

Cornell University Employee Assembly

AGENDA

Employee Assembly Meeting

October 21, 2020

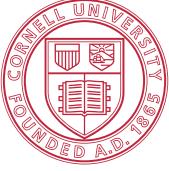
12:15 – 1:30 pm

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
 - a. Presidents Address to Staff Debrief
 - b. Priorities Poll
- V. Committee Reports
 - a. Executive Committee (Michelle)
 - b. Communications and Awards Committee (Ellen)
 - c. Education Committee
 - d. Welfare Committee (Kristie)
 - e. Benefits and Policy Committee (Brian)
 - f. Elections Committee (Nassar)
- VI. New Business
 - a. Open Discussion
- VII. Adjournment – 1:30pm



Cornell University Employee Assembly

Cornell Employee Assembly Minutes of the September 16, 2020 Meeting 12:15-12:45 PM Zoom

I. Call to Order

- a. Chair H. Depew called the meeting to order at 12:15pm.

II. Roll Call

- a. *Members Present:* J. Cannella, M. Cherry, J. Creque, H. Depew, J. Duong, B. Fisher, B. Fortenberry, G. Giambattista, B. Goodell, A. Haenlin-Mott, D. Howell, R. Lochner, K. Loparco, K. Mahoney, A. Miller, E. Miller, M. Newhart, M. Podolec, K. Supron, K. Tannenbaum, J. Townley, W. Treat, J. Withers, V. Villalba, L. Zacharias
- b. *Joined after meeting started –* L. Taylor
- c. *Members Absent:* S. Barry, E. Ivory, V. McCauley, J. Michael, N. Siadat, K. Wilcox

III. Approval of Minutes

- a. Motion to approve minutes from September 2, 2020 meeting – **approved unanimously.**

IV. Business of the Day

- a. Introductions and Meeting Schedule
 - i. Introductions were made of all assembly members, both returning and recently elected.
 - ii. The meeting schedule for 2020-20201 was presented to the assembly – **approved unanimously**
 - 1. A. Haenlin-Mott mentioned that the date for May 19th needs to change to 2021 as it currently is incorrect on the meeting schedule.
 - 2. E. Miller asked for confirmation that the meetings are always held on the 1st and 3rd Wednesdays of the month.
 - 3. The Office of the Assemblies did confirm when the meetings are held.
- b. Roberts Rules
 - i. A presentation of Roberts Rules was provided by G. Giambattista, Director of the Office of the Assemblies.
- c. Introduction of EA R1: Approval of the 2020-2021 Operating Budget
 - i. Abstract: This is the operating budget for the EA 2020-2021 legislative session.
 - ii. J. Duong explained that the budget is used to cover food at EA meetings as well as other EA-sponsored meetings. Given that meetings are virtual at this time, the funds have been shifted to other budget categories.
 - iii. E. Miller asked a question regarding the remaining balance from last year and if there is any rollover.
 - iv. J. Duong stated that unspent funds stay in the University Relations account and it is a new amount each year.
 - v. B. Goodell indicated that this resolution could not be named EA R1 and should be named EA R2.

- vi. K. Loparco stated that given that there were resolutions introduced and approved during the summer than have a different term associated with them, this should be named EA R1 for AY 2020-2021.
- vii. K. Tannenbaum asked about what expenses could go against each budget category.
- viii. J. Duong stated that the funding received from University Relations can be spent on anything that furthers the operation of the Employee Assembly. An example that was provided is the donation that was previously donated to the CARE Fund; University Relations has decided that is not an appropriate use of funds so that budget items has been eliminated for the 2020-2021 EA Budget. J. Duong provided further clarification that the funding could be used for communication with staff, especially with so many staff members currently working remotely. Expenses related to the education budget line could pertain to training or education for EA members. With the addition of staff forums, there are additional expenses that have been incurred (transcription services, etc.)
- ix. B. Fortenberry acknowledged that the administrative budget category has been reduced but not eliminated and asked if that was in the hopes that meeting could resume in person in the spring.
- x. J. Duong stated that the administrative expense category covers more than just food and he felt it would be beneficial to keep some available funds in that category.
- xi. J. Cannella indicated that EA R3 was approved during the summer session.
- xii. H. Depew made the motion to amend the 2020-2021 meeting schedule to delineate meetings held during the summer from those that will be held in the fall semester – **motion approved**
- xiii. A. Haenlin-Mott asked for clarification if there are funds in the budget for food for 2020-2021 and if so, will that be used for administrative fees for upcoming or pending events.
- xiv. J. Duong responded that the funds would be used where they are needed for the purposes of running the EA. He added that there is not a need to specify how the administrative funds will be spent.
- xv. E. Miller offered some more clarification with the budget regarding the expense categories are guidelines and that the EA can move funds within the expense categories as long as it is still within the overall budget amount.
- xvi. K. Tannenbaum asked what were the total expenses for this past elections cycle.
- xvii. J. Withers indicated that there were no expenses and this budget category would have been utilized if there had been any election reimbursement requested submitted.
- xviii. K. Tannenbaum expressed that it would be beneficial to reduce the elections expense category by half and move that funding into EA Staff Forums Support and Communications.
- xix. J. Duong motioned to table the budget for discussion for further adjustment –
- xx. K. Loparco stated that reallocating funds is a little premature given the uncertain circumstances with the spring semester. She also indicated that it is a fluid budget and that the expense categories are guidelines.
- xxi. G. Giambattista confirmed that the expense categories are a guideline and that funds can be shifted as needed. She also stated that the elections line expenses are incurred when candidates do printing; however, this most likely won't be an issue in the spring as it is anticipated to be another virtual election.

