Human Resources

HR Diversity Council

The HR community plays an important role in supporting a culture of inclusion in our workplace and at Cornell, which enables each and every one of us to flourish.

The HR Diversity Council develops, implements, and evaluates initiatives that lead to greater diversity and inclusion throughout our division and HR community. Our charge is to:

- Align HR’s Toward New Destinations efforts with the university’s overall goals;
- Advise the division’s senior leadership on diversity issues;
- Drive a diversity communication strategy; and
- Reinforce a workplace that values diversity and inclusiveness within the division, and in turn influences culture throughout the university.

Contact: hr-dvrsty-cncl@cornell.edu

TND Goals FY2018
As part of Toward New Destinations, the HR Diversity Council has adopted three initiatives that we will work toward during the 2018 fiscal year. Progress on these initiatives will be reported to the HR Community via the monthly Diversity Brief email. Our 2018 initiatives are:

- **HIRING: (Year 2 of ongoing initiative)** Cultivate successful partnerships with identified organizations; implementation of tool for translating military occupational specialty codes; development of a process map and designated audit points for the search process; pilot of tool to write more inclusive position descriptions; an increase in the number of postings sent to organizations for advertising; an increase in the number of applicants from these populations; an increase in hires made from these populations.

- **INTERGENERATIONAL PROGRAM: (Year 2 of ongoing initiative)** The pilot programs launched in 2016-17 received mixed reviews. While participants favored the opportunity to discuss generational differences with colleagues, they found the content presented to be less applicable and not specific to their roles. Using the feedback and the lessons learned from the pilot programs, we will revise both programs to shift the focus to understanding the business case for hiring and retaining millennials, reviewing workforce trends both nationally and at Cornell, and identifying specific actions that HR professionals should take in order to ensure they are creating a welcoming workplace environment for millennials.

- **DISABILITY PROGRAMS: (Year 2 of ongoing initiative)** Thirty percent of respondents to the HR staff survey self-identified as individuals with disabilities, and 85% of these indicated their disabilities were invisible. Participants who indicated they were apprehensive about disclosing their disabilities in the workplace cited concerns that co-workers would perceive them as lazy or unable to do the work required of them. Using the firsthand experience of our colleagues with disabilities, we will design a training program for all HR staff focused on understanding invisible disabilities and creating a more welcoming workplace. Additionally, we will develop and implement a set of standard procedures to be followed for all division-wide or large meetings within HR to proactively ensure we are creating an inclusive environment for IWDs.

**Related:**
- [HR TND 2016-17 Outcomes and 2017-18 Proposed Initiatives](#)
- [University-wide TND goals and reporting](#)

**HR Diversity Council Newsletter Archive**

Diversity News & Notes for Cornell’s Human Resources Community

[accordion]
TAKE NOTE: Planning for Religious Holidays, Observances, and Accommodations

Cornell faculty and staff represent a variety of religious backgrounds and faiths, including those who subscribe to no religion or are non-observant. There are many widely observed religious holidays (some of which may be more familiar to you than others). To create and maintain an inclusive and respectful workplace for all employees regardless of religious belief or non-belief, we ask that faculty and staff keep the following guidelines and best practices in mind:

- Use an inclusive approach if/when celebrating events and holidays.
- Plan important work-related events, meetings, programs, meals, and travel for days other than observed religious holidays.
- Avoid or modify work-related banquets and other meal events during fasting times (e.g., Ramadan, Yom Kippur, Lent).
- When decorating, follow all guidelines that limit displays based on maintenance and safety requirements unique to any area.
- Allow flexible schedules to accommodate religious observances.
- Allow staff the use of available time away leave (e.g., vacation, unpaid, or health and personal leave) to accommodate religious observances.
- Consult the religious accommodation process to resolve conflict between an employee’s request for religious observance, e.g., head covering or facial jewelry, and the business needs of the department.

For more information on religious accommodations in the workplace, please contact the Office of Workforce Policy and Labor Relations at 254-7232 or equalopportunity@cornell.edu.
SPOTLIGHT: New Employee Excellence Award for Innovation - Nominations Open Through December 8

After the close of the Employee Excellence Awards nomination period earlier this year, the Awards committee received feedback that the nomination process was not easily understood and generally burdensome given the demands we all have on our time. It was felt that this could be impacting the representation that we are seeing in our candidate pool. In response, the Employee Excellence Awards committee has streamlined the procedure, clarified criteria, and reopened 2017 nominations for a limited time through December 8, 2017 to ensure that all desired nominations have been received. (Please note that there is no need to re-submit entries from earlier this year; all previous nominations will be considered.)

Highlights and improvements:

- **New award for Excellence in Innovation**: As President Pollack has noted, innovation and a bold, creative approach are vital to an institution of research. This award has been created to recognize staff who bring fresh ideas to their work, inspire a spirit of innovation, or are willing to take a calculated risk, whether they've been here just a few months or many years.
- **Nominate as a group**: provide names and NetIDs of colleagues who support the nomination.
- **Nominate yourself**: to support employees who work independently or where their efforts might not have as many opportunities for recognition.

Nominating is fast and easy! Help recognize the achievements of Cornell’s extraordinary staff - [nominate a colleague or yourself today!](#)

REPORT: Creating Disability-Inclusive Community Meetings

With input from the HR Diversity Council and Disability Colleague Network Group, our division unveiled a new [Accessible Meetings Checklist](#) in time for the September 2017 HR Community Meeting. Behind the scenes, Diane Jacobson worked to ensure the meeting space was accessible to individuals with mobility challenges, and that breakfast options were available to meet a wide range of dietary needs. The two most noticeable changes made at the fall meeting were the request and reminder memo asking attendees to refrain from wearing perfume and other strong scents (which can aggravate breathing problems or trigger headaches) and the efforts made throughout the meeting to ensure every person who spoke used a microphone.

