

**Cornell University**  
**Employee Assembly**

**AGENDA**  
**Employee Assembly Meeting**  
**2018-02-14**  
**12:15 -1:30pm**  
**401 Physical Sciences Building**

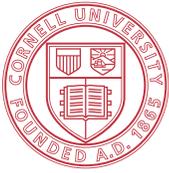
**“An Active Voice for Cornell Staff”**

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

- I. Call to Order -12:15pm
- II. Call for Late Additions to the Agenda
- III. Business of the Day – 45min
  - a. Presentation from the Chair (Craig Wiggers)
  - b. Discussion: EA Representation and the Staff Survey
  - c. Discussion: President’s response to EA R7: ‘Advancing a Comprehensive Transportation Study for the Ithaca’
- IV. Old Business
- V. New Business
- VI. Approval of Minutes
- VII. Committee Reports – 25min
  - a. Communications Committee
  - b. Employee Education & Development Committee
  - c. Employee Welfare Committee
  - d. Elections Committee
  - e. Personnel Policy Committee
  - f. Staff Recognition, Awards & Events
  - g. Transportation Task Force
  - h. Employee-Elected Trustee
  - i. Cornell Retiree Association Liaison
  - j. Executive Committee
- VIII. Adjournment – 1:30pm

Future Guests:

Future Events:



## Cornell University Employee Assembly

### Cornell Employee Assembly

Minutes of the January 31, 2018 Meeting

12:15-1:30 PM

401 Physical Sciences Bldg.

#### I. Call to Order

- a. J. Kruser called the meeting to order at 12:17pm.
- b. *Members Present:* I. Allen, H. Depew, K. Fitch, T. Grove, A. Haenlin-Mott, D. Harris, A. Hourigan, A. Howell, P. Andersen, L. Johnson-Kelly, J. Kruser, M. Mosereiff, B. Roebal, C. Sanzone, K. Shiels, P. Thompson, S. Vaccaro, C. Wiggers, S. Willcox
- c. *Members Absent:* B. Ayanfodun, M. Carcella, C. Dawson (excused), K. Mahoney, B. Nicholson (excused)

#### II. Call for Late Additions to the Agenda

- a. C. Sanzone referenced an article in The Cornell Daily Sun about the upcoming smoking referendum. Although the headline was specific to students, the body of the article was intended for all constituencies to be voting and a potential forum was mentioned. She requested this be added to the agenda and asked G. Giambattista for an update.
  - i. G. Giambattista said the UA and Campus Welfare Committee (CWC) are the main points of contact. They will have the details about the referendum and the comment period. The resolution has had a response from the president, so there is contact.
  - ii. J. Kruser added this to New Business.
- b. H. Depew received an email about a constituent expressing support for a resolution the EA previously passed and requested an update on portions of the resolution. She asked if there was any system in place reviewing progress of past resolutions.
- c. A. Haenlin-Mott said she was contacted this morning by a constituent who reported aggressive driving on his morning commute.
  - i. J. Kruser advised A. Haenlin-Mott to reach out to the Transportation Committee.
  - ii. B. Roebal suggested considering pedestrians as well, especially those who use their phones while walking.
  - iii. J. Kruser said there is a lot of work the Transportation Committee needs to do and this could be added to the agenda.
  - iv. J. Kruser said that based on the response they have received for the Transportation Task Force this could be more of a long-term formation.

#### III. Approval of Minutes

- a. Amendments for minutes of the meeting of December 13, 2017.
  - i. Motion to approve – minutes **passed** with no dissent

#### IV. Business of the Day

- a. Vote: Chair Election
  - i. J. Kruser asked for nominations.

