

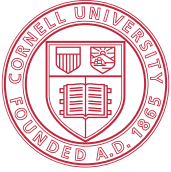
Cornell University
Employee Assembly

AGENDA
Employee Assembly Meeting
September 16, 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.

- I. Call to Order 12:15pm
- II. Roll Call
- III. Approval of Minutes
- IV. Business of the Day (40 Minutes)
 - a. Introductions/Meeting Schedule- Hei Hei
 - b. Roberts Rules- Gina
 - c. Vote on budget EA R1- Jamie
 - d. Committee By-laws-Michelle (Karen)
 - e. Committee Assignments- Jamie
- V. Committee Reports (5 Minutes)
 - a. Executive Committee
- VI. New Business (30 Minutes)
 - a. [EA R2- Recognition and Appreciation of Voluntary Retirement Incentive Program Participants](#)
 - b. Open Discussion
- VII. Adjournment – 1:30pm



Cornell University Employee Assembly

Cornell Employee Assembly Minutes of the September 2, 2020 Meeting 12:15-12:45 PM Zoom

I. Call to Order

- a. Chair A. Howell called the meeting to order at 12:15pm.

II. Roll Call

- a. *Members Present:* K. Barth, A. Brooks, J. Creque, H. Depew, J. Duong, B. Fortenberry, G. Giambattista, B. Goodell, D. Hiner, A. Howell, R. Lochner, K. LoParco, K. Mahoney, A. McCabe, J. Michael, R. Miegl, A. Miller, E. Miller, C. Sanzone, L. Taylor, J. Townley, W. Treat, C. Wiggers, J. Withers
- b. *Members Absent:* S. Barry, M. Benda, T. Chams, J. Cooley, A. Haenlin-Mott, E. Ivory, V. McAuley, M. Newhart, K. Supron

III. Approval of Minutes

- a. Motion to approve minutes from August 19, 2020 meeting – approved with no dissent.

IV. Business of the Day

- a. Farewells/Final Thoughts
 - i. A. Howell stated that this is the final meeting for this group of Employee Assembly members as there are new members that have been elected; however, it is not a new term.
 - ii. A. Howell stated that this time is for current members to give their final thoughts and farewells.
 - iii. C. Wiggers expressed gratitude to the Executive Committee, recognized the addition of W. Treat to the Office of the Assemblies and the undertaking that has been taken under the unusual circumstances that the University is under. He also welcomed the new assembly members and thanked them for joining and representing the university staff.
 - iv. A. Howell concurred that current and past EA members are available as resources.
 - v. H. Depew thanked every assembly member and those that have joined meetings. Given that this has been a difficult year with the pandemic and everyone doing their best in their roles in their departments, communities and families, she was happy to see staff members engage in the numbers that they have over the past few months.
 - vi. A. McCabe, in his current role as Vice Chair of Operations and Finance, recognized the efforts of J. Withers and the Elections Committee and the work that they put in regarding the structure of the Employee Assembly and the addition of new seats.
 - vii. K. Barth reflected on how much has changed since the beginning of the last session and the issues that the EA and the staff have been facing. He stated that he appreciated the committee chairs as it is an experience to see something start as an idea or suggestion and end up as an action.
 - viii. K. Loparco echoed everyone's gratitude to G. Giambattista and W. Treat in the Office of the Assemblies for the work they do to keep things running smoothly. She also expressed gratitude to her fellow members on the Executive Committee for their work

and leadership and welcomed the new members of the Assembly with their depth and breadth of experience and what they bring to the Employee Assembly.

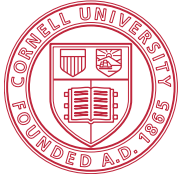
- ix. A. Howell wrapped up by stating that the University faced an unprecedented year and that the Employee Assembly stepped up and gave an excellent effort to be a voice for the staff. He continued to say that he felt the new members were going to be continuing on into a challenging time; however, they will find that those challenges come with opportunity. He finished up by expressing deep gratitude to G. Giambattista and W. Treat for their work in the background and their leadership, stewardship and experience with each of the assemblies.

