



Cornell University Employee Assembly

Agenda Employee Assembly Meeting

September 6, 2023

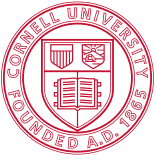
12:15-1:30pm

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.

1. Call to Order: 12:15pm
 - a) Roll Call
 - b) Land Acknowledgment of the Gayogho:nq (Cayuga Nation)
2. Call for Late Additions to the Agenda
3. Approval of the minutes from May 3, 2023
4. Business of the Day
 - a) [EA R1](#) Resolution #1: Time Change for Employee Assembly Regularly Scheduled Meetings
 - b) [EA R2](#) Resolution #2: Approval of the 2023-2024 Operating Budget
 - c) Community Connection Event: September 28
 - EA Swag Discussion
 - d) Committee Chair/Ad Hoc Appointments
 - Benefits & Policy Committee Chair
 - Faculty Senate Representative
 - e) Elections Discussion
 - Filling Vacant Seats
5. Committee Reports
 - Executive Committee – Marcella Benda
 - Communications, Outreach and Recognition Committee – Sophie Lanchez
 - Education Committee – Jeramy Kruser
 - Welfare Committee – Kristine Mahoney
 - Benefits and Policy Committee – Open
 - Elections Committee – Wendy Treat
6. Liaison Reports
7. Open Discussion
8. Adjournment – 1:30pm



Cornell University Employee Assembly

Cornell Employee Assembly Minutes of the May 3rd, 2023 Meeting 12:15pm-1:30pm Zoom

I. Call to Order

- a. A. Haenlin-Mott called the meeting to order at 12:18pm.
 - i. *Members Present:* M. Benda, D. Borders, C. Cornell, J. Creque, A. Haenlin-Mott, D. Howell, E. Krumm, J. Kruser, K. Mahoney, K. Phipps, A. Schafft, K. Supron, W. Treat
 - ii. *Members Absent:* M. Brooks, J. Chandler, S. Coil, M. Davis, B. Dixon, A. Durant, B. Fisher, M. LoParco, A. Mittman, A. O'Connor, S. Risou, K. Tannenbaum, L. Zacharias
 - iii. *Also Present:* S. Charap, E. Crawley, R. Dillon, H. Depew, J. Doss, S. Lanchez, J. VanHouten
- b. A. Haenlin-Mott acknowledged the absence of a quorum.

II. Land Acknowledgement of the Gayogoho:no (Cayuga Nation)

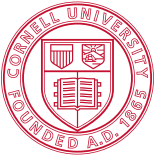
- a. A. Haenlin-Mott stated the EA's acknowledgment of the Cayuga Nation.

III. Business of the Day

- a. Welcome to New Members – A. Haenlin-Mott
 - i. The newly elected members of the Employee Assembly introduced themselves to the current Assembly members, including J. VanHouten, E. Crawley, R. Dillon, S. Charap, J. Doss, and S. Lanchez.

IV. Approval of the Minutes from the April 5th and April 19th Minutes

- a. W. Treat put forward a motion to amend the April 19th minutes to change “uncontested races” to read “contested races” under the Elections Update portion of the minutes.
 - i. J. Kruser seconded the motion.
 - ii. The motion **passed** by unanimous consent.
- b. J. Kruser put forward a motion to approve the minutes from April 5th.
 - i. A. Schafft seconded the motion.
 - ii. The motion **passed** by unanimous consent.
- c. J. Kruser put forward a motion to approve the minutes from April 19th.
 - i. C. Cornell seconded the motion.
 - ii. The motion **passed** by unanimous consent.