About six months prior to the fall Community Meeting, all members of the Division had been invited to participate in an anonymous survey which asked about their disability status. A full 30% of those who completed the survey indicated that they had visible disabilities,
invisible disabilities, or both. When asked what HR could do to be more disability-inclusive, a number of individuals who completed the survey suggested we make changes to guidelines and procedures for meetings. Their input formed the basis for the division’s new guidelines.

Key components of the Accessible Meeting and Event Checklist include notifying all participants in advance that requests for disability accommodations are welcome; ensuring the chosen venue is accessible to individuals with vision, hearing, mobility, and other challenges; requesting that presenters provide accessible electronic copies of PowerPoint presentations; and ensuring that all participants who want to eat have the dietary options they request.

When surveyed after the meeting, participants were pleased to see the guidelines in place. Several individuals who indicated they followed a sugar-free diet were especially delighted to receive sugar-free candy in their “thank you” candy jars.

The Guidelines should be followed at all large HR meetings. Individuals with questions about the guidelines are welcome to contact Diane Jacobson or any member of the HR Diversity Council.

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**FOOD FOR THOUGHT: Guidelines for Discussing Political Conflict and/or Incidents of Public Violence and Extreme Expression**

The Dean of Faculty website has published a document with guidelines to help instructors and others facilitate classroom, group, or workshop-convened discussion around some of the disturbing public incidents of recent months. It has been created “within a context of heightened activism, political speech, and commentary that is contentious and has many feeling vulnerable and/or needing to assert themselves in particular ways.”

The document goes on to state that, “As an engaged intellectual community of many viewpoints, it is likely that a number of students, staff, faculty, and others will want to explore how they think and feel about world events. In this atmosphere, instructors and facilitators may want to plan discussions or be ready to handle unexpected questions. The following guidelines help address these contexts.”

The information addressed in the guidelines may be useful for conversations and experiences occurring in the workplace at Cornell, and beyond. [Read the entire document here](#).

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**UPDATE: Presidential Task Force on Campus Climate**

President Pollack created the Task Force on Campus Climate to address recent incidents
The Task Force is charged with making specific recommendations about how Cornell can implement meaningful institutional change in three areas: Campus Experience, Regulation of Speech and Harassment, and Campus Response.

Nominations for the Presidential Task Force on Campus Climate recently closed on November 17; read this Cornell Chronicle article for details about the nomination process. More information about the Task Force is available at the Presidential Task Force on Campus Climate web page.

**UPCOMING EVENTS**

**Inclusive Excellence Academy: Mentoring Across Difference**

December 14, 9:00-11:00am, G10 Biotech

**Faculty Institute for Diversity**

January 16-18; registration deadline January 2, 2018. Engage in complex discussions about aspects of diversity, create a network of teachers and scholars who can serve as a resource to one another on matters of diversity and education, be responsive to diversity in the classroom, and incorporate changes into new or revised courses to create a more inclusive classroom climate.

**Continuing the Dream: The Other America II**

January 23, 5:30-7:30 pm, Sage Chapel. Martin Luther King, Jr. Commemoration keynote speaker Mitchell S. Jackson, TED Fellow and clinical associate professor of writing at New York University.

**September 2017**

In This Issue:

- [Food for Thought: Difficult Discussions](#)
- [ICYMI: President Pollack's Statement](#)
- [DOWNLOADABLE POSTER: National Disability Employment Awareness Month](#)
- [SPOTLIGHT: HR Diversity Staff on the Move](#)
- [UPCOMING Events](#)

**FOOD FOR THOUGHT: Difficult Discussions**

Recent incidents of racism in Charlottesville and here at Cornell ... news of discrimination against LGBT people, immigrants, and gender bias ... anxieties regarding escalations with
North Korea, natural disasters, and the ongoing charged atmosphere of political divisiveness nationwide... it goes without saying that many Cornellians are coming to work with a lot of troubling issues on their minds; anxieties that can and do impact employee experience and performance. When these issues manifest in the workplace, human resources is looked to for the answers.

Now more than ever, it’s important for HR to be aware of our crucial role in the university’s ongoing efforts to promote an inclusive workplace where all members feel safe and supported. But if we’re not openly talking about these issues among ourselves, how are we going to be able to effectively support our colleagues?

To foster openness and inclusivity, much has been written about the importance of providing opportunities for difficult discussions in the workplace. How such opportunities take place depends on your group’s team dynamics, leadership skills, and other factors. Here are a few ideas for ways you and your team can get started:

**Read & Share:** Are you a member of a professional organization, or subscribe to a news feed or magazine? Share articles of interest with your department or work group, and make sure to allot some time at team meetings for discussion. Remember – you don’t need to come up with answers or agreement; the important thing is to create a safe place to listen and share opinions and insights. A few suggestions:

- [http://fortune.com/2016/06/10/racism-sexism-work-conversation/](http://fortune.com/2016/06/10/racism-sexism-work-conversation/): “The #1 Thing You Need To Do To Talk About Racism and Sexism at Work”

**Attend a Training:** How long has it been since you took a diversity training? Now is the time to take advantage of the many opportunities provided at Cornell. Browse “Diversity & Inclusion” on CULearn to get started. Encourage everyone in your workgroup to go together as a team.

**Go to an Event:** A selection of diversity & inclusion events are listed below; go to the Cornell Events website and search diversity for a complete listing.

**Online Resources:** Did you know that SkillSoft and Lynda.com offer diversity and inclusion courses and materials? These resources are free to Cornell employees! Listen in on one during your commute or while taking a walk during a lunch break.
ICYMI: Recent Statements from President Pollack

In case you missed them, here are the texts of statements from President Martha Pollack regarding recent racial incidents and the DACA program.

DOWNLOADABLE POSTER: National Disability Employment Awareness Month

October is National Disability Employment Awareness Month. Help promote inclusiveness by downloading and displaying this poster! Link and information are available on the Labor Law Posters page of the HR website.

