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 – <mark>approved 21-0-1</mark>
      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 – <mark>approved 21-0-0</mark>
      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 – <mark>tabled</mark>
      v. N. Siadat suggested the possibility of electronically voting on this resolution.
      vi. J.Cannella motioned to have the resolution voted on electronically - <mark>approved</mark>
      vii. N. Siadat motioned to bring the resolution back to the table for vote – <mark>approved</mark>
      viii. Motion to end debate and call to question – <mark>approved</mark>
   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