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- viii. J. Kruser thanked S. Rucker and her team for ensuring that every level of employee gets the same quality of onboarding and for ensuring that DEI language is presented at the supervisor level.
 - 1. S. Rucker stated that equity and inclusion have been her highest priorities and that these play a vital role in employee retainment.
- ix. A. Haenlin-Mott stated that the partnership of the Assembly with S. Rucker and her team is vital to success in employee retention.

VI. Committee Reports

- a. Executive Committee – Marcella Benda
 - i. M. Benda stated that the Committee met to plan the Assembly's current and future meetings. She stated that Bruce Lewenstein of the University Ombuds will be present at the Assembly's January 18th meeting and that President Pollack will attend the Assembly's February 1st meeting. She stated that Assembly members are welcome to send her questions for President Pollack before her attendance on February 1st. She also stated that the Committee is looking into the prospects of in-person meetings for lunch.
 - 1. J. Kruser stated that for someone who is unable to attend a meeting in-person, food may not be necessary unless there is a big speaker given current attendance of regular meetings.
 - 2. C. Cornell stated that prepackaged snacks may be a better idea to keep costs down for standard meetings without a big speaker.
 - 3. M. Benda asked whether the Assembly should go remote for meetings in which there is no major speaker. J. Kruser stated it would be a good idea to consider that.
 - 4. A. Schafft asked whether there are records of how many people show up to each meeting. A. Haenlin-Mott stated that generally a maximum of five people generally show up in-person.
 - 5. K. Supron stated that a hybrid model is harder to manage and that it may be better for everyone to be remote for improved communication.
 - a. M. Benda stated that those present in-person often miss conversations in the chat on Zoom, for example.
 - ii. A. Haenlin-Mott stated that the President's Address to Staff will be held both in-person and online on February 6th, 2023.
 - iii. J. Creque asked the Assembly whether they would be interested in holding a social event for the holidays and whether December or January would work better if there would be interest.



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1. J. Kruser stated that he would love to attend a social gathering when there is warmer weather and when it can be hosted outdoors.
- b. Communications and Awards Committee – Jackie Creque
 - i. J. Creque stated that she sent an email to Assembly members on tagging information for the Priorities Poll and asked each Committee to decide how best to tag the data as it is relevant. She asked the Assembly if they had any questions or concerns on how to return the data to the Communications and Awards Committee following this process.
 1. A. Haenlin-Mott stated that some of the Committees met before J. Creque asked for the data and that there may be some delay in receiving results from Committees. J. Creque stated that she would send an email reminder and that they will follow up with anyone they do not hear from. She also stated that the Committee hopes to get started with the data in December and that information from the Poll will likely be presented to the Assembly and the public after the Assembly's January 18th meeting.
 2. J. Creque asked D. Borders whether discussion of a unit-specific issue from the Poll in a positive or negative way should be considered separate themes. D. Border stated that the theme of an issue should be what the issue is about as opposed to whether it is positive or negative.
 3. A. Haenlin-Mott stated that it may also be helpful to present information from the Priorities Poll to human resources as well.
 - ii. J. Creque stated that the Award subcommittee met to discuss the crunch to have all three awards administered in the Spring, which led to the consensus of pushing the George Peter Award to the fall. She also stated that the EA Appreciation award will be presented at the President's Address to Staff on February 6th and that she will send out a timeline for the award via email. She stated she will collect nominations for the award until the end of the first week of the spring semester and that voting would begin in mid-January.
 - iii. J. Creque stated that she does not plan to include very much information in the December issue of the EA Voice besides a call for participation in the Communication and Awards Committee. She stated that any Committee that would like to place a call for more members should let her know.
- c. Education Committee – Matthew Davis
 - i. Nothing to report
- d. Welfare Committee – Kristine Mahoney



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- i. Nothing to report
- e. Benefits and Policy Committee – Kit Tannenbaum
 - i. A. Haenlin-Mott stated that the Committee discussed the priorities poll and how to better educate the University staff on benefits. She also stated that the Committee discussed community parking and transit reimbursement services for the Ithaca campus and plans for future meetings to discuss the Employee Care Fund and making Cornell's adoption policy more inclusive to LGBTQIA+ individuals.
- f. Elections Committee – Annyce Schafft
 - i. A. Schafft stated that she did not receive any emails of interest regarding their incidental election and that hopefully there will be interest in positions on the Assembly during regular elections in the spring.
 - ii. J. Kruser stated the lack of interest could be an indicator on the Assembly's need to introduce themselves to a greater population of the staff.
 - 1. M. Benda stated that a forum with Christine Lovely could be a good way to achieve this.
 - iii. A. Schafft asked the Assembly what a good time and place would be to begin meeting to gear up for elections and stated that before or after the Assembly's meeting time may work well.
 - 1. J. Withers stated that as former Elections Committee chair, she remembered past meetings being in the morning.
 - 2. A. Haenlin-Mott stated that before the Assembly meeting would be a good option for the Committee's meeting time, and that putting it on the schedule would be a good idea.

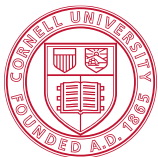
VII. Liaison Reports

- a. D. Howell stated that the last meeting of the University Assembly meeting was entirely virtual to discuss mental health activities on campus.
- b. A. Haenlin-Mott stated that the Campus Planning Committee met to discuss sustainability with presentations on earth-source heat as well as from the Stable Cornell University Council and the Sequestration Working Group.

VIII. Adjournment

- a. A. Haenlin-Mott thanked the Assembly for their work this semester and wished them a happy holidays.
- b. K. Supron motioned to adjourn the meeting, J. Kruser seconded

This meeting was adjourned at 1:29pm.



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Respectfully Submitted,

PJ Brown

Clerk of the Assembly