

Cornell University
Employee Assembly

AGENDA
Employee Assembly Meeting
May 15, 2019
12:15 -1:30pm
401 Physical Sciences Building

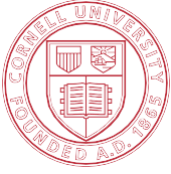
“An Active Voice for Cornell Staff”

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 & Roll Call -12:15pm
- II. Approval of Minutes
- III. Business of the Day (40 Minutes):
 - a. Cassandre Pierre Joseph: Cornell Networking Groups
 - b. Voting on the Consolidated Committee Structure
 - c. Data Request Template
- IV. Committee Reports (25 minutes)
 - a. Communications and Awards Committee
 - b. Education Committee
 - c. Welfare Committee
 - d. Transportation Committee
 - e. Benefits and Policy Committee
 - f. Executive Committee
 - g. Elections Committee
- V. New Business (10 Minutes)
 - a. Open Discussion:
- VI. Adjournment – 1:30pm

Note:

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



Cornell University Employee Assembly

Cornell Employee Assembly
Minutes of the May 1st, 2019 Meeting
12:15-1:30 PM
401 Physical Sciences Building

I. Call to Order & Roll Call

- a. C. Wiggers called the order to meeting at 12:15pm.
- b. *Members Present:* M. Benda, T. Chams, H. Depew, A. Haenlin-Mott, A. Howell, L. Johnson-Kelly, C. Sanzone, A. Sieverding, P. Thompson, C. Wiggers, D. Hiner, C. Dawson, K. Fitch, K. LoParco, K. Supron, K. Barth, A. Hourigan, A. Brooks, T. Grove, K. Mahoney, E. Miller, B. Roebal
- c. *Members Absent:* H. Sheldon, P. Andersen, N. Doolittle, J. Kruser

II. Approval of Minutes

Motion to approve the minutes of the EA meeting of April 17th, 2019 – approved with no dissent.

III. Business of the Day

a. Resolution 5: In Recognition and Appreciation of Nancy Doolittle

- C. Sanzone gave a brief overview about Resolution 5: In Recognition and Appreciation of Nancy Doolittle.
- C. Wiggers stated that the resolution was posted on the Cornell University Box and motion to approve the resolution was passed with 23 votes.
- C. Wiggers thanked C. Sanzone, K. Supron and H. Depew for the work on sponsoring the resolution.

b. Data Request Template

- H. Depew stated that a Data Request Template has been posted on the Cornell University Box which would help in formalizing the data information request on the EA letter head.
- H. Depew stated that Data Request Template, the work flow and the example of what it would look like has been posted on the Cornell University Box and this is the first draft and would be edited, if required.
- H. Depew added that this template would allow collaboration with other information in the same context and this data request template would be emailed to the required committee and cc-ed to the Office of Assemblies and the Vice Chair of the Employee Assembly.
- C. Wiggers stated that this work flow of the data request template would formalize and streamline the process of information.
- The timeline for data request would be dependent on the information being asked.

- T. Grove asked a question regarding University Assembly Charter. Moreover, T. Grove that the referencing should be given to EA charter.

IV. Committee Reports (30 minutes)

a. Communications and Awards Committee (5 Minutes)

- i. C. Sanzone stated that the committee met last week, and they had a discussion regarding outreach event.
- ii. C. Sanzone informed the Assembly that a list would be forwarded across members to sign off for events.
- iii. C. Sanzone stated that the Committee is making a couple of purchases to upgrade the table look for summer events.
- iv. A. Hourigan stated that the Committee is working on an initiative with Jennifer Coningsby for a Big Red Welcome Event.
- v. A. Hourigan informed the Assembly that the Committee is going to brainstorm the idea in regard to university relationship with Jennifer Coningsby.

b. Welfare Committee (5 Minutes)

- i. A. Haenlin-Mott stated that they had a couple of meetings as well as regular meetings.
- ii. A. Haenlin-Mott stated that they have been working with the Title IX office and training is available now.
- iii. A. Haenlin-Mott also stated that K. Mahoney help in coordinating an in-person meeting with Gabriel Tornusciolo (Assistant Director, Faculty and Staff Assistance)
- iv. A. Haenlin-Mott also added that it would be great to invite Gabriel Tornusciolo in one of the future EA meeting to talk about the services.

c. Transportation Committee (5 Minutes)

- i. K. Mahoney stated that the Committee did not have any updates.

d. Benefits and Policy Committee (5 Minutes)

- i. T. Chams stated that they had a meeting with Michelle, and they discussed about Well Being Toolkit.
- ii. The Committee is going to have printed out materials and is going to take initiative with 7 dimensions of well-being.
- iii. T. Chams added that he attended a Well being fair at the Vet School and it was a great experience and the Committee would like to incorporate such events in other schools.
- iv. T. Chams also stated that the Emergency Care Funds have to be replenished and the Committee is working on how they can add more funds.
- v. T. Chams stated that the HR is asking for recommendations regarding staff benefits and a survey would be sent out soon.

e. **Executive Committee (5 Minutes)**

- i. H. Depew stated that there has been discussion about election updates.
- ii. H. Depew also stated that they have working closely with the Title IX office and along with Welfare Committee, the have been having continuing discussions regarding harassment issues.

