

Cornell University
Employee Assembly

Cornell University Employee Assembly

Agenda of the September 1, 2021 Meeting

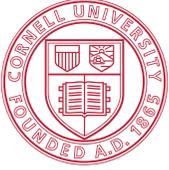
12:15 PM – 1:30 PM

Zoom only

“An Active Voice for Cornell Staff”

- I. Call to Order
- II. Roll Call
- III. Land Acknowledgement
- IV. Approval of [June 9, 2021 Minutes](#)
- V. Call for Late Additions to the Agenda
- VI. Business of the Day
 - a. [EA R1: Approval of the 2021-2022 Operating Budget](#)
 - b. University Hearing Review Board—Brandon Fortenberry
- VII. Committee Reports and Updates
 - a. Executive Committee
 - b. Benefits and Policy Committee
 - c. Communications, Outreach and Recognition Committee
 - d. Education Committee
 - e. Elections Committee
 - f. Employee Welfare Committee
- VIII. New Business
 - a. Open Discussion
- IX. Adjournment

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.



Cornell University Employee Assembly

Cornell Employee Assembly
Minutes of the June 9th, 2021 Meeting
12:15-1:30 PM
Zoom

I. Call to Order

- a. Chair J. Withers called the meeting to order at 12:16pm.

II. Roll Call

- a. *Members Present* [14]: D. Berrett, M. Benda, J. Creque, H. Depew, J. Duong, B. Fortenberry, B. Goodell, A. Haenlin-Mott, K. Mahoney, E. Miller, K. Supron, K. Tannenbaum, J. Withers, L. Zacharias
- b. *Members Absent* [9]: M. Brooks, J. Cannella, M. Cherry, S. Coil, B. Fisher, D. Howell, K. Loparco, M. Podolec, J. Townley

III. Land Acknowledgement of the Gayogohó:no₁ (Cayuga Nation)

IV. Approval of the minutes from May 19, 2021

- a. J. Duong motioned to approve the minutes
 - i. B. Fortenberry seconded the motion.
 - ii. The meeting minutes were **passed** with unanimous consent.

V. Business of the Day

- a. Employee Assembly Meeting Schedule 2021-2022
 - i. B. Goodell moved to approve the meeting schedule.
 1. K. Tannenbaum seconded the motion.
 2. J. Cannella thanked those who wrote the schedule.
 3. E. Miller noted two typos: one grammatical and one clarifying meetings will be held on the second Wednesday of every month.
 4. M. Cherry noted that the beginning of September 15th is also the beginning of Yom Kippur.
 5. M. Benda stated that Yom Kippur starts on the evening of September 15th, but it was good to be mindful of religious observance holidays.
 6. The motion **passed** with unanimous consent.
 - b. Seating of the Committee Chairs
 - i. J. Withers noted that per the governing documents, the Vice Chair of Communications is the Chair of the Communications Outreach and Recognition Committee which is filled. There are four open positions for Chair in the Employee Education and Development Committee, Employee Welfare Committee, Elections Committee, and Benefits and Polity Committee.
 - ii. Employee Education and Development Committee
 1. E. Miller stated that the members within the committee can be non-EA members. They also nominated H. Depew.
 - a. B. Goodell seconded the nomination.
 2. J. Cannella nominated B. Goodell.
 - a. M. Benda seconded the nomination.

