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

**Thursday, May 31, 2018**

**12:00 pm – 1:30 pm**

**Mission Bay - Mission Hall 1401**

**Attendees:** Tom Kearney (CP - Chair), Kirsten Balano (CP), Pam England (PC), Rada Savic (CP**),** Ian Seiple via Zoom (PC), Frank Szoka (BTS), Bani Tamraz (CP), Diana Koeplin (DO), Phillip Babcock (VPAA), Michelle King (DO), Karen Gee (DO)

**Handouts:**

1. SOP Comp Plan Advisory Committee responsibilities with 2017-18 Member list

2. Compensation Plan Advisory Committee Meeting Minutes: 11/06/2017

3. Faculty Salary Review for 2017

4. SOP Comp Plan Survey Results

5. SOP Compensation Plan effective 07/01/2018

**AGENDA:**

1. **Welcome -** The meeting began with an introduction of each committee member, their series and department. Tom welcomed Phillip Babcock, Strategic Business Partner, VPAA. Phillip briefly discussed his role with VPAA, and his available support to the 3 schools: Pharmacy, Nursing and Dentistry.

2**.      Responsibilities of Advisory Committee (handout #1)**

Tom reviewed the committee’s charge and responsibilities, as well as the membership replacements for the 2018 fiscal year. We currently have six members on the committee, each permitted for a three-year term, two-term limit. The committee consists of a diversified group as possible, with equal representation from each of the departments. Half of the members are elected and half appointed by Dean’s office. For the next group of members with terms expiring June 2018, a faculty vote will take place. It will be proposed that Pam England will be replaced by Al Burlingame, Kirsten Balano will be replaced by Crystal Zhou, while Rada Savic will continue on to fulfill a 2nd term. Tom thanked Pam and Kirsten for their exceptional service to the Committee.

3**.      Approval of Minutes from the November 6, 2017 meeting (handout #2)**

Pam moved to approve the meeting minutes, Kirsten provided the 2nd motion. The meeting minutes was approved unanimously without comment.

**4.      Faculty Salary Equity Report for 2017 (handout #3)**

Tom presented the final report that was provided to the FSER Campus Committee. In summary, all gender imbalances were explained at the Department-level by non-discriminatory legitimate business practices; the school should strive for consistency in salary negotiations for faculty with similar emphasis (clinical or basic research); all faculty should be apprised of leadership opportunities; salary trajectories vary between clinical and research faculty. Clinical- higher Y initially then diminishes with rank; research- Y peaks at associate rank; and, determinants of Y salaries are varied by multiple external variables: teaching, administrative & service contributions, sources of funding, retention incentives, scope of research program, and generation of extramural support. The Committee had the following questions and considerations:

* The process for determining the Y salary needs to be more transparent. While the process for determining the Y is unavoidably complicated, transparency will help with imbalances, morale, motivation, etc.
* How are affected faculty notified of imbalances? The report is available on the UCSF Academic Affairs campus website, Tom provides this information to the Department Chairs, and the report wil be presented at the Full Faculty Meeting. Faculty are encouraged to view the report [on-line](http://tiny.ucsf.edu/fser) and speak to their Department Chairs about any questions regarding their negotiated salaries.

**5. Faculty Salary Program effective 07/01/2018**

2018-2019 is the first year of a three-year academic salary program that focuses on rebuilding competitive salaries for faculty and other non-represented academic appointees via focused investment in the salary scales. The program is designed to reduce the salary gap with the Comparison 8 peers and to provide competitive and equitable salaries. For 2018-19, the HSCP salary scales (X + X’) will be increased by 4%. The program will be re-considered in years two and three and it is uncertain what future adjustments wil be made to the HSCP salary scales. This mandate to increase the salary scales is not funded by the University and the financial responsibility for faculty salaries ultimately falls to the individual Departments. Rather than reduce the “Y” salary component to offset the increased base salary “X”, the School is discussing the possibility of maintaining the “Y”so that faculty receive an overall increase to their total compensation.

**6. Childbearing Funding Assessment**

The Chancellor’s current practice of supporting faculty during childbearing leave for 6 weeks at Scale 0 is ending as of 6/30/18. The Schools across campus are considering mechanisms to fund the increased benefit for childbearing leave for 12 weeks. Phillip provided useful information about Medicine’s assessment. Based on past childbearing leave usage, the financial impact on Pharmacy should be minimal. Our Compensation Plan will continue to guarantee 12 weeks of full (X + Y) salary support to faculty for childbearing and rearing leave.

**7.      Comp Plan Survey Results (handout #4)**

A Survey was sent to Comp Plan faculty to assess faculty needs/questions and provide an opportunity for input on the Compensation Plan. The Survey was sent on 05/11/18 to 90 faculty. The results of the survey show that faculty have questions regarding Comp Plan membership, X, Y, and Z salary components, Outside Professional Activity, and “Good Standing”. The open-ended questions allowed faculty to provide useful feedback that Academic Affairs will use to update the Compensation Plan FAQ and the Comp Plan video. The survey provides Academic Affairs with the opportunity to tailor available resources to the make the Compensation Plan easier to navigate.

 ACTION ITEM: Diana will update the Compensation Plan FAQ document based on the recommendations of the Committee. The SOP Comp Plan Video is scheduled to begin filming on 06/11/18.

**8.      Compensation Plan changes effective 07/01/2018 (handout #5)**

The Comp Plan was updated under Track Changes format for the Committee to review. Pharmacy’s Extended Illness benefit is changing from full salary (X, X’ + Y) for 90 days, then 90 days at the X+X’rate. Effective 07/01/2018, the Extended Illness benefit is increasing to full salary (X, X’ + Y) for 180 days. Proposed language was provided to the Committee for review. Technical changes were also proposed to correct minor issues with capitalization and grammar, and also replacing language based on UC’s current disability plans.

ACTION ITEM: The Committee will review the Compensation Plan in Track Changes format. Feedback or concerns of the Committee should be submitted to Diana and Tom. Once the review period is over the final document will be sent to Dean Guglielmo to review and approve in time for a July 1, 2018 effective date.

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

There was neither new nor old business discussed and the meeting was adjourned.  The next meeting is to be determined for a date in November 2018.