SPOTLIGHT: Diversity Staff on the Move

Ulysses Smith

Congratulations to Ulysses on his recent move to San Francisco and new role as lead for Special Projects, Innovation & Strategic Engagement (SPISE). Ulysses will be continuing as Employee Assembly Chair and LGTBQ Representative At-Large, as well as chair of the HR Diversity Council.

Cornell Woodson

Welcome to Cornell, who is moving to lead for Diversity and Inclusion Programs with the Division of HR Department of Inclusion and Workforce Diversity from his role as Associate Director of Diversity and Inclusion at ILR.

Kareem Peat

Congratulations to Kareem, Deputy Title IX Coordinator for Investigations, who is being honored by Mount Sinai SAVI (Sexual Assault and Violence Intervention Program) for his work promoting gender equity at Cornell.
WE NEED YOU: Join the HR Diversity Council!

Take an active role in supporting a culture of inclusion in the Cornell workplace, which enables each and every one of us to flourish. It generally takes only one or two hours per month of your time. Current subcommittees include Communications, Hiring, Generations, and Disabilities.

Visit our web page for more details about what the HRDC does, and our division’s Toward New Destinations Goals for FY18.

Contact hr-dvrsty-cncl@cornell.edu for details about upcoming meeting dates and times. Hope to see you soon!

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UPCOMING EVENTS

Grad School 101

September 29, 6:30 p.m, Anna Comstock Hall (Latino Living Center), Main Lounge. Learn about the graduate & professional school application process and what it’s like to attend as a person of color.

NY Times’ Nicholas Kristof: “A Path Appears: Promoting the Welfare of Children”

Urie Bronfenbrenner Centennial Lecture

October 2, 5:00 – 6:00 pm, Kennedy Hall, Call Auditorium. Kristof argues that the greatest moral challenge of the 21st century... is gender inequity around the world.

President’s Address to Staff

October 10, 12:00 – 1:30 p.m., Call Auditorium

Critical Race Series Lecture: Nelson Maldonado-Torres

October 18, 2017, 4:30 p.m., Goldwin Smith Hall, English Lounge, 258 GSH; Associate Professor, Dept. of Latino and Caribbean Studies and Comparative Literature Program, Rutgers University.

Campus-Wide Breaking Bread Dinner: Communicating Knowledge & Truth by Technology & Social Media – Bridging Generational Divides

November 1, 5:00 – 7:00 p.m., Biotechnology Building G10. Participate in an open dialogue with other members of our community.
Performance by Carlos Andrés Gómez

November 2, 5:30 p.m, 132 Goldwin Smith Hall, HEC Auditorium. Award-winning poet, actor, speaker, and writer from New York City.

August 2017

In This Issue:

- NEW RESOURCE: Accessible Meetings Checklist
- Food for Thought: Results from the HR Diversity Council Disability Survey
- SPOTLIGHT: Diversity & Inclusion Learning Opportunities
- WE NEED YOU: Join the HR Diversity Council!
- share the NEW hrdc poster
- UPCOMING Events

NEW RESOURCE: Accessible Meetings Checklist

It is expected that all meetings sponsored by the Division of Human Resources are accessible to individuals with disabilities.

But what does that mean? And where do you start?

This newly-compiled document presents an easy-to-use checklist of things to consider when planning a meeting or event to help ensure that all guests are able to fully participate.

For example: include language in the event invitation that welcomes requests for accommodations; check the venue in advance for potential issues with visibility, acoustics, mobility, service animals, and technology; and review materials in advance for accessibility. There are also helpful tips for making presentations more accessible, and links to further resources.

- Accessible Meetings Checklist

Links to this document can be found on the HR website on the Diversity Resources page, and on the Manager’s Toolkit page under Staff Support>Diversity.
FOOD FOR THOUGHT: Results from the HR Diversity Council Disability Survey

You may remember a survey about disabilities that was sent to members of the HR Community by the HR Diversity Council back in April. Here are some of the insights we gained about disabilities within our unit:

- Approximately half of our unit responded to the survey (89 participants).
- Thirty percent of participants acknowledged that they qualified as having a disability as defined by the ADA. By contrast, less than 3% of the Cornell workforce has chosen to voluntarily identify as having a disability. This (and other indicators) suggest that there is likely a much higher percentage of individuals in the university workforce who qualify as having a disability than are reported.
- Approximately half of the individuals who indicated they had disabilities said they had disclosed their disability to the current supervisor. Of those, 92% indicated they would characterize the disclosure and follow up experience as “very positive” or “positive.”
- Respondents who indicated they had concerns about disclosing their disabilities at work focused on the perception they would be seen as lazy or unable to do the work required of them, and/or fears they might lose their job if they disclosed.
- Responses to the question, “What would encourage you to disclose your disability?” included requests that colleagues be trained about invisible disabilities, their impact on individuals with disabilities themselves, and their impact on the department and/or unit.

SPOTLIGHT: Diversity & Inclusion Learning Opportunities

INCLUSION: September 12, 9:00 am - 12:00 pm., $35

Increase awareness of what inclusion and inclusiveness means, and understand what we can do to increase inclusion at Cornell.

Register in CULearn

CREATING ACCESSIBLE DOCUMENTS WITH MICROSOFT OFFICE: Lynda.com - Free to Cornell employees, access 24/7!

This course will help you ensure that everyone can access, use, and benefit from your Microsoft Office documents by implementing accessibility best practices, including how to use the Accessibility Checker.

Learn now!
MICROSOFT WORD 2013: PREPARE A DOCUMENT FOR ACCESSIBILITY: SkillSoft - Free to Cornell employees, access 24/7!

Check out this 5 minute video for an introduction to MS Word’s Accessibility Checker.

Watch the video

WE NEED YOU: Join the HR Diversity Council!

Take an active role in supporting a culture of inclusion in the Cornell workplace, which enables each and every one of us to flourish. It generally takes only one or two hours per month of your time. Current subcommittees include Communications, Hiring, Generations, and Disabilities.

