



Cornell University  
Employee Assembly

**Employee Assembly Meeting  
Agenda  
September 7, 2022  
12:15-1:30pm**

**Physical Sciences Building  
Conference Room 401  
(4th Floor Conference Room)**

[Zoom](#)

1. Call to Order
  - Roll Call
  - Land Acknowledgment of the Gayogho:nq (Cayuga Nation)
2. Approval of the minutes from August 24
3. EA Resolution 1- Approving the Budget: [Link](#)
4. Liaison Appointments: [Link](#)
5. IT Tutorial Update
6. Priorities Poll (Previous Poll Results [Link](#))
7. Committee Reports
  - Executive Committee – Marcella Benda
  - Communications and Awards Committee – Jackie Creque
  - Education Committee – Matthew Davis
  - Welfare Committee – Kristine Mahoney
  - Benefits and Policy Committee – Kit Tannenbaum
  - Elections Committee – Annyce Schafft
8. Liaison Reports
9. Open Discussion
10. Adjournment – 1:30pm





# Cornell University Employee Assembly

## Cornell Employee Assembly

Minutes of the August 24, 2022 Meeting

12:15 PM – 1:30 PM

401 Physical Sciences Building | Zoom

### I. Call to Order

- a. Chair A. Haenlin-Mott called the meeting to order at 12:15 P.M.

### II. Roll Call

- a. *Members Present* : M. Benda, D. Borders, M. Brooks, C. Cornell., M. Davis, B. Dixon, A. Durant, A. Haenlin-Mott, E. Krumm, J. Kruser, K. Mahoney, A. Mittman, A. O'Connor, K. Phipps, A. Schafft, K. Supron, K. Tannenbaum., J. Withers
- b. *Members Absent*: J. Chandler; S. Coil, J. Creque, A. Durant; B. Fisher: D. Howell; S. Resue
- c. *Also Present*: G. Giambattista

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

- a. A. Haenlin-Mott stated the Assembly's acknowledgement of the Gayogoho:nq Nation.

### IV. Approval of the May 18, 2022 minutes

- a. A. Schafft stated that her corrections to the May 18<sup>th</sup> minutes have been made and updated to the document in Box.
- b. A. Schafft moves to approve the minutes, C. Cornell seconds, motion is **passed**.

### V. Business of the Day

- a. Budget Approval
  1. J. Withers stated that budget materials will be presented for approval at the September 7, 2022 meeting.

### VI. CARE Fund Presentation and Update

#### Marcella Benda and Kristine Mahoney

- a. M. Benda and K. Mahoney present the following information on the CARE Fund:
- b. CARE fund offers grants to staff and faculty who need help in an emergency; the maximum single award is two thousand dollars.
- c. Fund was created by the Employee Assembly in 2001 and is funded entirely by donations.



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- d. Since 2010, over 290 employees have received approximately 330,000 dollars from the fund.
- e. CARE Fund is open to employees who hold a benefits-eligible full-or part-time position.
- f. Eligibility information available at [hr.cornell/carfeund](http://hr.cornell/carfeund).
- g. Donors can make a one-time gift, enroll in payroll deduction, and donate cans and bottles to CARE fund at IthaCan and Lansing Bottle and Can.
- h. 2022 engagement goals-30% of employees, 100% of faculty, at any level of contribution.
- i. B. Dixon asked if CARE fund is linked to Cornell's specific domestic violence assistance fund. K. Mahoney stated that she will verify this with HR.
- j. K. Mahoney asks for all EA members to identify one to three working groups within their constituencies who will be willing to hear the CARE fund presentation.
- k. K. Mahoney states that most requests are in the 800 to 2,000 dollar range and most requests are not for the maximum.
- l. B. Dixon asks about average time from application to response. K. Mahoney states that committee is committed to response within 48 hours and funds are distributed within the pay period.
- m. Distributions are currently considered taxable income.
- n. J. Kruser asks about potential for matching grant from the University and proposes talking to university leadership about matching gifts to support the fund. K.. Tannenbaum stated that this can be examined by the Benefits and Policy Committee.

