Cornell University Employee Assembly

Agenda for May 3, 2023
12:15-1:30pm

Zoom

“An Active Voice for Cornell Staff”

1. Call to Order
   o Roll Call
   o Land Acknowledgment of the GayogoHo:nq (Cayuga Nation)

2. Approval of the minutes from April 19, 2023
   o Welcome to New Members
   o Resolution #2: Requesting the University Provide Funds for an MD Gynecologist at Cornell Health
   o Budget Update/Reception Possibility

3. Committee Reports/Wrap-Ups
   o Executive Committee – Marcella Benda
   o Communications, Outreach and Recognition Committee – Jackie Creque
   o Education Committee – Open
   o Welfare Committee – Kristine Mahoney
   o Benefits and Policy Committee – Kit Tannenbaum
   o Elections Committee – Annyce Shaft

4. Adjournment

Organizational Meeting of the 2023-2024 Employee Assembly
The Organizational Meeting of the Employee Assembly is scheduled to begin at the conclusion of this meeting unless otherwise changed. The Organizational Meeting will be a closed meeting.
Cornell Employee Assembly
Minutes of the April 5th, 2023 Meeting
12:15pm-1:30pm
Zoom

I. Call to Order
   a. A. Haenlin-Mott called the meeting to order at 12:17pm.
         Haenlin-Mott, E. Krumm, J. Kruser, A. Schafft, K. Supron, K.
         Tannenbaum, W. Treat, L. Zacharias
      ii. *Members Absent:* D. Borders, M. Brooks, S. Coil, M. Davis, A. Durant, B.
          Phipps, S. Resue
      iii. *Also Present:* M. Czymmik, Z. Dee, H. Depew, C. Fuerstenau, E. Kalweit, D.
          Krahmer, D. Lovelace, L. Syer, J. Withers

II. Land Acknowledgement of the Gayogo̱hono (Cayuga Nation)
   a. A. Haenlin-Mott stated the EA’s acknowledgment of the Cayuga Nation.

III. Business of the Day
    a. Elections Update – A. Schafft
       i. A. Schafft stated that she has received seven applications for positions and
          that the registration deadline is Thursday, April 6th with a candidate forum
          taking place on Monday, April 10th.
       ii. Questions for A. Schafft led to a discussion of whether a vote would be
           necessary on uncontested races and the clarification that incumbent
           representatives need to fill out the election form.
    b. Presentation – University Budget Overview from Laura Syer, Vice President of
       Budget and Planning
       i. L. Syer provided a presentation on the Division of Budget and Planning, the
          Cornell Budget Model and the current budget, endowment results, and the
          future budgeting goals of the university.
       ii. Questions for L. Syer led to discussion of the calculation of tuition and SIP
           increases in tandem with inflation and whether there is a percentage of
           positions that the university is looking to fill given current vacancies.
    c. Introduction of [EA Resolution #2 – Requesting the University Provide Funds for
       an M.D. Gynecologist at Cornell Health](#)
i. K. Mahoney introduced EA Resolution #2 to the Assembly and stated that the Employee Welfare Committee received a request for this supportive resolution to the original resolution passed by the Graduate and Professional Student Assembly.

ii. A. Haenlin-Mott stated that the resolution would be voted on at the Employee Assembly’s next meeting.

iii. Questions and comments on the resolution led to a discussion on addressing the President’s response to other supportive resolutions passed by other Assemblies, the prospects of the pathway of the resolution to the Board of Trustees upon passage by the Employee Assembly and all other Assemblies, and the unique function of a gynecologist in addition to the current care provided at Cornell Health.

IV. Approval of the Minutes from March 15th, 2023.
   a. A. Schafft put forward a motion to approve the minutes from March 15th.
      i. M. Benda seconded the motion.
      ii. The motion passed with unanimous consent.
   b. K. Tannenbaum put forward a motion to extend the meeting by ten minutes.
      i. W. Treat seconded the motion.
      ii. The motion passed with unanimous consent.