Visit our web page for more details about what the HRDC does, and our division’s Toward New Destinations Goals for FY18.

Contact hr-dvrsy-cncl@cornell.edu for details about upcoming meeting dates and times. Hope to see you soon!

SHARE THE NEW HRDC POSTER

Help us promote a culture of inclusion in our workplace – download and post the newly updated HR Diversity Council poster for FY18!

The poster features our division’s Toward New Destinations (TND) diversity goals for the year ahead.

Click on this link or the image on the left to download a printable PDF. The poster is also available to download from the HR Diversity Council webpage.
UPCOMING EVENTS

**Uniting Communities Welcome BBQ & Resource Fair**

August 30, 2017, 4:00 p.m., Arts Quad. Learn about majors/minors in Africana Studies; American Studies; Latina/o Studies; Asian American Studies; American Indian and Indigenous Studies; Feminist, Gender & Sexuality Studies; and LGBT Studies.

**Saving the Dream for All**

September 13, 2017, 4:30 – 6:00 p.m., location TBD; featuring Professor F. Michael Higginbotham, Joseph Curtis Professor of Law and former Interim Dean, University of Baltimore School of Law, and author of “Ghosts of Jim Crow: Ending Racism in Post-Racial America.”

**Dr. Beverly Tatum**

September 13, 2017, 3:00 – 4:00 p.m., Sage Chapel; President Emerita, Spelman College and author of “Why Are All the Black Kids Sitting Together in the Cafeteria? And Other Conversations about Race” (1997). **RSVP**

**Joe Stone**

September 19, 6:30 p.m., G10 Biotech. Meet this athlete who became a quadriplegic in a paragliding accident as he shares a message of inclusion, overcoming challenges, and taking control of the life one lives.

**President’s Address to Staff**

October 10, 12:00 – 1:30 p.m., Call Auditorium

**Critical Race Series Lecture: Nelson Maldonado-Torres**

October 18, 2017, 4:30 p.m., Goldwin Smith Hall, English Lounge, 258 GSH; Associate Professor, Dept. of Latino and Caribbean Studies and Comparative Literature Program, Rutgers University.

July 2017

In This Issue:

- REPORT: HR’s TND Goals for 2017-2018 & Summary of 2016-17 Outcomes
- Food for Thought: Get involved - Join the HR Diversity Council!
- ANNOUNCEMENT: Recruitment & Retention Receives TND Grant
Diversity & Inclusion Events

REPORT: HR’s TND Goals for 2017-2018 & Summary of 2016-17 Outcomes

The HR Diversity Council has completed its report on the outcomes of last year’s TND goals, and received approval for next year’s goals. An overview follows; for complete details, see the 2017-2018 HR TND Report in its entirety.

TND 2016-17 Outcomes

1. Hiring
   a. **Goals: Year 1** - Increase the number of veterans, individuals with disabilities, and LGBTQ+ people who are hired in the Division and at the university; and create an inclusive staff hiring and search toolkit and supporting training module.
   b. **Outcome:** In the first year, the Office of Workforce Recruitment & Retention identified organizations with which the Division could collaborate. These organizations include the National Gay & Lesbian Chamber of Commerce, the Consortium of Higher Education LGBT Resource Professionals, and others. Additionally, WRR identified free tools that could be implemented to align military occupational specialty codes with Division postings. Resource guides for recruiting veterans and individuals with disabilities were identified and will be updated as part of the toolkit.

2. Intergenerational Program
   a. **Goals: Year 1** - In partnership with Organizational Workforce Development, the Department of Inclusion and Workforce Diversity, and HR Analytics, develop a professional development program aimed at addressing generational differences in the workplace.
   b. **Outcome:** In December 2016, a pilot program was offered to staff who had completed the Leadership Academy through Organizational & Workforce Development. Based on program evaluations pilot program occurred in April 2017 for the broader staff population. The program was not as widely attended as hoped, with only 10 of the 22 registered attending. Only 7 program participants completed the post-survey. Four indicated that they would be interested in a longer version of the pilot, as opposed to the 90-minute version, and 3 indicated that they neither agreed nor disagreed with that statement. Program participants did indicate that they found value in elements of the session, particularly the group discussion.

3. Disability Programs
   a. **Goals: Year 1** - This initiative seeks to measure – via an anonymous survey – the
percentage of HR staff who currently qualify for protections under the Americans with Disabilities Act (ADA). This will enable the division to establish a baseline for measuring our growth in recruiting, hiring, and retaining qualified individuals with disabilities. The survey will also be utilized to tap into the firsthand experience of our colleagues with disabilities, so that we can learn specific information about what we are doing well and where we might make improvements to provide an even more disability-inclusive work environment. Survey results will be compiled and analyzed by HR Analytics, and shared with HR leadership. The HR Diversity Council will use the findings from the survey to tailor future disability professional development to the specific needs of our division.

b. **Outcome:** 89 staff participated in the survey (about half). 30% of participants indicated that they were IWDs. The percentage of individuals with invisible disabilities far exceeds that of individuals with visible disabilities (78% invisible, 15% visible, 7% both). Half of the individuals who indicated they had a disability said they disclosed their disability to their supervisor, and 92% indicated they had a “very positive” or “positive” experience. In contrast, 54% indicated their experience was “very positive” or “positive” when they disclosed to their previous employer. While 64% of HR IWDs strongly agree that their current supervisor treats all members of the workgroup fairly, only 42% strongly agree that Cornell strives to be inclusive of IWDs; only 25% strongly agree Cornell treats IWDs fairly.

TND 2017-18 Proposed Initiatives

1. **Hiring**
   a. **Goals: Continuing from previous year, Year 2** - Successful partnerships with identified organizations; implementation of tool for translating military occupational specialty codes; development of a process map and designated audit points for the search process; pilot of tool to write more inclusive position descriptions; an increase in the number of postings sent to organizations for advertising; an increase in the number of applicants from these populations; an increase in hires made from these populations.

