

# Cornell University Employee Assembly

## **AGENDA** **Employee Assembly Meeting** **September 4, 2019** **12:15 -1:30pm** **Physical Sciences Building 401**

### **“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](mailto:assembly@cornell.edu).*

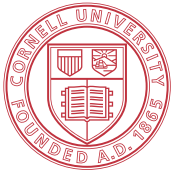
- I. Call to Order 12:15pm
- II. Approval of Minutes
- III. Committee Reports (15 minutes)
  - a. Communications and Awards Committee
  - b. Education Committee
  - c. Welfare Committee
  - d. Benefits and Policy Committee
  - e. Executive Committee
  - f. Elections Committee
- IV. Business of the Day (40 Minutes):
  - a. President Pollack Presentation & Questions (15)
  - b. Update on President’s Address to Staff (5)
  - c. Elections (20): Prior to the meeting please come prepared to vote on the new employee assembly candidates. Please review the [candidate bios](#) in preparation.
- V. New Business (20 Minutes)
  - a. Open Discussion:
- VI. Adjournment – 1:30pm

### **Note:**

Please review candidate bios here: <https://cornell.app.box.com/folder/85741681690>

You may join via Zoom. Here is the link: Join URL: <https://cornell.zoom.us/j/258604492>

### **Upcoming Meeting:**



## Cornell University Employee Assembly

**Cornell Employee Assembly**  
Minutes of the August 21, 2019 Meeting  
12:15-1:30 PM  
Willard Straight Hall, Art Gallery

### I. **Call to Order & Roll Call**

- a. A. Howell called the order to meeting at 12:15pm.
- b. *Members Present:* A. Howell, A. Sieverding, A. McCabe, C. Sanzone, D. Hiner, H. Depew, H. Sheldon, J. Michael, J. Withers, K. LoParco, K. Supron, K. Mahoney, K. Barth, L. Taylor, M. Benda, R. Lochner
- c. *Members Absent:* A. Haenlin-Mott, A. Brooks, B. Fortenberry, B. Goodell, C. Wiggers, E. Miller, J. Cooley, T. Chams

### II. **Approval of Minutes**

- a. K. Barth made a motion to approve the minutes of the EA meetings of June 19, 2019 and July 29, 2019 – **approved** with no dissent

### III. **Business of the Day**

- a. Communications Plan/Examples of Engagement
  - i. C. Sanzone reviewed the Communications Organizer worksheet she has been working on. The organizer presents an opportunity for EA members to consider what they know and do not know about their constituent groups.
    1. Who Do You Represent
      - a. Demographics: The worksheet asks for general facts about the constituency makeup, including gender, minority representation, location, average years of service and generation breakdowns. C. Sanzone suggested searching for the information online. For example, the Institutional Research & Planning (IRP) factbook on its website features statistics broken down by college and administrative units. There are also blank spaces in the chart for other important metrics EA members may want to add. Under the “More to Know” category, members can list questions they have about their constituencies, which can channel into informational requests.
      - b. Type of Work: Members can list the nature of work constituents perform, including initiatives, programs, and special issues. This can be informed by a job family breakdown.
      - c. Leadership and Key Contacts: C. Sanzone stressed the importance of getting to know the leadership in the units EA members represent. While she knows the VP of University Relations, she also knows key people in his office including the Scheduling and Logistics Coordinator and the Executive Assistant.
    2. Outreach Opportunities
      - a. Communication Channels: C. Sanzone suggested taking a look at staff listservs, unit websites, social media accounts, and internal staff newsletters. While some channels may not be ones EA members can use, it may be helpful to stay on top of what is going on. However, if there are opportunities, C. Sanzone suggested submitting a blurb or getting permission to share information.
      - b. Recurring Events: C. Sanzone suggested quarterly staff meetings, annual events, and informal get-togethers. EA members can make effort to attend or try to get on the agenda.

