

# Cornell University Employee Assembly

**AGENDA**  
**Employee Assembly Meeting**  
**April 3, 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).*

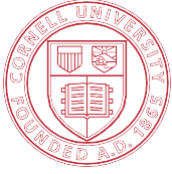
- I. Call to Order & Roll Call -12:15pm
- II. Approval of Minutes
- III. Business of the Day (15 Minutes):
  - a. Carrie Sanzone: New Resolution to recognize Nancy Doolittle
- IV. Committee Reports (15 minutes)
  - a. Communications and Awards Committee
  - b. Education Committee
  - c. Welfare Committee
  - d. Transportation Committee
  - e. Benefits and Policy Committee
  - f. Executive Committee
  - g. Elections Committee
- V. New Business (20 Minutes)
  - a. Open Discussion: What are issues we should be discussing as the EA? Are there any topics or issues that we should be working through?
- VI. Adjournment – 1:05pm

**Future Guests:**

5/15: Cassandre Pierre Joseph (Director, Diversity Engagement & Career) will be presenting on Cornell Network Groups (CNG)

**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 March 6<sup>th</sup>, 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.
- b. *Members Present:* M. Benda, T. Chams, H. Depew, A. Haenlin-Mott, A. Howell, L. Johnson-Kelly, C. Sanzone, A. Sieverding, P. Thompson, C. Wiggers, D. Hiner, C. Dawson, N. Doolittle, K. Fitch, J. Kruser, K. LoParco, K. Supron
- c. *Members Absent:* K. Barth, A. Hourigan, H. Sheldon, P. Andersen, A. Brooks T. Grove, K. Mahoney, E. Miller, B. Roebal

## **II. Approval of Minutes**

The approval would be in the next meeting which is on March 20<sup>th</sup>, 2019.

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

### **a. Michael Hoffmann: National Climate Assessment and IPCC reports (20 Minutes)**

- C. Wiggers welcomed M. Hoffman to the meeting to discuss about National Climate Assessment and IPCC reports.
- M. Hoffman started with some facts and figures regarding the National Climate Assessment and the presentation was followed by a Q&A Session.
- The presentation can be accessed at <https://cornell.box.com/s/o0g7kqzmz6axgebrgicncfdoy3whk718v>

### **b. Nancy Doolittle (5 Minutes)**

- N. Doolittle stated that she was retiring on March 29<sup>th</sup> due to regulations and personal reasons.
- N. Doolittle had been planning on retiring in the beginning of the semester so that the chronicle has time to replace her but postponed her plans due to the sudden demise of her friend Mr. George in an accident.
- It was stated that she would be looking at the possibility of continuing as a casual employee so that there is enough time for the transition.
- N. Doolittle stated that the assembly will soon hear about new communication initiatives that are to be started up as a response to the staff survey for better communications.
- N. Doolittle added that the assembly could get in touch with Melissa Shaffmaster and Savannah Whiting from University Relations in the future in matters related to staff and internal communications
- N. Doolittle also stated that C. Sanzone would be working on web related matters and Ashley R. Fazio and the other communicators across campus would keep on working as before.

- N. Doolittle shared some of her wisdom with the assembly in the form of two advices:
    1. Retiring is more complicated than getting hired due to the issues with Social Security.
    2. Saving the increments in salary that one gets can lead to a significant amount of savings for retirement.
  - C. Wiggers thanked N. Doolittle for her service to Cornell and wished her the best for her future.
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- > P. Hampton announced that she had been offered a position in the Center for Regional and Economic Advancement as a Project Associate and her last day would be in two weeks.
  - > P. Hampton thanked everyone for the support and love.
  - > C. Wiggers thanked P. Hampton for her services and wished her the best for her future.

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

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

- i. C. Sanzone stated that the committee met last week and the notes from the meeting would be going out on the list by the end of the day.
- ii. C. Sanzone informed the assembly that the Committee had agreed to meet for awards review on a monthly basis and discuss in between via emails.
- iii. C. Sanzone stated that Ashley R. Fazio had joined the previous meeting and would be helping out in the group as well.
  - i. It was stated that Kris Barth would be the point person for elections communications.
  - ii. K. Barth would be working on finalizing the calendar, marketing plan, marketing communications plan etc.
  - iii. It was also stated that Miss Nancy would be helping out with the first draft of the transportation progress report based on the information that K. Mahoney had provided and the same will be shared with the staff.

