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

**May 12, 2020**

**12:00 pm – 1:30 pm**

**Location: Zoom**

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

**Absent:** Al Burlingame (PC)

**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 November 11, 2019

**AGENDA:**

1. **Welcome:** Associate Dean Kearney began the meeting at 12:05pm
2. **Responsibilities of Advisory Committee**

Associate Dean Kearney reviewed the Committee’s charge and responsibilities document (handout #1). As a reminder, the Committee serves in an advisory capacity to the Dean. The Committee reviews any conflicts and appeals for loss of good standing.

1. **CPAC Membership**

The terms for Drs. Seiple, Szoka, and Tamraz will end on June 30, 2020. It is confirmed that Drs. Seiple and Tamraz will serve for a 2nd term from July 1, 2020 through June 20, 2023. Dr. Szoka will be replaced by a Dean’s appointee from BTS. Dr. Kearney thanked Dr. Szoka for his years of service on the Committee.

1. **Approval of Minutes from the November 11, 2019 meeting**

Dr. Savic moved to approve the meeting minutes (handout #2), Dr. Seiple provided the 2nd motion. The minutes were approved unanimously. It should be noted that the minutes include the acronym “TRPT”, which is an abbreviation for “Temporary Reduction in Percentage of Time”. Action1: The minutes from November 11, 2019 will be updated to include “Temporary Reduction in Percentage of Time” and posted to the Academic Affairs website.

1. **HSCP Scales**
2. **Impact of Unfunded Increases 2012-2019**

The Dean’s Office has completed an in-depth review of the impact of HSCP salary scale increases on the School. Associate Dean Kearney shared a PowerPoint slide deck which includes the chronology of HSCP faculty salary programs from 2011 to 2019, historical employer contributions to UCRP, number of paid faculty from 2014 to 2019, and the intricate methodology. Results show that the unfunded HSCP salary scale adjustments and increased UCRP rates have created an escalating, cumulative, and obligatory financial burden on Departments. Associate Dean Kearney welcomed input from the Committee members. Associate Dean Kearney, Associate Dean Nordberg, and Ms. Koeplin will present Department-specific data to the Departments in June.

1. **2020 Salary Program**

Due to significant financial impact of the coronavirus pandemic on UC, the HSCP scales are expected to remain the same for FY 20-21. A “flat salary” approach has been adopted by the other professional schools. At the time of the meeting, the School of Pharmacy was still undecided on the approach. Since the meeting occurred, SOP leadership has provided guidance allowing Departments to have an individualized approach to the negotiated Y salaries based on previously utilized Department-level parameters (eg. grantsmanship, market parity, teaching & service contributions) while ensuring equity in pay among faculty.

1. **In Residence Task Force**

Associate Dean Kearney is a member of a Committee revisiting UCSF’s In Residence Task Force Report. A review of campus experiences revealed a mix of approaches when establishing a terminal appointment. Below is the summary of campus practices as discussed with the Comp Plan Committee.

* “Day1/Dollar 1” – Provide the faculty member whatever amount of support needed to keep them whole (at X+X’) for the 12-month terminal notice period; meets the intent of the policy
* “Bank” – Provide the faculty member with funds equivalent to 12-months’ support at the X+X’ level, even if that amount exceeds what is necessary to “keep them whole” and/or may result in supporting the faculty for more than 12 months; exceeds the minimum requirement.

The School will need to determine up front which approach our School will take and incorporate into the Compensation Plan.

1. **Compensation Plan 2020 – approved!**

The Committee voted in favor of clarifying the Compensation Plan so that wherever periods of time are referenced, that the actual duration of time is not misconstrued by any HSCP reader. The Chairs were given the opportunity to review and comment on the proposed changes. All clarifications were approved by the Chairs without comment. Dean Guglielmo approved the updated Plan, effective July 1, 2020. Action2: Ms. Koeplin will send a communication to all Plan members summarizing the Compensation Plan 2020 changes and providing the updated Plan.

1. **COVID-19 Leave Guidance**
   1. **Extended Illness** – Up to 180 calendar days of paid medical leave, consecutive or intermittent leave, at the full rate of pay (X, X’+Y). Available to Plan Participants who are unable to work for reasons of extended personal illness, injury or disability shall be granted.
   2. **Paid Administrative Leave (PAL**) – Up to 128 hours of paid leave. May be used for COVID-19-related absences including: own or family member’s illness; lack of work; and/or childcare/school closures
   3. **Families First Coronavirus Response Act (FFCRA)** – Up to 80 hours of paid leave. May only be used when work is available, but unable to work due to: quarantine/self-isolation; told by provider to self-quarantine; or when experiencing COVID-19 symptoms.
2. **OPA Clarification on Co-founding**

Mr. Babcock clarified that faculty are required to report co-founding roles even after a company has been established. Even after co-founding activities have ended, reporting the role is still required every year in which the faculty member continues association with the company. The approval process for co-founding will be streamlined in that the prior year’s approval will be attached to the approval request form in OATS.

1. **New/Old Business**

None

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

**ACTION ITEMS:**

1. The minutes from November 11, 2019 will be updated to include “Temporary Reduction in Percentage of Time” and posted to the Academic Affairs website.
2. Ms. Koeplin will send a communication to all Plan members summarizing the Compensation Plan 2020 changes and providing the updated Plan.