2. **Intergenerational Program**
   a. **Goals: Continuing from previous year, Year 2** - The pilot programs launched in 2016-17 received mixed reviews. While participants favored the opportunity to discuss generational differences with colleagues, they found the content presented to be less applicable and not specific to their roles. Using the feedback and the lessons learned from the pilot programs, we will revise both programs to shift the focus to understanding the business case for hiring and retaining millennials, reviewing workforce trends both nationally and at Cornell, and identifying specific actions that HR professionals should take in order to ensure they are creating a welcoming workplace environment for millennials.

3. **Disability Programs**
   a. **Goals: Continuing from previous year, Year 2** - Thirty percent of respondents
to the HR staff survey self-identified as individuals with disabilities, and 85% of these indicated their disabilities were invisible. Participants who indicated they were apprehensive about disclosing their disabilities in the workplace cited concerns that co-workers would perceive them as lazy or unable to do the work required of them. Using the firsthand experience of our colleagues with disabilities, we will design a training program for all HR staff focused on understanding invisible disabilities and creating a more welcoming workplace. Additionally, we will develop and implement a set of standard procedures to be followed for all division-wide or large meetings within HR to proactively ensure we are creating an inclusive environment for IWDs.

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**FOOD FOR THOUGHT: Get Involved – Join the HR Diversity Council!**

**We need YOU!** As you can see above, we’ve got a busy year ahead to realize our divisional TND goals!

HR Diversity Council meets once a month and most members spend an additional hour or so per month on committee projects. Your voice matters, and your efforts can make a real difference in creating a more welcoming, diverse, and inclusive workplace here at Cornell.

Email hr-dvrsty-cncl@cornell.edu for information on when to attend our next meeting!

*The HR community plays an important role in supporting a culture of inclusion in our workplace and at Cornell, which enables each and every one of us to flourish.*

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**ANNOUNCEMENT: Recruitment & Retention Receives TND Grant**

The Office of Workforce Recruitment and Retention with the support of VP Mary Opperman applied for a Towards New Destination (TND) grant and was awarded funding for the development of the Recruitment Ambassador Program (RAmP). The Recruitment Ambassador Program is designed to educate non-traditional recruiters from the Colleague
Network Groups and other communities on strategies designed to engage new professionals and help diversify the Cornell University workforce. The recruitment ambassador will serve as a ramp into the university by helping develop pipelines, sharing workforce related information, and making strong referrals to the Office of Workforce Recruitment and Retention at national professional events/conferences that will advance the university diversity hiring goals as outlined in TND. We look forward to launching the program in the Fall of 2017.

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UPCOMING DIVERSITY & INCLUSION EVENTS

**Saving the Dream for All**

September 13, 2017, 4:30 – 6:00 p.m., location TBD; featuring Professor F. Michael Higginbotham, Joseph Curtis Professor of Law and former Interim Dean, University of Baltimore School of Law, and author of “Ghosts of Jim Crow: Ending Racism in Post-Racial America.”

**Dr. Beverly Tatum**

September 13, 2017, 3:00 – 4:00 p.m., Sage Chapel; President Emerita, Spelman College and author of “Why Are All the Black Kids Sitting Together in the Cafeteria? And Other Conversations about Race” (1997). RSVP

**President’s Address to Staff**

October 10, 12:00 – 1:30 p.m., Call Auditorium

**Critical Race Series Lecture: Nelson Maldonado-Torres**

October 18, 2017, 4:30 p.m., Goldwin Smith Hall, English Lounge, 258 GSH; Associate Professor, Dept. of Latino and Caribbean Studies and Comparative Literature Program, Rutgers University.
June 2017

In This Issue:

- **Featured Resource: LGBT Resources Page on HR Website**
- **Food for Thought: LGBT in the Workplace**
- **Diversity & Inclusion Events**

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**FEATURED RESOURCE: LGBT Resources Page on HR Website**

[https://hr.cornell.edu/lgbt-resources](https://hr.cornell.edu/lgbt-resources)

This recently added page on the Human Resources website is a useful collection of links to support Cornell’s LGBT employees, families, and allies. Some of the content you can find:

**Benefits:** Marriage/Domestic Partnership; Divorce/Dissolution of Partnership; Birth/Adoption/Legal Custody of Child; Adoption Assistance Program; Transgender Benefits

**Personal Information:** Name change; gender identity and sexual orientation fields in Workday

**Policies:** EEO Statement; Harassment, Discrimination and Bias; Policy 6.4; Title IX Office; Restroom/Facilities Use Guidelines

**Networking:** LGBT Colleague Network Group; LGBT Resource Center; LGBT Families Email list

**Local & Regional Resources:** Ithaca LGBT Task Force; The Advocacy Center; Southern Tier AIDS Program; Out for Health; Gay Alliance; Trans Coalition of the Finger Lakes; Tompkins County LGBT Youth Group; Parents, Family and Friends of Lesbians and Gays (PFLAG) Ithaca-Cortland; Welcoming Congregations.

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**FOOD FOR THOUGHT: LGBT in the Workplace**

Since June is Pride month, in this issue we’d like to share some articles regarding LGBT concerns and how they are being addressed in the workplace and beyond, that may be of interest to HR professionals at Cornell.
Leading By Example: How IBM Is Promoting LGBT Pride Across the Globe
#Pride: How banks are reaching LGBT customers
Redesigned pride flag recognizes LGBT people of color
Engaging the Majority to Create an LGBT Inclusive Workplace

Have you come across an article or resource you feel would be appreciated by Cornell’s HR community? Do you have an insight that may prove useful to your colleagues? Let us know!

