



# Cornell University Employee Assembly

## **AGENDA** **Employee Assembly Meeting** **October 16, 2019** **12:15 -1:30pm** **701 Clark Hall**

### **“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:
  - a. Charles Van Loan: Ad Hoc Budget Planning Advisory Committee (30 Minutes)
  - b. Gordon L. Barger: Open Enrollment Presentation (30 Minutes)
- IV. Committee Reports (15 minutes)
  - a. Communications & Awards Committee
  - b. Elections Committee
  - c. Executive Committee
  - d. Benefits & Policy Committee
  - e. Employee Welfare Committee
  - f. Employee Education & Development Committee
- II. New Business
  - a. Open Discussion
- V. Adjournment – 1:30pm

**Note:** You may join via Zoom. Here is the link: Join URL: <https://cornell.zoom.us/j/258604492>

### **Upcoming Meeting:**

11/6/2019 Physical Sciences Building 401

The Workday Team: Talent Marketplace

Chantelle Cleary: 6.4 hearing panelists and co-investigators



# Cornell University Employee Assembly

**Cornell Employee Assembly**  
Minutes of the October 2, 2019 Meeting  
12:15-1:30 PM  
701 Clark Hall

## I. Call to Order & Roll Call

- a. Chair Howell called the meeting to order at 12:15pm.
- b. *Members Present:* K. LoParco, A. McCabe, A. Howell, H. Depew, M. Benda, D. Hiner, C. Wiggers, R. Lochner, E. Ivory, J. Cooley, L. Taylor, K. Mahoney, J. Withers, J. Michael, A. Miller, S. Barry, K. Barth, K. Supron, B. Fortenberry, A. Haenlin-Mott, J. Creque, E. Miller, M. Newhart, B. Goodell, C. Sanzone
- c. *Members Absent:* H. Sheldon, A. Sieverding, A. Brooks, T. Chams

## II. Approval of Minutes

- a. Motion to amend the September 4, 2019 EA meeting minutes by replacing “EA Member” with “B. Fortenberry” in Section V.a.i.20 – **approved** with no dissent
  - i. Motion to approve the minutes – **approved** with no dissent

## III. Business of the Day

- a. Michelle Artibee (Associate Director, Work/Life, Division of Human Resources)
  - i. EA Domestic Violence at the Workplace Initiative
    1. M. Artibee gave an overview of domestic violence statistics. One in four women and one in seven men experience domestic violence in their lifetime. Domestic violence is defined as a pattern of violent or coercive behaviors meant to gain or maintain power over another person. It includes a broad range of behaviors, including physical, sexual, emotional, psychological, financial, and other forms of control.
    2. M. Artibee announced “Cornell Takes a Stand Against Domestic Violence” on October 24. Cornell is recognizing Domestic Violence Awareness Month by participating in New York State’s “Go Purple Day.” All employees are invited to show support for victims of domestic violence by wearing purple. There will also be domestic violence awareness tables across campus. EA members can help by:
      - a. Distributing posters and forwarding information via email.
      - b. Wearing purple pins throughout October and distributing pins.
      - c. Wearing purple clothing on October 24 and encouraging colleagues to do so too.
      - d. Sponsoring or visiting a Domestic Violence Awareness Table on October 24.
      - e. Completing a “I pledge to stand against domestic violence...” card.
      - f. Posting photos of participation using #DVAMTompkins, #NYGoesPurple4DV, #WorkingAtCornell.
      - g. Encouraging contributions to the Emergency CARE Fund, which serves victims. M. Artibee noted that employees are beginning to increasingly access resources. Over the past two years, there have been 17 domestic violence cases reported. The office is working on tracking and getting people support earlier than what they would have been able to a couple years prior. They are prioritizing education on the use of tools.
      - h. Telling managers about the October 22 domestic violence training for managers from 9:00-11:00am at 345 East Hill Plaza. There will also be a variety of materials to forward over to employees.
      - i. Requesting training for organizations.
    3. J. Withers asked if the EA is sponsoring a table.
      - a. Chair Howell said he is open to it.

