

Cornell University Employee Assembly

AGENDA
Employee Assembly Meeting
June 7, 2017
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 -12:15
- II. Call for Late Additions to the Agenda
- III. Approval of Minutes
 - a. May 17, 2017
- I. Committee Reports – 5 min
 - a. Employee-Elected Trustee
- IV. Report from the Chair – 5 min
 - a. Board of Trustees May Meeting
- V. Business of the Day
 - a. R1: Adopting the 2017-2018 Standing Rules – 10 min
 - b. R2: Fostering Meaningful Employee Engagement – 20 min
- VI. Old Business
- VII. New Business
- VIII. Adjournment
- IX. Executive Session
 - a. Internal Elections

Future Guests:

Future Events:



Cornell University
Employee Assembly

EA R1: Adopting the 2017-2018 Standing Rules

Abstract: This resolution adopts the Standing Rules of the Employee Assembly for the 2017-2018 legislative term.

Sponsored by: Pilar Thompson, Parliamentarian, Employee Assembly

Reviewed by: Executive Committee, 06/7/2017

Whereas, Article IV of the Charter of the Employee Assembly states that “the Assembly will have authority and control over its own policies, operations, and maintenance, including bylaws, procedures, and amendments”; and

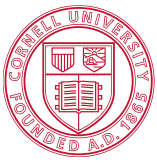
Whereas, the Standing Rules of the Employee Assembly are complementary to the Charter and Bylaws and aid in the efficiency of the Assembly.

Be it therefore resolved, the Employee Assembly adopts the Standing Rules for the 2017-2018 legislative term as outlined in the attached appendix.

Adopted by Vote of the Assembly (18-0-0), June 7, 2017.

Respectfully Submitted,

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



Standing Rules Cornell University Employee Assembly

As amended on June 7, 2017

1 **Preamble**

2 The Employee Assembly's foremost interest in 2017 – 2018 shall be in the staff members, any
3 regular full-time and part time staff members in non-exempt, exempt, or academic non-
4 professional staff categories employed at the Ithaca or Geneva campuses of Cornell University.

5 These Standing Rules shall serve as guidelines for specific rules and effective leadership from the
6 Employee Assembly that may not specifically be covered in the Charter, but will aide in the
7 efficiency of a successful Assembly.

8 These Standing Rules shall be adhered to by all Employee Assembly members and committee
9 members.

10 These Standing Rules shall be utilized with the following prefaces:

11 **Rule 1**

12 In the event of a conflict, the Charter and Bylaws shall supersede the Standing Rules.

13 **Rule 2**

14 The Standing Rules shall be revised at the beginning of each Assembly term, submitted for review
15 by the Employee Assembly Chair. The Standing Rules shall take effect upon their approval by a
16 majority vote of the seated membership of the Employee Assembly. The Standing Rules can also be
17 edited at any time by a majority vote of the seated membership of the EA.

18 **Rule 3**

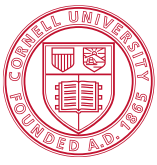
19 A motion to suspend the Standing Rules must be recognized by the Chair and approved by a two-
20 thirds vote of the seated EA members present.

21 **Section I: Ethical Standards**

22 Ethical Conduct is expected of all members at all times, as members are representative of their
23 constituencies and those they represent. Any member found to be using the name of the EA outside
24 of the bounds of the individual's described role on the EA, abusing the EA brand to acquire
25 additional benefits or privileges, or any such similar matter shall be in violation of this ethics
26 clause. The Executive Committee and the Office of the Assemblies shall determine the appropriate
27 disciplinary action.

28 **Article 1: Attendance**

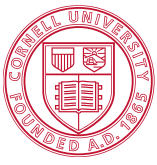
29 A. Attendance is required at all regularly scheduled meetings for all voting members. Regularly
30 Scheduled meetings are held the first and third Wednesdays of the month, from 12:15 to
31 1:30 PM.



- B. Attendance at all informal, organizational and specially scheduled meetings is required when the Chair provides EA members at least 72 hours' prior notice of the meeting. Such meetings shall be considered "regularly scheduled meeting."
- C. Attendance will be taken verbally at the start of each meeting where each member present will answer with "here or present". The Chair will verify "excused" (chair was notified member is unable to attend the meeting) or "Not excused" (member is not present and no notification was sent to chair).