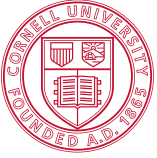
Cornell University Employee Assembly

V. Business of the Day (continued)

- a. [Resolution #2: Requesting the University Provide Funds for an MD Gynecologist at Cornell Health](#) – K. Mahoney
 - i. K. Mahoney stated updates on how the administration and its partnership with Weill Cornell Medicine. She also stated that the resolution may no longer be relevant given these efforts.
 - ii. Discussion ensued over the president's comments on the resolution, the purpose and impact of EA resolutions, and the role of trustees.
 - iii. K. Supron put forward a motion to table Resolution #2.
 1. W. Treat seconded the motion.
 2. The motion **passed** by unanimous consent.
- b. Budget Update and Reception Possibility – A. Haenlin-Mott
 - i. A. Haenlin-Mott stated that the Assembly is hoping to plan an end-of-year reception by the end of May.
 - ii. K. Supron stated that the Assembly has \$2,000 left for the year and can afford to host the budget.
 - iii. Discussion ensued over whether the Assembly could use the opportunity to recruit and where to host the event.

VI. Committee Reports

- a. A. Haenlin-Mott stated that she is looking for committee work to include on the Trustee Report she is currently working on.
- b. Executive Committee – M. Benda
 - i. Nothing to report
- c. Communications, Outreach, and Recognition Committee – J. Creque
 - i. J. Creque stated that she is currently working on a more in-depth report on the Priorities Poll, that the recipient of the Staff Award for Integrity and Inclusion has been announced as Monifa Morgan-Bell, and that she hopes to include a piece on the award in the *Cornell Chronicle* and *EA Voice*.
- d. Education Committee – Open Chairship
 - i. Nothing to report
- e. Employee Welfare Committee – K. Mahoney
 - i. K. Mahoney stated that Brandon Fortenberry is working on providing resources and developing a CNG for non-native-English speakers, and that the committee is working increasing awareness of the Care Fund and remains in partnership with the WorkLife and Transportation offices. She also stated the committee will be meeting over the summer.



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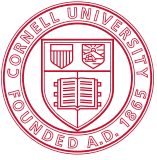
- f. Benefits and Policy Committee – K. Tannenbaum
 - i. K. Tannenbaum stated that the Committee has learned more about university adoption benefits and discussed last week's staff forum on employee time off.
- g. Elections Committee – A. Schafft
 - i. Nothing to report
- h. J. Withers stated that the Assembly had their employee forum with Christine Lovely last week, which had about 475 live attendees.

VII. Adjournment

- a. M. Benda put forward a motion to adjourn the meeting.
 - i. K. Mahoney seconded the motion.
 - ii. The motion **passed** by unanimous consent.

This meeting was adjourned at 1:03 pm.

Respectfully Submitted,
P.J. Brown
Clerk of the Assembly



EA R1: Time Change for Employee Assembly Regularly Scheduled Meetings

Abstract: This resolution recommends a change in the time of the regularly scheduled Employee Assembly meetings to 12:00 PM until 1:15 PM.

Sponsored by: Sophie Lanchez, EA Chair of Communications and Cornell Tech Campus Representative, and Wendy Treat, EA Parliamentarian and Exempt Employees Representative At-Large

Reviewed by: Executive Committee, 08/28/23, 5-0-0

Whereas, historically, the Employee Assembly has met on the first and third Wednesdays of each month from 12:15 PM until 1:30 PM. This time was to allow staff to leave their office space to travel to the physical on-campus location of the meeting; and

Whereas, due to the pandemic, work locations have changed drastically with some staff fully working remotely; and

Whereas, with staff working remotely, the Employee Assembly has changed to a virtual meeting format, thus eliminating the need for travel time for staff to attend the meeting at the physical on-campus location; and

Be it therefore resolved, the Assembly recommends a change in the time of the regularly scheduled Employee Assembly meetings to 12:00 PM until 1:15 PM on the first and third Wednesdays of the month during the assembly session.

Be it finally resolved, that Article I, Section 1.2, lines 10-12 of the Employee Assembly Bylaws be amended as follows:

- A. Regular meetings of the Assembly are on the first and third Wednesdays of the month from 12:00 – 1:15 p.m., except University holidays and other dates cancelled at the discretion of the Executive Committee.