UPCOMING DIVERSITY & INCLUSION EVENTS

Pulsing the Night Away

June 24, 2017, 7:00 – 11:00 p.m., The Space at Greenstar, 700 W. Buffalo St., Ithaca, NY. Tickets

Cornell LGBT Alumni: NYC Pre-Pride Party at Stonewall

June 24, 2017, 1:00 – 3:00 p.m., The Stonewall Inn, 53 Christopher St., New York, NY. Tickets

Saving the Dream for All

September 13, 2017, 4:30 – 6:00 p.m., location TBD; featuring Professor F. Michael Higginbotham, Joseph Curtis Professor of Law and former Interim Dean, University of Baltimore School of Law, and author of “Ghosts of Jim Crow: Ending Racism in Post-Racial America.”

Dr. Beverly Tatum

September 13, 2017, 3:00 – 4:00 p.m., Sage Chapel; President Emerita, Spelman College and author of “Why Are All the Black Kids Sitting Together in the Cafeteria? And Other Conversations about Race” (1997). RSVP

May 2017

In This Issue:

- Featured Resource: President’s Award for Innovation in Diversity and Inclusion
- Food for Thought: Gender and Generations
- Understanding Implicit Bias
FEATURED RESOURCE: President’s Award for Innovation in Diversity and Inclusion

Nominations for the 2017 Employee Excellence Awards will be open from May 15 through June 30.

Recognizing and celebrating excellence is a proud part of our workplace culture at Cornell. Do your part to ensure that work for diversity and inclusion is recognized – take a few moments to submit a nomination, and encourage colleagues to nominate outstanding staff and supervisors!

The President’s Award for Innovation in Diversity and Inclusion is one of four Employee Excellence Awards. It recognizes the accomplishments of a staff member or manager/supervisor who has advanced diversity through their exemplary work. Cornell University is committed to increasing the demographic diversity of its workforce and creating an inclusive workplace where each person is able to contribute fully. The successful awardee will be a staff member or manager/supervisor who has demonstrated the University commitment to diversity and inclusion as reflected in the Toward New Destinations diversity framework and the values of inclusion outlined in Cornell’s Skill’s for Success.

Last year’s winner was Marc Magnus-Sharpe, Lindseth Director of Cornell Outdoor Education. Magnus made significant advances to the TND initiatives in a short amount of time through his recruiting and hiring practices. Read more about Magnus here.

More Information about the Employee Excellence Awards
Nomination for President’s Award for Innovation in Diversity & Inclusion

FOOD FOR THOUGHT: Gender and Generations

In this issue we’d like to share two articles that may be of interest to HR professionals at Cornell. One is about women in leadership searches in higher education; the other is a TED talk about communicating across generations.

Have you come across an article or resource you feel would be appreciated by Cornell’s HR community? Do you have an insight that may prove useful to your colleagues? Let us know!
**Women in Leadership Searches**

This recent article from “Inside Higher Ed” reviews a study presented at the American Educational Research Association regarding the way women are hired for top higher education leadership positions. The study covers almost 500 searches since 2009. The study’s data shows that colleges and universities using search firms seem to be hiring more women to top positions. Read the article.

**How To Get Along with Boomers, GenXers and Millennials**

This informative TedTalk by Dr. Mary Donohue, CEO of Donohue Learning, provides insights to better communicating across generations in the workplace. Traditionalists (1922-1945), Baby Boomers (1946-1964), Generation X (1965-1980), and Millennials (1981-2000) have varying relationships with technology, communication, and workstyle preferences. Developing an understanding of how to bridge these diversities can have a significant impact in the workplace. Watch the video.

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**UNDERSTANDING IMPLICIT BIAS: Last Inclusive Excellence Academy presentation for this session!**

**Monday, May 15, 1:00 - 3:30 pm, Goldwin Smith Hall HEC Auditorium. Register – Seating is limited!**

In his presentation, Cornell alumnus Christopher Dial, ’04 will explore the mistakes our minds make even when making big, important, thoughtful decisions, and how – without realizing it – our minds can lead us to behave in ways that don’t align with our personal values. Christopher will help us identify and understand our unconscious biases and learn how we can make smarter decisions in our careers, families and communities. Learning objectives of the program are designed to stimulate discussion about opportunities for greater understanding of diversity and inclusion, including:

- Understanding “unconscious bias”
- Providing a definition of micro-inequities/unconscious bias that people can relate to
- Recognizing behaviors related to micro-inequities and discussing how we might limit those behaviors
- Identifying strategies of what can be done on personal, interpersonal and group levels
- Identifying skills that are useful in creating a climate of respect: Listening for understanding, especially when we think we are different from one another
UPCOMING DIVERSITY & INCLUSION EVENTS

**Understanding Implicit Bias**

May 15, 2017; 1:00-3:30 pm, Hollis E. Cornell auditorium in Goldwin Smith Hall (GSH 132). Registration & details

**Faculty Institute for Diversity**

June 6-8, 2017 (3 day retreat). Apply by May 26. Registration

**2017 Diversity Community Roundtable: “Equity and Inclusion: From Talk to Action”**

May 24, 2017; 9:00 am – 4:00 pm, Ithaca College, Emerson Suites. Register by May 12, $80. Registration

April 2017

In This Issue:

- **Featured Resource: Inclusive Excellence Academy**
- **Food for Thought: Belonging**
- **Coming soon: Disabilities Survey & Intergenerational Program**
- **Diversity & Inclusion Events**

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**FEATURED RESOURCE: Inclusive Excellence Academy**

With a focus on the development of multicultural fluency, Cornell University’s Inclusive Excellence Academy, launched in August 2013, offers programs designed to advance an inclusive educational environment and workplace. The IEA features customized courses and workshops designed for senior leadership, administrative/college diversity councils, human resource professionals, supervisors and program managers, university constituent leaders, faculty and academic teaching staff, graduate students and postdocs, community partners, and extended community members. Specific workshops, prioritized based on the university’s needs, are offered each year. Cornell University’s Inclusive Excellence Academy offers programs and expertise designed to develop an inclusive educational environment and workplace. Our programs incorporate interactive theater and experienced speakers that engage audiences, open eyes, and change minds.

