

**School of Pharmacy Compensation Plan Advisory Committee (CPAC) Meeting Minutes**  
**November 10, 2021**  
**1:00 pm – 2:30 pm**  
**Virtual**

**Attendees:** Committee Members: Tom Kearney (CP - Chair), Ian Seiple (PC), Bani Tamraz (CP), Sophie Dumont (BTS), Rada Savic (CP). Admin: Phillip Babcock (VPAA), Karen Gee (DO). Guest Robin Corelli (CP)

**Absent:** Crystal Zhou (CP), Al Burlingame (PC)

**Handouts:**

1. SOP Comp Plan Advisory Committee responsibilities with 2021-22 member list
  2. Comp Plan Advisory Committee Minutes from May 12, 2021
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**AGENDA:**

1. **Welcome:** Associate Dean Kearney began the meeting at 1:05pm; Ms. Gee shared agenda.
2. **Responsibilities of Advisory Committee (Handout #1):** The terms of the committee members were quickly reviewed with Dean Kearney noting that the the Committee's role is advisory to the Dean. Dean Kearney noted that the HSCPAC's recommendations have generally been approved by the Dean/School in the past, and any that have financial implications is particularly vetted by School leadership.
3. **Approval of Minutes from the May 12, 2021 meeting (Handout #2):** Dean Kearney presented the 5/12/21 HSCPAC meeting minutes for approval and no objections were made. Dr. Seiple moved to approve, Dr. Savic seconded the motion and the minutes were approved by the Committee.  
**Action:** The accepted minutes from the 5/12/21 meeting will be posted to the Academic Affairs website by Mr. Babcock.
4. **Personnel Update:** Dean Kearney noted that Diana Koeplin took a full-time position with the Dean's Office in the School of Nursing. The School and Dean Alesia Woods are looking at ways to fill in her position; Phillip is assisting in the meanwhile on certain matters. Dean Kearney discussed his own succession plan, as he is finishing his recall in the Academic Affairs position. This would include identifying someone from the School of Pharmacy for the Associate Dean of Academic Affairs position. The School was hoping to identify the new Associate Dean soon but was currently focused on finding the new Dean. The School of Medicine's Vice Deans will be supportive if there is an interim situation for the Associate Dean position.
5. **Outside Activity Tracking System (OATS) Disclosure Updates and Feedback:** Dean Kearney shared screen with the OPA summary for FY 20-21 (the Schools of Pharmacy and Dentistry were both 100% compliance with faculty submission). He described the Conflict of Commitment policy as it relates to Outside Professional Activities, disclosing Category 1 and Category 2 activities. The earnings and time thresholds and approval process were discussed: income that exceeds the maximum earnings threshold of \$40,000 or 40% of Salary Scale 0 at rank and step, and income earned in hours that exceed the time threshold of 384 hours, must be paid to the plan. The faculty either receives this money as a Z payment after a 10% tax to cover benefits costs or has the money

deposited to an academic enrichment account, depending on the faculty member's comp plan option chosen for that fiscal year in May of the preceding year.

6. **Compensation Plan Changes/Clarifications/Bereavement** – Dean Kearney noted that a Department Chair had questions about the bereavement leave. Mr. Babcock shared the current compensation plan language on bereavement leave as well as the Academic Personnel Manual (APM) section's definitions. The Committee discussed adding language providing definitions of who is eligible as well as the pros and cons of including more specific language. Dr. Dumont and Dr. Seiple both provided comments about gathering language examples. **Action**<sup>2</sup>: Mr. Babcock will draft language defining eligible people that's not limiting. Dr. Seiple suggested we include 3 options for review in May meeting: Current Comp Plan language, APM Definitions and an expanded definition. Mr. Babcock also discussed updating language on usage of Extended Illness in the comp plan. **Action**<sup>3</sup>: Mr. Babcock will provide draft language options on block usage versus intermittent leave versus other options to the Committee and will share for discussion and then voting in May 2022 meeting.
7. **Faculty Salary Program and Salary Equity Review Methodology**: Dean Kearney presented his powerpoint presentation on the Faculty Salary Equity Review(FSER), with Bani Tamraz as the new statistician. The goal of FSER is to determine if inequities exist for faculty salaries based on gender or URM status. Dean Kearney discussed salary components (X, X', Y, Z) and the history of unfunded salary scale increases, and how they affected overall salaries and expenses to Departments. Merits and promotions were determined to be the main driver of increases. Trends by Department were reviewed. Dean Kearney noted that salaries are flexible in the Y component but the X/X' component is set by the HSCP scale mandated by the UC Regents and Office of the President (UCOP). Y salaries are negotiable and may be determined by a range of considerations established at the Department-level. UCOP typically doesn't finalize the new HSCP salary scales until just prior to the new FY. Departments then have to decide if the new HSCP salary scales will either result in an increase to the total salary or if the salary remains flat by having any X increase balanced by a Y decrease. Dean Kearney has recommended consistency in practice. The history of scale increase management was shown by department ("Y firm" / "Reduce Y") and how it has varied by year.

Dean Kearney then discussed the FSER that is currently taking place. Dean Kearney presented the process by showing prior year FSER data by Department, and explained the process including how matched pair sets are used since Pharmacy has a small sample size of faculty in the analysis which limits statistical power and the necessity to obtain more detail on individual faculty salary comparisons. Dr. Dumont noted she would appreciate a future discussion about funding sources required of Departments for faculty salaries and why differences exist between Departments and Schools. Dean Kearney discussed a previous trend analysis comparing sources of funding for faculty salaries by Department and how they varied. It is noted that Departments function, to a large extent, as independent financial units and are ultimately responsible for funding their respective faculty salaries. Dr. Dumont noted that her prior school supported a larger portion of her faculty salary with state funding. Dean Kearney noted that a future guest like Dean Woods would be appropriate to discuss this topic.

8. **New/Old Business**: No old business introduced; Dr. Dumont requested as new business to have the faculty salary funding discussion as a Committee. Dean Kearney called the meeting to an end at 2:30pm.

**9. Next Meeting:** Month of May, date TBD 2022

**ACTION ITEMS:**

- 1.** The accepted minutes from the 5/12/21 meeting will be posted to the Academic Affairs website by Mr. Babcock.
- 2.** Mr. Babcock will draft bereavement leave language options, sharing them with the Committee for discussion at the May 2022 Compensation Plan Advisory Committee Meeting.
- 3.** Mr. Babcock will draft extended illness leave usage language options, sharing them with the Committee for discussion and then voting at the May 2022 Compensation Plan Advisory Committee Meeting.

# Outside Professional Activity (OPA) SOP Overview July 2020- June 2021



UCSF SOP DEPT SUMMARIES FOR 2019-2020	DEPT FACULTY REPORTING	FACULTY REPORTING CAT 1 AND/OR CAT 2 OPA ACTIVITY	FACULTY REPORTING NO OPA ACTIVITY	PCT OF DEPT REPORTING OPA ACTIVITY	TOTAL HRS OF CAT 1 & CAT 2 OPA REPORTED	TOTAL \$ CAT 1 & CAT 2 OPA REPORTED
<i>Bioengineering and Therapeutic Sciences</i>	18	12	6	66.7%	733.75	\$ 133,195
<i>Clinical Pharmacy</i>	41	11	30	26.8%	485.75	\$ 116,031
<i>Pharmaceutical Chemistry</i>	25	20	5	80.0%	1898.50	\$ 561,480
<b>SOP TOTALS:</b>	<b>84</b>	<b>43</b>	<b>41</b>	<b>51.19%</b>	<b>3118.00</b>	<b>\$ 810,706</b>