

UMRA - P&A Senate Liaison Tool Kit

John Butler
(updated August 2024)

General

There are no specific duties or roles for the UMRA liaison 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

It is important to note that, from the perspective of the University Senate Office, the UMRA liaison/representative is considered to be a guest, not a committee or ex-officio member. As such, the UMRA liaison is included on emails that contain PACC meeting agendas and the email that provides an opportunity for PACC members and guests to view the minutes of the meeting before they are posted. However, since there is no UMRA appointee in the PACC charge, the Senate Office does not include UMRA representatives on the committee's internal listserv.¹

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 the UMRA liaison.

Articles for the P&A Senate Newsletter

One way to connect with P&A employees is to publish an article in the [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

¹ According to the University Senate Office If PACC wishes to amend its charge (which includes the membership) to include an UMRA representative, it would require PACC to write a rationale for adding an ex-officio member to the charge and that would be presented to the Senate Committee on Committees (ConC). ConC would then make its recommendation regarding the request to amend to the Senate Consultative Committee, and if SCC approves it, it would then go to the University Senate for a vote.

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 the [Journal of Opinions, Ideas, & Essays](#), an online publication sponsored by UMRA.

Potential Additional Roles

Other roles have some potential:

- 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
- [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. As an example, below is the entirety of the text 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.