

Cornell University Employee Assembly

AGENDA **Employee Assembly Meeting** **2017-09-06** **12:15 -1:30pm** **701 Clark Hall**

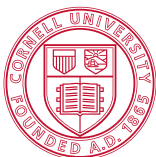
“An Active Voice for Cornell Staff”

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 -12:15pm
- II. Call for Late Additions to the Agenda
- III. Approval of Minutes
- I. Committee Reports – 15min
 - a. Communications Committee
 - b. Employee Education & Development Committee
 - c. Employee Welfare Committee
 - d. Elections Committee
 - e. Personnel Policy Committee
 - f. Staff Recognition, Awards & Events Committee
 - g. Transportation Task Force
 - h. Employee-Elected Trustee
- IV. Report from the Chair – 5min
- V. Business of the Day – 50min
 - a. Presentation: Workday Time Tracking (Amy Parmley)
 - b. Presentation: New Office of the Assemblies Website (Gina Giambattista)
- VI. Old Business
- VII. New Business
 - a. R4: Approval of the 2017-2018 Operating Budget (Kevin Fitch)
 - b. R5: Clarifying Abstentions (Dustin Darnell)
- VIII. Adjournment – 1:30pm

Future Guests:

Future Events:



Cornell University Employee Assembly

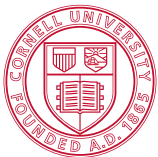
Cornell Employee Assembly

Minutes of the June 14, 2017 Meeting

12:15 PM – 1:30 PM

401 Physical Sciences Building

- I. Call to Order
 - a. U. Smith called the meeting to order at 12:18.
- II. Committee Reports
 - a. Communications Committee
 - i. U. Smith said that the committee is working with the Office of Assemblies and that Resolution 5 has been published for public comment on dashboard.
 1. Resolution 5 will be open for public comment for about two weeks and comments will be discussed at the next meeting.
 - ii. U. Smith said that the Employee Assembly newsletter update will come out soon for everyone.
 - iii. K. Fitch asked how comments will be broken up when the report is presented.
 1. U. Smith said that the Executive Committee will organize the comments and create an executive summary.
 - b. Business of the Day
 - i. R1: Adopting the 2017-2018 Standing Rules
 1. U. Smith requested that P. Thompson provide a brief overview of the standing rules.
 2. P. Thompson said that a change in the agenda distribution time change that Office of Assemblies does not need to have the agenda out by noon on the Friday before the Assembly moving, with the addition that the Executive Vice Chair must post the agenda the Wednesday before the Assembly meeting.
 3. J. Kruser provided updated language for the amendment to the Article 2, Item F regarding agenda distribution.
 4. U. Smith said that the standing rules are meant to be updated annually.
 5. Amendment **passes**.
 6. J. Kruser stated that there should not be a maximum to reviews for a resolution.
 7. U. Smith said that the take-away is that all resolutions must be reviewed by a committee to ensure that staff has the opportunity to participate in the policy-making process.



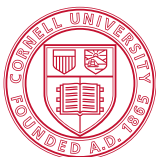
Cornell University Employee Assembly

8. U. Smith said that a committee must review a resolution but it does not need approval before coming to the Assembly floor.
9. U. Smith called for a vote.
 - a. Resolution **passes** 18-0-0.
- ii. Resolution 2: Fostering Meaningful Employee Engagement
 1. U. Smith said that the Assembly is charged with representing 8,000 staff on Ithaca and Geneva campuses.
 2. U. Smith said trustee presentation focused on age of the workforce and demographics. HE said that retirement eligible is at 22% right now, which means that exiting population is significant.
 3. U. Smith said that a decrease in older staff and increase in Millennials in the workforce create different styles in communications, referenced a Deloitte study.
 - a. Resolution passes.

Due to audio malfunctions, portions of these minutes are missing.

The meeting was adjourned at 1:30PM.