V. Adjournment

- a. Chair Howell adjourned the meeting at 12:45 pm.

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

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Cornell University
Employee Assembly

EXECUTIVE COMMITTEE

Hei Hei Depew, Chair
K. Michelle LoParco, Executive Vice Chair
Jamie Duong, Vice Chair for Internal Operations & Finance
Ellen Miller, Vice Chair for Communications
Rigel Lochner, Parliamentarian

Employee Assembly Meeting Schedule
2020-2021

Fall 2020 (12 meetings)

June 3, 2020

June 17, 2020

August 5, 2020

August 19, 2020

September 2, 2020

September 16, 2020

October 7, 2020

October 21, 2020

November 4, 2020

November 18, 2020

December 2, 2020

December 16, 2020

Spring 2021 (10 meetings)

January 6, 2021

January 20, 2021

February 3, 2021

February 17, 2021

March 3, 2021

March 17, 2021

April 7, 2021

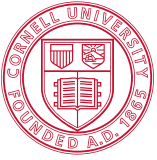
April 21, 2021

May 5, 2021

May 19, 2020

Due to COVID-19 pandemic, meetings will be held virtually via Zoom until further notice on the first and third Wednesdays of each month from 12:15 – 1:30 p.m.

Last Revised 9/16/20



EA R1: Approval of the 2020-2021 Operating Budget

Abstract: This is the operating budget for the EA 2020-2021 legislative session.

Sponsored by: Jamie Duong, Vice Chair for Operations

Reviewed by: Executive Committee, [DATE]

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.

Be it therefore resolved, the Employee Assembly approves and adopts the Operating Budget for the 2020-2021 legislative session attached as an appendix to this resolution.

Adopted by Vote of the Assembly (X-X-X), {Date},

Respectfully Submitted,

Jamie Duong, Vice Chair for Operations

Income Categories

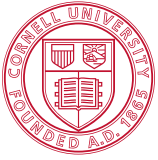
Transfer from University Relations	\$9,650.00
Other	\$0.00
TOTAL Income	\$9,650.00

FY 2021

Expense Categories	2020-2021	YTD	Balance	July	August	September	October	November	December	January	February	March	April	May	June
	Budget	Expense													
10000 Administrative (food for mtgs)	\$550.00	\$0.00	\$550.00												
10001 Executive (space rental fees; copy/print charges)	\$100.00	\$0.00	\$100.00												
10002 Communications	\$2,000.00	\$0.00	\$2,000.00												
10003 Internal Operations	\$100.00	\$0.00	\$100.00												
10006 Elections	\$1,100.00	\$0.00	\$1,100.00												
20001 Personnel Policy	\$100.00	\$0.00	\$100.00												
20002 Education	\$1,500.00	\$0.00	\$1,500.00												
20003 Staff Recognition and Awards	\$2,200.00	\$0.00	\$2,200.00												
30001 President's Address to Staff	\$500.00	\$0.00	\$500.00												
30002 CARE Fund	\$0.00	\$0.00	\$0.00												
30003 EA Staff Forums Support	\$1,500.00	\$95.00	\$1,405.00	\$95.00											
TOTAL Expenses	\$9,650.00	\$95.00	\$9,555.00	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2020

