

Cornell University
Employee Assembly

AGENDA
Employee Assembly Meeting
September 5, 2018
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.

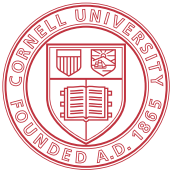
- I. Call to Order & Roll Call -12:15pm
- II. Approval of Minutes
- III. Business of the Day:
 - a. Update on New Committees (10 Minutes)
 - b. Mid-Year Retreat (10 Minutes)
 - c. President’s Address to Staff (10 Minutes)
- IV. New Business (20 minutes)
 - a. Nominate a Group for the Staff Recognition Awards: Construction, Cornell Dining, Open Nominations
- V. Committee Reports (15 minutes)
 - a. Communications Committee
 - b. Executive Committee
 - ii. Continued Robert’s Rules Talk (20 Minutes)
 - c. Report from the Chair –
- VI. Adjournment – 1:30pm

Future Guests:

Future Events:

Note: Please check the Box prior to the meeting; we anticipate there will be a Resolution in regards to By Law Changes.

There will be a designated time to nominate a group for the Staff Recognition Awards, please come prepare to nominate a group.



Cornell University Employee Assembly

Cornell Employee Assembly
Minutes of the August 15, 2018 Meeting
12:15-1:30 PM
401 Physical Sciences Bldg.

I. Call to Order

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

II. Business of the Day

- a. President Pollack and VP Chief Human Resources Officer Opperman
 - i. President Pollack gave an overview of her priorities this year.
 - ii. One category is academic distinction, considering distinctiveness and distinguished. One priority is working with the Provost to further the radical collaboration initiatives and building on their unique strengths. Cornell has extraordinary breadth. It is an Ivy League, but also a land grant university. It is committed to the liberal arts, but also to professional education. They are working with Vice Provost for Research Emmanuel Giannelis on diversity. Funding in Washington is getting tight, and they are not as diverse as they can be.
 - iii. The second category is education innovation, or educational verve. This includes helping faculty be open to new ways of teaching and students be open to new ways of learning. This also includes taking a serious data-driven, evidence-based approach to what they do. The Center for Teaching Innovation has accomplished a lot, including the Active Learning Initiative. They also just received a multi-million dollar gift that will allow them to scale things up. There is a big project to enhance their gateway courses and they plan to set up an innovation greenhouse for faculty to try new technology. They have hired three DBER (Discipline-based Educational Researches) faculty members whose area of research is education and how to teach subjects better. They are also going to be looking at eCornell and seeing how they can foster greater collaboration.
 - iv. The third category is civic responsibilities, defending the idea that not all ideas are equal and that some have more weight than others. Cornell has a commitment to diversity, equitability and inclusiveness. The task force recommendations are online. President Pollack and her leadership team have spent the summer assessing all 112 recommendations and categorizing them into groups below:
 1. Recommendations of things they have already done, but did not do well enough.
 2. Recommendations of things they are ready to do or already are doing, such as the Intergroup Dialogue Project for incoming freshmen.
 3. Recommendations of things they are going to do in the first year.
 4. Recommendations of things they are committing to do, but not in this first year.
 5. Aspirational ideas that require significant resources so they have to see if they can raise the funds.
 - v. President Pollack will be sending out an email highlighting the analysis with a link to the website listing all the things they are doing with dates and explanations. It can serve as an accountability measure down the road.

- vi. Regarding the Faculty Visioning Committee for Cornell in NYC, there is a report that the administration will be publicly responding to at the end of September. They are planning to engage with some of the early recommendations.
- vii. They are planning for Cornell Tech Phase 2. Weill Cornell Medicine has some initiatives.
- viii. There are a number of campus policies that need some clean-up. Last year, they got the new consensual relationships policy and VP Opperman and her team have been working on a revision for 6.4 for faculty and staff.
- ix. President Pollack is planning on putting together a small working group with nominees from the assemblies for a creation of a strong campus-wide statement of their shared values.
- b. C. Wiggers opened the floor for questions.
 - i. EA representative asked about incorporation plans of Cornell Tech into their university assemblies realm.
 - 1. President Pollack said the charter for the EA covers Ithaca and Geneva. They will have to talk to the staff at Cornell Tech to see what they want, but she is not opposed to Cornell Tech representation in the EA.
 - ii. D. Hiner asked if there is anything staff can do to help implement the recommendations from the Presidential Task Force.
 - 1. President Pollack said she does not want to burden the staff. They are trying to ensure there is someone at a fairly senior level who has responsibilities for all of them. She is looking to hire a project manager to keep track of everything, as well as be a contact point for staff to go to.
 - iii. EA representative said regarding outreach and engagement, there was a survey last year that wanted to hear about outreach from staff, but only if it was done to Cornell students. She does outreach with elementary school students, but no one at Cornell outside her department knows about it and there is no acknowledgement. Her colleagues at the Johnson Museum do a lot of outreach, and having them recognized is very important.
 - 1. VP Joel Malina said it is a great idea to recognize these people and the EA member working in community relations should take up the idea and move it forward. This is the type of story they want to be telling.
 - iv. President Pollack said every person she knows who is successful shares an openness to change. The faculty is not always so open, but with the world changing every day being open to change can help them achieve their goals.