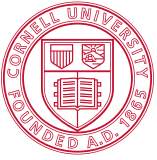
Announcement:

- C. Wiggers introduced a couple of new members of the Employee Assembly.
- C. Wiggers introduced Laura Taylor who is an International Representative from uncontested seat who would be taking place of P. Thompson.
- C. Wiggers also introduced Rigel Lochner from EH&S who is also from uncontested seat as well.
- C. Wiggers also introduced Camaron Mangham from EH&S who was an active participant of the Employee Assembly meeting on that day.

V. Adjournment

- C. Wiggers adjourned the meeting at 1:00pm and passed a motion to move into Executive Session to discuss the Election Committee updates.

Respectfully Submitted,
Bhagyashri Modi
Clerk of the Assembly



Data Request Workflow

You would like to request information from a unit to address an issue. Per the EA Charter Section 3A, the Employee Assembly shall by a majority vote have the authority to request information directly from units. The vote should take place during an EA meeting.

This issue is best handled by a specific committee

Work within the specific committee to discuss the data request and work out the details:

1. Define what information is being requested? Is there any additional information that should be requested?
2. Who (which unit, which individual within the unit) should this data request be forwarded to?
3. What is the timeline for this request?

This issue is not appropriate for a specific committee

If the issue is not appropriate for a specific committee or you are uncertain of which committee to work with then contact the Executive Committee to discuss the data request and work out the details:

1. Define what information is being requested? Is there any additional information that should be requested?
2. Who (which unit, which individual within the unit) should this data request be forwarded to?
3. What is the timeline for this request?

After discussion and ironing out the details of the data request.

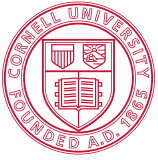
Utilize the Employee Assembly Data Request Template to indicate what information is being requested and when this information is needed. Review with the appropriate committee.

After a final version has been agreed upon by the committee.

Forward the EA Data Request to the appropriate unit cc'ing the Office of the Assemblies and the Vice Chair of the Executive Committee. Save Complete Data Request and Subsequent Response(s) in EA Box.

If the unit refuses a data request or has been unresponsive after a month of the due date

Per the EA Charter Section 3B, should a request be refused, the Assembly by simple majority vote may request the information be given to the Vice President and Chief Human Resources Officer who shall forward it to the Employee Assembly.



Cornell University
Employee Assembly

(Insert Date)

Dear (Name),

I am writing to make a data request on behalf of the Employee Assembly (EA) (Insert Committee Name).

The EA represents the Cornell employee community and is committed to providing staff a means of continued involvement in the governance of the University. The EA works closely with members of the administration and partners to increase a sense of community through shared governance. The (Insert Committee Name) reviews, supports and comments on issues of (insert description).

As part of our work within shared governance the EA has the authority and responsibility to examine any matters which involve the interests or concern the welfare of the non-academic employee community and to make recommendations concerning those issues to the appropriate officers or decision making bodies of the University*. In order to do so with effectiveness we do require some assistance/data to help support our efforts. We ask that you please supply the following information highlighted below:

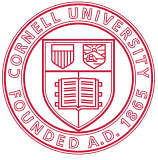
(Insert data requested)

I look forward to receiving your response to this request for data by (Insert Date). Please provide an alternative date if you are unable to provide the information by this date. If you do not normally deal with these requests, please indicate the appropriate staff member to direct request to.

Sincerely,

(Insert Name, EA Title)

* [Charter: Cornell University Employee Assembly](#)



Cornell University
Employee Assembly

April 18, 2019

Dear Allan Bishop,

I am writing to make a data request on behalf of the Employee Assembly (EA) Benefits Committee.

The EA represents the Cornell employee community and is committed to providing staff a means of continued involvement in the governance of the University. The EA works closely with members of the administration and partners to increase a sense of community through shared responsibilities. The Benefits Committee reviews, supports and comments upon the entire range of both endowed and statutory benefits and personnel policies of the University.

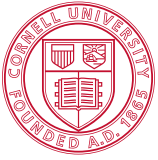
As part of our work within shared governance the EA has the authority and responsibility to examine any matters which involve the interests or concern the welfare of the non-academic employee community and to make recommendations concerning those issues to the appropriate officers or decision making bodies of the University*. In order to do so with effectiveness we do require some assistance/data to help support our efforts. We ask that you please supply the following information highlighted below:

- What is the annual cost to the University of unused Vacation Days?
- How many unused Vacation Days are paid off annually?
- What percentage of the staff continue working at Cornell after 5 Years, 10 Years?

I look forward to receiving your response to this request for data by May 18, 2019. Please provide an alternative date if you are unable to provide the information by this date. If you do not normally deal with these requests, please indicate the appropriate staff member to direct request to.

Sincerely,

Craig Wiggers
Chair of the Employee Assembly Executive Committee



Cornell University
Employee Assembly

[*Charter: Cornell University Employee Assembly](#)