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

Respectfully Submitted,

Sophie Lanchez, Employee Assembly Vice Chair for Communications and Cornell Tech
Campus Representative

Wendy Treat, Employee Assembly Parliamentarian and Exempt Employees Representative At-
Large



EA R2: Approval of the 2023-2024 Operating Budget

Abstract: This is the operating budget for the EA 2022-2023 legislative session.

Sponsored by: Kate Supron, Vice Chair for Operations & Finance

Reviewed by: Executive Committee, August 28, 2023, 5-0-0

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; and

Whereas, the source of funds for the Employee Assembly’s administrative budget is the Division of University Relations; and

Whereas, these funds are intended to support the EA, its meetings, committees, events, and elections; and

Whereas, the funds are not intended to support: initiatives; resources designated in resolutions; transfers to other units of the university; support of HR initiatives; other co-sponsorships of events not “owned” by the Employee Assembly

Be it therefore resolved, the Employee Assembly approves and adopts the Operating Budget for the 2022-2023 legislative session attached as an appendix to this resolution.

Respectfully Submitted,

Kate Supron, Vice Chair for Operations & Finance

Addendum 1: budget

FY 2024 Operating Budget

Employee Assembly

G933702

Summary	
Total Income	\$9,650.00
Total Expenses	\$9,650.00
Income/Expense	\$0.00

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

FY 2024

Expense Categories		2023-2024 Budget	YTD Expense	Balance	July	August	September	October	November	December
10000	Administrative (food for mtgs)	\$2,600.00	\$0.00	\$2,600.00						
10001	Executive (space rental fees; copy/print charges)	\$650.00	\$0.00	\$650.00						
10002	Communications	\$500.00	\$0.00	\$500.00						
10003	Internal Operations	\$200.00	\$0.00	\$200.00						
10006	Elections	\$400.00	\$0.00	\$400.00						
20001	Benefits & Policy Committee	\$100.00	\$0.00	\$100.00						
20002	Education Committee	\$100.00	\$0.00	\$100.00						
20003	Staff Recognition and Awards	\$1,700.00	\$0.00	\$1,700.00						
30001	President's Address to Staff	\$1,700.00	\$0.00	\$1,700.00						
30003	EA Staff Forums Support	\$1,700.00	\$0.00	\$1,700.00						
TOTAL Expenses		\$9,650.00	\$0.00	\$9,650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FY 2023

Expense Categories		2022-2023 Budget	YTD Expense	Balance	July	August	September	October	November	December
10000	Administrative (food for mtgs)	\$4,325.00	\$2,634.99	\$1,690.01	\$105.00		\$446.65	\$202.20	\$987.40	\$725.45
10001	Executive (space rental fees; copy/print charges)	\$650.00	\$483.46	\$166.54						
10002	Communications	\$400.00	\$0.00	\$400.00						
10003	Internal Operations	\$100.00	\$0.00	\$100.00						
10006	Elections	\$250.00	\$0.00	\$250.00						
20001	Benefits & Policy Committee	\$100.00	\$0.00	\$100.00						

20002	Education Committee	\$100.00	\$0.00	\$100.00						
20003	Staff Recognition and Awards	\$1,400.00	\$1,690.02	-\$290.02	\$712.00	\$118.00			\$94.10	
30001	President's Address to Staff	\$1,225.00	\$1,461.02	-\$236.02						
30003	EA Staff Forums Support	\$1,100.00	\$1,531.88	-\$431.88		\$960.00			\$125.00	
TOTAL Expenses		\$9,650.00	\$7,801.37	\$1,848.63	\$817.00	\$1,078.00	\$446.65	\$202.20	\$1,206.50	\$725.45