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

- i. A. Hourigan was absent on the day and it was informed that they hadn't met.

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

- i. A. Haenlin-Mott stated that they met recently where they agreed to monthly meetings with the next one scheduled on the Tuesday of the following week.
- ii. It was stated that the members of the sub-committee have been asked to attend the EA meeting on 20th of March with Chantalle Cleary set to talk about the collaboration with the Title IX office.
- iii. A. Haenlin-Mott asked H. Depew to talk about the collaborations with the Title IX office for representation.
- iv. H. Depew informed the assembly that Chantalle Cleary from the Title IX office had reached out to the EA to ask if they could send a representative over to work with them as they review the training that they have been providing to the faculty and staff members.
- v. H. Depew explained that it will be a small group that would be incorporating different voices from across the campus and how it was a good example of the collaborative partnership approach that the committee is working on.

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

- i. K. Mahoney was absent, and no one else from the committee had anything to report.

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

- i. T. Chams had to leave early and hence the committee was represented by D. Hiner.
- ii. D. Hiner stated that the committee had met 2 weeks ago in which they had Allan Bishop and L. Jacoby come in to talk about the time off policy.
- iii. D. Hiner elaborated on the talk about 3 options on when to start fractioning up the extra week that one would get at ten years.
- iv. D. Hiner reported to the Assembly that they also talked about transportation and went on to add that the committee had been invited to the next meeting of the transportation committee scheduled on the March 18<sup>th</sup>.

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

- i. H. Depew stated that Vice President, M. Opperman would be coming on March 20<sup>th</sup> to present on policy 6.4 which is on how the university provides a means to address the bias, discrimination, harassments, sexual and related misconduct.
- ii. It was informed to the Assembly that Cornell is participating in the earth hour on the 30<sup>th</sup> of March which is based on the topic of climate change and sustainability and requested that employees who reach before 8:30 AM turn off all non-essential lights for an hour.
- iii. It was stated that requests for presentations that are welcome since no presentations are lined up after the 20<sup>th</sup> of March.

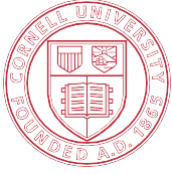
**Announcement:**

- C. Wiggers informed the assembly that the Executive committee of the board of trustees had invited the entire assembly to join them to a reception at the Rowe room in the Statler Hotel after the EA Meeting on the 20<sup>th</sup> of March. He added that last year's reception was a good opportunity for the members of the assembly to discuss with the members of the board of trustees on issues in the campus that were relevant at the time and that should anyone have any specific thing to bring to their attention this year, the same should be intimated to H. Depew so that the information can be shared with the executive committee. Moreover, details of the attendees from the executive committee was to be communicated soon.

**V. Adjournment**

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

Respectfully Submitted,  
*Bhagyashri Modi*  
Clerk of the Assembly



# Cornell University Employee Assembly

**Cornell Employee Assembly**  
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## **I. Call to Order & Roll Call**

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

## **II. Approval of Minutes**

- a. Motion to approve the minutes from the meeting of February 6, 2019 – approved with no dissent
- b. Motion to approve the minutes from the meeting of February 20, 2019 – approved with no dissent

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

### **a. Laurie Johnston: Policy 6.4 (15 Minutes)**

- C. Wiggers welcomed Laurie Johnston to the meeting to discuss about Policy 6.4 updates.
- Laurie Johnston introduced herself as the Director of Workforce Policy and Labor Relations(WPLR).
- L. Johnston discussed about Policy 6.4 and stated that Policy 6.4 addresses workplace and educational harassment and discrimination and the policy is jointly administered between WPLR, Title IX office and Department of Inclusion and Workforce diversity.
- L. Johnston stated that in the last couple of years, Policy 6.4 was revised for students specifically to address Title IX issues of sexual violence and sexual misconduct and then faculty members were included in the same.
- L. Johnston described that they have taken the student procedures and modified for employees and stated that WPLR office would be taking in account claims related to sexual discrimination and Title IX office would be taking in account issues related to sexual violence and sexual misconduct.
- It was explained that they have pulled them out of the old procedures and into the new procedures which upon adoption, will have better statute limitations, a more transparent investigation process and will also provide for a hearing and a review by the dean of the college or head of the unit, who will then take the factual findings from the hearing and determine the appropriate sanction.
- L. Johnston emphasized that this was a more consistent approach to such claims and that everyone, may it be student or faculty member will be subject to the same procedure.

