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# The University Senate

FACULTY · STUDENT · P&A · CIVIL SERVICE

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## UNIVERSITY OF MINNESOTA

### **P&A Consultative Committee (PACC)**

**October 12, 2023**

### **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:** Welcome and Introduction;; Civil Service Consultative Committee Report; P&A Subcommittee Reports; Sick and Safe Leave Consultation; Chair and Chair-elect Reports]

**PRESENT:** Whitney Taha Frakes (chair), Kit Breshears (chair-elect), Adolfo Carrillo Cabello, Monica Kocon, Maureen Long, Angela Vetsch

**REGRETS:** Toni Abts, Molly Bendzick, Stacy Doepner-Hove, Marti Fasteland

**GUESTS:** Peter Helgeson, senior consultant, Employee & Labor Relations, Office of Human Resources; Katie Kolodge, health and wellbeing consultant, Total Rewards, Office of Human Resources; Matthew Verkuillen, chair, Civil Service Senate/Civil Service Consultative Committee

### **1. Welcome and Introductions**

Whitney Taha Frakes, chair, P&A Senate/P&A Consultative Committee (PACC) welcomed committee members and guests.

### **2. Civil Service Consultative Committee (CSCC) Report**

Matthew Verkuillen, chair-elect, Civil Service Senate/CSCC, highlighted the following items that CSCC leadership is currently focused on:

- The Compensation and Benefits and Civil Service Rules Subcommittees will be working in tandem this year, once every two months.
- Providing an opportunity at CSCC meetings for civil service employees serving on various committees around the University (not solely shared governance) to report out at monthly meetings.
- Major initiatives continue to be the Workforce Reinvestment Resolution, working collaboratively, and the organization of subcommittees, due to a number of members hitting their term limits, job reclasses, or have left the University, or job-related (time factor)

### **3. P&A Subcommittee Reports**

Monthly subcommittee reports can be found on this [document](#) (for information only).

- B&C Subcommittee asked how to submit constituent feedback regarding the retention ideas that would have been discussed at the October 6, 2023, P&A Senate Meeting. Taha Frakes said feedback could be emailed directly to her.
- Communications Subcommittee member Kalli-Ann Binkowski has offered to assist Maureen Long, chair of the subcommittee; not officially as co-chair, but in a support role.
- Long asked if adding a highlight or call out of sorts, related to the subcommittee, would be a worthwhile addition to the newsletter. She invited committee members to share ideas with her.

In the interest of time, Taha Frakes tabled the conversation for the moment and moved to the next agenda item, saying this topic could be revised at the end of the meeting.

#### **4. Sick and Safe Leave Consultation**

Peter Helgeson, senior consultant, Employee & Labor Relations, Office of Human Resources; and Katie Kolodge, health and wellbeing consultant, Total Rewards, Office of Human Resources, presented information on the new [Administrative Policy: Minnesota Earned Sick and Safe Time](#).

Kolodge said the University policy is being developed to support the state legislation that will go into effect on January 1, 2024. Kolodge pointed out the various sections of the policy.

- **Policy Statement** - outlines the situations under which the leave can be used, either for an employee or a family member.
- **Eligibility for Minnesota Earned Sick and Safe Time** - this is a separate amount of time available to employees; it is not the same paid time off that is already available to employees. All employees who work for a wage or salary (at least 80 hours in a calendar year in the state of Minnesota) are eligible, including student workers, casual employees, and professionals in training.
- Employees can accrue up to 48 hours in one year, but you can carry over to subsequent years, and have an accrued maximum of 80 hours.
- **Termination and Reinstatement** - Earned Sick and Safe Time has no cash value except when used for a qualifying absence. If an employee leaves employment at the University, there is no cash value on any Earned Sick and Safe Time remaining. However, if the employee is rehired within 180 calendar days, any remaining Earned Sick and Safe Time will be reinstated.
- **Documentation** - is needed when using the Earned Sick and Safe Time. Documentation, depending on the situation, can include a signed statement by a healthcare provider, a written statement from the employee, or, in the case of sexual assault or stalking, a court record or document documentation signed by a volunteer or a victim services organization, an attorney, police officer, or anti-violence counselor. To maintain confidentiality, in certain cases outlined in the policy, documentation should be provided to a designated human resources staff.
- **Protection from Adverse Action** - Employees may not be retaliated against or disciplined in any way in response to them using Earned Sick and Safe Time.
- **Definition of Family Member** - this state legislation has a very broad definition of family member which is mirrored in the University's administrative policy.