- b. M. Artibee offered to share hotspot places on campus that can benefit from more attention. Tables can also be tailored to the sponsoring department. For example, the librarians have pulled out a lot of books on domestic violence in the workplace.
    - c. K. Mahoney added that the Welfare Committee is meeting tomorrow and it is something they can discuss.
    - d. Chair Howell noted that EA members have been great this year on putting in volunteer time. Events like these are great opportunities for leadership and participation.
  - 4. M. Artibee shared photos and noted that a lot of pledge cards came from survivors. She highlighted that people never know exactly what others are going through and how that has informed their experiences. She advocated for acknowledging the stigmas that come with domestic violence, especially at Ivy League institutions. She has interacted with faculty who have privately shared their experiences, but would be mortified if their colleagues knew about them.
- ii. Mental Health Conversations/Workshops for Employees
  - 1. M. Artibee shared a list of upcoming mental health conversations and workshops. She brought up the recent loss of Dr. Gregory Eells, and noted there have been other losses on campus that have also had profound impacts. They are looking to shine a light on the ripple effect in the workplace and provide a forum for people to talk. They did not require signups for the grief and loss sessions, so she is unsure about attendance numbers. She invited EA members who are passionate about the topic to join.
    - a. M. Artibee noted there are over 300 registrations for five of the workshops she is overseeing despite minimal promotions. They have added Zoom options for a lot of the session.
    - b. M. Artibee added they are working on a supervisor module about employee wellbeing that will be added into trainings. The training will include concrete examples on what they can do in the workplace.
  - 2. K. Mahoney mentioned that she signed up for the Employee Wellbeing 101: An Overview of Programs & Resources webinar. She has encouraged people in her unit to join as well. While there is a lot of discussion on notice and response for assisting students, there is not so much parity for staff. She asked if this was a conversation they were having in HR.
    - a. M. Artibee replied that Cornell Health Mental Health Promotion Program Director Catherine Thrasher-Carroll has helped design and craft notice and response sessions. They have talked about applicability for employees, especially for those who do not have a lot of interaction with students. They looked at aspects of the program that would be inclusive and aspects that are student-centric. Notice and response centers around a situation video that involves students, and there is a need for a standalone program focusing on employees with an employee-centric scenario. She does not have a date to announce, but the conversation is happening and it has been noted that this issue is one component missing from the curriculum of offerings.

#### **IV. Committee Reports**

- a. Chair Howell stated he has been able to sit in on at least one meeting from each committee thus far through Zoom. He is encouraged and inspired by how energetic and great the committee work is going. He thanked everyone and the committee chairs for engaging in discussions.
- b. Elections Committee
  - i. J. Withers had nothing to report as the committee is not meeting this semester. She volunteered to go to Geneva for the President's Address to Staff event. She is also working on an email blast to the Geneva campus as they do need an EA representative from Geneva.
- c. Communications, Outreach, and Recognition Committee
  - i. C. Sanzone thanked everyone who volunteered for High Five RED (Recognizing Employees Day) Day.

- ii. C. Sanzone gave an update on the President's Address to Staff event, reporting that they are in the last stages of planning for the main event and for the satellite event in Geneva. She noted that emails will be sent out to those who volunteered for a role with more information. She also asked A. Haenlin-Mott to speak with her separately about accessibility.
- iii. C. Sanzone said regarding awards, things are going as planned.
- iv. C. Sanzone stated that the Priorities Poll closes today. The poll was sent a little late to the Geneva staff, so they asked for an extra day. The next step is to analyze the data and produce a summary report, which will take a couple weeks.
- v. C. Sanzone stated there is another upcoming volunteer event, the Cornell Fall Employee Celebration on Saturday, October 26.
  - 1. E. Miller added that they could use a few more volunteers.
- vi. C. Sanzone added that the committee is looking at ordering some promotional items for tabling events. She requested EA members with ideas to pass them along.
- d. Executive Committee
  - i. H. Depew said she will provide a report on the Priorities Poll to the EA and VP Mary Opperman. The report will highlight major issues and items. There are sections where individuals could write out their major concerns. She will work with Director of HR Analytics Dr. Linda Croll Howell on the best way to represent the information.
    - 1. C. Sanzone added that there has been over 600 responses.
- e. Benefits and Policy Committee
  - i. E. Miller announced that the committee will be meeting next Tuesday. She will put out an email blast this week.
    - 1. A. Miller stated that after the previous EA meeting discussion on T. Chams' policy survey on vacation allowance timelines, she reached out to Human Resources Senior Consultant on Staff and Labor Relations Luran Jacoby. She is waiting for a calendar invite to meet with her and Associate VP of Human Resources Allan Bishop to get information on why HR sent back a note stating it was not interested in addressing the issue after all the work was done. If the meeting occurs before Tuesday, she will share the information.
- f. Welfare Committee
  - i. K. Mahoney stated the committee is meeting tomorrow to further the conversation from last week on opportunities for awareness. She is looking to schedule meetings to discuss the employee survey and transportation priorities and initiatives.
- g. Education Committee
  - i. M. Benda reported the committee is meeting with Director of Community Learning + Service Partnership (CLASP) to discuss challenges the program faces. In addition, C. Wiggers organized a lunch to discuss the Employee Degree Program (EDP) next Friday. The committee is going to learn more about the program and how to support them. Due to scheduling issues, the next committee meeting will take place towards the end of the month.

