

Cornell University Employee Assembly

AGENDA **Employee Assembly Meeting** **November 28, 2018** **12:15 -1:30pm** **401 Physical Sciences Building**

“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 & Roll Call -12:15pm
- II. Approval of Minutes
- III. Business of the Day (50 Minutes):
 - a. Laura Beth Santacrose will present on the Intervene Program (30 Minutes)
 - b. Mary Beth Grant the Senior Associate Dean of Students will present on the Summary of Work of Sorority and Fraternity Judicial Review Committee (10 Minutes)
 - c. Karen Brown the Director of Campus Life Marketing & Communications (10 Minutes)
- IV. New Business (10 Minutes)
- V. Committee Reports (15 minutes)
 - a. Communications and Awards Committee
 - b. Education Committee
 - c. Welfare Committee
 - d. Transportation Committee
 - e. Benefits and Policy Committee
 - f. Executive Committee
 - g. Elections Committee
- VI. Adjournment – 1:30pm

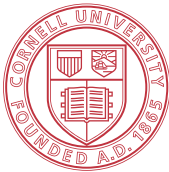
Future Guests:

12/5 - Mary Opperman joined by Laurie Johnston, Senior Director of Workforce Policy and Labor Relations: Policy 6.4

1/16 - Diane Bradac: Work/Life Consultation Services

2/20 – Bridgette Brady & Reed Huegerich: Transportation Survey & Parking Optimization Study

Note: Prior to the November 28 EA meeting please watch the [Intervene Video](#), Laura will present on the program, she will make references to this video and take questions.



Cornell University Employee Assembly

Cornell Employee Assembly
Minutes of the November 7, 2018 Meeting
12:15-1:30 PM
401 Physical Sciences Building

I. Call to Order & Roll Call

- a. C. Wiggers called the order to meeting at 12:15pm.
- b. *Members Present:* P. Andersen K. Barth, M. Benda, A. Brooks, T. Chams, H. Depew, K. Fitch, T. Grove, A. Haenlin-Mott, A. Hourigan, A. Howell, L. Johnson-Kelly, K. Mahoney, E. Miller, B. Roebal, C. Sanzone, A. Sieverding, K. Supron, P. Thompson, C. Wiggers
- c. *Members Absent:* C. Dawson, D. Hiner, K. LoParco, H. Sheldon

II. Approval of Minutes of the October 17, 2018 EA Meeting

- a. Motion to approve the minutes of the EA meeting of October 17, 2018 – **approved** with no dissent

III. Business of the Day

- a. Staff Conversations
 - i. C. Wiggers announced that the conversations will resume next week on Monday night. Once they complete the three scheduled for next week, there will be five completed. The information will be turned over to the Welfare Committee, which will then to work on bucketing the content of the discussions. VP Mary Opperman also has a member of her staff, Director of HR Analytics Linda Croll Howell, assisting the EA. After the 11 conversations, the information will be available for the EA mid-year retreat, at which they will begin working on action items.
- b. Presentation of the Employee Spot Recognition Program in the Cornell Staff Recognition Appreciation Portal from Kim Babuka, Director of Compensation Services
 - i. K. Babuka gave an introduction of a new recognition portal that will be rolled out sometime in November. The program is aimed at celebrating staff excellence to recognize performance and contributions that they see as vital to creating an engaged and productive workforce. The value and intent of Real Time Recognition includes increasing job satisfaction and productivity; implementing simple, adaptable, and timely staff appreciation; and boosting morale through low- and no- cost options.
 - ii. K. Babuka introduced the two types of recognition: Non-Monetary and Monetary.
 - 1. Non-Monetary recognition is tagged to skills for success: #integrity, #inclusion, #vision, #communication, #judgement, #and growth. Other recognitions are #congrats, birthday, service anniversary, personal milestones, and promotion. This feature can be peer to peer.
 - 2. Monetary recognition is also tagged to skills for success. There will be points awarded to purchase both Cornell and Amazon items. Available point options are: 10, 15, 20, 25, 50, and 75. One point equates to one dollar, and points will roll over until the employee terminates. The university service awards and its points will be combined to this portal. Only supervisors can recognize employees with points.
 - iii. K. Babuka gave an overview of the portal home page. The “Recognize” tab allows peers and supervisors to search for a user by name, explain the reason for recognition, and tag the reason to a skills for success. The employee being recognized will receive an email with the information entered. The public option will post the recognition on the portal feed, and the private option will only notify the employee.

