



Cornell University Employee Assembly

Cornell Employee Assembly Minutes of the September 6, 2017 Meeting 12:15-1:30 PM 701 Clark Hall

- I. Call to Order
 - a. U. Smith called the meeting to order at 12:15
 - b. *Members Present:* P. Ann Anderson, M. Carcella, C. Dawson, N. Doolittle, K. Fitch, T. Grove, L. Johnson-Kelly, J. Kruser, K. Mahoney, M. Mosereiff, B. Nicholson, B. Roebal, C. Sanzone, T. Shapiro, K. Sheils, U. Smith, M. Stefanski Seymour, S. Vaccaro, S. Willcox
 - c. *Members Absent:* I. Allen, B. Ayanfodun, D. Darnell
 - d. *Also Present:* G. Giambattista, P. Hampton, A. Parmley
- II. Call for Late Additions to the Agenda
 - a. P. Hampton introduces new Employee Assembly Clerk Catherine Tran
- III. Approval of Minutes
 - a. June 14 minutes approved by unanimous consent
 - b. August 16 minutes approved by unanimous consent
- I. Committee Reports
 - a. Communications Committee
 - i. C. Dawson said they are trying to put up content and photos on the Facebook page
 - ii. C. Sanzone said they are working on getting the first newsletter sent out but are having technical difficulties
 1. C. Sanzone informed assembly of a poll asking people to identify top priorities for the upcoming year in the newsletter
 - b. Employee Education & Development Committee
 - i. First meeting is scheduled
 - c. Employee Welfare Committee
 - i. No report today
 - d. Elections Committee
 - i. U. Smith said they will work with the Office of Assemblies to fill vacancies working with Office of Assemblies. There will be a 2 week period to solicit candidates and the full assembly will vote to approve those members on a target date of Oct. 4, but more news to be announced
 - e. Personnel Policy Committee
 - i. S. Willcox said the first meeting will be on the last Thursday of September
 - f. Staff Recognition, Awards & Events Committee
 - i. T. Grove said the first meeting is scheduled for Sept 19

- ii. T. Grove said that Klarman Hall has been booked for the President's Address to Staff on October 10
- g. Transportation Task Force
 - i. K. Mahoney said that they have commissioned a comprehensive parking study at request of the provost from the response and concerns of students
- h. Employee-Elected Trustee
 - i. No update today
- II. Business of the Day
 - a. Presentation: Workday Time Tracking
 - i. A. Parmley talked about the transition from Kronos to Workday for time tracking and time off for all non-exempt, biweekly staff, students, and their managers to go live in January 4th, 2018
 - 1. New ATS time clocks are being installed across campus that interfaces with Workday
 - ii. A. Parmley says there are no recommended policy changes at this time
 - iii. A. Parmley gave a demonstration of Workday features
 - iv. A. Parmley gave a project update: right now, they are focusing on campus outreach and will begin training in November
 - b. Presentation: New Office of the Assemblies Website
 - i. G. Giambattista gave a demonstration of the structure of the website, including an overview of the constituent messaging system, resources outlining assembly procedures, resolutions, and quick links
 - ii. P. Hampton gave a demonstration of the functionality of the website, including where to find meeting information and resolutions
- III. New Business
 - a. R4: Approval of the 2017-2018 Operating Budget
 - i. K. Fitch said he increased the food budget item, but still maintained the \$9,650 budget
 - ii. C. Sanzone asked a question about the purchase they were working on back in June where the money of the purchase is coming from for shirts and other items that was originally intended to be purchased out of FY17 Budget
 - 1. U. Smith said this will be an outstanding question that will be **tabled** and will vote at next meeting
 - b. R5: Clarifying Abstentions
 - i. Did not have time to get to resolution 5 and U. Smith requested committee to read the resolution on their own time
- IV. U. Smith adjourned the meeting at 1:32pm