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

**Thursday, May 9, 2019**

**12:00 pm – 1:30 pm**

**Mission Bay - Mission Hall 1402**

**Attendees:** Tom Kearney (CP - Chair), Al Burlingame (PC), Rada Savic (CP**),** Ian Seiple (PC), Frank Szoka (BTS), Bani Tamraz (CP) Crystal Zhou via Zoom (CP), Diana Koeplin (DO), Phillip Babcock (VPAA), Michelle King (DO)

**Handouts:**

1.      SOP Comp Plan Advisory Committee responsibilities with 2018-19 member list

2.      Comp Plan Advisory Committee Minutes from November 5, 2018

3.      SOP Comp Plan Changes

4. FSER Summary Report

**AGENDA:**

1. **Welcome -** The meeting began at 12:05pm with a self-introduction of each committee member.

**2.      Responsibilities of Advisory Committee**

The committee has 6 members, 2 representatives from each Department, serving for 3 year terms. To the extent possible, members are from each of the series to represent diverse viewpoints.

Associate Dean Kearney reviewed the Committee’s charge and responsibilities (handout #1) which include the following: advising the Dean, Academic Programmatic Unit (APU) assignments, members serve as a conduit to their respective departments, the Committee reviews any conflicts dealing with outside professional activities, the appeals process for faculty that fall out of good standing, and to provide an annual summary to the Dean. In addition, the Committee is the sounding board for FSER report and analysis.

**3.      Approval of Minutes from the November 5, 2018 meeting**

Dr. Burlingame moved to approve the meeting minutes (handout #2), Dr. Szoka provided the 2nd motion. The meeting minutes were approved unanimously without comment. Action: The accepted minutes will be posted to the Academic Affairs website.

**4.     Outside Activity Training System (OATS)**

UC OATS is a web-based application through which faculty members can report outside activities and income, effective May 1st. Phillip provided a brief introduction and offered his on-going support for additional training to faculty, chairs and MSOs. The following training videos were presented:

* [Overview](https://www.youtube.com/watch?v=xk0lzFjmu68&feature=youtu.be&rel=0&autoplay=1) video
* [Reporting](https://www.youtube.com/watch?v=Bfq3dVnwevA&feature=youtu.be&rel=0&autoplay=1) video

Faculty are encouraged to enter activities in real-time so that approvals (for Category I activity or exceeding the threshold) are received prior to engaging in the activity. Action: Create FAQ to lead faculty through the reporting process in OATS.

**5. Compensation Plan Updates**

On November 5, 2018, the Committee voted in favor of two clarifications to the Compensation Plan regarding Childbearing Leave and Childrearing Leave. The Chairs of each Department were given the opportunity to review and comment on these changes. The Chairs each provided support without comment. On May 9, 2019, the Committee voted unanimously to present the proposed language (handout #3) to Dean Guglielmo for approval. Action: The Compensation Plan will be updated and sent to Dean Guglielmo, requesting approval in time for July 1, 2019 implementation.

There was additional consideration towards the usage of Childrearing Leave and whether or not Pharmacy had a need to further define usage. For example, two 6-week leaves or one 12-week leave. It appears there isn’t a need to define leave usage at the moment, but it may be a consideration for the future.

**6.  Faculty Salary Equity Results**

The FSER Summary Report (handout #4) is a coversheet that summarizes the findings for FY 2019 or 2018-19. The Full report can be found on the Academic Affairs website: <https://academicaffairs.ucsf.edu/academic-personnel/other/fser/fser.php>.

Associate Dean Kearney presented the background, methodology, and findings by department and school-wide. The Department Chairs provided rationale towards the imbalances that were identified through a matched pair analysis. In conclusion, the imbalances were explainable. High and low outliers were identified and justified. Associate Dean Kearney highlighted the different salary trajectories for clinical and research based faculty, and the need to be evaluated separately. There is an ongoing need for each Department to employ transparent and well-reasoned processes for determining the negotiable Y component of faculty salaries.

**7.  UCOP’s 2019-20 Salary Program**

2019-20 marks the second year of a 3-year program to reduce the salary gap with peer institutions. The amount of the increase is unknown at this moment. The Dean’s office will fund the salary increases of faculty with no or insufficient Y to avoid unexpected costs to Departments.

At the School level, the Dean’s Office is planning to evaluate the last 5 fiscal years to estimate the financial impact of increasing the HSCP scales on sources of funding for faculty, due to the unfunded mandate. The analysis will illustrate if increasing the faculty salary scales without providing any funding or adjustments to support those new scales, is financially sustainable at the Department level.

**8.      New/Old business/next meeting**

The next meeting is to be determined for a date in November 2019.