



Cornell University Employee Assembly

Cornell University Employee Assembly

Minutes of the Wednesday, August 17, 2016 Meeting
12:15pm – 1:30pm in Clark Hall 701

- I. Call to Order
 - U. Smith called the meeting to order at 12:15pm.
 - *Members Present:* BJ Siasoco, Brandee Nicholson, Carrie Sanzone, Hazel Hall, Jeremy Kruser, Kathy Shiels, Kevin Fitch, Kristine Mahoney, Laura Johnson-Kelly, Liz Field, Matthew Carcella, Michelle Stefanski Seymour, Pilar Thompson, Shelly Cowles, Suzanne Willcox, Tamara Payne, Tammy Shapiro, Tanya Grove, Ulysses Smith
 - *Members Absent:* Atu Darko, Babatunde Ayanfodun, Kristy Long, Linda Majani, Robert Morris, Imani Allen (excused)
 - There was one addition to the agenda: Gary Cremeens from Transporation.
- II. Approval of the June 29, 2016 Employee Assembly Minutes
 - The minutes were approved, without revision, by unanimous consent.
- III. Announcements
 - Staff Form (U. Smith) – The staff form entitled “#BlackLivesMatter #BlueLivesMatter #AllLivesMatter: What does it all mean? A forum for the staff community” had a very large registration turnout and is currently at capacity. The Employee Assembly is a cosponsor.
 - Committees Update (U. Smith) – Committees should start meeting. There will be an email over the Staffing Committee list serve with more information. If chairs have administrators that are tied to their committee, find time to meet with them. Finally, U. Smith strongly suggested meeting during the Assembly’s off-week time block.
- IV. Business of the Day
 - **Employee Climate Survey Planning** – Marin Clarkberg, Director of Institutional Research and Planning (IRP)
 - IRP is responsible for survey and analysis of data related to the University.
 - The Employee Climate Survey was last conducted in Fall 2011 as a result of the Employee Assembly and the Division of Human Resources.
 - The last survey had a 70% response rate, which is a very high level for this type of survey. It is generally short, about 60 items, and very straight forward. The survey was administrated by the Survey Research Institute online and by paper. Supervisors were instructed to make time for their employees to take the survey.
 - This round of survey the Employee and Faculty survey will be aligned in terms of timeline for better communications: all University employees will be taking a survey, regardless of type of employee. The survey will be going out in October.
 - Analyses by IRP was done at the Unit/College level. Leaders of these units were given custom reports and analysis so that the data could be more meaningful and insightful. Unit leaders owned the results and were responsible for communication the results, if they chose to do that.



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- Generally, IRP likes to keep the survey the same over time to show change effectively. New questions will be centered around diversity, inclusion, and organizational change.
- IRP is looking to have analysis results in December/January.
- U. Smith said that the Assembly will use the results to create a five-year strategic plan for the greater University staff community.
- L. Field asked about tracking the of employees over time. M. Clarkberg said that the survey is confidential but not anonymous. IRP connects surveys completed by the same individual and also connects surveys to institutional data in Workday.
- L. Field asked about employees who have been in more than one position with very different experiences. M. Clarkberg explained that it is difficult to track changes in employees over time especially when they move positions. It is difficult to understand why employees move – promotions, dysfunctional unit, etc.
- K. Fitch asked why the survey is not anonymous. M. Clarkberg explained that the survey is shorter because IRP can connect institutional data to survey responses.
- K. Fitch asked why the survey cannot ask if an employee has moved positions. M. Clarkberg explained that it is good practice to not ask questions about the past. The goal of the survey is to capture the present status of the employee climate.
- U. Smith noted that some units have surveys for their employees in addition to the University-wide one. These surveys address more specific issues in those units.
- M. Stefanski Seymour suggested adding one question about the Employee Assembly. U. Smith and M. Clarkberg agreed that this was a good question.
- Submit additional comments to M. Clarkberg (netID) by August 24, 2016.
- **TCAT Update** – Gary Creemans
 - There are no major changes to TCAT service for Fall 2016. Please contact transportation@cornell.edu with any questions.
- **Committee Staffing** – U. Smith
 - U. Smith presented the slate of applicants to each of the Assembly committees.
 - Education Committee Approved – Approved by vote of 17-0-0
 - Communications Committee Approved – Approved by vote of 17-0-0
 - Staff Recognition and Awards Committee – Approved by vote of 17-0-0
 - U. Smith sat in on the Retirement Plan oversight committee, but it needs a permanent representative from the Assembly. The committee meets quarterly. H. Hall volunteered for the committee.



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- There are still three University Assembly voting positions for non-Assembly staff members that need to be filled.
- **Staff Representatives to the University Assembly** - U. Smith
 - There are two candidates for the non-Assembly Staff recognition to the University Assembly: Linda Copman and Marie de Roos.
 - The representatives were approved by a vote of 17-0-0.
- **Introduction of the Standing Rules** – H. Hall
 - U. Smith will distribute a copy of the standing rules following the meeting.
 - The goal of the document is to provide order for how the meeting will be held. They are working agreements for how the business of the Assembly will be conducted. The Standing Rules will also establish basically parliamentary procedure for the Assembly.
 - H. Hall would like to include an attendance policy.
 - The Executive Committee will review the draft and present a final version for approval at the next meeting.
- **Meeting Guest Scheduling** – B.J. Siasoco
 - The Assembly often talks about issues without the decision-makers in the room. B.J. Siasoco recommends inviting the appropriate administrators or other figures in order to facilitate better security.
 - H. Hall recommended inviting the president of the UAW or other union leaders.
 - L. Field recommended inviting the director of IT security, which is a big issue on campus right now.
 - P. Thompson recommended inviting leaders of Transportation, which is a perennial issue.
 - L. Field also recommended inviting the University Diversity Officers.
 - G. Giambattista recommended inviting the Presidential Search Committee.
 - K. Fitch recommended a discussion about trimming unnecessary regulations, especially with regard to Faculty. U. Smith recommended inviting the Dean of Faculty for discussion of this.
 - K. Fitch suggested a discussion about pay bands and the policy of compensation and how it breaks out across different groups of employees.
- **Communication Procedure and Update** – L. Field
 - There is a template for Assembly members to use an introduction to constituents.
 - The Office of the Assemblies is working on how to distribute those communications.

V. New Business

- **Resolution 2: Advocating an Inclusive Rebranding** – B.J. Siasoco
 - B.J. Siasoco explained that Cornell Plantations are in the process of advocating for a name change.
 - L. Field asked who came up with the name suggestion. U. Smith said it was not the Assembly, the name came from the staff of the Cornell Plantations.



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- L. Johnson-Kelly said that she is not clear how the current draft of the resolution represents the interests of Cornell staff.
- M. Carcella noted that it is not just the staff of the Cornell Plantations that is affected – it is all staff members.
- K. Fitch asked about who initiated this change. U. Smith said that there have been several reviews of the Cornell Plantations in general, and about the entire branding and positioning of the Plantations. This is the most recent review and there are people viewing the name change from a variety of angles.
- K. Fitch said that if this is a sensitive issue, there should be a process to go through this.
- M. Stefanski Seymour wanted clarification about who was included in the focus groups mentioned in the resolution.
- G. Giambattista clarified that this resolution is not new to the Assembly and that the process has a lot of integrity.
- M. Stefanski Seymour said that there are a lot of individuals who prefer to keep the name as is, but that the discussion should be continued next meeting.
- This resolution is new business and will automatically be carried to the agenda of the next meeting.

U. Smith adjourned the meeting at 1:36pm.