- iv. K. Babuka displayed a sample of the recognition email. It shows the message the employee typed in and who it is from. It will also show how to log in and recognize someone else, or how employees can spend points if they are given them.
- v. K. Babuka gave an overview of other website features.
 - 1. Under the “My Profile” tab is the “My Recognition” subtab that will show a pie chart of the recognitions organized by type.
 - 2. They will not be using Workday photos, so employees can either upload their own photo or use the default photo of the first initial of their first name.
 - 3. The “My Redemptions” subtab will show details of Cornell Store and Amazon purchases.
 - 4. Employees can use their spending points for 10 to 75 point voucher options at The Cornell Store, or on all Amazon products excluding third party vendors. Employees can search Amazon items by category and check out on the portal website. There are no markup on any of the products, but the price listed is a little higher because sales tax is included. Cornell is not paying any additional funds for this program; funds are coming out of the college unit budgets. They are testing the program and have received very positive feedback.
- vi. K. Babuka said the program link will be located on the Human Resources homepage as well as a few other sources, including the Workday homepage and My Team Management Worklet.
 - 1. K. Babuka gave an overview of the “Appreciation and Recognition” page where the Appreciation Portal is located.
- vii. K. Babuka opened the floor to questions.
 - 1. K. Babuka said supervisors make determinations for points. They have divided the dollars across college units based on their employee populations. It is a small dollar value and is meant to be a periodic reward. They are monitoring it at the college unit and university level. The expectation is that the main recognition is not going to be by points.
 - 2. K. Babuka said the expectation is not for this to be used as a performance management or measurement tool but a way for people to appreciate others.
 - 3. A. Sieverding said her concern is that the monetary portion is dependent on individual supervisors.
 - a. K. Babuka said supervisors will not be penalized or face any consequences if they do not utilize the portal. They may recognize employees in other ways. The difference is that these recognitions are attached to skills for success, and allows for other people to see recognitions in a public way. Recognition does not happen as often as they would like, and they wanted a university systemized way. Previously, to use points received from a university service award, recipients can pick from a catalog of 10-15 items. This portal and system allows for a wider selection.
 - 4. A. Haenlin-Mott asked about the union exclusion aspect of the program.
 - a. K. Babuka said most of the benefits need to be bargained in the union contracts. They want to make sure that this is a benefit and that they go through the proper channels in working with the union. They know this is a sensitive subject. They are aware union workers want to be a part of this portal, and they want them to be too.
 - b. A. Haenlin-Mott said there may be some backlash.
 - 5. K. Babuka said the private/public designation is made by the person who sends it. HR has the ability to change a designation after it is made as well. The default option is public.
 - 6. K. Barth suggested everyone to use this tool to work on the concept of “One Cornell,” specifically for new employees and support staff.
 - a. K. Babuka added that the portal will be in the onboarding materials. They ask supervisors to recognize their new employees within 30 to 60 days with a message that does not necessarily need to have points attached. This can show new employees our culture of appreciation.

7. A. Haenlin-Mott said she represents Facilities and Campus Services, a large population of which who fall into the unionized area.
 - a. K. Babuka said she is willing to talk to her offline. Unionized workers will be included as soon as they can include them. The program will not continue many years down the road without including unionized workers.
8. A. Sieverding said her supervisor is a faculty member who changes every two years. There is never going to be supervisory input at this level.
 - a. K. Babuka said the communication they are putting out is for the faculty supervisors to partner with administrative managers of these departments.
9. C. Sanzone asked about funding and how it may relate to the Salary Improvement Program (SIP) and merit pay that already comes out of college unit budgets.
 - a. K. Babuka said this is not a concern because the programs are separate. They do monitor the SIP program and discretionary bonuses. It will not erode the SIP program. The monetary recognitions are carved out of the discretionary funds.
10. T. Chams said he does not like the monetary attachment to the program. Monetary recognition should come out in a different way, such as a bonus. For him, a recognition is enough and tying in the program's monetary attachment creates a cluster of potential conflict.
11. K. Babuka said Cornell Tech will be included.
- c. P. Thompson said they are still looking for an EA member to join the Codes and Judicial Committee (CJC). The CJC chair, undergraduate Dale Barbara '19, is willing to discuss time changes for meetings to make it more conducive to employee work schedules. There is also a Zoom possibility for the representative to video call in. This is a one year commitment and they would like someone with an interest in policy work and willing to look through documents. P. Thompson stressed it was an opportunity to make a change on campus and asked members to reach out to her if interested.
 - i. G. Giambattista added that the meetings are currently every other Wednesday from 4:45 to 6pm. The committee is a standing committee of the University Assembly, but its role is to recommend changes to the Campus Code of Conduct, and the president is very involved. There is a lot of energy around making the Campus Code of Conduct accessible and digestible. There is a need for fresh ideas and a need to meet quorum.
 - ii. There is an employee, Linda Copman, sitting on the committee as an ex-officio member, but they are looking for a representative from the EA.
- d. Mid-Year Retreat Update
 - i. P. Thompson said they are looking to do their retreat at Geneva. The EA has an open seat at Geneva, and they want employees at Geneva to get engaged. They are looking for two volunteers from the EA willing to work out logistics, including dates, carpooling, and others.
 1. T. Grove volunteered.
 2. M. Benda volunteered.