- c. Physical Spaces: C. Sanzone advocated looking for opportunities in places where the EA may be able to catch the eye of a staff member. She suggested putting up signage in kitchens, breakrooms, supply closets, and time clocks. If there are events coming up, the EA can post a one-pager.
- 3. Kickstart Your Term
  - a. C. Sanzone gave a list of recommendations for EA members.
    - (i) Contact the Communications Committee to help with emails, signage, information requests, and outreach ideas.
    - (ii) Introduce yourself to leadership and consider asking for a brief meeting.
    - (iii) Request permission to use internal communication channels. C. Sanzone suggested getting a section in the units' staff newsletter, five minutes on a meeting agenda, or permission to use the staff mailing list directly.
    - (iv) Consider submitting an information request for more information about constituencies.
    - (v) Follow or bookmark relevant social media accounts or websites. This can be channeled into recognition opportunities.
    - (vi) Be prepared with an elevator pitch for constituents and have a few copies of the brochure on hand.
    - (vii) Prepare an elevator pitch about constituents. When going to networking events, EA members should always be ready to talk about what they are doing.
    - (viii) Plan to attend internal staff events whenever possible.
  - ii. C. Sanzone encouraged EA members to fill out the worksheet. The Communications Committee can go over it and assist in figuring out next steps. The committee can also help with developing email templates, such as ones for welcoming and congratulating constituents. The worksheet is on Box and she will send out the link.
  - iii. K. Barth asked the EA to commit to using the template that C. Sanzone created and upload them to Box.
- b. Nomination for 2019 EA Appreciation Award
  - i. C. Sanzone listed the nominations:
    - 1. K. LoParco nominated the Law School Building Care and Facilities
    - 2. K. Barth nominated the CIT – IT Service Desk
    - 3. K. Barth nominated the Central IT Service Group (CITSG)
    - 4. B. Fortenberry nominated the New Student Move-in and Orientation Team
    - 5. K. Barth nominated the CIT Video Engineering and Event Services Team
    - 6. K. Barth nominated the Canvas Implementation Team
    - 7. R. Lochner nominated the Fire Protection and Emergency Services
  - ii. K. LoParco wanted to isolate a group she works closely with. Her colleagues from Building Care and Facilities and the custodian staff at the Law School do work that not many people think about. She highlighted their positive attitudes and has gotten to know some of them very well.
  - iii. R. Lochner nominated Fire Protection and Emergency Services. The team responds to all fire alarms and conducts fire alarm tests across campus. They also respond to lab spills and ensure compliance with carbon monoxide monitoring laws. The team recently assisted with the North Campus Residential Expansion Project by developing move-in and move-out procedures for students.
  - iv. K. Barth introduced his first nomination, the CIT IT Service Group that supports the 35 units on campus that are too small to have their own IT divisions. He lauded the group for always supporting the mission of the university. His second nomination, the CIT – IT Service Desk is the frontline ambassador across campus. The team works with faculty, staff, alumni, and affiliated organizations. K. Barth's third nomination, the CITSG, supports over 20 units on campus. He noted that the CIT Video Engineering and Event Services Team will help the EA

put on the President's Address by managing the video tape. The team has a record of consistently producing high quality commencement video services, highlighting that its coverage of Bill Nye made it to national news networks. K. Barth's fourth nomination is the Canvas Implementation Team. Over the last year, Cornell transitioned from Blackboard to Canvas, which required moving 22,000 courses worth of information, modernizing, and meeting a new level of web accessibility standards.

#### **IV. Executive Session**

- a. The EA entered an executive session at 12:48pm to discuss the nominations.
- b. Chair Howell moved the EA back into regular session.

#### **V. Committee Reports**

- a. Communications and Awards Committee
  - i. C. Sanzone reported they are starting next week and will meet generally every other Wednesday from 12-1pm. The committee is gearing up for the President's Address to Staff event and launching the George Peter Award.
- b. Education Committee
  - i. M. Benda anticipated meeting at least once a month.
- c. Benefits and Policy Committee
  - i. A. Sieverding stated that as soon as they get members, the committee will set up a meeting. She plans on continuing the work on H. Depew's forum and requesting a new representative on the EA for those who have been at Cornell longer than eight years. A survey last year reported that long-term employees feel they are not adequately heard. While the EA has a representative for employees who have been at Cornell for less than five years, there is no representative for longer-term employees.
  - ii. Chair Howell recommended starting a process to propose it in a resolution.
- d. Executive Committee
  - i. H. Depew announced plans to prepare for the President's Address to Staff. President Martha Pollack is coming to the EA next week. At the end of the meeting, will be a question session. She asked all EA members to think about questions to ask.
  - ii. G. Giambattista added that at last year's president's visit, the EA asked the committee chairs to speak on what they were working on.
  - iii. Chair Howell noted it was still early in the term. While committee chairs may not have a list of action items, they can talk about bigger ideas.
- e. Elections Committee
  - i. J. Withers reported she set up an individual meeting in September. There are people who have expressed interest in the EA and the unfilled seats. The committee is collecting statements from them.
- f. Welfare Committee
  - i. K. Mahoney said they have not met yet.