V. Committee Reports
   a. Benefits and Policy Committee – K. Tannenbaum
      i. K. Tannenbaum stated that the Committee is working on a resolution to encourage the President to announce Summer Appreciation half-days for 2023 as was done in 2022 to be introduced at the April 19th meeting and voted on at the May 3rd meeting.
   b. Executive Committee – M. Benda
      i. M. Benda stated that the Executive Committee has been planning an Employee Forum with Vice President and Chief Human Resources Officer Christine Lovely that will take place on Friday, April 28th at noon.
   c. Communications and Awards Committee – J. Creque
      i. J. Creque stated that the Communication and Awards Committee is working on the EA Voice and the Priorities Poll.
   d. Education Committee – M. Davis
      i. A. Haenlin-Mott stated that M. Davis is not able to continue as Chair of the Education Committee and that the Assembly is looking to see if there is
anyone on the committee that would be willing to present on the Committee’s affairs to the Assembly.

e. Employee Welfare Committee – K. Mahoney
   i. Nothing to report

f. Elections Committee – A. Schafft
   i. Nothing to report

VI. Liaison Reports
   a. University Assembly – M. Benda
      i. M. Benda stated that the University Assembly has introduced and passed a number of resolutions.
   b. Campus Planning Committee – A. Haenlin-Mott
      i. A. Haenlin-Mott stated that the Campus Planning Committee plans to meet in the next few weeks

VII. Adjournment
   a. K. Tannenbaum put forward a motion to adjourn the meeting.
      i. M. Benda seconded the motion.
      ii. The motion passed by unanimous consent.

This meeting was adjourned at 1:39 pm.

Respectfully Submitted,
P.J. Brown
Clerk of the Assembly
I. Call to Order
   a. A. Haenlin-Mott called the meeting to order at 12:18pm.
         iii. Also Present: S. Carson, K. Grabil, D. Hubbard, J. Withers
   b. A. Haenlin-Mott acknowledged the absence of a quorum.

II. Land Acknowledgement of the Gayogo ho:no (Cayuga Nation)
   a. A. Haenlin-Mott stated the EA’s acknowledgment of the Cayuga Nation.

III. Business of the Day
   a. Elections Update – A. Schafft
      i. A. Schafft stated that there were no uncontested races and that the Employee Assembly would therefore not be holding elections. She stated that the following received candidates from the following fields: College of Arts and Sciences, College of Engineering, Cornell AgriTech, Cornell Tech, Exempt Employees, Veterans Representative, Women’s Representative, Division of Human Resources, Alumni Affairs and Development, and University Relations and Central Administration.
      ii. A. Haenlin-Mott stated that she knows several people interested in running for positions who missed the deadline and recommended the Assembly hold elections in the fall semester.
      iii. Discussion ensued over making it a priority to update the Employee Assembly’s bylaws to correctly reflect their elections timeline and committee participation requirements are updated in the fall semester.
   b. Consideration of EA Resolution #2 – Requesting the University Provide Funds for an MD Gynecologist at Cornell Health
      i. A. Haenlin-Mott stated that due to the absence of a quorum, the Employee Assembly will hold off voting on EA Resolution #2 in the next meeting.
ii. K. Mahoney stated that Weill Cornell Medicine has partnered with Cornell Health to provide greater accessibility OB-GYN healthcare to the student population since the other Assemblies have passed an equivalent resolution to EA Resolution #2.

1. Discussion ensued over whether passing the resolution is necessary since the issue has been addressed by the university.

c. Introduction of the Out of the Darkness Walk – J. Withers

i. J. Withers introduced D. Hubbard and stated that the university’s first Out of the Darkness Walk on Cornell’s campus will be taking place on Sunday, April 30th at 11:00am on the Agriculture Quad.

d. Consideration of UA Resolution #7 – Protecting the Right to Protest

i. A. Haenlin-Mott stated that the University Assembly is considering a resolution on the right to protest and that J. Kruser asked for the resolution be shared with the Assembly. She also stated that this UA resolution will likely not become an EA resolution.

ii. J. Kruser stated that the resolution is currently available for public comment.

