**School of Pharmacy Compensation Plan Advisory Committee (CPAC) Meeting Minutes**

**November 10, 2020**

**1:00 pm – 2:30 pm**

**Via Zoom**

**Attendees:** Tom Kearney (CP - Chair), Al Burlingame (PC), Sophie Dumont (BTS), Rada Savic (BTS), Ian Seiple (PC), Crystal Zhou (CP), Diana Koeplin (DO), Phillip Babcock (VPAA)

**Absent:** Bani Tamraz (CP)

**Handouts:**

1. [SOP Comp Plan Advisory Committee responsibilities with 2020-21 member list](https://ucsf.app.box.com/file/449646587678)
2. Comp Plan Advisory Committee Minutes from May 12, 2020
3. Updated Comp Plan FAQ

**AGENDA:**

1. **Welcome:**

Associate Dean Kearney began the meeting at 1:05pm and all attendees introduced themselves.

1. **Responsibilities** [**(Handout #1)**](https://ucsf.box.com/s/xaac68ijuk5ei3b88slutjv29w767zb1)**:**

The Committee’s charge and responsibilities (handout #1) were provided to the Committee as a reminder. The handout is taken as an excerpt from the SOP Compensation Plan. The 1st terms for elected members Drs. Burlingame and Zhou will end on June 30, 2021. Reappointment for up to two terms is possible, which will require a School-wide faculty vote for membership. Dr. Savic will also be proposed for reappointment in order to complete two full terms through June 30, 2023. Dr. Savic was originally appointed by the Dean for a partial term from 2017-2018, then elected for a full term from 2018-2021. The newest committee member is Dr. Sophie Dumont, appointed from July 1, 2020 through June 30, 2023.

1. **Approval of Minutes from 05/12/2020 meeting (**[**Handout #2**](https://ucsf.box.com/s/qjamw3uppzyluilmbkgzn9bogozs9ngc)**):**
Dean Kearney updated the reference in the minutes to the FY 20/21 HSCP Scales remaining the same from prior year due to the financial impact of COVID. The School of Pharmacy did allow for increases in salary due to approved advancements (funding merits & promotions that were effective on 7/1/2020 and maintaining the Y component salary level) and other limited reasons (e.g., where there were substantive increases in job responsibilities), whereas other schools tended to have completely frozen salaries from prior year (e.g. transferring the Y salary component to cover the X + X’ so no net salary increase) . Dr. Tamraz voted approval of minutes prior to having to depart to teach a class; Dr. Seiple moved to approve minutes, seconded by Dr. Savic and approved unanimously by the Committee members. Action1: The approved minutes from 5/12/2020 will be posted to the Academic Affairs website. The annual summary report of the Committee’s activities for FY 19/20 will be assembled and sent to the Dean.
2. **Outside Activity Training System (OATS) Disclosure Updates and Feedback**:

Dean Kearney shared the summary of OPAs for the School of Pharmacy for FY 19/20.The importance of reporting accurately, in a timely fashion, and getting approvals for Category 1 and exceeding the hours (384 hours or 48 days) and $$ threshold were discussed. Dean Kearney pointed out the difference between being an employee (e.g. receiving a W-2 for taxation) which is a category 1 OPA and considered at high risk for a conflict of commitment requiring pre-approval versus being a consultant (e.g. receiving a 1099 for taxation) which is a category 2 OPA and lower risk not requiring pre-approval , and noted that exceeding the $$ threshold requires turning money (that amount that exceeded the threshold of $40,000 or 40 % of scale 0-whichever is greater) into the compensation plan (to be paid back as a Z payment minus School taxes of 10% or used in an enrichment account).

1. **Comp Plan FAQs (Handout #3)**:

The FAQ was recently updated and posted to the Academic Affairs website. Questions about membership for part-time faculty were addressed (membership starts at 51%, with some benefits pro-rated to effort percentage), but limits on OPAs were the same regardless of % effort. Dean Kearney also discussed the differences between being in the comp plan (which allows being paid a Y salary component and a higher APU scale in addition to the benefits) and being out of the comp plan.

1. **Stock Disclosure Valuation and Documentation**:

Mr. Babcock shared the stock valuation process, and proposed to send out written confirmation of the valuations to faculty who have reported stocks/stock options. Committee members were supportive.

1. **Salary Analysis on unfunded HSCP Scale Increases- impact of merits & promotions**:

A Faculty Salary Equity Review used to be completed every other year; but this year the Campus has decided to not complete the full analysis due to the switchover to UC PATH. Separately from the FSER, Department Chairs had expressed concerns about the increases in salary scales (which are unfunded by UC) so Dean Kearney, Ms. Koeplin and others researched and gathered data going back several years (FY 11/12 through FY 19/20). Dean Kearney reviewed the chronology of the faculty salary programs and presented the conclusions of that report, noting that there were significant impacts due to the salary scale increases but also due to advancements (on-time and accelerated merits & promotions) and increased contributions required to UCRP. About 70% of the cost increases was driven by the advancements across the school. This was an unexpected result as the expectation was that the salary scale increases were more of a driver. Pharmacy has one APU for the entire School currently and hasn’t recently considered changing it. Action2: Ms. Koeplin will distribute the slides for the faculty salary analysis to the Committee members.

1. **New/Old Business**:

Dean Kearney discussed the updated In Residence Task Force report, which has yet to be released, and then opened up the Committee to any new items. Dr. Burlingame asked about state budget matters and Dean Kearney noted that while the budget from the state is a moving target still, the School of Pharmacy feels confident in its current ability to fund via sponsored research and clinical revenue. The higher discussions at UC regarding curtailment are ongoing. Dr. Dumont asked about multiple births/placements at same time, and the current leave benefit only provided per event, rather than per child. Action3: Dean Kearney will discuss Dr. Dumont’s question at the Vice/Associate Dean’s Meeting. Action4: Phillip will be reviewing the School of Pharmacy’s Implementation Procedures against the other Schools, and report back with any suggested language changes for 7/1/21.

1. **Next Meeting**: Month of May, date TBD 2021
2. **ACTION ITEMS:**
3. The approved minutes from 5/12/2020 will be posted to the Academic Affairs website. The annual summary report of the Committee’s activities for FY 19/20 will be assembled and sent to the Dean.
4. Ms. Koeplin will distribute the slides for the faculty salary analysis to the Committee members.
5. Dean Kearney will discuss Dr. Dumont’s question at the Vice/Associate Dean’s Meeting. After the meeting, Phillip discussed this with his Director and confirmed that no campus provides multiple periods of leave benefits for multiple births/placements that occur at the same time.
6. Phillip will be reviewing the School of Pharmacy’s Implementation Procedures against the other Schools, and report back with any suggested language changes for 7/1/21.