- xxii. Motion to amend budget to decrease Elections expense category to \$550 and increase EA Staff Forums Support expense category to \$1,775 and Communications expense category to \$2,275 – motion failed 2-13
 - xxiii. Motion to table to next meeting for discussion – motion approved 15-2
 - xxiv. H. Depew informed assembly members to contact J. Duong if they are interested in working with him for the adjustments.
- d. Committee By-Laws
 - i. K. Loparco provided information regarding Standing Committees, committee setup and meeting requirements. She asked assembly members to please review bylaws, specifically Article 3, §3.1, line 162.
 - e. Committee Assignments
 - i. Assignments were not addressed during the meeting

V. Committee Reports

- a. Executive Committee – met on September 9 to discuss retreat and orientation. She stated in a normal year, the retreat and orientation would have covered Roberts Rules, etc.
 - i. One of the options for a retreat is a virtual ½ day retreat with involvement from Mary Opperman.
 - ii. President's Address to Staff timeline – H. Depew will be reaching out to the President's Office to find a date that works, potentially mid-October. She further stated that the hope is to just have the President address the staff without any other senior leadership input or involvement.
 - iii. H. Depew informed the assembly members to reach out to K. Loparco if they have any suggestions or input for the President's Address to the Staff.

VI. New Business

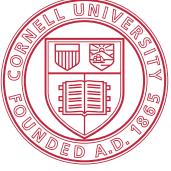
- a. EA R2: Recognition and Appreciation of Voluntary Retirement Incentive Program Participants – approved 19-0-1
 - i. Abstract: On the occasion of the retirement of 213 faculty and staff participants in the Voluntary Retirement Incentive (VRI) program effective September 16, 2020, the Employee Assembly thanks and celebrates their careers and contributions to the Cornell Community.
 - ii. E. Miller further indicated that the VRI will offer savings for the financial challenges that the University is facing due to the COVID pandemic. She also stated that the resolution would be presented to the President, the Vice President of Human Resources, the Vice President of University Relations, and the VRI participants who have not been listed as anonymous. She further stated that there is an addendum to the resolution listing all 213 VRI participants.
 - iii. H. Depew stated that there was a VRI celebration that was held on September 14 and thanked A. Miller, B. Fortenberry and K. Loparco were involved with the event.
 - iv. A. Miller thanked W. Treat, E. Miller and B. Goodell for their support behind the scenes and B. Fortenberry and K. Loparco for their support with the event.
 - v. H. Depew mentioned to extend the meeting by 10 minutes – approved unanimously
- b. Open Discussion
 - i. E. Miller concurred with K. Mahoney's comment via chat that assembly members are required to be on 3 committees and that might be overwhelming. She stated that might be something the assembly should address in the future, given that the assembly is a larger body than in previous years.
 - ii. J. Withers stated that there have been inquiries from staff members with regard to the COVID dashboard.

- iii. H. Depew also stated that the Cornell COVID dashboard doesn't always align with the NYS threshold. She stated that a constituent suggested that there be improvement with the Cornell COVID dashboard to meet NYS metrics and the rubric.
- iv. J. Kruser verified the inquiry re: COVID cases for Cornell campus vs. NYS cases. He stated the numbers in the smaller number are only those enrolled in classes and on campus.
- v. H. Depew informed the assembly that she will bring this up with senior leadership or for future staff forums.
- vi. J. Cannella asked for clarification between the cases reported.
- vii. J. Kruser stated that the larger number is Cornell students who are enrolled but not on campus, while the smaller number reflected students who have in-person classes and are living on campus.

VII. Adjournment

- a. Chair Depew adjourned the meeting at 1:40 pm.