Kolodge then invited questions from the committee. Taha Frakes asked for clarification on the language in the document about “returning to work in Minnesota” and remaining Earned Sick

and Safe Time being reinstated. Helgeson clarified that the remaining days are not transferable between employers; that remaining days would only be reinstated for University of Minnesota employees who return to University of Minnesota employment within 180 days. Kolodge and Helgeson agreed that the language should be clarified in the policy.

In response to committee questions, Helgeson noted that:

- When taking the Earned Sick and Safe Time, exempt employees must take it in increments of half or full work days.
- Earned Sick and Safe Time will be abbreviated and have its own name (yet to be determined) in MyU when employees are requesting time off.
- Earned Sick and Safe Time will not have any impact on the number of maximum hours that P&A employees can take in vacation time.
- Earned Sick and Safe Time has no relationship to medical leave; it will not be part of the ten days of medical leave eligibility.
- For employees with nine- and ten-month contracts, Earned Sick and Safe Time will be accrued exactly the same as for full time employees except that it will be accruing only when they are actively working and can only be used during the working days of their contract.
- For general day to day usage of the Earned Sick and Safe Time, employees will work with their supervisors; at this time, these leaves will not be handled by the Leave Administration Team.

Hearing no further questions, Taha Frakes thanked the guests and moved back to agenda items. She invited committee members to return to the question posed by Maureen Long regarding possible new ideas for the P&A newsletters. Ideas included:

- Using the newsletters to recruit for open positions on the P&A Senate
- Use the platform to explain shared governance, Robert's Rules of Order, and what involvement looks like
- Presidential search and listening session dates and times
- Board of Regents (BOR) online comment forum and how to use it
- Policy consultations that are in progress, linking to the policy documents
- Adding images and graphics to break up the large blocks of text

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

Taha Frakes and Kit Breshears, chair-elect, P&A Senate/PACC, shared their thoughts about having just attended a working lunch with the Board of Regents members, and members of the Senate Consultative Committee (SCC). The regents invited SCC members to meet with them and discuss [seven questions](#). Taha Frakes said the following items made up the majority of the discussion at her table:

- Discussion of what qualities should the Presidential Search Advisory Committee be looking for as it prepares for the next presidential search.
- Taha Frakes agreed that academia is, of course, a significant component of the institution, and that there needs to be a recognition that the University's operating model has changed, and P&A employees are delivering a larger and larger percentage of curriculum to students. At the same time, financial models have not changed to support other changes.
- Retention and recruitment concerns. Taha Frakes related these concerns to another question - how do we promote systemness - and shared the very specific concerns that

she and Breshears have been hearing from P&A senators on the Crookston, Duluth, Morris, and Rochester campuses. She told members at her table that the strengths and uniquenesses of each of the campuses need to be highlighted more. Regents at the table said that systemness is top of mind for them.

Taha Frakes said that Regent Gulley had brought up the idea of making classes available across campuses. Committee members had a robust discussion and strong opinions about why such an approach would be good, why it would not, and the various difficulties involved in trying to implement such a strategy.

Breshears said his table addressed the questions/talking points, and spent a good deal of time discussing the presidential search. Breshears said that he advocated strongly for the next president, and the University in general, to *take action* in regard to its stated goals of increasing diversity, equity, inclusion, and belonging at the University. He said he repeatedly mentioned the Workforce Reinvestment Resolution and called out those points that especially related to P&A employees. Breshears added that P&A leadership and constituents were disappointed that their constituency did not have governance representation on the Presidential Search Advisory Committee while each of the other senate bodies does. He added that he was able to tie his answers about retention to the need for employees to have a sense of safety and security, as in job security. Breshears said that his table also spent a significant amount of time discussing the concept of systemness.

In the interest of time, Taha Frakes thanked committee members and guests and adjourned the meeting.

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University Senate Office