### VII. Committee Reports

- a. Executive Committee:
  1. M. Benda stated that the Executive Committee discussed the agenda and logistics.
  2. G. Giambattista stated as point of order that Zoom chat is not part of official record-statements must be made verbally to be entered into record.
  3. E. Kalweit will coordinate with Exec Committee and EA membership to gauge appropriate lunch needs for in-person meetings.
- b. Communications, Outreach, and Recognition Committee:
  1. No update.
- c. Employee Welfare Committee:
  1. K. Mahoney stated that EWC meetings will take place every other Wednesday at 11 a.m. and are currently addressing issues such as housing, transportation, and work-life balance.
- d. Education Committee:



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1. M. Davis will send an email or Teams communication for those who wish to serve on Education Committee.
2. A. O'Connor and A. Mittman expressed interest in serving Education Committee.
- e. Benefits and Policy Committee
  1. K. Tannenbaum stated that BPC has made changes such as the expansion of the bereavement leave policy.
  2. EA discussed hosting a welcome reception for new VPCHRO Christine Lovely; this is an activity BPC members can become involved with.
- f. Elections Committee
  1. A. Schafft stated that there are currently ten vacant positions on the EA.
  2. A. Schafft will send out email regarding recruitment efforts and other information to prepare for elections which will take place in Spring 2023.

### VIII. Liaison Reports

- a. A. Haenlin-Mott states that liaison vacancies will be discussed at September 7 meeting.

### IX. Open Forum

- a. K. Tannenbaum stated that EA retreat discussion had featured the point that the EA does not address individual grievances a la a labor union and inquired about how the EA delineates between the two
- b. J. Kruser stated that individual problems often reveal systemic issues and that the EA is well-positioned to gather large and detailed amounts of information relating top employee issues.

### X. Adjournment

- a. K. Mahoney moved to adjourn, J. Kruser seconded, motion approved unanimously and meeting adjourned at 1:25 p.m.

Respectfully Submitted,  
*Erik Kalweit*  
Acting Clerk of the Assembly



## EA R1: Approval of the 2022-2023 Operating Budget

Abstract: This is the operating budget for the EA 2022-2023 legislative session.

Sponsored by: Jessica Withers, Vice Chair for Operations & Finance

Reviewed by: Executive Committee, August 30, 2022

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**Whereas**, Article IV, Section 1 of the Charter of the Employee Assembly grants the Assembly “authority and control over its own policies, operations, and maintenance”; and

**Whereas**, the Employee Assembly Vice Chair for Operations and Finance is charged with the responsibility of maintaining and updating the Employee Assembly’s Operating Budget each legislative session; and

**Whereas**, the source of funds for the Employee Assembly’s administrative budget is the Division of University Relations; and

**Whereas**, these funds are intended to support the EA, its meetings, committees, events, and elections; and

**Whereas**, the funds are not intended to support: initiatives; resources designated in resolutions; transfers to other units of the university; support of HR initiatives; other co-sponsorships of events not “owned” by the Employee Assembly

**Be it therefore resolved**, the Employee Assembly approves and adopts the Operating Budget for the 2022-2023 legislative session attached as an appendix to this resolution.

**Respectfully Submitted,**

Jessica Withers, Vice Chair for Operations & Finance

Addendum 1: budget







20001 Personnel Policy	\$100.00	\$0.00	\$100.00												
20002 Education	\$100.00	\$0.00	\$100.00												
20003 Staff Recognition and Awards	\$2,200.00	\$110.00	\$2,090.00						\$110.00						
30001 President's Address to Staff	\$2,500.00	\$1,665.00	\$835.00				\$1,290.00	\$375.00							
30002 CARE Fund	\$450.00	\$0.00	\$450.00												
<b>TOTAL Expenses</b>	<b>\$9,650.00</b>	<b>\$9,479.83</b>	<b>\$170.17</b>	\$324.50	\$5.44	\$30.00	\$1,290.00	\$850.16	\$488.95	\$516.11	\$0.00	\$1,344.35	\$376.80	\$56.00	\$4,197.52