Respectfully Submitted,
Amanda Robinson
Clerk of the Assembly



Cornell University Employee Assembly

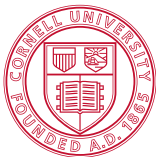
Cornell Employee Assembly

Minutes of the August 16, 2017 Meeting

12:15 PM – 1:30 PM

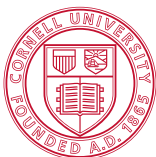
401 Physical Sciences Building

- I. Call to Order
- II. U. Smith called the meeting to order at 12:15.
 - a. U. Smith suspended order of meeting to allow Resolution 3 to be heard first.
- III. Resolution 3: Care Fund
 - a. B. McKinney said that in 2017, they gave out over \$19,000 a year. She said that for the fund to work, we need to raise \$15,000 a year. The campaign this year is new as they used to do an auction but there is now a payroll deduction.
 - b. B. McKinney said that they want to create a marketing campaign to get 625 employees to donate \$1 a paycheck which amounts to \$15,000 a year.
 - i. B. McKinney said that this meant they would not need to do any major fundraising.
 - ii. B. McKinney said that the incentive for signing up is that anyone who registers will be eligible to win either a two-night trip in New York City and dinner or a night at a local inn in Ithaca and dinner at Banfi.
 - c. B. McKinney requested that the Employee Assembly purchase the round-trip bus tickets for campus to campus so that the prize has transportation to New York City.
 - d. K. Fitch said that the Employee Assembly currently has a balance of \$450 and the request is that the Employee Assembly allocate \$330 to purchase the bus tickets.
 - e. T. Grove asked if the money already allocated to the care fund was for something specific?
 - i. K. Fitch said that it was for the care fund but not specialized beyond that.
 - f. U. Smith called the resolution to question.
 - i. Votes **passed** 12-0-0.
- IV. Call for Late Additions to the Agenda
 - a. T. Grove requested to add the inauguration to the agenda.
 - b. G. Giambattista requested that there be time for an announcement from the Assembly.
- V. Approval of Minutes
 - a. Minutes from summer meetings will be approved at the next Assembly meeting.
- VI. Committee Reports
 - a. Communications Committee
 - i. C. Sanzone said that the first meeting will be next Wednesday, alternating every other week.



Cornell University Employee Assembly

1. C. Sanzone said that the first priority is the communications calendar, after the list is tested so that everyone who needs to get the messages will be getting them.
 2. C. Sanzone said that there will be monthly newsletters to all-staff starting the last week in August.
 3. C. Sanzone is also working on social media.
 - b. Employee Education Committee
 - i. Nothing to report.
 - c. Employee Welfare Committee
 - i. Nothing to report.
 - d. Personnel Policy Committee
 - i. Nothing to report.
 - e. Staff Recognition
 - i. T. Grove said that there have been several nominations.
 - ii. T. Grove asked what the budget is for the President's Address to Staff.
 1. K. Fitch said it is \$2500.
 - iii. U. Smith said that the address is on October 10th and as many staff as possible are needed.
 - iv. T. Grove said volunteers are still needed for the inauguration on August 25th.
 - v. Transportation Task Force
 1. K. Fitch said that he had to step down from his position as chair due to time constraints and nominated K. Mahoney to serve in his place.
 - a. Motion was passed by unanimous consent.
 2. K. Fitch said that at the last transportation meeting there was talk about a survey being passed out soon.
 3. K. Mahoney said that she has scheduled a series of meeting with Employee Assembly representatives, employees and staff regarding transportation.
 4. C. Sanzone offered up staff members who work in Collegetown that could be interested in a focus group regarding transportation.
 5. U. Smith said that the college of business is opening a satellite office in Collegetown as well.
 - vi. Update regarding the Assemblies website.
 1. G. Giambattista said that the website will go live on Friday and explained the process for the updates that took place over the summer as well as provided additional details about all the backend.
- VII. Report from the Chair
 - a. U. Smith presented the Legislative Priorities for 2017-2018.



Cornell University Employee Assembly

- i. U. Smith said that there are a couple members who still need to select a committee for this year.
- ii. U. Smith asked for confirmation that the legislative priorities are what the Employee Assembly has agreed on.
 1. There was no dissent.