Article II: Agenda-Setting Policies and Procedures

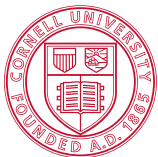
- A. The Chair will place under Unfinished Business any item that has previously appeared as New Business; items such as appropriation requests, committee assignments are to appear under Business of the Day. All other items shall be introduced as New Business, unless otherwise authorized by a majority vote of the Executive Committee or by a majority vote by the Employee Assembly.
- B. New Business shall be an opportunity for community members to ask questions and bring forward issues or concerns and make suggestions. Comments may not be argumentative in nature and questions must seek factual answers.
- C. Unfinished Business shall be an opportunity for discussion and debate on a topic of interest or a Resolution.
- D. Prior to the introduction of a resolution as New Business, all resolutions shall be reviewed by an appropriate EA committee for no more than 30 days before introduction in the general EA meeting and approval by the Employee Assembly. Approval by the committee shall be a majority vote of the committee members present. A representative of the committee that reviewed the resolution shall give a brief summary of the committee's thoughts and/or concerns on the resolution when it is presented at the general EA meeting. Under extenuating circumstances or time pressures, the Chair can determine that a resolution should be brought to the floor without committee review.
- E. The Executive Committee (at its regular meeting) will discuss the agenda for Employee Assembly meetings. Items for the agenda must be submitted to the Executive Vice-Chair of the Employee Assembly. These items must be in the proper format, as designated by the EVC.
- F. The Executive Vice-Chair must post the agenda to the Employee Assembly website no later than noon on the Friday prior to the meeting.



66 **Article III: Committee Leadership and Oversight**

- 67 A. The committees of the Employee Assembly are essential to the functioning of shared
68 governance at Cornell University. Leaders of the Assembly are elected to effectively run the
69 Assembly, oversee committees, share information and submit resolutions to the President of
70 the University.
- 71 B. Each EA member must be a voting member of at least one EA committee or a committee of
72 the University Assembly. The Chair of each committee shall maintain attendance rolls and
73 report absences to the Executive Committee.
- 74 C. Committee chairs will report updates as necessary regarding upcoming committee meeting
75 dates and times at regularly scheduled meetings, as well as post committee agendas and
76 minutes to the EA website, as appropriate, through the Office of the Assemblies.
- 77 D. All EA Committee members must be a member of their respective committee listserv.
- 78 E. Meeting dates, times, and agendas shall be sent to all committee members 48 hours prior to
79 the meeting via the appropriate committee listserv.

80
81 *Last Date of Amendment to these Standing Rules*
82 *07 June 2017*
83



EA R2: Fostering Meaningful Employee Engagement

Abstract: This resolution recommends that the Board of Trustees Committee on Composition and Governance establish a committee on the workforce and add an additional Employee-elected Trustee.

Sponsored by: Ulysses Smith, Chair and LGBTQ+ Representative, Employee Assembly

Reviewed by: Executive Committee, 06/07/2017

Whereas, Article II of the Charter of the Employee Assembly states that the Assembly shall, “ensure a direct focus for the continued involvement of exempt and non-exempt staff members in the governance of non-academic affairs and in the life of the University;” and

Whereas, Article II of the Charter of the Employee Assembly states that, “the Assembly will bring about a higher visibility for employees as community members, more equal participation with faculty and students in the policy-making process, and an increased sense of community among all constituencies through shared responsibilities;” and

Whereas, Cornell University employs over 8,000 non-academic, union, and non-professorial academic staff on the Ithaca and Geneva Campuses; and

Whereas, the Board of Trustees of Cornell University is comprised of sixty-four voting members, including two student-elected trustees, two faculty-elected trustees, and one employee-elected trustee; and

Whereas, the committees of the Board include the Committee on Student Life and the Committee on Academic Affairs, and no committee dedicated to addressing the welfare of the workforce; and

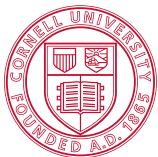
Whereas, the Employee Assembly unanimously approved R2: Resolution to Increase Employee-Elected Representation on the Board of Trustees on October 15, 2003.

Be it therefore resolved, the Assembly recommends the Board of Trustees Committee on Composition and Governance add an additional employee-elected trustee to the Board.

Be it further resolved, that every effort be made to have one exempt employee-elected trustee and one non-exempt employee-elected trustee.

Be it further resolved, the Assembly recommends the Board of Trustees Committee on Composition and Governance form a Board committee on the workforce strategically focused on engaging staff in the mission of the university, workforce trends and patterns affecting the financial health of the university, and assessing the impact of university decisions on the workforce.

Be it finally resolved, the Assembly recommends that this committee include the employee-elected trustees and the Vice President and Chief Human Resources Officer.