3. H. Depew declined the nomination.
 4. B. Goodell declined the nomination.
 5. E. Miller nominated M. Benda.
 - a. B. Fortenberry seconded the nomination.
 6. M. Benda accepted the nomination.
 - a. M. Benda was approved as Chair of the Employee Education and Development Committee with unanimous consent.
- iii. Employee Welfare Committee
1. B. Goodell nominated K. Mahoney.
 - a. K. Supron seconded the nomination.
 2. K. Mahoney accepted the nomination.
 - a. K. Mahoney was approved as Chair of the Employee Welfare Committee with unanimous consent.
- iv. Benefits and Policy Committee
1. K. Tannenbaum nominated B. Goodell.
 - a. E. Miller seconded the nomination.
 2. B. Goodell accepted the nomination.
 - a. B. Goodell was approved as Chair of the Benefits and Policy Committee with unanimous consent.
- v. Elections Committee
1. G. Giambattista stated that there are four people eligible to serve as a chair as only those who are not up for re-election in the spring can serve. However, three of the four are already chairs of different committees.
 2. J. Duong stated there are a few others that may be eligible as they passed a resolution that extended some seat terms into 2023.
 3. E. Miller nominated M. Brooks.
 - a. D. Barrett stated that he reached out earlier about nominating them for a different chairship and M. Brooks had stated that he would be busy until December.
 4. E. Miller nominated M. Cherry.
 - a. B. Goodell seconded the nomination.
 5. J. Cannella asked if they could postpone action on the Retiree Representative at Large as they've reached out to a Cornell retiree, and they are waiting to hear a response.
 - a. J. Withers stated that it is a shared seat.
 6. M. Cherry declined the nomination.
 7. G. Giambattista stated that the role will probably be busy during the summer and into the first few weeks into the fall semester.
 8. K. Tannenbaum seconded what G. Giambattista has stated.
 9. J. Duong stated that they would be willing to work during the summer on elections they are not participating in as an interim Chair.
 - a. E. Miller seconded the nomination.
 10. M. Cherry stated that they would be willing to be a Co-Chair.
 11. E. Miller stated that they would be happy to help in any way they can.
 12. G. Giambattista proposed that they are both nominated as Co-Chairs and J. Duong would step down when the semester starts as to not be involved with their own election.
 13. J. Duong and M. Cherry both accepted the nominations as Co-Chairs.
 - a. J. Duong and M. Cherry were both approved as Co-Chairs of the Elections Committee with unanimous consent.

- vi. E. Miller stated that those who are interested in joining committees should reach out to their new Chairs.
- vii. A. Haenlin-Mott stated that having strong involvement with Ex-Officio members is a good way to get more participation in Committees.
- viii. G. Giambattista stated that there are 11 voting members on the committees: five from the EA and five from the community.
- ix. B. Goodell encourages others outside of the voting members to participate in committees.
- x. K. Mahoney stated they had spoken about changing the governing docs to a minimum of 10.
- xi. E. Miller stated that because the membership was not increased they did not propose the resolution.
- xii. J. Withers also noted the importance of non-voting members.

VI. New Business

- a. Open Discussion
 - i. J. Withers stated the Finance Forum had 105 people in attendance and thanked A. Haenlin-Mott and L. Zacharias for fielding questions.
 - ii. B. Goodell proposed approaching the idea of normalizing Co-Chairs within the by-laws in order to make a more sustainable committee structure as in the event of one Co-Chair rendered unable to chair there would still be another person, the other Co-Chair, to maintain the invaluable momentum, organization, and information within the committee.
 - iii. E. Miller stated that they have also discussed the possibility of Co-Chairs within the Communications Outreach and Recognition Committee in order to facilitate a smoother transition when their term is over. They also stated that this doesn't need to be expressly outlined in the governing documents.
 - iv. D. Barrett thanked individuals for presenting the Finance Forum. They asked how others were approaching digressory spending with regards to differing priorities, checks on spending, and outreach.
 - v. H. Depew thanked D. Barret for bringing up the topic. They reported it seems as though different units are handling it in their own way similar to the reactivation plans.
 - vi. A. Haenlin-Mott agreed to H. Depew. They stated different departments have decentralized short-term and long-term plans, influencing spending and reactivation planning.
 - vii. D. Barrett asked where to share issues that might arise so they may be addressed in a timely manner.
 - viii. A. Haenlin-Mott proposed the Employee Welfare Committee.
 - ix. J. Withers also proposed the Executive Committee.
 - x. G. Giambattista proposed that they could invite an administrator to visit an EA meeting and discuss further.
 - xi. J. Withers said they are looking to plan a retreat.
 - xii. B. Goodell asked about appointments to external committees.
 - xiii. J. Withers stated that because of the number of empty seats, they would like to wait until a special election in the fall before appointing.
 - xiv. B. Goodell asked for a projected date for the retreat.
 - xv. J. Withers said they did not.
 - xvi. M. Cherry asked if the committees are meeting during the summer.
 - xvii. J. Withers said it is the committee's digression.
 - xviii. E. Miller stated that the Communications Outreach and Recognition Committee will be continuing into the summer. They are hoping to launch a new staff award for integrity and inclusion.

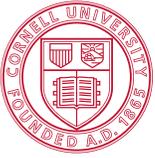
xix. B. Goodell stated that their committee unless objected to will start in the fall.

xx. G. Giambattista reminded the body that a pause is not unordinary as committees change leadership.