2015-2016	Expense Categories	2015-16 Budget	YTD Expense	Balance	July	August	September	October	November	December	January	February	March	April	May	June
	10000 Administrative (food for mtgs)	\$2,500.00	\$4,124.01	-\$1,624.01		\$276.97	\$656.17	\$418.37	\$366.75	\$355.30	\$140.00	\$249.05	\$263.00		\$723.00	\$675.40
	10001 Executive	\$100.00	\$0.00	\$100.00												
	10002 Communications	\$1,000.00	\$0.00	\$1,000.00												
	10003 Internal Operations	\$100.00	\$0.00	\$100.00												
	10006 Elections	\$600.00	\$0.00	\$600.00												
	20001 Personnel Policy	\$100.00	\$0.00	\$100.00												
	20002 Education	\$100.00	\$0.00	\$100.00												
	20003 Staff Recognition and Awards	\$2,200.00	\$94.45	\$2,105.55						\$94.45						\$1,345.20
	30001 President's Address to Staff	\$2,500.00	\$2,224.12	\$275.88					\$1,999.12		\$225.00					
	30002 CARE Fund	\$450.00	\$0.00	\$450.00												
	<b>TOTAL Expenses</b>	<b>\$9,650.00</b>	<b>\$7,787.78</b>	<b>\$1,862.22</b>	\$0.00	\$276.97	\$656.17	\$418.37	\$2,365.87	\$449.75	\$365.00	\$249.05	\$263.00	\$0.00	\$723.00	\$2,020.60

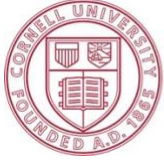
\$4,436.65  
\$2,843.83

2014-2015	Expense Categories	2014-15 Budget	YTD Expense	Balance
	10000 Administrative	\$2,500.00	\$2,145.97	\$354.03
	10001 Executive	\$100.00	\$0.00	\$100.00
	10002 Communications	\$1,000.00	\$164.97	\$835.03
	10003 Internal Operations	\$100.00	\$0.00	\$100.00
	10006 Elections	\$600.00	\$0.00	\$600.00
	20001 Personnel Policy	\$100.00	\$0.00	\$100.00
	20002 Education	\$100.00	\$0.00	\$100.00
	20003 Staff Recognition and Awards	\$2,200.00	\$2,679.02	-\$479.02
	30001 President's Address to Staff	\$2,500.00	\$2,257.98	\$242.02
	30002 CARE Fund	\$450.00	\$0.00	\$450.00
	<b>TOTAL Expenses</b>	<b>\$9,650.00</b>	<b>\$11,030.81</b>	<b>-\$1,380.81</b>

food expenses	2014-15	353.25	477.69	398.1	480.22	401.29	190.24	402.44	\$461.15	\$455.07	\$400.70	\$416.50
	2013-14	102.96	272.59	278.49	238.58	261.74	321.78	103.36	386.44	386.44	23.12	468.33

2013-2014	Expense Categories	2013-14 Budget	2013-14 Actual	Balance
	10000 Administrative	\$2,500.00	\$4,093.81	-\$1,593.81
	10001 Executive	\$100.00	\$0.00	\$100.00
	10002 Communications	\$1,000.00	\$252.53	\$747.47
	10003 Internal Operations	\$100.00	\$0.00	\$100.00
	10006 Elections	\$600.00	\$0.00	\$600.00
	20001 Personnel Policy	\$100.00	\$0.00	\$100.00

20002 Education	\$100.00	\$0.00	\$100.00
20003 Staff Recognition and Awards	\$2,200.00	\$1,177.05	\$1,022.95
30001 President's Address to Staff	\$2,500.00	\$1,860.40	\$639.60
30002 CARE Fund	\$450.00	\$0.00	\$450.00
<b>TOTAL Expenses</b>	<b>\$9,650.00</b>	<b>\$7,383.79</b>	<b>\$2,266.21</b>



## Cornell University Employee Assembly

### **Employee Assembly Committee – Liaison appointments (internal/external)**

#### **University Assembly (UA) Standing Committees**

Each UA Standing Committee is composed of 11 voting members – 3 from the UA (one of whom is the chairperson of the committee), 1 from each constituent assembly from its voting membership; and 1 from each constituent assembly from the constituency it represents. Listed below are the current vacancies that are to be filled by the Employee Assembly:

- UA Codes and Judicial Committee (2022-2023 term – chair to be named)
  - **Employee Assembly Representative** – voting member from the EA
  - **Employee Representative** – staff/employee representative who is not a voting member from the EA
- UA Campus Committee on Infrastructure, Technology and the Environment (2021-2023 term – chaired by David Hiner, Employee Representative to the UA)
  - **Employee Assembly Representative** – voting member from the EA
  - **Employee Representative** – staff/employee representative who is not a voting member from the EA
- UA Campus Welfare Committee (2022-2032 term – chaired by Andrew Juan, Student Assembly Representative to the UA)
  - **Employee Assembly Representative** – voting member from the EA
  - **Employee Representative** – staff/employee representative who is not a voting member from the EA

#### **University Assembly (UA) Associated Committees**

- Campus Planning Committee The Campus Planning Committee shall consist of: four Presidential appointments, eight position appointments, and nine additional at-large members. The nine at-large members consist of one University Assembly liaison, two graduate/professional student, two undergraduate students, two employees, and two faculty members, each named by his or her respective Assembly for a two-year term. Listed below are the current vacancies that are to be filled by the Employee Assembly:
  - **Employee Representative** – Andrea-Haenlin-Mott
  - **Employee Representative** – Kristine Mahoney
- Transportation Hearing and Appeals Board (2021-2022 term – chair to be elected)

The Transportation Hearing and Appeals Board shall consist of two members nominated by their respective Assemblies and approved by those bodies and one ex-officio member representing the administrative staff of Transportation and Mail Services. Members shall be constituted as follows: four students (two graduate/professional, two undergraduate), four faculty, and four employees. No employee of Transportation and Mail Services or Cornell Police may serve on THAB. The term of membership shall be two years, except that initially, so that terms may be staggered, two faculty, two students and two employees shall serve terms of one year. Listed below are the current vacancies that are to be nominated and approved by the Employee Assembly:

  - **Employee Representative** – Karen LoParco

- **Employee Representative** – Lisa Zacharias

#### **Other University Committee appointments/liaisons**

- Committee for Campus-Constituency-Elected Trustees (2022-2023 term – chair TBA)  
The Committee for Campus-Constituency-Elected Trustees membership will include the 2 faculty elected-trustees, the 2 student-elected trustees, the employee-elected trustee, and one representative each from the Student Assembly, the Graduate and Professional Student Assembly, and the Employee Assembly. Listed below is the current vacancy to be filled by the Employee Assembly:
  - **Employee Assembly Representative** – Kate Supron
- Faculty Senate (2022-2023 term – chaired by Eve De Rosa, Dean of Faculty)  
The Faculty Senate holds 5 non-voting ex-officio seats: one seat for postdocs filled through the Office of Postdoctoral Studies; one seat for the Graduate and Professional Student Assembly; one seat for the Student Assembly; one seat for the Employee Assembly; and one seat for ROTC. Listed below is the current vacancy to be filled by the Employee Assembly:
  - **Employee Assembly Representative** – voting member from the EA
- University Hearing and Review Board (2022-2023 term – chaired by Tracy Carrick, Review Board Chair; Celia Bigoness, Hearing Board Chair; Michelle Whelan, Hearing Board Chair; Timothy DeVoogd, Hearing Board Chair; Kelly King-O'Brien, Hearing Board Chair)  
The University Hearing and Review Board is composed of 55 members – 25 students, 15 faculty members, and 25 non-faculty members. Listed below are the current vacancies that are to be filled by the Employee Assembly:
  - **Employee Representative** – staff/employee representative named by the EA (can be either a voting member of the EA or a staff/employee representative who is not a voting member of the EA)
  - **Employee Representative** – staff/employee representative named by the EA (can be either a voting member of the EA or a staff/employee representative who is not a voting member of the EA)
  - **Employee Representative** – staff/employee representative named by the EA (can be either a voting member of the EA or a staff/employee representative who is not a voting member of the EA)