

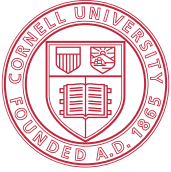
**Cornell University**  
**Employee Assembly**

**AGENDA**  
**Employee Assembly Meeting**  
**November 18, 2020**  
**12:15 – 1:30 pm**  
**Remote Via Zoom**

**“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 12:15pm
- II. Roll Call
- III. Approval of Minutes from Oct. 21 and Nov. 4
- IV. Business of the Day
  - a. Staff Forums
  - b. Retreat
  - c. University Assembly Codes and Judicial Committee Update
- V. Committee Reports
  - a. Executive Committee
  - b. Communications and Awards Committee
  - c. Education Committee
  - d. Welfare Committee
  - e. Benefits and Policy Committee
  - f. Elections Committee
- VI. New Business
  - a. Open Discussion
- VII. Adjournment – 1:30pm



# Cornell University Employee Assembly

**Cornell Employee Assembly**  
Minutes of the October 21, 2020 Meeting  
12:15-1:30 PM  
Zoom

## **I. Call to Order**

- a. Chair H. Depew called the meeting to order at 12:16pm.

## **II. Roll Call**

- a. *Members Present:* J. Cannella, M. Cherry, J. Creque, H. Depew, J. Duong, B. Fortenberry, B. Goodell, A. Haenlin-Mott, D. Howell, R. Lochner, K. LoParco, K. Mahoney, V. McAuley, J. Michael, E. Miller, M. Podolec, K. Supron, K. Tannenbaum, L. Taylor, J. Townley, J. Withers, L. Zacharias
- b. *Members Absent:* S. Barry, B. Fisher, D. Howell, E. Ivory, M. Newhart, N. Siadat, K. Wilcox

## **III. Approval of Minutes**

- a. September 16, 2020 minutes – approved unanimously
- b. October 7, 2020 minutes – approved unanimously

## **IV. Business of the Day**

- a. H. Depew reviewed the last meeting and went over the raising hand function within Zoom.
- b. President's Address to Staff debrief
  - i. H. Depew acknowledges the participation by EA members E. Miller, B. Goodell, K. Loparco and M. Cherry.
  - ii. B. Goodell expressed sentiment about the address and stated that he spoke with some of his constituents and gathered some suggestions. The suggestions involved the option to submit questions prior to the event and what will happen to questions that were not answered during the address.
  - iii. J. Withers stated that she had several constituents reach out that they felt the address was very positive and helpful.
  - iv. L. Taylor also indicated that it would be helpful to gather/curate questions prior to the event.
  - v. H. Depew responded on why questions weren't historically answered post event. She stated that she will check with Mary Opperman's office as to responding to questions that were not live answered.
  - vi. J. Cannella stated that M. LoParco asked great questions.
  - vii. B. Fortenberry commented about appreciation of being able to acknowledge people.
  - viii. K. Tannenbaum posed the question about it happening more frequently.
  - ix. M. LoParco responded to the question on the decision to take questions.
  - x. K. Supron asked questions about Q & A.
  - xi. H. Depew spoke about having additional presidents' addresses.
  - xii. Floor is given to B. Fortenberry, who suggested there be several forums a year.
  - xiii. H. Depew asked that members do not use chat to vote.
  - xiv. J. Townley stated that Geneva people like zoom platform over live stream.

- xv. K. Tannenbaum commented that she likes the online version better because of intimacy.
- c. H. Depew spoke about the priorities poll and getting consensus on issues
  - i. The EA has received over 960 responses from staff members
  - ii. K. Supron mentioned that she wants to use the same format, but says a few items are updated.
  - iii. K. Mahoney and A. Haenlin-Mott made positive comments on the priorities poll
  - iv. M. LoParco questioned the cycling the priorities and the influence of the order.
  - v. K. Supron asked about prioritizing subjects on Qualtrics.
  - vi. M. LoParco inquired about randomizing or ranking priorities, along with who does the Qualtrics.
  - vii. B. Goodell commented about ranking topics and randomization of which topics comes on top
  - viii. M. Cherry, who has worked with Qualtrics, commented that it is possible to use the randomizing function.
  - ix. J. Withers also mentioned how ranking is something that the participants liked.