- ii. EA member nominated C. Wiggers – nomination is seconded and accepted by C. Wiggers.
  - 1. C. Wiggers said he is very interested in serving as the chair of the EA and is committed to the efforts the EA is making. He comes from background of military service as well as academic experience, so he has a broad range of perspectives.
  - 2. C. Wiggers stepped out of the room and the EA went into voting.
- iii. Voting for C. Wiggers as Interim Chair of the EA – passed by a unanimous vote.
- b. Vote: EA Representatives to the Consensual Relationships Policy Committee
  - i. G. Giambattista said there is one seat for staff on the committee that is being chaired by Dean of Faculty Charlie Van Loan and Anna Waymack, a graduate student. The committee has already began meeting and found that the issue is much broader than their initial conceptions about relations between faculty and student. The idea is to have several EA representatives representing in rotation. President Pollack wants a policy by May 1<sup>st</sup>, 2018 and has stated that if the committee fails to present a policy by that time, she will borrow one from another institution. This is an issue that is long overdue, and in order to protect everyone and the university, Cornell needs to have this in place. The seat on this committee is a high-level commitment
  - ii. K. Fitch said there are four people who are interested: D. Harris, G. Giambattista, P. Thompson, and L. Johnson-Kelly. There can be one voting member, but all four can show up.
    - 1. K. Fitch made a motion to approve the four – motion approved with no dissent.
- c. Presentation: Staff Development Events (T. Grove)
  - i. T. Grove said her office is responsible for coordinating Staff Development Day where employees can learn about how they can grow and advance. They are having a conversation with Deb Billups in Organizational and Workforce Development. This year is the 20<sup>th</sup> anniversary, and they would like to have a keynote speaker and an additional anchor event, perhaps one speaker or a panel of leadership in the university. The event could feature a light breakfast, or maybe a lunch if held at that time. Historically, the EA has a Kudos Luncheon at the Statler, but the EA could consider using that large sum of money to do something that would include more people instead. If the EA is interested, she offered to bring back a proposal.
    - 1. T. Grove explained there is an occasionally-used email link for employees to write in and say they want to give a kudos out to a coworker or employee. The person who wrote in and the person who is recognized are invited. There are usually about 40 members, most of them EA members, so she proposed using this money for something more inclusive.
  - ii. T. Grove said she does not know what happened to the Kudos Luncheon money last year, as they did not have one.
  - iii. T. Grove said Staff Development Day is in July, a new fiscal year. With \$2200, they could possibly provide 300 lunches, which applies to the conversation about doing more for employees.
  - iv. N. Doolittle said the custodial staff usually show up in the morning.
  - v. C. Wiggers asked T. Grove to come back with a proposal.
  - vi. A. Haenlin-Mott said the custodial staff lunch break is 10:30-11am, but it depends on the area they are in. Those in non-academic areas, such as residence halls, have a

different hour structure, usually coming in at 8:30am and work until 4 or 5pm. They could be informally released in consultation with their supervisor to attend.

1. C. Wiggers said the staff receive a 15-minute break before and after lunch.
- vii. T. Grove asked who the EA wanted to have speak, and what kind of investment members wanted to have in this.
  1. C. Wiggers said having a voice would be good, whether it be a single speaker or a panel. He encouraged sharing the Kudos link on the HR webpage to constituents. It is well advertised by HR, but may be overlooked.
  2. T. Grove added there is no nomination procedure or letter of support.
  3. C. Sanzone asked if the EA is going to recognize people this year, as last year the assembly advertised it, but it never happened.
  4. C. Wiggers said employee supervisors will be notified, and the information will be communicated to the individual. Whether or not they have a luncheon will be dependent on the proposal T. Grove brings back.
  5. G. Giambattista expressed concern that since many of the staff recognition awards are conflated with the one HR is doing, EA sponsorship of this might be lost.
  6. T. Grove said Kudos is on the EA website, but suggested putting details about it on the website as well as it currently does not provide that.
- viii. T. Grove said she spoke to Cheryl McGraw from HR and they are looking at redefining on how to do their programs, but she will get back to the EA on that.
  - a. J. Kruser said the EA can offer support.
- ix. T. Grove said she does not know about pricing for speakers yet, but they do not know if they can support paying for big dollar speakers.

## **V. Old Business**

- i. No old business.

## **VI. New Business**

- a. C. Sanzone – smoking referendum from the UA and CWC
  - i. G. Giambattista said the referendum will be posted along with a public comment for the entire university community. The question has not been drafted yet, but the response after voting will be submitted to the president.
  - ii. C. Sanzone said M. Pollack recommended against having the referendum as binding.
  - iii. G. Giambattista said the faculty senate has some authority over academic policies, but everything else is recommendations to the president. The sponsor of the resolution on the CWC is an undergraduate and The Cornell Daily Sun is a student newspaper, so the perspective was student-centric. The referendum had to reach a threshold from the students. This was done long ago and then picked up by the EA. It does not need to go through a formal election. The article was premature. Staff representatives on the CWC are A. Howell and B. Roebal and L. Copman, a staff member not on the EA.
  - iv. L. Johnson-Kelly asked about the relationship between the referendum and a resolution the EA previously passed.
    1. G. Giambattista said when the UA took it up, it expanded the resolution beyond the EA or the SA and now is a university-wide referendum. She will look up the particular resolution.
- b. H. Depew – Following up with previously passed resolutions