III. **Approval of Minutes for EA Meeting of June 6, 2018**

- a. Motion to approve the minutes from the meeting of June 6, 2018 – **approved** with no dissent
- b. C. Wiggers thanked everyone for the retreat. The idea of doing a mid-year retreat was brought up and he supports the idea. He also highlighted the Cornell Box app, which should be an active place for the assembly to share information. He asked EA members to check the website every few days.
- c. C. Wiggers acknowledged H. Depew of doing a great job of putting together all the evaluation comments after the retreat.
- d. C. Wiggers said there is an inaccurate EA committee assignment document on Box, but P. Thompson will get that sorted out soon.
- e. C. Wiggers left the meeting for graduate student interviews and turned the meeting over to H. Depew.

IV. **Business of the Day (continued)**

- a. Presentation: Maria Wolff from Organizational Development and Talent Management, Assistant Director Amy Parmley, and Senior Director Seth Brahler from HR Information Systems.
 - i. M. Wolff shared new tools and resources they have for individuals interested in developing their careers. HR has tried to make sure people understand that 80% of their career

- developments are on themselves as the driver, 10% on the manager, and 10% on the organization on creating a framework. They realized they were failing in the area of 10% on the organization, in terms of creating frameworks, tools, and resources. The expectation is for people to figure out what kind of development they want and talk to their managers.
- ii. The team gave an overview of their career management toolkit as well as the Workday career talent and performance worklet. There are five steps with resources along the way.
 - iii. S. Brahler gave an overview of Workday.
 - iv. The team gave an overview of the new Learn Through Doing Experimental Development Opportunity.
 1. One of the ways they encourage people to get supervisory experience is to host an experimental development opportunity. They are then responsible for training someone and being their go-to.
 - v. EA member brought up some logistical concerns. A lot of the opportunities listed are full-time and employees would have to leave their department potentially short-handed. Also, she questioned how people would be compensated for their work. In addition, there were a couple entries that seemed like they should be for an intern instead, citing a summer rush at a help desk.
 1. M. Wolff said the ones listed are more of a full-time immersion as most of the shorter-term positions are jumped on once posted. Most of the full-immersions come with funding. The idea is that the person would leave their home department and work for however long to gain experience. There is no change in salary, but the funding source changes. The home department will continue to pay that person's salary, but the host department would reimburse the department. In terms of those longer-term immersions, there generally is funding attached, allowing for flexibility on how the department will get the work done of the person gone.
 2. M. Wolff said there are people who work with Workday and sometimes want to learn more about how the system works and exposure to the problem-solving side of things. It is about the individual and what they are looking for. There are no rules about the opportunities that can be listed up there. That position of summer rush was actually filled.
 - vi. G. Giambattista said those leaving to do an opportunity may create a void that cannot be filled by someone stepping in, especially in small offices. It seems there are situations where all staff would not be able to participate.
 1. M. Wolff said the first step is having a conversation with their manager. They hope managers will be open and creative, but also for staff to be realistic about how the office is set up and how work is done. The office is training and working with managers.
 - vii. M. Wolff said these positions are created just for development opportunities, and the intent is for these to not be permanent full-time jobs.
 - viii. M. Wolff said this program was rolled out last month. They have been working with colleges and units to get this communication out. Every college and unit has identified a Talent Lead.
 - ix. C. Sanzone said she is from a small department and it would personally be hard to broach that subject if she wanted to take advantage of an opportunity, especially the long-term listings. She asked if the manager training was mandatory, and what the managers are being asked to do in terms of support.
 1. M. Wolff said the training for managers is around coaching for development overall. It is not specific to just these development opportunities, but also being better managers and giving productive feedback. This particular training is not mandatory and will be available online 24/7 for managers. There is also a lab component attached, so people can come to a classroom type setting where they can practice and do some hands-on work. They do not have a time frame for release, but hopefully this fall. Not everybody can do exactly what is listed as some managers are unfortunately not so supportive. She can talk more offline in terms of specifics.

2. C. Sanzone noted almost everything is at supervisor discretion.
3. M. Wolff introduced the talent profile, which is an individual development plan. They are working with S. Brahler's group to see how Workday can disseminate it out to everybody. Employees will be having development conversations with their managers, which will hopefully incentivize managers and push them to work creatively.

V. Roll Call

- i. H. Depew conducted the roll call.

VI. Adjournment

- a. H. Depew adjourned the meeting at 1:30pm.
- b. P. Thompson will reach out regarding committee assignments.

Respectfully Submitted,
Catherine Tran
Clerk of the Assembly