



Cornell University Employee Assembly

Cornell Employee Assembly Minutes of the October 4, 2017 Meeting 12:15-1:30 PM 401 Physical Sciences Building

- I. Call to Order – U. Smith called the meeting to order at 12:15pm.
 - a. *Members Present:* I. Allen, C. Dawson, D. Darnell, T. Grove, L. Johnson-Kelly, J. Kruser, K. Mahoney, M. Mosereiff, B. Nicholson, B. Roebal, C. Sanzone, T. Shapiro, K. Sheils, H. Sheldon, U. Smith, P. Thompson, S. Willcox
 - b. *Members Absent:* P. Andersen, B. Ayanfodun, M. Carcella, A. Darko, K. Fitch, M. Stefanski Seyour, S. Vaccaro
- II. Approval of Minutes – no minutes to approve today due to an issue
- III. Call for Late Additions to the Agenda
 - a. L. Kelly inquired about replacing her spot on the University Assembly Campus Welfare Committee as she is resigning.
 - i. U. Smith said they are going to leave that issue to the new people who are going to be elected.
- I. Committee Reports
 - a. Communications Committee
 - i. U. Smith skipped this report as C. Sanzone has a presentation later on in the meeting.
 - b. Employee Education & Development Committee
 - i. M. Mosereiff said she was able to schedule three Human Resources representatives to come to the next meeting for assembly members to talk to them about what is available regarding education benefits and professional development.
 1. M. Mosereiff asked assembly members to send her any questions or concerns they or their constituents may have and these will be presented to the HR representatives. She will also send out a reminder.
 - c. Employee Welfare Committee
 - i. L. Johnson-Kelly said she had no report today.
 - d. Elections Committee
 - i. D. Darnell said the election rules did get approved and he wants to get the official vote count for the record. Election rules were approved by a vote of 11-0-6 and any member who did not submit a vote was counted as an abstention.
 - ii. U. Smith said they will be conducting elections at the next meeting on October 18th. Elections will be based on the charters, and candidates who are successful in submitting their materials will come to the meeting and give a statement. Assembly members will be allowed to question them and then the assembly will vote at that meeting on approving a candidate. The call for candidates will go out tomorrow.
 - e. Personnel Policy Committee
 - i. S. Willcox said the committee met last Thursday as a group with senior director of Benefit Services and Administration Gordon Barger, Associate Vice President of Human Resources Alan Bishop, and Lauren Jacoby.

- ii. S. Willcox said G. Barger gave a presentation on the New York State paid-family leave that is replacing parental leave and mandatory for every business in the State. She gave U. Smith the meeting notes but will CC everyone.
- iii. S. Willcox said that on November 1, G. Barger will be coming to discuss diversity issues and will also address the paid-family leave program.
- f. Staff Recognition, Awards & Events Committee
 - i. T. Grove said only two members joined her at the committee meeting and they did talk about those up for awards, but they didn't feel appropriate for the 3 of them to make a decision, so she will send another call to the committee to get their top choices via email.
 - ii. T. Grove urged members to attend the President's Address to Staff next Tuesday at 12:15 at Klarman Hall. If possible, she would like members to arrive at 11:30 or after to help set up and. She also needed people to run microphones for questions.
 - a. C. Sanzone said they discussed in the Executive meeting today to put together some pre-made questions by Friday. She will put the questions in the online system page so that whoever is running the mic can have them.
 - iii. T. Grove said there is always rolling submissions for staff recognition and awards, but historically does not have a great response. She will reach out to the managers who have submitted.
 - iv. U. Smith suggested to T. Grove to reach out to Cheryl McGraw from Employee Outreach and Events, who is listed in the bylaws as an ex-officio member of the committee.
 - v. P. Hampton said she will follow up to see if nametags and shirts will be delivered this week so that members could wear them to events for easier identification.
- g. Transportation Task Force
 - i. K. Mahoney said the committee had a meeting yesterday and the RFP for the parking system study has been released. A consultant will be on board sometime in November.
 - 1. K. Mahoney further discussed the need for comprehensive community transportation study. She will be drafting and submitting a resolution.
 - ii. K. Mahoney said the committee will be discussing education and communication strategies at the next meeting. They will invite someone in the Police that Transportation has been working with. They will also invite C. Sanzone and N. Doolittle.
 - 1. H. Sheldon said parking to campus access is an issue for the retirees and would like this to be considered by the consultant in the plan.
- h. Employee-Elected Trustee
 - i. Chad Coates not present.
- i. Retirement Engagement Advisory Committee
 - i. H. Sheldon gave an overview of the HR Committee, a group that consists of retired faculty, retired staff, and HR representatives. The committee is a loose group to oversee communications and other retiree issues that not part of financial oversight. Its duties are to advise HR and update activities for retirees.
 - ii. H. Sheldon outlined a key issue of education for employees who are going to retire. Their goals are to provide some study materials and encouragement, as well as long term education and establishing some framework in place.