- i. C. Wiggers said past resolutions can be viewed through the EA website.
- ii. J. Kruser said they do not have a formalized process of following up with a resolution after it is accepted by the president. He usually consults G. Giambattista and the Office of Assemblies.
- iii. C. Wiggers recommended that moving forward, individuals who have brought the resolution be the point person to track the progress of the resolution.
- iv. T. Grove said in the past they have had follow-up resolutions or within the resolution itself a report. She suggested follow up resolutions to report back.
- v. H. Depew said it would be helpful to have information about what happens after to email out. This could inform staff that progress was made, and show the resolutions the EA passes are connected to something tangible. The email she received referred to Resolution 6, sponsored by Ulysses Grant, previous Chair of the EA. She questioned if resolutions should be assigned to another person if the sponsor leaves.
- vi. G. Giambattista suggested including a report from a committee or member of the administration by a particular date before the resolution is conveyed, so the president is aware. The assembly does turn over every year, so there is a lack of continuity that makes it hard to do what H. Depew was suggesting. She suggested writing this follow up into a resolution.
- c. A. Haenlin-Mott – Aggressive Driving
  - i. A. Haenlin-Mott said her constituent experiences aggressive driving daily. She asked the EA if this was ever discussed in the past.
  - ii. L. Johnson Kelly said she has lived in the area of question. Bikers and walkers have been hit there and she is aware of the problem. Bridgette Brady, Director of Transportation Services, showed a film clip of one of the intersections on campus. In the time frame of nearly a minute, there were lots of near misses of cars hitting pedestrians, as well as instances of reckless driving, as well as reckless pedestrian behavior. The department is concerned about that but she is not sure what steps it is taking to address it. However, the sheriff's office has been good about stooping speeders in that area so a call to them might be helpful.
  - iii. J. Kruser said a recurring threat outside of campus should be referred to local enforcement. However, the university can talk about generating a better culture on campus. This is an ongoing project for years now and this conversation needs to be continued.
  - iv. G. Giambattista asked, as a community member, what can they do to be better ambassadors of Cornell. Throughout the years, she has found useful Chief Kathy Zoner's messages every Friday.
- d. EA member said CUPD is starting to issue tickets to people texting while walking. He is not sure students are being educated, especially when it comes to students with vehicles.

## **VII. Committee Reports**

- a. Communications Committee
  - i. C. Sanzone said the meetings through the rest of the term are set up and the next one will be Wednesday, February 7, 2018 at noon. A. Howell and C. Dawson have been working on feature content for future newsletters. The committee will get back to M. Mosereiff and hopefully refine the concept for the Employee Degree Program, which C. Dawson did a lot of work on. The first newsletter was sent out to staff last week