VII. Adjournment

a. The meeting was adjourned at 1:26pm.

Respectfully Submitted,
Office of the Assemblies



EA R1: Approval of the 2021-2022 Operating Budget

Abstract: This is the operating budget for the EA 2021-2022 legislative session.

Sponsored by: Kit Tannenbaum, Vice Chair for Operations & Finance

Reviewed by: Executive Committee, September XX, 2021

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

Whereas, the source of funds for the Employee Assembly’s administrative budget is the Division of University Relations; and

Whereas, these funds are intended to support the EA, its meetings, committees, events, and elections; and

Whereas, the funds are not intended to support: initiatives; resources designated in resolutions; transfers to other units of the university; support of HR initiatives; other co-sponsorships of events not “owned” by the Employee Assembly

Be it therefore resolved, the Employee Assembly approves and adopts the Operating Budget for the 2021-2022 legislative session attached as an appendix to this resolution.

Adopted by Vote of the Assembly (X-X-X), September XX, 2021

Respectfully Submitted,

Kit Tannenbaum, Vice Chair for Operations & Finance

FY 2022 Operating Budget
Employee Assembly
G933702

Summary	
Total Income	\$9,650.00
Total Expenses	\$0.00
Income/Expense	\$9,650.00

Income Categories	
Transfer from University Relations	\$9,650.00
Other	\$0.00
TOTAL Income	\$9,650.00

FY 2022

Expense Categories	2021-2022 Budget	YTD Expense	Balance	July	August	September	October	November	December	January	February	March	April	May	June
10000 Administrative (food for mtgs)	\$4,325.00	\$0.00	\$4,325.00												
10001 Executive (space rental fees; copy/print charges)	\$650.00	\$0.00	\$650.00												
10002 Communications Committee	\$400.00	\$0.00	\$400.00												
10003 Internal Operations	\$100.00	\$0.00	\$100.00												
10006 Elections Committee	\$250.00	\$0.00	\$250.00												
20001 Benefits & Policy Committee	\$100.00	\$0.00	\$100.00												
20002 Education Committee	\$100.00	\$0.00	\$100.00												
Staff Recognition and Awards (*June George Peter															
20003 Award expenses TBD)	\$1,400.00	\$0.00	\$1,400.00												
30001 President's Address to Staff	\$225.00	\$0.00	\$225.00												
30002 CARE Fund (no longer part of EA budget)	\$0.00	\$0.00	\$0.00												
30003 EA Staff Forums Support	\$2,100.00	\$0.00	\$2,100.00												
TOTAL Expenses	\$9,650.00	\$0.00	\$9,650.00	\$0.00											

FY 2021

Expense Categories	2020-2021 Budget	YTD Expense	Balance	July	August	September	October	November	December	January	February	March	April	May	June
10000 Administrative (food for mtgs)	\$1,500.00	\$947.26	\$552.74						\$29.28	\$488.62	\$377.66				\$51.70
10001 Executive (space rental fees; copy/print charges)	\$100.00	\$0.00	\$100.00												
10002 Communications	\$500.00	\$90.00	\$410.00						\$50.00	\$40.00					
10003 Internal Operations	\$100.00	\$0.00	\$100.00												
10006 Elections	\$600.00	\$0.00	\$600.00												
20001 Personnel Policy	\$100.00	\$0.00	\$100.00												
20002 Education	\$100.00	\$0.00	\$100.00												
20003 Staff Recognition and Awards	\$2,200.00	\$737.31	\$1,462.69							\$488.32					248.99
30001 President's Address to Staff	\$2,500.00	\$207.57	\$2,292.43					\$187.57	\$20.00						
30002 CARE Fund	\$450.00	\$0.00	\$450.00												
30003 EA Staff Forums Support	\$1,500.00	\$3,001.80	-\$1,501.80	\$95.00		\$1,873.53	\$0.00	\$187.57	\$99.28	\$1,016.94	\$377.66	\$832.12	\$0.00	\$0.00	\$201.15
TOTAL Expenses	\$9,650.00	\$4,983.94	\$4,666.06	\$95.00	\$0.00	\$1,873.53	\$0.00	\$187.57	\$99.28	\$1,016.94	\$377.66	\$832.12	\$0.00	\$0.00	\$501.84