- L. Johnston also stated that as per old faculty procedures, if someone believed that their conduct was protected by academic freedom, that issue could not be raised until after there was a finding of prohibited conduct. But as per the new procedure, the academic freedom and freedom of speech review at the very beginning of the matter so people don't have to go through months of investigation unnecessarily.
- It was clarified to the assembly that the new procedures do not alter the university's ability to act when it learns of a concerning conduct or behavior and would only be a means for an individual to file an individual claim in order to seek or redress something. If the university learns of any concerning act or behavior, the university is still free to act and that the new procedures are aimed at giving a fair chance to everyone to have a transparent and unbiased hearing.
- Chantelle Cleary invited faculty to volunteer for the panel and stated that volunteers are essential for the process to succeed.
- L. Johnston informed the assembly that they are in the process of presenting the new procedures to EA, Student assembly, the UA, the GPSA and other bodies.

**b. Chantelle Cleary: Title IX (25 Minutes)**

- Chantelle Cleary joined the Title IX office as Title IX coordinator in June last year and she said that Theoria Cason is going present along with her regarding Title IX.
- Chantelle Cleary talked about Policy 6.4 in regard to sexual violence and sexual misconduct and the presentation can be accessed via <https://cornell.box.com/s/gvle57oyk9tzizqtdbv8mismk758e06>
- Theoria Cason introduced herself as Title IX Training and Education coordinator and stated that there is a training coming up on sexual harassment which would keep THE members compliant to New York State law. So, coming in the next month, will have an immediate access to a new resource to understand your rights and responsibilities in your roles with regards to them.
- It was stated that one of their primary summer projects is to revamp the HR 200 and 201 trainings aiming to put together something comprehensive that will inform all faculty and staff of their rights and options as the employees of the university. The training will also keep them informed of their duty to consult and spread awareness about prohibited misconduct of students, faculty and staff.
- The training will also include the content of policy 6.3 and will review consensual relationship policy, how to inform when there is a consensual relationship between individuals, how the employees of the university can inform their supervisors that the relationship exists and have a formal record so that it avoids conflict of interests. It will also have the contents of sexual harassment trainings and will be a one stop shop for policy 6.3, 6.4 and New York state law.
- It was added that, in the fall, the goal would be to have something comprehensive and the university will put together an advisory committee consisting of people who work with the faculty, staff Angela's office and provost's office.
- H. Depew will be the representative of the Assembly on the Advisory Committee.
- It was informed to the assembly that they plan to deliver the training online which would be mandatory for everyone and in addition to online training, they plan to develop a program by which faculty and staff would be going in person to departments over a four year cycle so that everyone will have the opportunity to communicate one on one and ask questions.
- C. Wiggers thanked Theoria Cason and Chantelle Cleary for taking time and sharing their work with the Assembly.

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

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

- i. C. Sanzone stated that the committee is going to meet next week.
- ii. C. Sanzone stated that a doc was posted online, and emails were sent out regarding the Awards Program Review, mainly focusing on George Peter Award. Moreover, some updates were coming up on election calendar from Marketing and promotions.

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

- i. A. Hourigan stated that the committee had no updates.

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

- i. A. Haenlin-Mott stated that she had highlights on ongoing discussions and wanted to give an update to J.Kruser that she would be following up with anonymous mental health resources staff
- ii. A. Haenlin-Mott also stated that A. Howell would be following up on the presentation from Michael Hoffman talking about more what they all can do.
- iii. The assembly was informed that the next meeting of the committee is on the April 11<sup>th</sup>.

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

- i. K. Mahoney informed the assembly that the committee had met on Monday and they had a robust discussion on ways they could look at FLEX space and implications on benefits transportation system and sustainable actions.

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

- i. T. Chams informed the assembly that there was an update to the last station accommodation policy mandated by the state and requested everyone to check the details out online and get back to him in case anyone had any queries.
- ii. T Chams stated that the committee will brainstorm with transportation and that the meeting was scheduled for the next day, with the agendum to discuss on benefits.

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

- i. H. Depew stated that the committee had no new updates.

> A Motion to go into closed session for the remainder of the time was passed unanimously.

**V. Adjournment**

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

Respectfully Submitted,  
*Bhagyashri Modi*  
Clerk of the Assembly