Specific workshops prioritized on the university’s needs are offered each year. Topics addressed by programs include:

- Unconscious bias
- Disability inclusiveness
Does your college or unit have a **Toward New Destinations** initiative with a **professional development component**? Customized diversity programs on a range of topics may be scheduled for specific colleges/administrative units upon request.

http://diversity.cornell.edu/iea

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**FOOD FOR THOUGHT: Belonging**

**How can I foster a sense of belonging where I work?**

Cornell’s Human Resources community gathered in March to discuss goals and priorities for our division. The number one goal was identified as “Advance ‘One Cornell’ in an integrated, welcoming workplace that increases connections across campus and beyond - increased engagement.”

At the gathering, the idea of “belonging” was highlighted as being key to realizing this goal. A sense of belonging is built on diversity and inclusion, yet it’s something more. Read [this brief article](#) by Pat Wadors, Senior Vice President of Global Talent Organization at LinkedIn, for insight into belonging and six ways you can create a “belonging moment.”

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**COMING SOON: Disabilities Survey & Intergenerational Program**

**Disabilities Survey:**

Keep an eye out for a survey that is being sent to HR staff this month as part of our 2017 **Toward New Destinations goals**. This initiative will enable the division to establish a baseline for measuring our growth in recruiting, hiring, and retaining qualified individuals with disabilities. The survey will also be utilized to tap into the firsthand experience of our colleagues with disabilities, so that we can learn specific information about what we are doing well and where we might make improvements to provide an even more disability-inclusive work environment. Survey results will be compiled and analyzed by HR Analytics, and shared with HR leadership. The HR Diversity Council will use the findings from the survey to tailor future disability professional development to the specific needs of our division.

*Your participation is key to the success of this important effort – please take a few*
moments to answer the survey questions when you receive the email invitation!

Intergenerational Program:

Another of the HR Diversity Council TND goals for 2017 has been development of a professional development program addressing generational differences in the workplace. Our workforce includes representation from as many as 5 generations, whose varying experiences in areas such as technology and history impact communications and other aspects of work. This program provides practical insights and will help you learn how to make the workplace more welcoming and inclusive for all generations.

There is still time to sign up for the first presentation by the Inclusive Excellence Academy on April 12, from 1:30 – 3:00 p.m., 700 Clark Hall

Register now! Can’t make it in person? Join via Zoom: https://cornell.zoom.us/j/5591045814

UPCOMING DIVERSITY & INCLUSION EVENTS

Leading Across Generations

April 12, 1:30 – 3:00 p.m., 700 Clark Hall; Register

Pan African Connections

April 13 – 14; Symposium – Click for schedule & details; Africana Studies and Research Center, Multipurpose Room

Artist Lecture: Melanie Cervantes of Dignidad Rebelde

April 18, 4:40 p.m., Physical Sciences Building 120

Athlete Ally Presents Sarah Spain ’02 and Kate Fagan

April 19, 7:00 – 8:30 p.m., Alice Statler Auditorium; free and open to public

Community Engagement Showcase 2017

April 24, 5:00 – 7:00 p.m., Willard Straight Hall, Memorial Room.
March 2017

In This Issue:

- **Featured Resource: Skillsoft**
- **Food for Thought: What is a workplace accommodation?**
- **Diversity & Inclusion Events**

**FEATURED RESOURCE: Skillsoft**

SkillSoft offers thousands of free online courses, books, and short videos in various information technology and business-related curricula, all of which can be accessed using your Cornell Net ID and password. You can check out courses that match Cornell’s *Skills for Success*: Job Skills, Inclusiveness, Adaptability, Self-Development, Communication, Teamwork, Service-Minded, Stewardship and Innovation.

Some modules focused on diversity, inclusion, and belonging include:

- Your Role in Workplace Diversity
- Bridging the Diversity Gap
- Workplace Management: Global HR, Diversity, and Inclusion
- Diversity on the Job: The Importance of Diversity and the Changing Workplace
- Diversity on the Job: Diversity and You
- HR Competencies: Global and Cultural Effectiveness and Communication

Visit the [HR Website](#) for more information on these flexible, interactive courses.

**FOOD FOR THOUGHT:**

*What is a workplace accommodation?*

Employees with a qualified disability (examples include deafness, blindness, intellectual disability, partially or completely missing limbs, autism, cancer, cerebral palsy, diabetes, HIV/AIDS, major depression, and post-traumatic stress disorder) who require assistance to complete work may consider applying for a disability accommodation. Accommodations can include such things as work site accessibility, flexible work arrangements, and/or equipment such as assistive listening devices, a voice amplification system, or a “screen reader.” Other reasonable accommodations will be considered.
Employees with or without a qualified disability who still experience physical discomfort in the workplace and/or have physical difficulty meeting job demands may contact the Musculoskeletal Injury Prevention Program (MIPP). Faculty and staff may request evaluation, training and design/planning consultation to prevent injury or disability and to enhance work comfort and productivity. MIPP services are available at no charge courtesy of Benefit Services.

**Contact: Medical Leaves Administration**, East Hill Office Building, Suite 102; 607.255.1177; TTY 607.255.7066; benefits@cornell.edu

**Resources:**

- Disability Accommodations Webpage
- Disability Accommodation Frequently Asked Questions
- Addressing Inclement Weather Challenges for Individuals with Disabilities
- Request for Accommodation - Cover Page (pdf)
- Request for Accommodation - Med (pdf)
- Family & Medical Leave Act Poster (pdf)
- Disability Accommodation Policy

**The Cornell Disability Colleague Network Group** is a university-sponsored employee resource group. Our mission is to raise awareness, serve as an educational resource, provide support, and offer peer mentorship for those working with short term or long term disabilities, their supervisors, colleagues, allies, and other supporters.