## V. New Business

- a. Campus Code of Conduct Update
  - i. J. Michael noted that she and L. Taylor previously served on the Campus Codes and Judicial Committee (CJC). The campus judicial code is 48 pages, and the CJC has been directed by President Martha Pollack to pull out and create a separate student code. She has been asked to make sure they know what the employees want. It is unusual among institutions to not have a separate student code.
    - 1. L. Taylor added that the Office of University Counsel has put together a draft for the student code. They are looking at that and trying to not completely disassociate it from the whole code. The current thinking of the CJC is to have the student code be a part of a larger umbrella code for the whole institution so they do not lose protections for faculty and staff. The administration is asking for the CJC to have something in time for the Board of Trustees meeting in December.

2. C. Sanzone asked for an example where it would make sense for students to be held to a different standard.
    - a. J. Michael replied that conduct is developmental and educational. When students make a mistake, repercussions may be a developmental or educational response.
  3. L. Taylor added that the language around how they are framed will be changed. It will be less punitive for students.
- ii. K. Barth stated that while he is not on the CJC, he has been at the UA meetings. He is not worried about the idea of division or employees losing any rights. There are 800 cases referred to the Judicial Administrator, and they all involve undergraduate students. 400 of the cases involve freshmen and 300 of them sophomores. Only four cases were put between staff and faculty. President Pollack wants the code to be finished by May, with something to show in December to the Board of Trustees. Students coming to campus engaging in misconduct do not understand what is going to happen and the code needs to make that clear. K. Barth added there has been public discussion on the use of resolutions. There has been missteps and communication problems among the UA, but it is making good progress. President Pollack envisions the core values integrated into the code that speaks to everybody. The code is on track and they are working to keep it in scope. While the university is not legally required to revise the code, the whole judicial system is currently in a mess around these issues. There has been a point brought up about bringing the Greek Life justice system into the student code. However, President Pollack has stated she has no problem not addressing the Greek Life system as it will be challenging to convince hundreds of people to give up jurisdiction.
  - b. Chair Howell reiterated a point he made at the EA retreat. The EA appoints a lot of people to different bodies, and he looks forward to inviting them back at least once a year to give a report on the activities in the various committees. He asked EA members with information to share to send them to him and he will include them in his biweekly emails.
  - c. Chair Howell opened a conversation on best practices to get in front of constituents and represent them. He asked EA members to share strategies for outreach, such as gaining access to listservs or attending employee meetings.
    - i. B. Fortenberry stated he was invited to an event and introduced himself. Since then, he has been invited to several team meetings. He has worked on making himself open and available to large team or division meetings. Next week, he is visiting the IT team for Student and Campus Life. He added that having an email contact to all divisional leaders has been helpful in his experience.
    - ii. J. Michael added she got access to the Architecture, Art, and Planning listserv. On the bottom of the emails, it lists her information and a note stating she is willing to talk to employees confidentially. She also posts everything in the breakroom.
    - iii. J. Creque shared that she has monthly lunch hours where employees gather. They also have listservs and digital displays.
  - d. R. Lochner asked for an update on the smoke-free campus initiative.
    - i. D. Hiner noted that the University Assembly is still working on the survey and anticipates it will be out in the middle of October.

## VI. Adjournment

- a. Chair Howell adjourned the meeting at 1:09pm.

Respectfully Submitted,  
*Catherine Tran*

Clerk of the Assembly