## **V. Committee Reports**

- a. Executive Committee – discussed the President’s Address to the Staff, employee newsletter and the priorities poll. Mentioned use of the Recognition Portal for the EA Appreciation award
- b. Communications and Awards Committee – Happy that the word got out for the President’s Address and visibility on all Cornell platforms; the EA Voice newsletter was sent on Monday, 10/19; next newsletter is scheduled for 11/16 and will highlight the priorities poll, the appreciation award winners/nominees and spotlight the Welfare Committee. Next meeting will be on met on October 27 at 2:00pm.
- c. Education Committee – H. Depew informed the assembly that there is a need for a new chair for the Education Committee. The next meeting is scheduled for Friday, 10/23 at 1:00pm. L. Taylor spoke about a ruling from Homeland Security and how the international community is experiencing a difficult time. J. Creque stated she does not have the bandwidth to lead the committee
- d. Welfare Committee – two current working groups – one focused on working remotely and the other on safe spaces and staff knowledge of obtaining help emotionally. Spoke about reaching out to students – potential for pen pal programs. Consideration for a resolution that will acknowledge the student body creating a safe semester on campus. A. Miller provided input on the retiree newsletter.
- e. Benefits and Policy Committee – update on vacation balance carryover. Stated that funds are going back to students instead of university.
- f. Elections Committee – meeting with prior Elections Committee chair and will be moving forward with Spring 2021 election details.

## **VI. Open Forum**

- a. H. Depew stated that there is a request for feedback for the Campus Code of Conduct and the EA will need to provide aggregated comments
- b. M. LoParco mentioned using the Winter Break as a time for self-care
  - i. E. Miller stated that the EA should still continue to meet
  - ii. K. Mahoney commented that meetings can be exhausting and would like to discuss a wellness forum. She further advocated that if the EA doesn’t meet, they should still make activities for wellness.

- iii. B. Goodell stated he doesn't want staff to feel like they are abandoned.
- iv. L. Taylor stated that there may be a number of times they are expected to meet.
- v. K. Tannenbaum suggested having shorter meetings scheduled.
- vi. M. LoParco commented that they haven't stopped meetings and that committees should still meet and use the opportunity to finish earlier if possible

**VII. Adjournment**

- a. Chair Depew adjourned the meeting at 1:18pm.

Respectfully Submitted,  
*Wendy Treat*  
Senior Coordinator, Office of the Assemblies

DRAFT



# Cornell University Employee Assembly

**Cornell Employee Assembly**  
Minutes of the November 4, 2020 Meeting  
12:15-1:30 PM  
Zoom

## **I. Call to Order**

- a. Chair H. Depew called the meeting to order at 12:16pm.

## **II. Roll Call**

- a. *Members Present:* J. Cannella, M. Cherry, J. Creque, H. Depew, J. Duong, B. Fisher, B. Fortenberry, B. Goodell, A. Haenlin-Mott, D. Howell, R. Lochner, K. LoParco, K. Mahoney, J. Michael, A. Miller, E. Miller, M. Newhart, M. Podolec, N. Siadat, K. Supron, K. Tannenbaum, J. Townley, J. Withers, L. Zacharias
- b. *Members Absent:* S. Barry, E. Ivory, V. McAuley, L. Taylor
- c. *Special Guests:* President Martha Pollack, Vice President and Chief Human Resources Officer Mary Opperman, Vice President of University Relations Joel Malina

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

- a. Presentation by President Marth Pollack and Vice President and Chief Human Resources Officer Mary Opperman
  - i. President Pollack provided updates on the following items:
    1. COVID transmission – She informed the Assembly that just under 70,000 tests conducted in a two week period with seventeen positive cases, five of which were students and the remaining twelve are faculty and staff cases. This results in a weekly positivity rate of 0.02%, even with faculty and staff living in areas outside of Ithaca and Tompkins County. She reiterated that the success is fragile and individuals still need to stay diligent, especially with the upcoming holiday season and colder months. There is also an opportunity for supplemental surveillance testing available for staff who are not on campus or approved to be on campus. She also referenced taking care of mental health and well being and referred members to utilize the Faculty and Staff Assistance Program (FSAP).
    2. Budgetary Impact of the Pandemic – currently reviewing budgets with the Provost and the Vice President and Chief Financial Officer in the hope that the salary and retirement cuts may potentially be restored after the first of the year.
    3. Highlights of faculty and staff accomplishments during the pandemic – referenced a grant from the National Science Foundation in the amount of \$32.6 million going to Cornell’s High Energy Synchrotron Source (CHESS) to allow for the building of a high magnetic field (HMF) beam line for advanced studies that cannot be conducted elsewhere in the world; the Institute for African Development, part of the Mario Einaudi Center for International Studies, was awarded a three year \$300,000 grant from the Department of Education to strengthen African Studies and languages for Cornell undergraduates, both in Ithaca and in Africa, and allow for experiential education for students in West Africa and southern Africa; new digital newsletter “Belonging at Cornell”, to be distributed four to six times a year, which addresses

social justice issues in our country and addresses the need for programming and resources for staff around diversity, equity and inclusion.