#### **VI. New Business**

- i. Open Discussion
  - 1. L. Taylor raised questions about constituency and members who serve those who are international.
  - 2. A. Sieverding asked a question about proceeding with unfilled spots.
  - 3. K. Mahoney brought up a lack of opportunity for discussion and engagement on the Employee Survey every year. She asked if the EA could get ahead on that and not be in the same position later on.
    - a. C. Sanzone explained that IRP works on the survey. She pushed for a more proactive effort for a seat at the table. The EA got caught off guard last time because it believed

it was more of a stakeholder than it was viewed as. The presentation of results was very basic. Although the EA made a request for more detailed information, it did not ever materialize.

- b. G. Giambattista gave a background of the survey. The first one was an initiative of the EA. The second one had some missteps in the preparation part and there were conversations about the EA not potentially having a role in putting out a survey. The EA became a partner in the results and the conversation at the time was that it was a missed opportunity. G. Giambattista suggested pushing for a seat at the table and more access to the results.
- c. Chair Howell said if anyone is interested in taking a proactive role he is happy to support them.
- d. A. Sieverding and L. Taylor volunteered.
- 4. A. McCabe introduced a developmental class that trains students. However, it has had to turn away students due to lack of funding. He wants the EA to provide vocal support to the program and possibly collaborate with them and give recommendations. He questioned which committee could work on the issue.
  - a. H. Depew recommended referring to the EA Issue Resolution Decision Tree.

## **VII. Adjournment**

- a. Chair Howell adjourned the meeting at 1:31pm.

Respectfully Submitted,  
*Catherine Tran*

Clerk of the Assembly

**Employee Assembly Candidates  
Incidental Vacancies  
Fall 2019**

Candidate	Seat	Contact	Statement
Mary Newhart	Arts & Sciences Rep	Mjn3	<p>Thank you for considering by candidacy to represent A&amp;S staff on the Employee Assembly. I think it is essential that employees have a voice and feel heard in any organization and the Employee Assembly provides that opportunity at Cornell. I also feel it is an opportunity for me to give back to the Cornell community. As a long time employee, I have benefited from the many programs the University offers. I also have board experience, which may be helpful to the EA. I was an elected member of the Trumansburg School Board for two terms and served as a member and President of the Board for the Community Dispute Resolution Center (CDRC).</p> <p>BIO: Mary Newhart is the Assistant Director for the Center for the Study of Inequality in the College of Arts and Sciences. A Cornell employee for almost 35 years, Mary has also worked in the Law School, ILR and Continuing Education and Summer Sessions. She has a B.S. and M.S. from ILR, completed through the employee degree program, and an MBA from SUNY Oswego. Away from work, Mary keeps busy on a farm and vineyard in Interlaken. She also volunteers as a mediator for the Community Dispute Resolution Center that serves Tompkins, Chemung and Seneca counties.</p>
Ashley Miller	Human Resources Rep	Amp87	<p>August 22, 2019 Dear elections committee, My name is Ashley Miller and I currently work in Human Resources, Finance and Administration, managing campus wide Employee Appreciation programming. I am writing to express my interest in filling the HR vacant seat in the Employee Assembly.</p> <p>I am an Ithaca native, born and raised, and after graduating from Ithaca College I took a temporary job in HR splitting my time between the Statler Hotel and ILR. After a brief hiatus from the area, I returned to Ithaca in July of 2018 and accepted a temporary position in HR Operations. Cornell is a mini city within itself and being in HR, even for just a year, has exposed me to countless employees across colleges, units, and departments. My current role allows for a unique position that's not directly involved in HR policy, but allows me to be an outside observer collecting various perspectives and, when appropriate, being able to bring forth an enlightening idea that sparks an innovative solution. I know,</p>