IV. Committee Reports

a. Executive Committee – M. Benda

i. M. Benda stated that the Executive Committee has completed their planning for this meeting and the organizational meeting on May 3rd. She also stated that the Committee has been working on publicity for the Employee Forum with Christine Lovely on April 28th.

b. Communications, Outreach, and Recognition Committee – J. Creque

i. J. Creque stated that she will be including a spotlight in the EA Voice for the Employee Forum. She also stated that she will not be including a Title IX forum, but will be including an update on the events scheduled for neurodiversity celebration week and information on the Master Gardener Volunteer program. She also stated that the Awards Subcommittee has selected a winner for the Award for Staff, Integrity, and Inclusion and that she is working on the Priorities Poll.

c. Education Committee – Open Chairship

i. Nothing to report

d. Employee Welfare Committee – K. Mahoney

i. Nothing to report

e. Benefits and Policy Committee – K. Tannenbaum

i. K. Tannenbaum stated that the resolution the Committee has been drafting encouraging the administration to reinstate summer 2023 Employee
Appreciation Days based on information that Christine Lovely will be addressing this at the April 28th Employee Forum.

f. Elections Committee – A. Schafft
   i. Nothing to report

V. Business of the Day (continued)
   a. Presentation – Sustainability Update from Sarah Carson, Director of the Campus Sustainability Office
      i. S. Carson provided a presentation on the Sustainable Cornell Council, the Campus Sustainability Office, and the university’s sustainability efforts. She presented on the Climate Action Plan their goals to become a carbon-neutral campus, ensure climate resilience, and encourage sustainability literacy.

VI. Adjournment
   a. No motions were put forward to adjourn the meeting given that the meeting ran longer than expected.

This meeting was adjourned at 1:35 pm.

Respectfully Submitted,

P.J. Brown
Clerk of the Assembly
**PREAMBLE**

The Employee Assembly (herein after referred to as the Assembly) establishes these Bylaws under the authority granted by Article IV Section 7 of the Charter of the Employee Assembly.

**ARTICLE I: PROCEDURES**

**Section 1.1: Protections**

A. The Assembly and its committees shall respect and protect the rights of individuals. When a subject under discussion or examination requires the use of confidential information, all reasonable efforts shall be made to safeguard the confidentiality of this information.

**Section 1.2: Regular Meetings**

A. Regular meetings of the Assembly are on the first and third Wednesdays of the month from 12:15-1:30 p.m., except University holidays and other dates cancelled at the discretion of the Executive Committee. The Assembly may adopt a different schedule of regular meetings by majority vote.

**Section 1.3: Organizational Meeting**

A. The Chair sets a date for the organizational meeting to occur as soon as possible after the conclusion of employee elections, but no later than April 15. In this meeting, the Assembly:

   i. Elects the officers of the Assembly for the next session in accordance with the procedures set forth in Article II, Section 2.2 of these Bylaws;

   ii. Receives nominations and appoints representatives to the University Assembly and any other committees or commissions with vacancies that occur in the next session; and,

   iii. Sets a schedule of regular meetings for the next session.

B. All members who will be seated as of the start of the next session of the Assembly are voting members for the purposes of the meeting and must make every reasonable effort to attend and participate. The meeting must be held in closed session. The first order of business for the meeting
must be appointment of a temporary chair who will preside until the Chair is elected for the next session. The temporary chair may be any voting member who does not seek election as Chair. The second order of business must be election of the Chair for the next session. The temporary chair must yield to the newly elected Chair immediately after their election.

C. If any positions are uncontested, the Chair may decide to vote by hand instead of by secret ballot.

**Section 1.4: Special Meetings**

A. The Chair may call special meetings to consider matters demanding immediate attention, or such meetings shall be called when requested by one-fourth of the seated members of the Assembly.

**Section 1.5: Quorum**

A. A quorum of voting members is required for the Assembly to do business at a regularly scheduled meeting.

B. A quorum shall consist of a majority of the seated voting members of the Assembly.

**Section 1.6: Executive Session**

A. The Assembly may go into executive session to discuss confidential matters by majority vote of those seated members who are present.

**Section 1.7: Agendas, Resolutions, and Minutes**

A. Agenda items will be compiled by the Executive Vice Chair in consultation with the Executive Committee. The Executive Vice Chair must post and distribute the agenda at least twenty-four hours prior to a meeting of the Assembly.

B. All resolutions must be sponsored by at least one voting member of the Assembly. All resolutions shall be reviewed by an appropriate committee of the Assembly for no more than thirty days before introduction at a regular meeting of the Assembly. Approval by the reviewing committee shall be a majority vote of the committee members present. The chair of the committee that reviewed the resolution shall provide a brief summary of the committee’s thoughts and/or concerns on the resolution when it is presented at a regular meeting of the Assembly. Under extenuating circumstances or time pressures, the Chair can determine that a resolution should be brought to the floor without committee review.