Expense Categories	2019-20	YTD	Balance	July	August	September	October	November	December	January	February	March	April	May	June
	Budget	Expense													
10000 Administrative (food for mtgs)	\$3,000.00	\$4,462.63	-\$1,462.63		\$636.54	\$537.75	\$663.61	\$216.55	\$808.46	\$442.33	\$677.53	\$479.86			
10001 Executive (space rental fees; copy/print charges)	\$100.00	\$154.13	-\$54.13	\$69.99											\$84.14
10002 Communications	\$500.00	\$70.61	\$429.39	\$50.80				\$19.81							
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	\$1,379.95	\$820.05		\$1,379.95										\$427.50
30001 President's Address to Staff	\$2,500.00	\$658.67	\$1,841.33				\$658.67								\$117.33
30002 CARE Fund	\$450.00	\$0.00	\$450.00												\$544.83
30003 EA Staff Forums Support														\$427.50	\$117.33
TOTAL Expenses	\$9,650.00	\$7,270.82	\$2,379.18	\$120.79	\$2,016.49	\$537.75	\$1,322.28	\$236.36	\$808.46	\$442.33	\$677.53	\$479.86	\$0.00	\$427.50	\$201.47



1 **EA R2: In Recognition and Appreciation of Voluntary Retirement**
2 **Incentive Program Participants**
3

4 ***Abstract:*** On the occasion of the retirement of 213 faculty and staff participants in the Voluntary
5 Retirement Incentive program effective September 16, 2020, the Employee Assembly thanks and
6 celebrates their careers and contributions to the Cornell Community.
7

8 ***Sponsored by:*** Ellen T Miller - Research, Tech Transfer & IT Representative At-Large and Vice
9 Chair for Communications; Ashley Miller - Division of Human Resources Representative; Susan
10 Barry - Retiree Representative At-Large; Kristine Mahoney - College of Human Ecology
11 Representative and Chair Employee Welfare Committee
12

13 ***Reviewed by:*** Executive Committee, 09/10/2020
14

15
16 **Whereas,** the Employee Assembly was established to bring about a higher visibility for employees
17 as community members, and to ensure a direct focus on the continued involvement of staff
18 members in the governance of non-academic affairs and in the life of the university; and
19

20 **Whereas,** the Voluntary Retirement Incentive (VRI) was designed to provide recognition of long-
21 service faculty and staff while also offering additional savings to address the University financial
22 challenges and help reduce payroll costs at a time when the University needs to reduce its operating
23 budget; and
24

25 **Whereas,** eligible VRI participants consist of regular, benefit-eligible academic and non-academic
26 employees on active payroll as of June 29, 2020, who are age 62 or older as of August 31, 2020, and
27 have ten years of credited service as of August 31, 2020; and
28

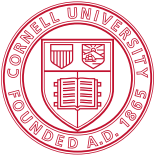
29 **Whereas,** 213 faculty and staff have chosen to participate in the VRI program, with the majority
30 retiring as of September 16, 2020; and
31

32 **Whereas,** the collective contributions of the participating faculty and staff are vast and invaluable.
33

34 **Be it therefore resolved,** the Assembly hereby publicly recognizes and thanks the 213 faculty and
35 staff VRI retirees for their combined decades of dedication and service to Cornell, and for their
36 willingness to support the University's cost-savings initiatives; and
37

38 **Be it further resolved,** the Assembly recognizes the difficulty of this time and understands that
39 participation in the VRI program may have been a difficult decision for some retirees; and
40

41 **Be it further resolved,** the Assembly congratulates and sends our best wishes to all participants as
42 they enter the next phase of their lives; and
43



Cornell University
Employee Assembly

44 **Be it finally resolved**, a copy of this resolution be presented to Martha Pollack, President; Mary
45 Opperman, Vice President and Chief Human Resources Officer; Joel Malina, Vice President for
46 University Relations; and, where possible, the VRI retirees.

47

48 **Adopted by Vote of the Assembly (X-X-X), xx/xx/2020.**

49

50 **Respectfully Submitted,**

51

52 Ellen T Miller - Research, Tech Transfer & IT Representative-at-Large and Vice Chair for
53 Communications

54 Ashley Miller - Division of Human Resources Representative

55 Susan Barry - Retiree Representative At-Large

56 Kristine Mahoney - College of Human Ecology Representative and Chair Employee Welfare
57 Committee

58

59 **Addendum 1:** List of Voluntary Retirement Incentive Recipients

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