

P&A Consultative Committee (PACC)
August 11, 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:** Welcome and Introductions; Retreat Recap and Feedback on Subcommittee Breakouts; P&A Senate Subcommittee Reports; Civil Service Consultative Committee Update; Covid-19 Updates; Proposed Change to P&A Bylaws]

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

REGRETS: Lindsey Konerza

1. Welcome and Introductions: Chair Erin Heath welcomed committee members and asked for a round of introductions.

2. Retreat Recap and Feedback on Subcommittee Breakouts

Heath invited members to discuss the P&A Senate retreat and orientation and the value of the subcommittee breakout sessions. Generally speaking, members thought the retreat went well for a virtual event, though all agreed that meeting in person is preferable. Members thought the breakout sessions allowed for adequate time to welcome new members and set agendas for the coming academic year. Members then discussed President Joan Gabel's presentation and talked about ways to support the president's message while making sure P&A concerns are being heard by senior administration. Committee members continue to look for more consistency between the president's systemwide messaging and the deployment of that messaging in individual units and colleges.

3. P&A Senate Subcommittee Reports

Benefits and Compensation

Emily Becher and Adolfo Carrillo Cabello, co-chairs, Benefits and Compensation Subcommittee (B&C), reported the following:

- Patricia Izek, diversity, equity and inclusion consultant, Office of Human Resources (OHR), attended the August 11, 2020, B&C meeting to discuss how nonrenewal employment status and diversity, equity, and inclusion intersect.
- Subcommittee members and constituents are concerned about safe return to work in light of COVID-19 and are looking for procedural guidance from administration.

Communications

Chelsie Bohlman and Tracey Hammell, co-chairs, Communications Subcommittee, reported that they are looking for ways to increase communication *among* P&A subcommittees, so that relevant information from all subcommittees can be included in monthly P&A newsletters.

Bohlman then reported that the Parental Leave Work Group has been working with OHR to create checklists for P&A and civil service employees who are planning leaves. The goal in creating the checklists is to outline all the possible types of leave an employee might qualify for. The checklists should be reviewed jointly by the employee and their HR lead when leaves are being determined. Included with each checklist is a glossary of terms that summarizes the different types of leaves and provides links to appropriate University policies. The work group has asked that Katie Kolodge, consultant, Total Compensation, and Ryan Reisdorfer, manager, Total Compensation, OHR, invite additional OHR staff to review the checklist drafts, and perhaps send them to additional employees (as a trial run) with upcoming leaves. Once the checklists are approved by OHR, Bohlman added, the Communications Subcommittee will share the information in a P&A newsletter.

Noelle Noonan asked if the checklists link to information about COVID-19 related leaves, and Bohlman said at this time, the documents do not reflect that information. Noonan recommended that a COVID-19 addendum be added to the checklists.

Outreach

Maureen Long and Anna Milone, co-chairs, Outreach Subcommittee, said they intend to send out individual welcome letters to new employees and copy P&A senate members from the new employee's unit on the welcome letter. These individual letters are intended to replace the in person outreach that was previously done at New Employee Welcome events which are currently on hold because of the pandemic. Noonan noted that there may be privacy constraints around copying the new employee's unit senators on such an email, and Long said she would gather more information about that.

4. Civil Service Consultative Committee Update

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

- CSCC is continuing to work on creating a vacation donation policy to be added to the Civil Service Employment Rules.
- Revisions to the Civil Service Employment Rules regarding Title IX policy changes will be presented for approval at the next Board of Regents (BOR) meeting.
- CSCC goals for this academic year are similar to those of PACC, which include building stronger relationships with their constituency, other governance groups, the Office of the President, and the BOR.
- CSCC is discussing and researching the feasibility of standardizing annual performance reviews.

5. COVID-19 Updates

Scott Creer, chair-elect, reported that he and Heath have heard concerns from P&A staff regarding the University's [MTest](#) protocols. The Mtest protocol currently:

- Tests only students who present symptoms of COVID-19 or have had exposure to the virus.

- Testing only those staff members who have a directive from their physician or clinic. For University employees, testing is limited to those who have selected Boynton Health as their primary care clinic.

Creer said he would like to see a proactive, free, testing protocol for any employee who is *required* to be on campus and interacting with students. PACC members had numerous questions, including the following:

- What are the appropriate COVID-19 related leaves that are in place for staff who are impacted by the pandemic?
- Does workman's compensation apply in situations of employees being exposed to COVID-19 while being required to be at work? How does an employee prove they were exposed to COVID-19 at work?
- Why are employee health plan providers unable to administer COVID-19 tests and why must employees be referred elsewhere for the tests?

Creer advised that the best place for staff to report questions and concerns related to COVID-19 is the Health Emergency Response Office (HERO), under the direction of Jill DeBoer. HERO is working with the Office of the President on large scale initiatives like the M Testing Protocol, and with individual departments and units to provide guidance on individual return to work programs. Carrillo Cabello noted that much of the communication that has been distributed to the University community regarding a safe return to work plan focuses on teaching and research while less attention is being paid to those staff who are required to return to campus in order to serve students in person.

Creer said that, after further communication with OHR leadership, he and Heath intend to send an email to all P&A staff to provide clarity around the expectations of staff members as students return to campus. Becher noted that it would be extremely helpful if every staff person knew the name of their unit's COVID-19 compliance and workplace safety staff person and recommended that a resource for that information be included in the proposed correspondence.

6. Proposed Change to P&A Bylaws

Next, Creer asked PACC members to consider that the following language be added to the P&A Senate Bylaws in order to more clearly establish the process for adding P&A members to governance and non-governance committees and work groups.

- University Committee and University Senate Committee Appointments

P&A Senate members, elected alternates, and any other P&A staff are eligible to serve on university-wide Committees and University Senate Committees as appointed P&A Senate representatives, unless otherwise specified in the committee's rules. Task forces or other university wide groups asking for P&A representation appointed from the P&A Senate, outside of PACC members, would also follow these procedures.

The P&A appointed representatives to such a committee shall be elected by the P&A Consultative Committee by a simple majority vote, and shall represent the P&A

Senate on such committees.

Terms as representatives on such committees shall be 2 years and begin on July 1, unless otherwise specified by the committee's rules. P&A elected to serve on such committees shall not serve more than two consecutive terms, and shall be eligible for re-election only after a one-year interval of nonmembership on the respective committee.

Any appointed representative on such a committee shall report to the P&A Consultative Committee as frequently as there are committee meetings, or upon request from PACC. These reports shall include actions and discoveries of the committee with the potential impact on P&A employees or governance.

Failure of the elected representative to fulfil the duties outlined in these rules, or failure to represent P&A interests in a manner befitting the P&A Senate, shall be subject to removal by a $\frac{2}{3}$ majority vote of P&A Consultative Committee and no longer be eligible to represent P&A employees on such a committee.

Committee members briefly discussed whether or not clarity is needed around the words "electing" and "appointing" in the proposed language insertion. In the interest of time, Heath said that this item would be revisited at the September PACC meeting, and adjourned the meeting.

Geanette Poole
University Senate Office