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

**November 19, 2019**

**1:00 pm – 2:30 pm**

**Mission Bay - Mission Hall 1405**

**Attendees:** Tom Kearney (CP - Chair), Al Burlingame (PC), Ian Seiple (PC), Bani Tamraz (CP) Diana Koeplin (DO), Phillip Babcock (VPAA)

**Absent:** Rada Savic (CP**),** Frank Szoka (BTS), Crystal Zhou (CP)

**Handouts:**

1. [SOP Comp Plan Advisory Committee responsibilities with 2019-20 member list](https://ucsf.app.box.com/file/449646587678)
2. Comp Plan Advisory Committee Minutes from May 9, 2019
3. HSCP Salary Scales effective October 1, 2019

**AGENDA:**

1. **Welcome:** Associate Dean Kearney began the meeting at 1:03pm

**2.      Responsibilities of Advisory Committee**

The terms of the committee members were reviewed. June 30, 2020 marks the end of term one for Dean appointed members Drs. Szoka, Seiple, and Tamraz. Reappointment for up to two terms is possible, to which Drs. Seiple and Tamraz expressed interest in. The terms for Drs. Savic, Zhou, and Burlingame will end on June 30, 2021, which will require a School-wide faculty vote for membership. 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.

**3.      Approval of Minutes from the May 5, 2019 meeting**

Dr. Seiple moved to approve the meeting minutes (handout #2), Dr. Burlingame provided the 2nd motion. The minutes were approved unanimously. It should be noted that the topic of Childrearing Leave usage and whether or not Pharmacy would define usage (e.g., two 6-week blocks) was commented on. It was confirmed that Pharmacy would remain flexible, allowing Comp Plan faculty to use the 12-week benefit as appropriate. Action1: The accepted minutes from the 05/05/19 meeting will be posted to the Academic Affairs website. Mrs Koeplin will draft the annual summary report of activities to the Dean.

**4.     Outside Activity Training System (OATS) Disclosure Updates and Feedback**

Implementation of OATS, a web-based application through which faculty can report outside activities and income, has been initiated for FY 18-19 OPA disclosures. Mr Babcock continues to offer support to faculty, chairs and MSOs. Mrs Koeplin reviewed data regarding completion rates by Department, total hour/earning amounts by series and by rank. Of 76 Comp Plan faculty, 43 faculty have completed the process, 25 are pending, and 8 faculty have not yet submitted. Full Ladder Rank faculty have the highest total hours and earnings. Departments will continue to work on this process until completion as non-reporting is consequential. Dean Kearney stated that under the IRS principle of constructive receipt, it is the requirement that OPA earnings be issued in the name of the faculty member, rather than payable to the UC Regents. The portion of OPA income that exceeds the threshold is to be submitted to the Comp Plan. Associate Dean Nordberg will provide a letter for the IRS, which can be attached to tax return, to prevent double taxation of the faculty member on these earnings (since the OPA income provided to the Comp Plan may be included on the faculty member’s W-2 wages for UCSF).  Faculty then have the option to receive the income back as a Z payment minus a 10% tax to cover benefits. Per the Comp Plan (page 22), “Income due to the Compensation Plan that is designated for Z payments will be assessed at 10%”. The alternative option is to deposit the funds into a faculty enrichment fund, in which this option needs to be declared prior to the Fiscal year.

**5. HSCP Changes/Clarifications**

There were no substantial changes suggested for the Comp Plan. The only proposed changes were to clarify the periods of time referenced in the Comp Plan, so that the time period intended for benefits or other requirements are not misconstrued by any Comp Plan reader. The suggestions will be to clarify calendar days versus working days where just “days” is currently written; whether “month(s)” means calendar months or 30 consecutive days; and to clarify whether a mention of “year” means calendar year, fiscal year, or 365 consecutive days. Clarification ensures that benefits are applied consistently. Mr Babcock provided a summary of examples to the ambiguous language mainly found in the Benefit section of the Comp Plan. The CPAC accepted the recommended changes with a motion to move forward. Action2: The recommended clarifications towards periods of time found in the Comp Plan will be presented to Dean Guglielmo, requesting approval in time for July 1, 2020 implementation.

**6.  Academic Salary Program, October 1st Changes**

The Academic Salary Program was discussed and the updated table for Scale 3 (handout #3) was provided. FY 2019-20 marks year two of an academic salary program that focuses on rebuilding competitive salaries for academics. This multi-year program is designed to reduce the salary gap with the Comparison 8 peer institutions and to provide competitive and equitable salaries. The

scales increased by the general annual range adjustment of 4%. Due to the delay in implementation, effective October 1, 2019, the average increase was actually 5.33% to adjust over nine months. There was a concern that the unfunded mandates associated with the increase in HSCP salary scales may be unsustainable for Departments. Departments may cover the increased X and X’, by reducing the Y, potentially leaving faculty without a cost of living increase. Changes to the retirement plan cap and the increase in UCRP contributions (by faculty and Departments) may contribute to the financial burden.

**7.  Salary Analysis on unfunded HSCP Scale Increases**

The Dean’s Office is evaluating the financial impact of increasing the HSCP scales on funding sources for faculty, due to the unfunded mandate. The analysis will determine if increasing the faculty salary scales without providing any funding or adjustments to support those new scales, is financially sustainable. The analysis will include the financial impact due to the unfunded HSCP scale increases, as well as the NIH cap, SOP’s increase from Scale 2 to Scale 3, and the percentage of Y salary to X salary. Final analysis will be provided to Dean Guglielmo.

**8.      Benefits through Faculty Family-Friendly Initiative (3FI)**

 3FI benefits were discussed with the intention to promote awareness among SOP faculty. Factsheets for each benefit were provided and are also available on the Balancing & Career [website](https://academicaffairs.ucsf.edu/ccfl/careerandfamily.php).

* The Stop the Clock benefit was discussed as applicable to the Committee members at the Assistant rank. Qualifying events were discussed as examples, including childbearing, or a leave due to natural disaster, relevant to the North Bay fires.
* Active Service-Modified Duties (ASMD) is period of time which normal duties are modified to prepare for and/or care for their newborn child or newly placed child for adoption or foster care.
* Temporary Reduction in Percentage of Time (TRPT) used for Senate faculty due to qualifying circumstances, including child care, care for a family member (aging parents), etc. Factsheet for TRPT will be available soon.

Action3: Continue to promote benefits thru Faculty Family-Friendly Initiative (3FI). Mr Babcock will present to Departments once the TRPT factsheet is available.

1. **New/Old Business**

The SOP Office of Academic Affairs website will get refreshed with the help of the Communications Team. The Committee will be used as a focus group to ensure that the site is content appropriate and user-friendly.

1. **Next Meeting:** May 2020, date TBD

**ACTION ITEMS:**

1. The accepted minutes from the 05/05/19 meeting will be posted to the Academic Affairs website. Mrs Koeplin will draft the annual summary report of activities to the Dean.
2. The recommended clarifications towards periods of time found in the Comp Plan will be presented to Dean Guglielmo, requesting approval in time for July 1, 2020 implementation.
3. Continue to promote benefits thru Faculty Family-Friendly Initiative (3FI). Mr Babcock will present to Departments once the TRPT factsheet is available.