VIII. Business of the Day

a. Elections Committee Chair

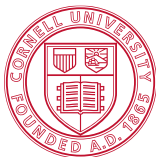
- i. U. Smith said that Dustin Darnell was self-nominated to serve as the elections committee chair.
- ii. U. Smith asked for a vote on the chair.
 1. Voted **passed** by unanimous consent.
- iii. U. Smith said that there are several openings on the Employee Assembly: CALS, Disabilitilies, ILR, Hotel Administration, Veterans and Less than 5 Years representatives are all vacant.

b. Pawprint Update

- i. N. Doolittle said that the first issue will be moved to next week and feature a behind the scenes article on the inauguration.
- ii. N. Doolittle said that the website will go live then as well and Pawprint was part of the redesign but will still have it's own url and newsletter.
- iii. N. Doolittle said the Assembly chairs and new website design of the Office of Assemblies will be featured as well.

The meeting was adjourned at 1:08 PM.

Respectfully Submitted,
Amanda Robinson
Clerk of the Assembly



Cornell University
Employee Assembly

EA R4: Approval of the 2017-2018 Operating Budget

Abstract: This is the Operating Budget for the EA 2017-2018 legislative session.

Sponsored by: Kevin Fitch, Vice Chair for Operations, Employee Assembly

Reviewed by: Executive Committee, 08/29/2017

Whereas, Article IV, Section 1 of the Charter of the Employee Assembly grants the Assembly “authority and control over its own policies, operations, and maintenance”; and

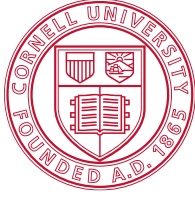
Whereas, The Employee Assembly Vice Chair for Operations and Finance is charged with the responsibility of maintaining and updating the Employee Assembly’s Operating Budget each legislative session; and

Be it therefore resolved, the Employee Assembly approves and adopts the Operating Budget for the 2017-2018 legislative session attached as an appendix to this resolution.

Adopted by Vote of the Assembly (_ _ _), _____, 2017.

Respectfully Submitted,

Kevin Fitch, *Vice Chair for Operations and Health & Safety Representative*



Cornell University Employee Assembly

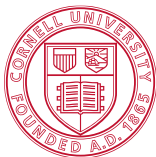
Operating Budget

FY 2018

Income Categories

Beginning Balance FY 2018	\$0.00
Transfer from University Relations	\$9,650.00
TOTAL Income	\$9,650.00

Expense Categories		2017-2018 Budget
10000	Administrative (food for meetings)	\$3,000.00
10001	Executive	\$100.00
10002	Communications	\$500.00
10003	Internal Operations	\$100.00
10006	Elections	\$600.00
20001	Personnel Policy	\$100.00
20002	Education	\$100.00
20003	Staff Recognition and Awards	\$2,200.00
30001	President's Address to Staff	\$2,500.00
30002	CARE Fund	\$450.00
TOTAL Expenses		\$9,650.00



EA R5: Clarification of Section 1.9 in the Bylaws

Abstract: This resolution clarifies voting in the EA Bylaws Section 1.9

Sponsored by: Dustin Darnell, *Infrastructure, Properties & Planning Representative*; Kevin Fitch, *Health & Safety Representative* and Pilar Thompson, *International Representative*

Reviewed by: Executive Committee, 09/06/2017

Whereas, existing Employee Assembly Bylaws Section 1.9 currently states:

Section 1.9: Voting

A. The Chair may count any proxy vote that is received before the question to which it pertains is called. Votes submitted by proxy do not count towards quorum.

B. Voting may be conducting by electronic means at the discretion of the Chair.

Be it therefore resolved, the Assembly adopts the following changes in order to clarify the voting process for better efficiency of the Assembly:

Section 1.9: Voting

A. Collected/Recorded votes must be equal to or greater than quorum for the resolution to carry.

B. The Assembly only recognizes 'Yes' or 'No' votes towards quorum.

C. Abstaining votes will not be counted towards quorum.

Adopted by Vote of the Assembly _-_-_, _____, 2017.

Respectfully Submitted,

Dustin Darnell, *Elections Committee Chair and Infrastructure Properties & Planning Representative*

Kevin Fitch, *Vice Chair for Operations and Health & Safety Representative*

Pilar Thompson, *Parliamentarian and International Representative At-Large*