IV. New Business

- a. No new business.

V. Committee Reports

- a. Communications and Awards Committee
 - i. C. Sanzone said she is putting together a planning meeting for the George Peter Award set for November 29.
 - ii. C. Sanzone said they have two sessions on November 12 for Staff Conversations. She signed up to be the note taker for the event in Myron Taylor, and will be attending via Zoom. She is asking for someone to physically attend who can also monitor the Zoom chat.
 - iii. C. Sanzone said the committee is meeting next Wednesday.

- b. Education Committee
 - i. A. Hourigan said the committee met in October. Maureen Brull who manages the EDP program has accepted the request to gather data. After she hears back from her, A. Hourigan will schedule another meeting.
 - ii. A. Hourigan announced that they have a new member: Crystal Roneck, Associate Director for Retirement Programs in HR.
- c. Welfare Committee
 - i. A. Haenlin-Mott said they have a meeting tomorrow from 4-5pm in the East Hill Office Building.
 - ii. K. Supron volunteered to pick up anyone who wants to attend.
 - iii. P. Andersen said she is active with the Cornell Retirement Association and the group had a meeting on November 22. They started a detailed analysis of exit questionnaires from retirees. Reports show that many are unprepared for retirement, especially socially and financially. Former HR Senior Director of Benefit Services and Administration Paul Bursic was in attendance and he said his office would conduct 2-3 seminars each year. However, the same handful of about 10-15 people would attend. People are not actively engaged in any form of financial planning, with the exception of a group of union-represented employees. This could be an area the EA could look at.
 - iv. P. Thompson suggested T. Chams with the Benefits and Policy Committee.
 - v. T. Chams suggested a collaborate effort.
- d. Transportation Committee
 - i. K. Mahoney said they have a meeting scheduled on Monday.
 - ii. C. Wiggers said VP Mary Opperman asked the EA to continue fighting for free parking and to keep retiree parking privileges at the forefront of their thoughts.
- e. Benefits and Policy Committee
 - i. T. Chams said they had a brainstorming meeting on November 1. Half of the members in the committee are in the EA and half are volunteers; they have 14 members and counting. They identified about a dozen issues so far, and he has uploaded the meeting minutes to the website. He requested the EA to reach out to him for any additional ideas. He is going to begin attending the meetings of other committees, including the Welfare Committee, to understand what they are trying to do.
 - ii. T. Chams said next on the agenda is to form smaller teams to attack each issue they have highlighted. They have Lauren Jacoby from HR coming to the next meeting to coordinate on efforts.
 - iii. T. Chams is working to set up a meeting with the Benefits office in December.
- f. Executive Committee
 - i. H. Depew went over future guests and presentations for the EA:
 - 1. November 28: Laura Santacrose, Associate Director of Skorton Center for Health Initiatives, is scheduled to present. There is a video she would like the EA to watch prior to the meeting.
 - 2. December 5: Laurie Johnston, Senior Director of Workforce Policy and Labor Relations, and VP Opperman will come present on Policy 6.4
 - 3. January 16: Diane Bradac from Work/Life Consultation Services
 - 4. February 20: Bridgette Brady and Reed Huegerich to present on the Transportation Survey & Parking Optimization Study. If anyone has any topics they want to bring up, please bring it to H. Depew.
- g. E. Miller requested the committees to post upcoming meeting dates on the EA website schedule.
 - i. G. Giambattista said the OA can assist with this if committees send the office a list of their meeting dates.

- ii. G. Giambattista explained that Box is a resource for communication within the EA.
Committees can communicate within themselves and with the public via the website.

VI. Adjournment

- a. C. Wiggers acknowledged that the last few weeks have been difficult for the country in dealing with issues including terrorism and racial bigotry. He encourages EA members to be supportive of others, particularly those who may be in need of someone to talk to.
- b. C. Wiggers adjourned the meeting at 1:30pm.

Respectfully Submitted,
Catherine Tran
Clerk of the Assembly