FY 2022

Expense Categories		2021-2022 Budget	YTD Expense	Balance	July	August	September	October	November	December
10000	Administrative (food for mtgs)	\$4,325.00	\$1,568.91	\$2,756.09	\$11.99	(\$5.48)				
10001	Executive (space rental fees; copy/print charges)	\$650.00	\$70.00	\$580.00						
10002	Communications	\$400.00	\$77.26	\$322.74					\$77.26	
10003	Internal Operations	\$100.00	\$0.00	\$100.00						
10006	Elections	\$250.00	\$660.00	-\$410.00				\$660.00		
20001	Benefits & Policy Committee	\$100.00	\$0.00	\$100.00						
20002	Education Committee	\$100.00	\$0.00	\$100.00						
20003	Staff Recognition and Awards	\$1,400.00	\$1,731.01	-\$331.01						\$820.00
30001	President's Address to Staff	\$225.00	\$2,212.08	-\$1,987.08					\$1,774.20	\$263.30
30003	EA Staff Forums Support	\$2,100.00	\$1,057.98	\$1,042.02						
TOTAL Expenses		\$9,650.00	\$7,377.24	\$2,272.76	\$11.99	(\$5.48)	\$0.00	\$660.00	\$1,851.46	\$1,083.30

FY 2021

Expense Categories		2020-2021 Budget	YTD Expense	Balance	July	August	September	October	November	December
10000	Administrative (food for mtgs)	\$1,500.00	\$947.26	\$552.74						\$29.28
10001	Executive (space rental fees; copy/print charges)	\$100.00	\$0.00	\$100.00						
10002	Communications	\$500.00	\$90.00	\$410.00						\$50.00
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	\$737.31	\$1,462.69						
30001	President's Address to Staff	\$2,500.00	\$207.57	\$2,292.43					\$187.57	\$20.00
30002	CARE Fund	\$450.00	\$0.00	\$450.00						
30003	EA Staff Forums Support	\$1,500.00	\$3,001.80	-\$1,501.80	\$95.00		\$1,873.53			
TOTAL Expenses		\$9,650.00	\$4,983.94	\$4,666.06	\$95.00	\$0.00	\$1,873.53	\$0.00	\$187.57	\$99.28

FY 2020

Expense Categories		2019-20 Budget	YTD Expense	Balance	July	August	September	October	November	December
10000	Administrative (food for mtgs)	\$3,000.00	\$4,462.63	-\$1,462.63		\$636.54	\$537.75	\$663.61	\$216.55	\$808.46
10001	Executive (space rental fees; copy/print charges)	\$100.00	\$154.13	-\$54.13	\$69.99					
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				
30001	President's Address to Staff	\$2,500.00	\$658.67	\$1,841.33				\$658.67		
30002	CARE Fund	\$450.00	\$0.00	\$450.00						
30003	EA Staff Forums Support									
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

FY 2019

Expense Categories		2018-19 Budget	YTD Expense	Balance	July	August	September	October	November	December
10000	Administrative (food for mtgs)	\$3,000.00	\$5,208.93	-\$2,208.93	\$196.35	\$658.30	\$198.50	\$725.90	\$217.93	\$52.75
10001	Executive (space rental fees; copy/print charges)	\$100.00	\$1,579.85	-\$1,479.85		\$293.78		\$48.80	\$48.80	\$153.80
10002	Communications	\$500.00	\$151.18	\$348.82						
10003	Internal Operations	\$100.00	\$0.00	\$100.00						
10006	Elections	\$600.00	\$202.40	\$397.60						
20001	Personnel Policy	\$100.00	\$41.37	\$58.63				\$21.37		
20002	Education	\$100.00	\$0.00	\$100.00						
20003	Staff Recognition and Awards	\$2,200.00	\$1,135.15	\$1,064.85	\$1,050.00					
30001	President's Address to Staff	\$2,500.00	\$2,144.10	\$355.90				\$2,437.35	\$240.00	-\$533.25
30002	CARE Fund	\$450.00	\$450.00	\$0.00						
TOTAL Expenses		\$9,650.00	\$10,912.98	-\$1,262.98	\$1,246.35	\$952.08	\$198.50	\$3,233.42	\$506.73	-\$326.70

FY 2018

Expense Categories		2017-2018 Budget	YTD Expense	Balance	July	August	September	October	November	December
10000	Administrative (food for mtgs)	\$3,000.00	\$4,838.77	-\$1,838.77	\$63.76	\$210.82	\$541.56	\$506.34	\$461.64	\$613.84