			<p>that I've only scratched the surface and there's more I can learn, more people I can meet, and more ways I can impact and be a voice to our campus community. I am interested in serving on the Employee Assembly to bring an HR perspective to issues, suggestions, and important topics that are brought to the EA. In addition, I'd also like to provide my own voice that's laced with personal experiences to the community. To be a voice for those who remain in the crowd or go unnoticed and a voice that stands with 28 other voices in a resounding effort to seek solutions.</p> <p>If further information is needed please let me know. Thank you for your time.</p>
Emily Ivory	Engineering Rep	Eft24	<p>Dear Employee Assembly Elections Committee,</p> <p>Thank you for considering my candidacy for representation of Engineering/CIS on the Employee Assembly. I have been a staff member at Cornell for 11 years; all of those years in the College of Engineering and 10 of them in the same department. I started in Theoretical and Applied Mechanics as an Administrative Assistant to the faculty. A year later, my department was merged with Mechanical and Aerospace Engineering and I became the Assistant Undergraduate Coordinator for the Mechanical Engineering program. In 2017, I was promoted to my current position as the Undergraduate Advisor and Coordinator for MAE. I have been involved in several College-level programs/initiatives, including assisting with management of the Engineering Project Teams for 8 years and working with the College on its revolving accreditation process. I have developed a wonderful network here and feel a strong connection to the Engineering students, staff, and faculty.</p> <p>I am a native of the area. I grew up in Trumansburg and, aside from earning my degree from SUNY Potsdam, have lived here all my life. Prior to joining Cornell, I worked for BorgWarner Morse TEC and served on the employee assembly there (I held the secretarial position for most of my time with the assembly, but was also a participating member).</p> <p>I have long been vocal about my appreciation for the great number of opportunities available to Cornell employees and how valued I feel by my colleagues and supervisors. I think it would be amazing to be a part of what makes the University great for its employees. I am keenly aware though, that my experience is not shared by all staff in the College of Engineering or Cornell in general. I know many staff experience difficulty in their jobs for a number of reasons. I would be glad for the opportunity to help affect change for those and people and others who have need of support. As grateful as I am to have had such a good work experience, there are still improvements to be made, even in my department. It is very important to me that staff feel recognized as a respected and valued part of the Cornell community. To me, feeling respected and valued in one's job is essential. Being part of an organization that helps make that a reality</p>

			<p>for staff would be very gratifying for me. I feel I am well positioned to represent the College of Engineering/CIS because of my extensive network and the breadth of knowledge I have garnered over the years.</p> <p>To give you a sense of my demeanor, people who work with me would likely refer to me as a very nice, warm, and welcoming person. I smile easily and am always willing to help when I can. I am typically considered a reliable source of information in my department and someone who will readily provide support and understanding. I am also a problem solver who is diligent and tenacious. I am excited to see how I might assist the Employee Assembly in their mission and to learn more about my colleagues across the University. Again, thank you for this opportunity. I look forward to your response.</p>
Susan Barry	Retiree	St237	<p>My 20 years' experience working at Cornell began as Chair's Assistant to Joe Carreiro in Human Ecology in the 70's. Shortly before the birth of my first child I put my career on hold to raise a family, returning to work in the private sector when my youngest went to school. Before returning to Cornell I earned my Professional in Human Resources (PHR) certification and became the Human Resources Representative for Compusist/AT&amp;T; and then the Office/Human Resources Manager for a spin-off company, RP Solutions.</p> <p>In April of 2000 I returned to Cornell as Office Manager and Assistant to the Director of Counseling and Psychological Services (CAPS) in Gannet. Other positions have included Chair's Assistant to two Chairs in Policy Analysis and Management, Program Coordinator in The Yan Tang Institute (formerly known as the Employment and Disability Institute in ILR), and Events and Program Coordinator in Development Sociology.</p> <p>When considering retirement, it was important to me to not just stop doing what I'd been doing for years; but to fill that time doing things that would feed the soul, the heart and the mind. My work at CLASP fits that requirement in more ways than I had expected and regularly invites me to go beyond my comfort level. When I am not working with CLASP or being Mom or Grandma, I volunteer with the Cornell Farmworker Program, usher with the Hangar Theater, and serve on the Cortland Repertory Theater Guild. Because of these opportunities, my life as a retiree is rich and full.</p> <p>Before now being a part of the Employee Assembly was nowhere in my thinking. What has changed is that my first-hand experience of having Cornell value the institutional knowledge and years of experience of this employee motivates me to want to be a part of that voice that says retiring from Cornell (or anywhere) can be a rewarding beginning in a new chapter of your life. And, as a "retired/active" Cornell employee serving on the Employee Assembly, I would use my years of experience across campus to represent all Cornell employees, active and retired.</p>



Jackie Creque	Vet School	Joc22	<p>Dear EA Elections Committee,</p> <p>I am interested in representing the Vet School in the Employee Assembly. I spent the last 3.5 years as the Conference/Academic Program Coordinator for the Department of Biomedical Sciences and started last week as the Assistant to the Associate Dean for Research and Graduate Education in the Dean's Suite of the Vet School. In my prior role, I valued represent the department to college level groups and would appreciate the opportunity to do the same for the college at the university level. I have worked as an administrative assistant for multiple departments across campus but I feel the most connected to the Vet School. I really appreciate how the college actively seeks to build a sense of community despite the very different work environments between the medical and research sides of the Vet School. I attend as many college level events as I can and would appreciate serving as the connection between the college and the university via the Employee Assembly.</p> <p>Please let me know if you have any questions or concerns about my background or experience. I look forward to hearing from you.</p> <p>Best regards, Jackie</p>
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