C. The Office of the Assemblies prepares minutes of each meeting, and makes them available to the university community after approval by the Assembly.
Section 1.8: Attendance

A. Attendance is required at all scheduled meetings for all voting members. Voting members:
   i. Must notify the Executive Vice Chair in advance of any absence.
   ii. May be unseated by a majority vote of the Executive Committee if they have more than two unexcused absences from regular meetings of the Assembly during a given term. Unseated members neither count toward the total vote, nor quorum.
   iii. May be reseated by a majority vote of the Executive Committee.

Section 1.9: Voting

A. The Chair may count any proxy vote that is received before the question to which it pertains is called. Votes submitted by proxy do not count towards quorum.
B. Voting may be conducted by electronic means at the discretion of the Executive Committee.
C. EA members may abstain from voting at regularly scheduled or special meetings of the Assembly. However, if the total number of abstentions is greater than the total number of votes in favor of a resolution or motion, the resolution or motion fails.
D. Abstentions do not count toward quorum.

Section 1.10: Parliamentary Procedure

F. The Assembly is not constrained to use parliamentary procedure for all discussions.

ARTICLE II: OFFICERS

Section 2.1: Officers Defined

A. The officers of the Assembly are the Chair, the Executive Vice Chair, the Vice Chair for Operations, the Vice Chair for Communications, and the Parliamentarian.

Section 2.2: Election of Officers

A. The officer elections occur in the following order: Chair, Executive Vice Chair, Vice Chair for Operations, Vice Chair for Communications, and Parliamentarian. For each office, the chair presiding over the meeting:
i. Entertains nominations of members for the position to be filled;

ii. Closes nominations;

iii. Allows each candidate to make an opening statement of specified duration;

iv. Allows all members present to ask questions of the candidates for a specified period of time;

v. Closes question and answer period;

vi. Moves to a vote by secret ballot; and,

vii. Repeats voting as needed until one candidate receives a majority of votes cast and eliminates the candidate receiving the fewest votes in each round of voting.

Section 2.3: Terms

A. The term of office is concurrent with a session of the Assembly. Officers may not serve more than two consecutive terms.

Section 2.4: Recalling Officers

A. The Assembly may remove any officer by an affirmative vote of two-thirds of seated members. The Assembly then immediately elects a new officer to serve the remainder of the term.

B. The above procedure shall also apply to chairs and members of committees of the Assembly.

Section 2.5: Executive Committee

A. The Executive Committee consists of the officers of the Assembly. The Executive Committee:

i. Formulates and approves an agenda for each meeting of the Assembly;

ii. Formulates, in consultation with the chairs of the Assembly’s committees, a budget of expenses for the Assembly and presents this budget to the Assembly for approval at the first regular meeting of the Assembly;

iii. Conducts an orientation meeting at the beginning of each term with the members of the Assembly. The agenda of the orientation meeting includes:

a. dissemination of written and verbal guidelines which articulate expectations for membership and for efficient operation of the Assembly and its committees;

b. continual communication with the Executive Committee and the roles of the officers;

c. the role of committees and best practices for committee operations;

d. the legislative process and the setting of priorities for committees and the Assembly;
Section 2.6: Officer Responsibilities

A. Chair

a. Assures the smooth and effective operation and maintenance of the Assembly;
b. Presides over meetings of the Assembly;
c. Delegates responsibilities as needed to accomplish the duties of the office and the goals set forth in the Charter and these Bylaws;
d. Transmits notice of the actions and recommendations of the Assembly;
e. Reports periodically to the Assembly on the disposition or current status of its actions and recommendations; and,
f. Serves as spokesperson of the Assembly, corresponds with the President of the University, enumerating actions taken by the Assembly, and submits an annual year-end report to the University President.

B. Executive Vice Chair

a. Assists the Chair as needed;
b. Chairs the meetings of the Executive Committee and distributes the agenda and meeting materials for regular and special meetings of the Assembly;
c. Reviews minutes prepared by the Office of the Assemblies and distributes drafts to Assembly members;
d. Notifies individuals and units directly affected by pending business of the Assembly or its committees which includes:
   i. the chief contact for the for the resolution or committee action being undertaken; and,
   ii. the charge to the committee conducting the business and the dates of meetings when the business will be considered, if applicable.
  
e. Presides in the absence of the Chair.

