

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

Mon 11/6/2017

12:00 pm – 1:30 pm

Mission Bay - Mission Hall 1407

Attendees: Tom Kearney (CP - Chair), Kirsten Balano (CP), Pam England (PC), Rada Savic (CP), Ian Seiple (PC), Frank Szoka (BTS), Bani Tamraz (CP- via phone) Diana Koeplin (SOP) – Academic Personnel Analyst, Michelle King (DO) Admin. Analyst, Pamela Hayes (HR, Campus Benefits Manager - guest)

Handouts:

1. SOP Comp Plan Advisory Committee responsibilities with 2017-18 Member list
2. Compensation Plan Advisory Committee Meeting Minutes May 10, 2017
3. Compensation Plan FAQ

AGENDA:

1. **Welcome** - The meeting began with an introduction of each committee member, their series and department. Tom welcomed Diana Koeplin who is the replacement for Nancy Walters, who has retired. HR Benefits Manager, Pamela Hayes, was introduced and is a resource to CPAC or faculty should they have benefits questions.
2. **Responsibilities of Advisory Committee (handout)**
The Comp Plan Advisory Committee's responsibilities were detailed by Tom. The Committee's role is to advise the Dean on APU assignment, benefits (extended illness, child bearing/rearing), and Outside Professional Activity. Loss of good standing would be reviewed and adjudicated by CPAC. The role of committee members is to also disseminate information to their respective home Departments.
3. **Approval of Minutes from the May 10th, 2017 meeting (handout)**
Approval of Minutes from May 10, 2017 – Pam England noticed an error on page 3, #6. The sentence should read: "The committee discussed whether to discontinue the supplemental disability insurance. The group decided to continue the policy, but to obtain more quotes for a longer waiting period." The minutes were approved after this change was identified.
4. **Compensation Plan FAQ (handout)**
The Comp Plan FAQ document is a living document that CPAC members should review and make suggestions as necessary. Suggestions included:
 - a. Add the following or similar language related to UC's Disability Plans: "If you are vested in UCRP and are of retirement age, will your retirement income provide you with at least 60% of your current covered compensations? If yes, you may not need to carry disability coverage." (Suggested by Pam England)
 - b. Add language that pertains to the re-accrual of the Extended Illness Benefit. For example, "re-accrual is at the rate of one month per year until the full benefit has re-accrued. This is calculated by a dividing the average days in a month by the days in a year ($30.4167/365=0.08333$). X+Y leave is replenished first, and then X' leave. If the Plan Participant returns to work part-time, the leave is replenished based on the percent time worked." (Suggested by Pam Hayes)
 - c. Add a FAQ that addresses annual negotiations, which is helpful to new faculty. (Suggested by Ian Seiple)

- d. Consider supplementing FAQ with a video demonstrating various scenarios: re: negotiating Y, augmenting salary, and Comp Plan benefits. (Suggested by Rada Savic)
- e. All committee members were in favor of a survey for an anonymous question to better gauge the needs and questions of SOP faculty. Suggestions included drop downs with an open-ended comment section. A mock survey will be drafted by Tom first, then sent to CPAC for review and edits. Based on the feedback from the survey, CPAC can tailor the FAQ or a video to address questions. Tom can also bring up issues at the Leadership meeting for the Chair's to improve their faculty's understanding of salary. (Suggested by Rada Savic)
- f. The language pertaining Outside Professional Activities is overly absolute. As an example, language could be updated to "Income earned beyond the maximum threshold is due to the Plan, as detailed in the Compensation Plan". (Suggested by Ian Seiple)
- g. Related to the SOP Faculty Resources website, there was a recommendation to add "Health Sciences Compensation Plan" as an identifying feature of "Office of Academic Affairs". (Suggested by Kirsten Balano) Tom will contact Liana Crosby for that update.

5. Summary of faculty disclosures for Outside Professional Activities (2016-2017)

2016-2017 annual reporting of Outside Professional Activities is now complete with 100% submission rate. Tom will review the summary reports and go over any potential issues with the Chair's to develop an action plan. Tom will also debrief with Michael Nordberg about the process and to identify possible improvements. There were several staff changes that made this year's process a bit more challenging. This year, faculty will receive a copy of all their submissions for their own record keeping.

6. Faculty Salary Equity Report for 2017

- As in prior year's, CPAC will continue to be a forum for FSER analysis and preliminary feedback. Tom went over slides that showed issues impacting faculty, trends by year, department and school. Due to the small sample size, Tom used a match pair analysis. A ratio greater than 1 shows a female preference. A ratio less than 1 shows a male preference. Tom has already contacted the Chairs for the reasons of noted imbalances. Committee suggestions included:
 - Add ranges to the slides to bring context to Medians. (Suggested by Rada Savic)
 - Add language that calls out specific trends or identifying concerns. (Suggested by Kirsten Balano)

7. New/Old business/next meeting

There was neither new or old business discussed and the meeting was adjourned. **The next meeting is to be determined for a date in May 2018.**