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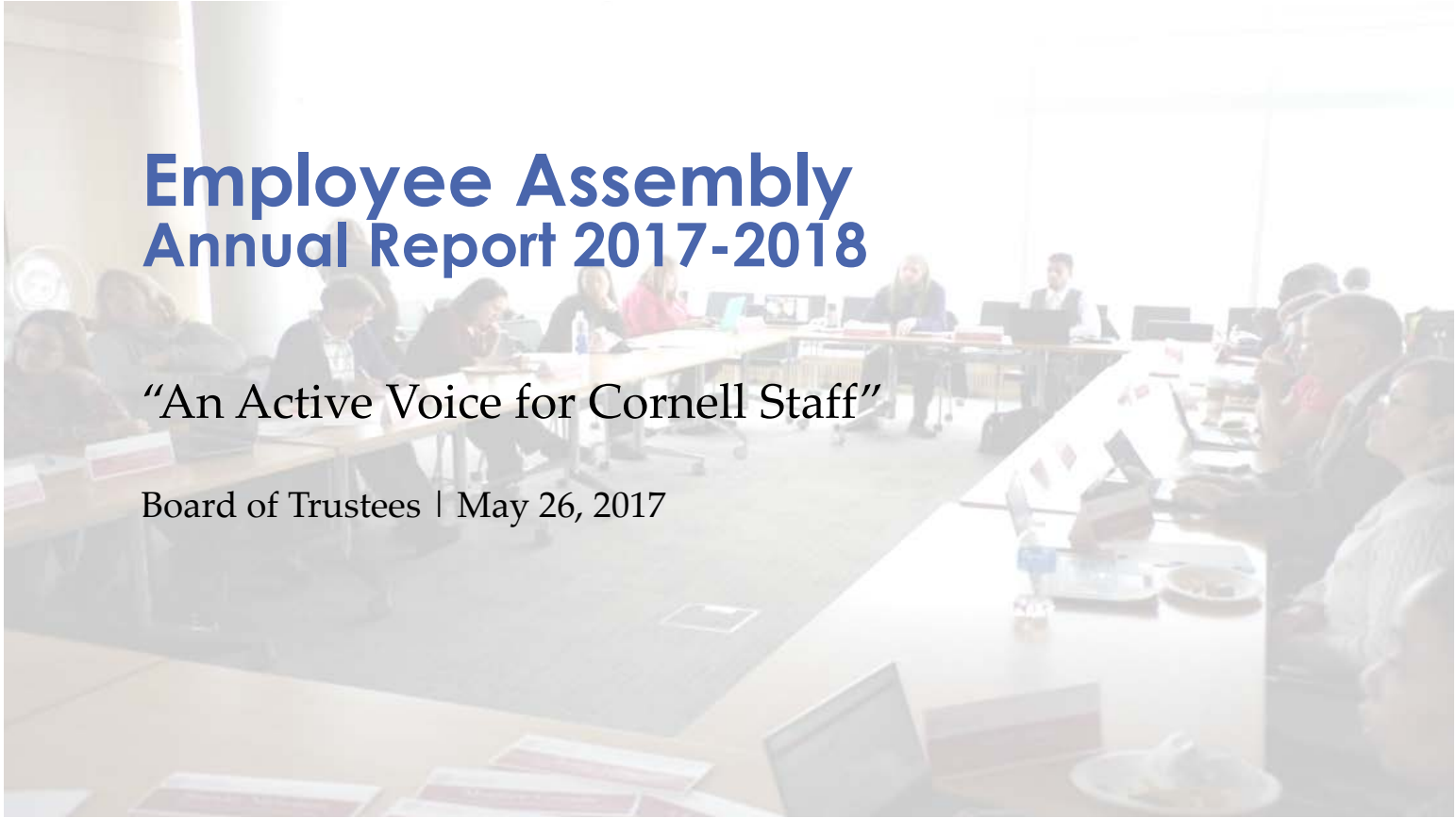
43 **Adopted by Vote of the Assembly (18-0-1), June 7, 2017,**

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45 **Respectfully Submitted,**

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47 Ulysses Smith, *Chair and LGBTQ Representative*

A photograph of a large group of people, mostly women, seated around a long, light-colored conference table in a bright, modern meeting room. They are engaged in a meeting, with some looking at laptops and others looking towards the center. The room has large windows in the background, letting in natural light. The text is overlaid on the left side of the image.

Employee Assembly Annual Report 2017-2018

“An Active Voice for Cornell Staff”

Board of Trustees | May 26, 2017

Object of the Assembly

"To ensure a direct focus for the continued involvement of exempt and non-exempt staff members in the governance of non-academic affairs and in the life of the University."