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



Cornell University Employee Assembly

Cornell Employee Assembly Minutes of the October 7, 2020 Meeting 12:15-12:45 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, G. Giambattista, B. Goodell, A. Haenlin-Mott, D. Howell, R. Lochner, K. Loparco, K. Mahoney, V. McAuley, J. Michael, E. Miller, M. Newhart, M. Podolec, N. Siadat, K. Supron, K. Tannenbaum, L. Taylor, J. Townley, W. Treat, J. Withers, V. Villalba, L. Zacharias
- b. *Members Absent:* S. Barry, E. Ivory, A. Miller, K. Wilcox

III. Business of the Day

- a. EA R1: Approval of the 2020-2021 Operating Budget – **approved 21-0-1**
 - i. Motion to call to question – motion approved
 - ii. K. Supron asked for clarification for the reduction in funding the CARE Fund.
 - iii. J. Duong responded that the funding for the Employee Assembly comes from University Relations and should be used for EA events and not to fund other activities.
- b. Introduction of EA R3: In Recognition and Appreciation of Supreme Court Justice Ruth Bader Ginsberg – **approved 21-0-0**
 - i. Abstract: On the occasion of the death of Supreme Court Justice Ruth Bader Ginsberg, the Employee Assembly celebrated her long and distinguished career, her contributions to our country, and her unrelenting support of women and marginalized communities.
 - ii. J. Cannella gathered names of assembly members who would like to be listed as co-sponsors on the resolution.
 - iii. Members of the assembly offered numerous suggestions and edits.
 - iv. Motion to table to the next meeting to allow for edits and revisions – **tabled**
 - v. N. Siadat suggested the possibility of electronically voting on this resolution.
 - vi. J. Cannella motioned to have the resolution voted on electronically - **approved**
 - vii. N. Siadat motioned to bring the resolution back to the table for vote – **approved**
 - viii. Motion to end debate and call to question – **approved**
- c. President's Address to Staff
 - i. H. Depew informed the assembly members that the event will take place this year on Tuesday, October 20 from 12-1 PM. The address will be as follows:
 1. EA Employee Appreciation Award presentation (approximately 15 minutes)
 2. President Pollack will speak for approximately 30 minutes, covering COVID and core values
 3. The question and answer session will be moderated by K. Loparco (approximately 15 minutes)
 - ii. H. Depew asked the assembly member share the information to their networks and various constituents.

- iii. V. McAuley asked how staff is informed of the address.
 - iv. H. Depew stated that it is listed on the Cornell Events calendar, numerous emails will be sent to staff and it is advertised on social media.
 - v. B. Fortenberry asked about the nominations for the Employee Appreciation award.
 - vi. H. Depew stated that nominations are currently being taken by the Communications Committees and that E. Miller will discuss the current nominees later in the meeting.
 - vii. A. Haenlin-Mott suggested the Office of the Assemblies share the calendar event on Outlook so that EA members can forward to their networks.
 - viii. H. Depew acknowledged that is a great suggestion and asked that assembly members forward their Outlook calendar invitations.
- d. EA Employee Appreciate Award Nominations
- i. E. Miller informed the assembly that 12 nominations were received, representing 9 unique groups. She provided brief summaries of the following nominated groups:
 - 1. Cornell Health
 - 2. Essential Staff/Workers – Building Care Team from Facilities and Campus Services
 - 3. Campus Life Enterprise Services.
 - 4. Cornell Learning Technologies Team
 - 5. Cornell University Library Desktop Services
 - 6. ILR Outreach – Work and the Coronavirus website
 - 7. Office of the Assemblies
 - 8. Cornell COVID-19 Testing Laboratory (CCTL) team
 - 9. Medical Leaves Administration
 - ii. K. Supron indicated there should be more clarity with regard to the Campus Life Enterprise Services to recognize the frontline workers in addition to the leadership.
 - iii. E. Miller said they could be separated so that there is recognition of the frontline workers versus the leadership/administration.
 - iv. H. Depew said that more nominations sometimes dilutes the vote and that fewer, stronger nominations is beneficial.
 - v. R. Lochner asked for definition between Cornell Health versus the COVID Testing Lab and stated that the COVID Testing Lab might be a stronger nomination given the historic feat and how many times they have to test daily and the national recognition they have received.
 - vi. E. Miller indicated that it is her understanding that the COVID Testing Lab conducts surveillance testing, while Cornell Health conducts testing for cause for people who are exhibiting symptoms.
 - vii. B. Fortenberry commented that Cornell Health is conducting testing for cause for students at this time, but not for faculty or staff at this time.
 - viii. A. Haenlin-Mott mentioned that the COVID Testing Lab got up and running within a three week period.
 - ix. K. Tannenbaum stated that it would be helpful to have language about campus life leadership versus essential workers.
 - x. E. Miller stated she will reach out to the nominators for the campus life and essential workers nominations for clarity.
 - xi. B. Fortenberry stated that he was the nominator for the Campus Life Enterprise nomination and it wasn't his intention to not clarify or acknowledge the frontline staff.
 - xii. E. Miller stated that while there is only one award to present, there are other methods of acknowledging and recognizing the other nominated groups.

