

**P&A Consultative Committee (PACC)**  
**September 17, 2020**  
**Minutes of the Meeting**

*These minutes reflect discussion and debate at a meeting of a committee of the University of Minnesota Senate; none of the comments, conclusions or actions reported in these minutes represent the views of, nor are they binding on, the senate, the administration or the Board of Regents.*

[**In these minutes:** Call to Order and Welcome; Civil Service Consultative Committee Report; Chair and Chair-elect Reports; Subcommittee Reports; Fall 2020 Planning and Feedback; P&A Senate Bylaws; New Business]

**PRESENT:** Erin Heath (chair), Scott Creer, (chair-elect), Leigh Allen, Emily Becher, Chelsie Bohlman, Adolfo Carrillo Cabello, Tracey Hammel, Monica Kocon, Maureen Long, Anna Milone

**GUESTS:** Missy Juliette, chair-elect, Civil Service Senate/Civil Service Consultative Committee

**OTHER:** Will Craig, representative, University Of Minnesota Retirees Association

### **1. Call to Order and Welcome**

Erin Heath, chair, called the meeting to order and asked for a round of introductions.

### **2. Civil Service Consultative Committee Report**

Missy Juliette, chair-elect, Civil Service Senate/Civil Service Consultative Committee (CSCC), reported on following:

- President Joan Gabel will be speaking at the October 2020 Civil Service Senate meeting.
- CSCC is developing ideas for enhanced collaboration with other employee groups, students, and administration to increase awareness of civil service employee contributions to the University community.
- Vacation donation language to be developed to add to the Civil Service Employment Rules.
- CSCC is working with the Office of Human Resources (OHR) to ensure appropriate calculations for years of service when an employee moves from civil service to P&A employment.

### **3. Chair and Chair-elect Reports**

Heath and Scott Creer, chair-elect, reported on the following:

- PACC and CSCC leadership [responded](#) to President Gabel's September 3, 2020, [Update on Fall Semester](#) email.
- Heath attended the fall committee chair's meeting at which chairs from all University Senate governance committees and standing subcommittees shared their [top three priorities](#) for the coming academic year.
- Heath and Creer are scheduling meetings with the P&A Senate members on each of the system campuses to address P&A concerns on each campus.

- Creer briefly shared with committee members that, to address the layoffs in the Intercollegiate Athletics department (IAC), OHR is making use of the procedure called [Terminating Professional and Administrative Employees due to Program Curtailment](#), which is related to the Administrative Policy: [Early and Select Appointment Terminations for Academic Professional and Administrative Employees](#). Heath and Creer are advocating to make certain that laid off P&A employees are given the appropriate benefits detailed in [Administrative Policy: Non-Renewal Program for Academic Professional and Administrative Employees](#).

#### **4. P&A Senate Subcommittee Reports**

Monthly subcommittee reports are linked in [this document](#).

Committee members discussed the COVID-19-related leave hours that were made available to employees through the [Emergency Leave - Families First Coronavirus Response Act](#). Adolfo Carrillo Cabello noted that if a school district has declared that it will proceed with in person learning, an employee is *not* eligible for the emergency paid leave should they decide to keep their child at home for distance learning.

#### **5. Fall 2020 Planning and Feedback**

Benefit and Compensation Subcommittee (B&C) co-chairs Emily Becher and Carrillo Cabello expressed concern about the quality of response they are receiving from OHR personnel at B&C meetings, as compared to the more considered, thoughtful responses given to the Senate Committee on Faculty Affairs (SCFA), on which Carrillo Cabello is also a member. Carrillo Cabello noted that a very similar question was raised at each of the two meetings and the responses given to the two committees were very different. For essentially the same question, he said, a detailed and carefully considered report was delivered to SCFA; the response to the B&C was verbal, and essentially downplayed the importance of the same topic.

Becher and Carrillo Cabello wondered if the difference in *quality of response* from OHR was because the SCFA response was a written response and the B&C response was verbal. They asked PACC members if it might be worthwhile to request written responses to requests from OHR representatives rather than a verbal report only. Carrillo Cabello added that B&C did make a request to its OHR representative to provide subcommittee members with materials prior to meetings, so committee members would have time to reflect on the material and ask relevant questions. He also noted that before OHR representatives would agree to come to the subcommittee meetings they required that, prior to the meeting, the co-chairs provide “core questions” related to the meeting topics.

Heath suggested that providing a post-meeting summary email to the OHR representative outlining what had been discussed and action steps the OHR representative had committed to might allow for better oversight and follow through.

#### **6. P&A Senate Bylaws**

Creer then led a short discussion around PACC’s process for recommending P&A staff to non-senate committees, ad-hoc committees, and workgroups. He said that, after further discussion and consideration, it was decided that no additional language (regarding such

nominations) would be added to the P&A Senate Bylaws. Heath shared that Ety DeVeaux, chair, Senate Committee on Committees (Senate ConC), will be attending the November 12, 2020, PACC meeting to help clarify the recommendation, nomination, and appointment processes for both PACC and Senate ConC. Creer added that he wants to make certain that P&A representatives on committees have clearly defined responsibilities, one of which would be periodic reporting to PACC on matters of importance to P&A staff.

#### **7. New Business**

Heath asked PACC members to share topics they would like discussed at the first P&A Senate meeting of the 2020-21 academic year. Responses included:

- Clarification from OHR about potential reduction in staff, including timelines, access to benefits, reductions in pay, furloughs
- 2021-22 budget planning
- Clearer information about employee options for leaves
- What has the administration learned since operating in an emergency situation and how will that new knowledge be applied to future operations?

Hearing no further business, Heath adjourned the meeting.

Geanette Poole  
University Senate Office