Staff at a Glance – FY17

- 5,958 Non-Academic Staff
- 1,351 Union Staff
- 1,059 Non-Professorial Academic Staff
- 57% Women, 43% Men
- 14% Minority
- 4 Generations in the Workplace



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Today's Situation Generations in the Workplace

Employment Category		Traditionalist	Baby Boomer	Gen X	Millennial	Grand Total
FY15 % Workforce	Academic Staff	2.7	45.1	42.5	9.7	100%
	Non-Academic Staff	0.7	41.7	41.0	16.6	100%
	Union	0.4	44.0	36.9	18.6	100%
	Total % Workforce	0.9	42.5	40.5	16.0	100%
Employment Category		Traditionalist	Baby Boomer	Gen X	Millennial	Grand Total
FY16 % Workforce	Academic Staff	1.9	42.6	42.5	13.0	100%
	Non-Academic Staff	0.6	38.9	41.0	19.5	100%
	Union	0.4	41.1	36.4	22.1	100%
	Total % Workforce	0.8	39.8	40.4	19.1	100%
Employment Category		Traditionalist	Baby Boomer	Gen X	Millennial	Grand Total
FY17 % Workforce	Academic Staff	1.4	40.5	42.9	15.2	100%
	Non-Academic Staff	0.5	35.9	41.2	22.3	100%
	Union	0.4	38.2	38.0	23.5	100%
	Total % Workforce	0.6	36.9	40.9	21.6	100%

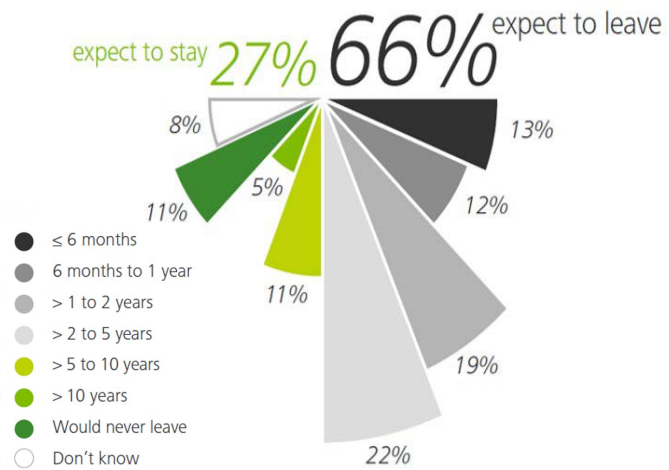
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SOURCE: DELOITTE, 2016

Millennials and Older Workers Have Many of the Same Career Goals

PERCENTAGE OF RESPONDENTS WITH THE FOLLOWING LONG-TERM GOALS

	Millennials	Gen X	Baby Boomers
Make a positive impact on my organization	25%	21%	23%
Help solve social and/or environmental challenges	22	20	24
Work with a diverse group of people	22	22	21
Work for an organization among the best in my industry	21	25	23
Do work I am passionate about	20	21	23
Become an expert in my field	20	20	15
Manage my work-life balance	18	22	21
Become a senior leader	18	18	18
Achieve financial security	17	16	18
Start my own business	17	12	15

SOURCE: IBM INSTITUTE FOR BUSINESS VALUE, 2014

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Four key questions continue to recur when employees are deciding whether to join, give their best effort or stay at an organization:

- Is this a winning organization I can be proud of?
- Can I maximize my performance on the job?
- Are people treated well economically and interpersonally?
- Is the work itself fulfilling and enjoyable?



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Housing Master Plan & Deferred Maintenance: An Employee Perspective

Impacts of the Plan

- Increases the number of students enrolled at the University.
- Increases the number of physical spaces (housing, dining, common spaces)
- Eliminates parking lots

Employee Considerations

- Residential demographics
 - 5,289 Tompkins County
 - 3,013 Other NYS Counties
 - 170 Outside of NYS
- Limited investment in TCAT and decline in federal funding

No routes + no parking + high parking prices + increased expectations of staff =



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- Create a committee of the Board focused specifically on the workforce.
 - Engaging staff in the mission of the University
 - Workforce patterns/trends impacting the bottom line
 - Impact of University decisions on the workforce
- Add an additional Employee-Elected Trustee to the Board.
 - 2 Student-Elected Trustees
 - 2 Faculty-Elected Trustees
 - 1 Employee-Elected Trustee



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Thank You!

Questions?



Contact

- Ulysses J. Smith
Chair, Employee Assembly
uj3@cornell.edu
- Office of the Assemblies
109 Day Hall
assembly@cornell.edu