- iii. H. Sheldon said they have changed to an all-digital newsletter with a high 37% open rate.
 - iv. U. Smith suggested adding this into a future newsletter for the committee to receive additional feedback concerning education around retiring.
 - j. Executive Committee
 - i. J. Kruser said the committee addressed the President's address, UA appointment to the Campus Welfare Committee, elections, and increased communications with the Office of the Assemblies.
 - ii. U. Smith noted that in the agendas going forward, "Report from the Chair" will be replaced by an Executive Committee report so there is a clear communication to the rest of the assembly of what is being discussed in the Executive meeting before the Assembly meeting.
 - iii. U. Smith, J. Kruser, and the trustees have a leadership meeting tomorrow at 1pm. U. Smith requested members to send along topics they would like to be discussed. He believes they will be largely discussing the presidential task force on inclusion and the representation of staff on that task force.
 - 1. U. Smith said it has not be determined from the president's office what the composition of that task force will be so he does not have much information as of now. He will be lobbying for multiple seats so staff will be included.
 - 2. U. Smith said he is going to give Employee Elected Trustee C. Coates a call because the assembly is not receiving regular updates on board activities especially when it pertains to staff.
 - a. J. Kruser recommends having him give a presentation at the Executive meeting if C. Coates is unable to make the EA meetings.
 - b. U. Smith asked C. Sanzone to put in the monthly newsletter a brief report statement from C. Coates.
 - c. J. Kruser announced that if anyone has questions to be presented during the leadership meeting, they can be sent to the Executive Committee email ea-exec@cornell.edu.
- II. Business of the Day
 - a. Employee Poll Results Presentation from C. Sanzone
 - i. C. Sanzone gave a brief update.
 - 1. C. Sanzone said they had 7 spots open regarding the Elections, but ILR, Hotel have always been, historically, challenges to fill. There will be an election notice going out to all staff imminently, and if anyone can think of anybody suitable, please do encourage them and send them to the Exec email.
 - 2. C. Sanzone urged members to encourage their constituents to attend the President's Address. It will be live streamed with live captions and recorded with closed captions. People can submit questions in advance through Cornell Cast and all the links are in the events calendar.
 - 3. C. Sanzone pushed back the next newsletter to give them more time to deal with the poll results and come up with a follow-up poll question to include in the newsletter.
 - ii. C. Sanzone gave an overview of the poll results.
 - 1. C. Sanzone noted that the data is not what we intend to send out publically but is what they are working from.

- a. Received 224 responses to the poll. For the question asking what the EA's top priority should be this year, Parking and Transportation got the most responses (42) and Diversity and Inclusion was a close second (41).
- b. 26 people responded with "Other" and within this category, most mentioned was Salary Increases (SIP), but there was also a wide range of responses.
2. C. Sanzone gave a summary report of the comments outlining comments on parking and transportation, especially cost of parking, available spaces, lots converted to park mobile, ineffectiveness of the shuttle from A lot.
 - a. C. Sanzone asked the assembly to send her a few lines so the next newsletter can include things the various committees are working on to address these concerns.
3. C. Sanzone noted that one interesting thing that came out of the other options and comments was a perception that the EA members are sometimes focused on our own personal quests and maybe not on what the employee body at large thinks is important.
4. C. Sanzone has been in contact with K. Mahoney to connect the Transportation Task Force to this effort and figure out what to do in the way of a follow up poll.
- iii. C. Sanzone opened up the presentation to questions and comments.
 1. Representative brought up that 224 is a small sample size. C. Sanzone said she agrees but all they can try to do is build awareness of it and if they are able to demonstrate action, maybe more people will be willing to give feedback.
 2. C. Sanzone said they are aiming for more diverse communication towards employees who do not use social media or aren't on their computers or phones.
 3. J. Kruser suggested having paper response forms in our offices so that we can get feedback from anyone who drops on by.
- b. EA R4 Approval of the 2017-2018 Operating Budget (J. Kruser representing K. Fitch)
 - i. U. Smith addressed the tabled resolution from a couple meetings ago due to an outstanding question about funding on expenditures for t-shirts and name tags. U. Smith clarified that the funding comes from the previous fiscal year and not from this assembly's operating budget.
 1. C. Dawson asked about what the \$600 for elections are being used for if the elections are all online.
 - a. U. Smith said this election cycle in the fall is electronic but in the spring, candidates are given an allowance for printed materials and the office funds that cost
 - ii. K. Mahoney brought up reservations with spending a third of the budget on food for meetings.
 1. J. Kruser said they could make an adjustment through a resolution, but historically, this is pretty standard.
 2. U. Smith said if they collectively want to no longer serve food, change vendors, or have food every other meeting, the assembly can decide and it can be done.
 3. P. Hampton explained the mentality behind it, saying this is the way we show support and acknowledge the time and investment the assembly members are putting in, but it doesn't have to be this way.
 4. Assembly member explained the calculations, saying a box lunch is \$8, and \$8 times 18 meetings would be \$2800.

- iii. Motion **tabled** until November 15 meeting – passed 15-2-0.
 - 1. U. Smith said if you wish to touch base with K. Fitch, email the Executive email to see if they can confer and work something out with the budget.
- c. EA R5 Clarification of Bylaws Section 1.9 (D. Darnell)
 - i. U. Smith said they were running out of time so he asked the assembly members to read it on their own time.
- d. EA R6 Condemning Violence and Hate (J. Kruser)
 - i. U. Smith noted that this resolution was open to public comment, a feature that is enabled for all the resolutions and a good way for constituents and assembly members to comment on specific issues.

Adjournment – U. Smith adjourned the meeting at 1:30pm.

Respectfully Submitted,
Catherine Tran
Clerk of the Assembly