10001	Executive (space rental fees; copy/print charges)	\$100.00	\$905.84	-\$805.84					\$52.42	\$167.70
10002	Communications	\$500.00	\$3,770.93	-\$3,270.93	\$68.10		\$3,655.26			
10003	Internal Operations	\$100.00	\$370.00	-\$270.00		\$370.00				
10006	Elections	\$600.00	\$105.00	\$495.00						
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	\$312.85	\$1,887.15						
30001	President's Address to Staff	\$2,500.00	\$1,471.37	\$1,028.63			\$1,471.37			
30002	CARE Fund	\$450.00	\$360.00	\$90.00						
TOTAL Expenses		\$9,650.00	\$12,134.76	-\$2,484.76	\$131.86	\$580.82	\$541.56	\$5,632.97	\$514.06	\$781.54

FY 2017

Expense Categories		2016-17 Budget	YTD Expense	Balance	July	August	September	October	November	December
10000	Administrative (food for mtgs)	\$2,500.00	\$4,044.13	-\$1,544.13	\$324.50		\$30.00		\$475.16	\$378.95
10001	Executive	\$100.00	\$0.00	\$100.00						
10002	Communications	\$1,000.00	\$5.44	\$994.56		\$5.44				
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	\$110.00	\$2,090.00						\$110.00
30001	President's Address to Staff	\$2,500.00	\$1,665.00	\$835.00				\$1,290.00	\$375.00	
30002	CARE Fund	\$450.00	\$0.00	\$450.00						
TOTAL Expenses		\$9,650.00	\$9,479.83	\$170.17	\$324.50	\$5.44	\$30.00	\$1,290.00	\$850.16	\$488.95

2015-2016	Expense Categories	2015-16 Budget	YTD Expense	Balance	July	August	September	October	November	December
10000	Administrative (food for mtgs)	\$2,500.00	\$4,124.01	-\$1,624.01		\$276.97	\$656.17	\$418.37	\$366.75	\$355.30
10001	Executive	\$100.00	\$0.00	\$100.00						
10002	Communications	\$1,000.00	\$0.00	\$1,000.00						
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	\$94.45	\$2,105.55						\$94.45
30001	President's Address to Staff	\$2,500.00	\$2,224.12	\$275.88					\$1,999.12	
30002	CARE Fund	\$450.00	\$0.00	\$450.00						
TOTAL Expenses		\$9,650.00	\$7,787.78	\$1,862.22	\$0.00	\$276.97	\$656.17	\$418.37	\$2,365.87	\$449.75

2014-2015	Expense Categories	2014-15 Budget	YTD Expense	Balance
10000	Administrative	\$2,500.00	\$2,145.97	\$354.03
10001	Executive	\$100.00	\$0.00	\$100.00
10002	Communications	\$1,000.00	\$164.97	\$835.03
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	\$2,679.02	-\$479.02
30001	President's Address to Staff	\$2,500.00	\$2,257.98	\$242.02
30002	CARE Fund	\$450.00	\$0.00	\$450.00
TOTAL Expenses		\$9,650.00	\$11,030.81	-\$1,380.81

food expenses	2014-15	353.25	477.69	398.1	480.22	401.29
	2013-14	102.96	272.59	278.49	238.58	261.74

2013-2014	Expense Categories	2013-14 Budget	2013-14 Actual	Balance
10000	Administrative	\$2,500.00	\$4,093.81	-\$1,593.81
10001	Executive	\$100.00	\$0.00	\$100.00
10002	Communications	\$1,000.00	\$252.53	\$747.47
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	\$1,177.05	\$1,022.95
30001	President's Address to Staff	\$2,500.00	\$1,860.40	\$639.60

30002 CARE Fund	\$450.00	\$0.00	\$450.00
TOTAL Expenses	\$9,650.00	\$7,383.79	\$2,266.21