- and received a good open rate of over 34%. One of the primary pieces of content was a transportation poll, which currently has about 1270 responses, a good response rate relative to their first priority poll of 250 responses at the beginning of the year. Several people did bring up pedestrians jumping out into the road and there are about 500-600 substantial comments, so there will be a lot of work going into coding and analysis. The committee has their schedule for mailings, generally the last Thursday of the month. The next is February 22. There are a couple of things on the docket for content but they are always open to more.
- b. Employee Education & Development Committee
    - i. B. Nicholson said February 21 is the committee's first meeting coming back. Members are working with marketing and promoting the Employee Degree Program (EDP), including highlighting staff members who have graduated to show it can be done, as well as providing a platform of communication for people considering doing it. People do not know what is available to them and what is feasible.
    - ii. EA member said that one of the interpreters for the US military in Iraq is now working at Cornell and serves on the Building Care Crew. He was working on campus while getting his Master's degree from Cornell. There are very unique success stories out there.
    - iii. J. Kruser said it would be helpful to more clearly identify the cost to employees for the EDP. It took him a lot to figure out how much it would cost him to complete his degree. For some, a few thousand dollars a year makes a huge difference.
    - iv. B. Nicholson said this is something they could work with HR to make this information more accessible.
    - v. EA member recommended asking Maureen Brull, Sr. Consultant, Education & Voluntary Plans Benefit Services, to come in and provide more information.
    - vi. J. Kruser explained the formula on how to calculate costs.
    - vii. C. Sanzone said she runs the university's video website, CornellCast, which works with ILR, the vet school, and a couple units on campus to do interactive and live webinars. People can write in questions to be addressed by the expert on camera. There is not a lot of setup involved and it is a lower-cost type of thing. However, they have also done bigger events where there is an audience present. For any of the committees with a lot of information to be figured out, this is an option to consider.
    - viii. C. Wiggers asked, in the interest of time, to go by exception for the following committees.
  - c. Employee Welfare Committee
    - i. L. Johnson Kelly said they are figuring out an optimal time for everyone. They have two resolutions.
  - d. Elections Committee
    - i. Nothing to report, but committee is working with the Office of Assemblies.
  - e. Personnel Policy Committee
    - i. S. Willcox said they met last Thursday and talked about resolutions that are coming up from the Employee Welfare Committee.
  - f. Staff Recognition, Awards & Events
    - i. T. Grove said they have an event on February 8 and asked members to come. The committee is still working on the details.
  - g. Transportation Task Force

- i. K. Fitch said he wanted the word to get out that the Transportation Hearing Appeals Board that has not been in effect since 2014 is now up and running. This is another avenue for people to appeal tickets. The EA is the only one on the board, except for one undergraduate.
- ii. J. Kruser said they are getting ready to start hearing appeals. This information has been sent out repeatedly to other constituents.
- iii. C. Sanzone asked what the process for appealing would be from 2014 to now before this appeals board was running.
  1. K. Fitch said these appeals would be dropped. There was no other avenue, so regarding transportation issues and tickets, the person who did the infraction can go appeal it the first time. However, now if that gets denied, they can bring it up to the board.
  2. C. Sanzone asked for a write-up for the newsletter.
  3. J. Kruser said a vast majority of those appeal requests are rejected the first time regardless of situation.
- h. Employee-Elected Trustee
  - i. Ran out of time.
- i. Cornell Retiree Association Liaison
  - i. Ran out of time.
- j. Executive Committee
  - i. Ran out of time.

#### **VIII. Adjournment**

- a. C. Wiggers adjourned the meeting at 1:32pm.

Respectfully Submitted,  
*Catherine Tran*  
Clerk of the Assembly



## EA R7: Advancing a Comprehensive Transportation Plan for the Ithaca Campus

**Abstract:** This resolution calls upon Transportation Services to advance a Comprehensive Transportation Planning Study.

**Sponsored by:** Kristie Mahoney, College of Human Ecology Representative; and, Laura Johnson-Kelly, Employee Welfare Committee Chair and Library and Museum Representative

**Reviewed by:** Employee Welfare Committee, November 9, 2017

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**Whereas,** the 2008 Cornell Master Plan for the Ithaca Campus articulated 10 key objectives related to Transportation and Circulation and detailed several enhancements to campus streets; and

**Whereas,** many of the objectives set forth in the 2008 Cornell Master Plan have not been advanced in total while the campus population is increasing and available parking is decreasing; and

**Whereas,** the last known intra/inter campus travel survey was conducted in 2005; and

**Whereas,** the last comprehensive transportation study occurred in 2008 (t-GEIS); and

**Whereas,** in 2013 the GPSA adopted Resolution 20: A resolution regarding housing, transportation, and family services; and

**Whereas,** in 2015 the SA adopted Resolution 55: Improving Bicycle and Pedestrian Strategy at Cornell; and

**Whereas,** in September 2017, Transportation Services released an RFP for a Parking Optimization Study to be completed by Fall 2018; and

**Whereas,** due to vehicle/pedestrian/bicycle crash data, a number of campus intersections have been identified as high conflict zones; and

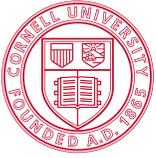
**Whereas,** during the November 17 meeting, the Campus Planning Committee restated their vision for and support of integrated transportation planning for the campus; and

**Whereas,** staff and retirees continue to voice transportation, parking, and campus access concerns to, from, and around the Ithaca campus.