*Applicants for employment requesting an accommodation for a disability so that they may participate in the selection process should contact the Office of Workforce Policy and Labor Relations (WPLR).*

**UPCOMING DIVERSITY & INCLUSION EVENTS**

**Dining with Diverse Minds: Invisible Disabilities**

March 10, 5:00 – 7:00 p.m., Willard Straight Hall, Memorial Room. Email nck26@cornell.edu

**Saving the Dream for All: Professor F. Michael Higginbotham, Joseph Curtis Professor of Law, University of Baltimore School of Law**

March 15, 4:30 – 6:00 p.m., Klarman Hall Auditorium
Immigration Chaos: DACA Students and Higher Education Grapple with Upheaval

Friday, March 17, 12:00 – 1:00 p.m., Kennedy Hall, Call Auditorium

Principles of Dialogue: Having Difficult Conversations in the Workplace

April 10, 1:00 – 2:30 p.m.

Register

Leading Across Generations

April 12, 1:00 – 2:30 p.m.

Save the date – registration available soon

Community Engagement Showcase 2017

April 24, 5:00 – 7:00 p.m., Willard Straight Hall, Memorial Room.

engaged.cornell.edu/student-leadership-and-programs/showcase/

Have information you’d like to share with the HR community? Email the HR Diversity Council

The HR Diversity Council develops, implements, and evaluates initiatives that lead to greater diversity and inclusion throughout our division and HR community. Our charge is to: align HR’s Toward New Destinations efforts with the university’s overall goals; advise the division’s senior leadership on diversity issues; drive a diversity communication strategy; and reinforce a workplace that values diversity and inclusiveness within the division, in turn influencing culture throughout the university.

February 2017

In This Issue:
MESSAGE FROM MARY OPPERMAN, VICE PRESIDENT AND CHIEF HUMAN RESOURCES OFFICER

Dear HR Colleagues,

I’m pleased to introduce this first issue of the monthly HR Diversity Council Brief to Cornell’s human resources community. As you know, the HR community plays an important role in creating an inclusive climate for our diversifying workforce. The HR Diversity council helps us achieve that goal by developing and implementing programs for the HR community that align with the University’s Toward New Destinations initiative.

This newsletter will share information of particular interest to HR staff members, such as training, news, and events. I know we’re all very busy in our day-to-day roles, but these programs are more important than ever to our work in human resources. I encourage you to take the time to participate - in particular, watch for the upcoming intergenerational program which will be offered as part of our divisional TND goals. You can also help give our diversity and inclusion goals a visual presence in your workplace by downloading a poster (or contact the HR Diversity Council to have one sent to you).

The HR Diversity Council meets on a monthly basis – if you have something to say, ideas for initiatives, or want to support this important work, please email to attend a meeting and get involved.

Sincerely,

Mary

FEATURED RESOURCE: COLLEAGUE NETWORK GROUPS

The university sponsors Colleague Network Groups (CNGs) as a way for traditionally underrepresented minorities and their allies to find support, both at Cornell and beyond. The CNGs enhance our community culture by providing engaging programs for Cornell faculty and staff. Programs can include lunches, mixers, speakers, activities, and more and are a great opportunity for networking and building friendships across campus.
Make sure your team members are aware of this dynamic and growing resource! Visit the HR Website for more information about the following CNGs:

- Disability Colleague Network Group
- LGBT Colleague Network Group
- Men of Color Colleague Network Group
- Women of Color Colleague Network Group
- Veterans Colleague Network Group
- Tompkins Connect: Young Professionals Colleague Network Group

Want to know more? Contact Cassandre Joseph, (607) 255-3976.

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**FOOD FOR THOUGHT:**

**What should I do if a colleague makes offensive comments at work?**

Staff members frequently don't want to cause more trouble for themselves or for their coworkers. Or they may not feel comfortable confronting such a person, or are too stunned to respond on the spot.

**Don't be silent.** If you experience or witness offensive comments from a coworker, it’s important to take action.

All members of the Cornell community need to understand that Cornell does not tolerate harassment, discrimination, sexual violence, or bias; and they should know where to go for resources and support.

**For information:** The HR website houses bias and harassment support and reporting information:

- [What is bias?](#)
- [Report a bias incident](#)
- [Harassment and discrimination FAQ](#)

**Reach out or talk to:**

- a supervisor
- [your human resources representative](#)
- [a discrimination & harassment advisor](#)
- [the ombudsman](#)
- [Office of Workforce Policy and Labor Relations](#)
UPCOMING DIVERSITY & INCLUSION EVENTS

Campus-Wide Breaking Bread Dinner: Freedom of Speech and Civility on Campus

Wednesday, February 8, 2017; 6:00 - 8:00 pm, G10 Biotech

Join in the spirit of diversity and inclusion to participate in facilitated conversations about timely and meaningful topics with senior administrators, students, faculty, staff and other invited guests.

Inclusion (Administrative Academy)

Wednesday, February 8, 2017; 9:00 am - 12:00 pm; EHP 345 Training Room, $35.

Insight and techniques that will increase awareness of our individual experiences with inclusion and exclusion and how this is related to diversity.

Cross Cultural Communication (Administrative Academy)

Thursday, February 23, 2017; 1 - 4 pm; EHP 345 Training Room  $35.

This workshop engages participants in conversations regarding “what gets in the way” when communicating across difference.

UndocuCornell: Understanding and Supporting Undocumented Populations (Inclusive Excellence Academy)
Monday, February 13, 2017; 9:00 am - 10:30 am

This workshop will focus on building a safer and more supportive community for undocumented students at Cornell.

**Genuine Conversations: Race and Inequity** (Inclusive Excellence Academy)

Wednesday, February 22, 2017; 1:00 pm - 2:30 pm

This presentation will focus specifically on race in American culture and some of the equity and mental health impacts of institutional racism.

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*Have information you’d like to share with the HR community? Email the HR Diversity Council*

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[/accordion]