

**P&A Senate Liaison**  
Tool Kit  
Will Craig, June 2023  
(August update)

## **General**

There are no specific duties or roles for UMRA to play with the P&A Senate. The purposes of this liaison are to

- Make P&A employees aware of UMRA – both our programs and our advocacy efforts
- Bring historical information and perspective to current P&A discussions

## **Attend and Participate in Meetings**

As with other UofM Senates, the P&A Senate has both the Senate itself and a P&A Consultative Committee (PACC). Most of the discussion and work is done in the PACC, so it is important to attend those and get to know leaders and their issues. It is the best place to participate in discussions.

Senate meetings are held 5-times a year, currently all by Zoom. The P&A Consultative meetings are held monthly throughout the school year. Dates and times are posted on the Senate's website. Notices and Zoom links are emailed by the Senate staff to members and me, their UMRA liaison.

## **Articles for the P&A Senate Newsletter**

One way to connect with P&A employees is with article published in [P&A Senate Newsletter](#). This newsletter is published 5-6 times a year. Work with the Senate's Communication Committee Chairs to publish an article.

The P&A Senate Newsletter is a new-style newsletter that can be read on a phone. Articles are limited to 3-4 sentences, with links to additional material if appropriate. That additional material could be an existing website – or an author written “blog.” Authors appear to be responsible for posting that material themselves.

Writing/submitting articles for this newsletter is an occasional activity for UMRA's liaison, not done annually. Two short articles were written 2020-21, both highlighting UMRA's PDGR program and the impact made by retired P&A employees. One pointed to the article in the Alumni Magazine, the other to the article in JOIE.

## **Potential Additional Roles**

Other roles have some potential (suggested by Lynn Anderson, my predecessor)

- Connection with P&A employees nearing retirement, telling them about UMRA
- Develop mentoring relations between UMRA members and current P&A employees

## **Key Contacts:**

- Senate Staff
  - Geanette Poole, [pool0117@umn.edu](mailto:pool0117@umn.edu)
- [PACC Members](#)

- Chair and chair elect
- Subcommittee Chairs

### **End of year report**

The P&A Senate is quite good about documenting itself, so little additional information is worth adding. Below is the entirety of the text I submitted to the UMRA historian in 2022

I attended most meetings of both the P&A Senate and its Consultative Committee. The minutes of those organizations document the issues discussed and actions taken. The P&A Senate meeting minutes and resolutions are filed with UMN Digital Conservancy Archive. In addition, the P&A Consultative Committee files an [annual report](#) with the Board of Regents. Those reports appear each year in the June minutes of the Regents.

In most years, that will be sufficient. Additional items can be added as appropriate. UMRA-related articles published in the *P&A Newsletter* should be reported to UMRA's Communication and Outreach Committee and included in that committee's annual report.