**Be it therefore resolved,** the Employee Assembly calls upon Transportation Services to advance a Comprehensive Transportation Planning Study beginning in Spring 2019 for the Ithaca campus, including the city of Ithaca and neighboring counties within the employee commuting range, that holistically approaches transportation, circulation, parking, safety and campus access.

**Be it further resolved,** the Employee Assembly will partner with Transportation Services through the Transportation Taskforce to actively support the study and encourage employee and retiree engagement and feedback to ensure a thorough assessment of employee concerns.

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Cornell University  
Employee Assembly

35 **Be it further resolved**, the results of the study will be shared initially with the Employee  
36 Assembly and then publically with the employee community in 2020, and any subsequent  
37 recommendations reviewed by the Employee Assembly.

38 Be it finally resolved, the Employee Assembly requests a moratorium on the reduction of the  
39 total number of parking spaces, including the number of free spaces, until the study is completed  
40 and a campus circulator shuttle is in operation.

41 **Adopted by Vote of the Assembly (21-0-0), November 28, 2017.**

42

43 Respectfully Submitted,

44 Kristie Mahoney, *Transportation Taskforce Chair and College of Human Ecology*  
45 *Representative*

46 Laura Johnson-Kelly, *Employee Welfare Committee Chair and Library, Museum & Continuing*  
47 *Education Rep.*

48 **Transportation Taskforce Members**

49 Kristie Mahoney, *Chair*

50 Imani Allen, *Division of Student and Campus Life Representative*

51 Dustin Darnell, *Director of Facilities, CALS*

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

53 Laura Johnson-Kelly, *Library, Museum & Continuing Education Representative*

54 Kathy Sheils, *Financial Affairs, Budget & Planning, Audit & Investment Representative*

55 Sue Wilcox, *Exempt Employees Representative At-Large*

56 Joey Gates, *Administrative Assistant, Clinical Programs, Cornell Law School*

57 Terry Mingle, *Undergraduate Student Services Assistant, Human Ecology*

58 Hei Hei Depew, *Less than Five Years of Service Representative At-Large*

59 Laurie Miller, *Service Learning Coordinator, CIPA*

60 Kathy Carpenter, *Human Resources Assistant, Human Ecology*

61 Travis Stelick, *Pharmacy Technician, Cornell Health*

62 Hurf Sheldon, *Retiree Representative At-Large*

63 Bridgette Brady, *Senior Director of Transportation and Mail Services*

64 Gary Cremeens, *Project Associate, Transportation and Mail Services*

65 Reed Heugerich, *Senior Planner, IPP*

## **President's response to EA R7: Advancing a Comprehensive Transportation Study for the Ithaca**

Dear Ulysses,

Thank you for transmitting Employee Assembly Resolution 7: Advancing a Comprehensive Transportation Plan for the Ithaca Campus. I am pleased to note that the Transportation Task Force has broad campus representation beyond the EA members, and includes Bridgette Brady, Reed Heugerich and Gary Cremeens from the Transportation Services, all of whom are listed as co-sponsors of this resolution. This was a great example of the Employee Assembly identifying an issue of concern to employees and working constructively with colleagues in the responsible department to understand and consider the issue.

The new projects for the North Campus Residential Expansion (NCRE) and the Tang Welcome Center present opportunities for us to improve the campus experience for residents and visitors. It is important for us to consider traffic and parking and the impact of changes on staff. We will evaluate changes to campus parking inventory before we take action.

Given the many competing priorities for Cornell's resources, we intend to pursue a focused transportation assessment that will support the work on North Campus, inform our capital planning process, and optimize use of regional mass transit. I have requested that IPP Transportation Services start by conducting a critical review of past transportation plans as a benchmark for evaluating the need for further planning efforts. I have also asked that they continue to work closely with the EA to address emerging issues and incorporate these concerns in the upcoming studies.

Let me address the final point in the resolution: "the Employee Assembly requests a moratorium on the reduction of the total number of parking spaces, including the number of free spaces, until the study is completed and a campus circulator shuttle is in operation." While I cannot support a blanket moratorium that would keep us from moving forward with important improvements to our student housing, I am committed to mitigating any adverse impact on our Cornell workforce. I appreciate your dedication to the welfare of our Cornell community and your participation in developing solid solutions to our challenges.

Sincerely,

Martha E. Pollack  
President, Cornell University  
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Ithaca, NY 14853  
Tel: 607-255-5201