C. Vice Chair for Operations

a. Monitors and supervises the operations of the Assembly’s committees and the Assembly’s appointees to other committees;
b. Advises committee chairs on issues of process and directs inquiries as needed;
c. Receives nominations and expressions of interest in membership in the Assembly and presents slates of candidates to fill incidental vacancies as needed;
d. Oversees and tracks the finances of the Assembly with assistance of the Office of the Assemblies;
e. Monitors financial statements and authorizes expenditures in consultation with the Executive Committee;
f. Reports periodically to the Assembly on the status of the funds;
g. Prepares a yearly expenditure report outlining the use of funds for the past fiscal year; and,
h. Prepares the annual fund request and budget proposal.

D. Vice Chair for Communications
a. Chairs the Communications Committee;
b. Develops and executes communications plans for significant Assembly actions, projects, and initiatives;
c. Arranges for advertising, postering, email campaigns and outreach programs;
d. Prepares and distributes the Employee Assembly newsletter in consultation with the Communications Committee; and,
e. Reviews and approves internal and external communications of the Assembly in consultation with the Executive Committee and the Communications Committee.

E. Parliamentarian
a. Assures that meetings follow procedures found within the Charter and the Bylaws of the Assembly and rules on questions and disputes related to interpretation of those rules.
b. Coordinates with the Office of the Assemblies to ensure that the governing documents of the Assembly are public and reflect any changes made by the Assembly.

**ARTICLE III: COMMITTEES**

**Section 3.1: Generally**

A. The Assembly may establish standing or ad hoc committees as appropriate by a majority vote of the seated voting members of the Assembly.

B. Except where otherwise indicated, any employee is eligible to serve on any committee of the Assembly and the term of membership on committees is concurrent with a session of the Assembly.

**Section 3.2: Ad-Hoc Committees**

A. For each ad-hoc committee, the committee charge shall be written prior to the formation of the committee and the appointment of its members.

B. Every ad-hoc committee charge shall include a “sunset” clause with a specific date by which the committee is expected to report back to the Assembly.

**Section 3.3: Standing Committees**

A. Unless otherwise specified in its charge, each committee will be chaired by a voting member of the Assembly and will consist of eleven voting members:
a. Six members appointed by and from the voting membership of the Assembly, one of whom serves as chair;

b. Five members appointed by the Assembly from the employee community who are not members of the Assembly.

B. Each standing committee must:

a. Hold and publicize at least two meetings per semester that are open to the staff community where it receives and discusses items of business relevant to its charge;

b. Publish and submit, in a timely fashion, agendas and minutes of each meeting and make every reasonable attempt to ensure that members of the staff community affected by its recommendations are informed of the agenda of its meetings and of its recommendations.

Section 3.4: Charges of Standing Committees

A. Communications Committee

A. Communications, Outreach and Recognition Committee

By delegation from the Assembly, the committee will:

a. Publicize the activities of the Assembly and its committees, including the agendas of meetings, actions taken, and events organized by the Assembly through all available and appropriate media;

b. Develop and execute communications plans for significant Assembly actions, projects, and initiatives;

c. Review and approve internal and external communications of the Assembly;

d. Support and facilitate activities which raise awareness in the employee community of the Assembly’s role and function;

e. Coordinate and execute staff events and recognition activities sponsored by the Assembly, including the annual President’s Address to Staff;

f. Identify and examine opportunities for staff recognition by the Assembly and the university;

g. Review the Assembly’s staff recognition programs and recommend changes; and

h. Review nominations and approve staff recognition awards, including the George Peter Award for Dedicated Service, according to rules and selection criteria adopted by the Assembly.

The committee shall be chaired by the Vice Chair for Communications. The HR Events Manager, HR Communications Manager, and a representative from the Cornell Chronicle shall be invited to serve as a non-voting members of the committee. The committee may propose, review, and amend resolutions as it deems appropriate. The committee must approve resolutions referred for its consideration before they can be advanced to the Assembly for debate and for a vote.
B. **Employee Education and Development Committee**

By delegation from the Assembly, the committee will:

a. Review programs and proposals affecting employee education, including work-related and elective educational activities, and recommend changes;

b. Identify employee education needs and opportunities for employees to engage in the academic mission of the university through research and programmatic activities;

c. Review and recommend proposals for pipeline development and professional advancement opportunities for employees; and,

d. Recommend actions the university may undertake to address employee education needs.