- xiii. E. Miller will be coordinating with each of the nominators to coordinate the awardees attendance or representation at the address. She also stated that awardees will be selected on Monday, October 12.
- e. EA Teams App Overview
 - i. J. Duong gave a brief presentation related to the EA Teams App – a collaboration tool with chat and video features.
 - 1. He stated that it could be a useful tool for committees for work outside of EA meetings.
 - ii. J. Cannella asked if this app requires a separate install or if it is already on a user's laptop.
 - iii. J. Duong stated
 - iv. K. Tannenbaum asked to be invited to the EA Teams channel
 - f. Committee By-Laws
 - i. K. Loparco provided information regarding Standing Committees, committee setup and meeting requirements. She asked assembly members to please review bylaws, specifically Article 3, §3.1, line 162.
 - g. Committee Assignments
 - i. Assignments were not addressed during the meeting.

IV. Committee Reports

- a. Executive Committee – update regarding the proposed revisions to the Campus Code of Conduct; working on a retreat for when things are a little bit calmer (possibly when students are off campus)
- b. Communications and Awards Committee – met on September 29 with an upcoming meeting on October 13; all of the EA member voting seats are full and there are two open voting seats for non-EA members; reference to the EA Employee Appreciation Award as well as the President's Address to Staff; working on EA Voice newsletter for staff; polo shirts for EA members
- c. Motion to extend meeting by 10 minutes – approved unanimously
- d. Education Committee – will send report via email
- e. Welfare Committee – will send report via email
- f. Benefits and Policy Committee – upcoming meeting on October 13 and will be discussing vacation balances; one open voting seat for an EA member. L. Zacharias stated she would like to sit on the committee.
- g. J. Cannella asked if it is necessary for each member to be on three committees. H. Depew stated that it would need to be revisited due to work and other commitments.
- h. Elections Committee – thanks to J. Duong and J. Withers for their information and assistance; will be reaching out to elections committee to schedule meeting.
 - i. involvement.
 - ii. H. Depew informed the assembly members to reach out to K. Loparco if they have any suggestions or input for the President's Address to the Staff.

V. New Business

- a. Priorities Poll
 - i. Will be discussed at a future EA meeting
- b. Open Discussion
 - i. E. Miller suggest that EA meetings start at 12:00 PM instead of 12:15 PM
 - ii. J. Cannella inquired about a list of how to reach out to constituent groups. E. Miller suggested using the Campus Network Groups.

- iii. B. Goodell mentioned that a change in the start time of the meeting would slightly conflict with the Welfare Committee meeting.
- iv. G. Giambattista informed the assembly that the time of the meetings is in the bylaws and that any changes would require a resolution for a bylaw change.
- v. H. Depew asked if the 3 committees per member requirement was in the bylaws as well.
- vi. G. Giambattista stated that she would research that and report back to the Executive Committee.

VI. Adjournment

- a. Chair Depew adjourned the meeting at 1:38pm.

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

DRAFT

Survey[Actions](#) [Distributions](#) [Data & Analysis](#) [Reports](#)

EA Priorities Poll 2020

iQ Score: **Fair**

Published

▼ Introduction

Block Options ▾

Q3 Employee Assembly
Priorities Poll 2020



Q6 What do you think should be the Employee Assembly's top priority this year?



- * Parking and transportation
- X Employee health and wellbeing
- Benefits
- Employee education and professional development
- Campus climate (diversity, inclusion, respect)
- Employee recognition
- Sustainability
- Other
- Not sure

Q14 Give us your perspective on the issue you selected above. (OPTIONAL)



Q19 How would you prefer to receive updates from the Employee Assembly? (select all that apply)



- iQ E-mail/enews
- Signage on campus
- Social media
- * In person, e.g. staff meetings, events
- X Campus news
- Other
- X None of the above

Display This Question:



If How would you prefer to receive updates from the Employee Assembly? (select all that apply) Social media Is Selected



Q7 Which social media applications do you use for work or professional purposes?



Facebook



Instagram



LinkedIn

Snapchat

Twitter

Yammer

Other

None

Display This Question:



If How would you prefer to receive updates from the Employee Assembly? (select all that apply) Campus news Is Selected



Q9 Which campus news websites do you visit regularly?



Cornell Chronicle



Faculty and Staff page (CUinfo)

Cornell Daily Sun

Cornell.edu

Other

None



Q13

This survey is anonymous unless you choose to provide contact information below. **Required for prize drawing.**



Name



Email

Show Discussion (0)

Add Block



End of Survey

Survey Termination Options...



Cornell University

Qualtrics.com Contact Information Legal