- b. EA R4 – In Recognition and Appreciation of Cornell University Students
  - i. Abstract: This resolution is a formal recognition of the response of Cornell University students to the COVID-19 pandemic and to thank them for their efforts to protect Cornell’s Ithaca campus community.
  - ii. Motion to call to question and end debate - **approved**
- c. Endorsement for the Faculty Senate Resolution
  - i. J. Creque informed the assembly that a resolution will be voted on at next Faculty Senate meeting (11/11/20) to name building in North Campus Residential Expansion in recognition of Barbara McClintock.
  - ii. Draft separate resolution from EA to provide strength for Faculty Senate resolution.
  - iii. There was strong support from the assembly members for a resolution from the EA.
  - iv. An assembly member asked which committee this would go through.
  - v. H. Depew stated that it would go through the Executive Committee.
  - vi. E. Miller stated that she would work on the resolution with J. Creque

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

- a. Executive Committee – met last on 10/30 with special guest Jennifer Fonseca regarding programming for staff; staff forums to resume in December or January so as to not compete with the upcoming Provost’s Town Hall.
- b. Communications and Awards Committee – 16 members on committee; meeting regularly every two weeks. EA Priorities Poll and other spotlights in next EA newsletter in November
- c. Education Committee – still need chair for committee. Review rules and bylaws on how to support opportunities for staff (CULearn and Employee Degree Program); potential for staff forum for educational opportunities; next meeting is 11/20
  - i. President Pollack mentioned that there is a possibility that online course materials that are currently available to students may be available to staff next year
- d. Welfare Committee – met on 11/4; indicated a strong relationship with M. Artibee, B. Brady and L. Croll-Howell to provide voice to initiatives before they go live to all staff; subcommittees – work from home and safe spaces (challenges and opportunities); CARE fund – revamp and update; Domestic Violence Awareness campaign; wellness featured forum; sponsored resolutions – essential employees, VRI participants, contributions of RBH, recognize Cornell students and their contribution to the success of this term
- e. Benefits and Policy Committee – met on 11/3 and discussed policy on release time for committee work/participation; M. Opperman stated that she can discuss this offline, yet she encouraged participation in shared governance; however, some jobs are different than others with regard to flexibility to take part in committees; Belonging at Cornell survey results to be shared with BPC to see if there is any direction they should pursue. M. Opperman suggest that L. Croll-Howell do a presentation
- f. Elections Committee – carrying work forward; fall elections were entirely remote and it was a relatively seamless election. Next phase involves spring elections and cleaning up some of the kinks for hybrid staff election (in person/on campus and remote staff); increasing participation – additional seats; they are exploring the petition signatures and their purpose and if they are necessary.

#### **V. New Business**

- a. Vote on EA R4

- i. Grammatical errors to be correct
- ii. Motion to vote – resolution approved 21-0-0
- b. Open Discussion
  - i. B. Fortenberry – as the newly appointed Codes and Judicial Committee chair, he informed members of the proposed revisions to the Campus Code of Conduct and stated that he is still missing a non-EA staff/employee representative on the committee.
  - ii. J. Cannella asked about the number of committees that each assembly member needs to be on and should it be revisited.
  - iii. R. Lochner stated that he will work on this off line.
  - iv. K. Mahoney mentioned that there is documentation related to remote work forthcoming.
  - v. An assembly member raised the point about the size of the committees.
  - vi. G. Giambattista provided information that the bylaws were in place when the Employee Assembly was much smaller and it makes perfect sense to revisit them now, given the growth of the assembly.

## **VI. Adjournment**

- a. Chair Depew adjourned the meeting at 1:18pm.

Respectfully Submitted,

*Wendy Treat*

Senior Coordinator, Office of the Assemblies