A representative from Benefit Services, a representative from Organizational and Workforce Development, and a representative from the School of Continuing Education and Summer Sessions shall be invited to serve as non-voting members of the committee. The committee may propose, review, and amend resolutions as it deems appropriate. The committee must approve resolutions referred for its consideration before they can be advanced to the Assembly for debate and for a vote.

C. **Employee Welfare Committee**

By delegation from the Assembly, the committee will:

a. Review and recommend proposals and initiatives related to employee health and wellness, work/life, dependent care and family support, diversity and inclusion, sustainability, transportation, compensation, and any other topic deemed relevant to employee welfare.

The committee may propose, review, and amend resolutions as it deems appropriate. The committee must approve resolutions referred for its consideration before they can be advanced to the Assembly for debate and for a vote.

D. **Elections Committee**

By delegation from the Assembly, the committee will:

a. Review Assembly election rules and procedures and recommend changes as needed;

b. Apply election rules and procedures approved by the Assembly; and,

c. Plan and support, in collaboration with the Communications Committee, efforts to solicit candidates for vacant positions in the Assembly.

The Elections Committee consists of all members of the Assembly whose terms continue beyond the current session of the Assembly. The committee may propose, review, and amend resolutions as it deems appropriate. The committee must approve resolutions referred for its consideration before they can be advanced to the Assembly for debate and for a vote.

E. **Personnel Policy Committee**

E. **Benefits and Policy Committee**

By delegation from the Assembly, the committee will:
a. In collaboration with the Office of Human Resources, review and recommend changes to endowed and statutory benefits and personnel policies of the university, and other policies affecting the work environment at Cornell;

b. Solicit from employees and university departments opinions, information, and advice relevant to issues before the committee; and

c. In collaboration with the Faculty Senate, evaluate and make recommendations for changes to the University Benefits Committee, which is chartered jointly by the Employee Assembly and the Faculty Senate.

The Associate Vice President for Human Resources or a delegate shall be invited to serve as a non-voting member of the committee. The committee may propose, review, and amend resolutions as it deems appropriate. The committee must approve resolutions referred for its consideration before they can be advanced to the Assembly for debate and for a vote. The committee will appoint members, as needed, to serve on the University Benefits Committee.

F. Staff Recognition, Awards, and Events Committee

By delegation from the Assembly, the committee will:

a. Identify and examine opportunities for staff recognition by the Assembly and the university;

b. Review nominations and approve staff recognition awards, including the George Peter Award for Dedicated Service and the Mary Opperman Award, according to rules adopted by the Assembly and appropriate HR awards;

c. Coordinate and execute staff events and recognition activities sponsored by the Assembly, including the President’s Address to Staff and appreciation events;

d. Review the Assembly’s and the university’s staff recognition programs and recommend changes;

The Events and Outreach Manager for HR or a designee from Human Resources will serve as a non-voting member of the committee. The committee may propose, review, and amend resolutions as it deems appropriate. The committee must approve resolutions referred for its consideration before they can be advanced to the Assembly for debate and for a vote.

G. University Benefits Committee

a. The University Benefits Committee is chartered jointly by the Employee Assembly and the Faculty Senate, and the committee’s charter is appended to the Assembly’s bylaws.

ARTICLE IV: PROGRAMS ADMINISTERED BY THE EMPLOYEE ASSEMBLY

Section 4.1: Cornellians Aiding and Responding to Emergencies Grant Fund
A. The Assembly establishes the Cornellians Aiding and Responding to Emergencies (CARE) grant fund to support and assist employees and faculty experiencing financial hardship from non-medical catastrophic events beyond their control.

**ARTICLE V: SUSPENSION OF THE BYLAWS**

A. A seated voting member of the Assembly may make a motion to suspend an Article of these Bylaws for a specified duration of a meeting.

B. The Article of these Bylaws is suspended with two-thirds of the seated voting members voting in favor.

C. Article V, in its entirety, may not be suspended.

**ARTICLE VI: AMENDMENT**

A. Except where otherwise indicated, these bylaws are subject to amendment by a majority of the seated voting members of the Assembly.