

MINUTES
Employee Assembly Meeting
Wednesday January 8, 2014
12:15 -1:30pm
401 PSB

“Being an active Voice for Cornell Staff”

I. Call to Order

B. Schaffner called the meeting to order at 12:22pm.

Present: J. Ballerstein, D. Brooks, B. Cristelli, L. Croll Howell, B. Esty, C. Ferguson, T. Grove, E. Lee, G. Mezey, J. Rogan, B. Schaffner, P. Thompson,

Absent: J. Ambrosetti, N. Bell, L. Morris, B.J. Siasoco, M. Stefanski Seymour, A. Mittman

Also present: G. Giambattista, A. O'Donnell

II. Call for Late Additions to the Agenda

D. Brooks asked about Cascadeli closing and what will happen to the current employees. B. Schaffner said most of the employees will be relocated to other locations so there should be no layoffs.

III. Approval of Minutes 12/18/2013

T. Grove motioned to approve the minutes. G. Mezey seconded the motion and the minutes from December 18, 2013 were approved.

IV. New Business

A. Hazel Hall's Membership

B. Schaffner requested to discuss the “new business” before the “old business” portion of the meeting. She explained Hazel Hall was planning to attend the EA meeting but was unable to due to the cold weather causing emergency housing situations. B. Schaffner sent out H. Hall's biography to the EA. H. Hall was previously a member of the EA and currently oversees staff in building care. She asked if there were any questions or concerns regarding H. Hall's appointment to the EA. The EA then voted and H. Hall was unanimously voted onto the assembly.

B. Changes in Meeting Space, 401 Physical Science Building

B. Schaffner explained as of 2014 the Employee Assembly will be charged for the use of the Physical Science Building. The cost per meeting is \$35 and will total \$700 for all of the EA meetings in 2014. B. Schaffner said as of this year, there are funds to cover the cost in the budget; however, \$700 is a large chunk to the budget. B. Schaffner asked A. O'Donnell about other meeting spaces available on campus. A. O'Donnell said the EA could meet in Day Hall for the Spring semester—with the exception of the meeting on January 15th. She also mentioned previously the EA met in Stimson Hall without charge;

however, most meeting places on campus have some sort of a minimum charge associated with their use. T. Grove suggested bringing up making the EA exempt to these costs to M. Opperman. There was some discussion about manipulating the budget to accommodate the use of the Physical Science Building until another location can be found.

V. Old Business

A. Academic Non Professorial Staff

B. Schaffner had a phone conference with Joe Burns and Jim Mingle where they discussed the possibility of a new assembly. One of the main concerns is how to classify the NYC Tech Campus.

B. Elections

The EA discussed the current election calendar. A. O'Donnell explained the calendar is still reflective of the old two-week voting period instead of the one-week period the EA had approved. The updated calendar will be sent out to the EA members prior to the next meeting.

L. Croll Howell asked to discuss the update that the Personnel Policy Committee has been looking at regarding non-exempt pay for employees serving on the EA. The current policy is written so it is up to an individual's supervisor whether they allow the person to serve on the EA. If the supervisor approves, it is supposed to be paid time during the employee's normal business hours. T. Grove asked how this policy works for dining hall workers, whose busiest time is lunch period. L. Croll Howell discussed this with HR and it means these workers probably cannot participate on the EA.

T. Grove said she would like to see a revision in the policy so if there is no business reason impeding the employee from being on the EA, the supervisor should have to approve the employees' participation. L. Croll Howell stated the issue with this is the department has to pay for the employee's time; however, she suggested an appeals process be created if an employee is denied the opportunity to participate on the EA by a supervisor. L. Croll Howell reminded the EA the policy does not exclusively pertain to the EA membership, but rather it is classified under paid time off-- which covers a number of situations. If an appeal process is to be added it should be brought forward by the EA. She suggested bringing this up to M. Opperman for further consideration.

C. Ferguson suggested the EA work with HR to create "a fund" that could pay members to be on the assembly. T. Grove said this idea was discussed before and it is a question of where the money would come from. T. Grove also brought up that logistically there are only two meetings a month during the lunch period, so it should not be too much to ask from a supervisor. The EA discussed ideas about approaching reluctant supervisors and supporting interested employees.

B. Schaffner asked about the letter from M. Opperman. G. Giambattista said there has to be some benefit or incentive for the supervisor, and there should be a modicum for how staff is recognized. G. Giambattista said she would bring up this topic to M. Opperman at their next meeting.

VI. Business of the Day

A. Branding of the EA Part 1

G. Mezey explained the main branding the EA has to do is essentially describing what the EA does. There should be some reclassifying, reimagining, and justification as to what the EA does and why it is important for employees. C. Ferguson suggested reviewing the employee survey and emphasizing the

changes implemented as a result of the EA. G. Giambattista will be redrafting the DDD letter and asked the members for ideas to help craft the particulars of the EA.

G. Mezey suggested the creation of a 24-month plan for new EA members to use as guidelines for future communication and branding. This should include templates and have a defined EA “identity.” He stressed importance of going through and figuring out the identity of the EA. B. Esty asked for the creation of an agenda with specific branding topics for the EA to address over the next twelve months. B. Schaffner asked if the EA would like to add the topic of creating an EA identity and future branding ideas to the next meeting’s agenda. A. O’Donnell suggested asking Jim Sheridan to attend a future EA meeting to help draft an EA identity and brand. The EA agreed.

VII. Report from the Chair

L. Croll Howell explained the Faculty Senate passed a resolution regarding divesting from the top oil and fossil fuel companies within the next couple of years. The group who assembled the resolution approached her about the EA creating a resolution -- potentially about personal accountability for people who drive into work. L. Croll Howell will be keeping the members of the EA up to date as more information becomes available.

B. Schaffner reminded the EA about Soup & Hope and asked if any members wanted to volunteer.

VIII. Adjournment

The meeting was adjourned at 1:35 p.m.