

School of Pharmacy Health Compensation Plan Advisory Committee (HCPAC) Meeting Minutes
June 7, 2022 [11:00 am – 12:00 pm] via Zoom

Attendees: Robin Corelli (CP/DO, Chair), Al Burlingame (PC), Ian Seiple (PC), Bani Tamraz (CP), Sophie Dumont (BTS), Crystal Zhou (CP), Phillip Babcock (VPAA) Angelie Khu (DO)

Absent: Rada Savic (BTS)

Handouts:

1. Comp Plan Advisory Committee Minutes from November 10, 2021
 2. Comp Plan Suggested Changes including Bereavement Leave Options
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AGENDA:

1. **Welcome:** Associate Dean Corelli began the meeting at 11:05 am; Quick introductions from all members present was requested by Dean Corelli. Mr. Babcock shared the agenda.
2. **Approval of Minutes from the November 10, 2021 meeting (Handout #1):** Dean Corelli presented the minutes from the November meeting for approval and no amendments were made. Dr. Tamraz made a motion to approve the minutes, and Dr. Seiple seconded. The motion passed unanimously. **Action¹:** The minutes from the 11/10/21 meeting will be posted to the Academic Affairs website by Ms. Khu.
3. **Suggested Changes to the Comp Plan (Handout #2):**
 - a) Bereavement Leave

Per request of the committee from the November 2021 meeting, Mr. Babcock presented three options to clarify and define the term “family member” for the purposes of determining faculty eligible for the bereavement leave benefit. After much discussion, the committee decided that a list of eligible “family members” might in itself be limiting, and not helpful for a family-friendly faculty benefit. This will also provide Department Chairs more latitude to grant faculty bereavement leave without a potentially limiting definition. Mr. Babcock shared that this benefit has not been historically abused on the UCSF campus.

Committee members agreed that Department Chairs should be equitable in the application of the benefit and should be encouraged to contact the Dean’s Office should they have questions concerning eligibility. After discussions of the three proposed options, committee members agreed to retain the present language. Dr. Burlingame moved to approve and Dr. Zhou seconded. The motion passed unanimously.
 - b) Extended Illness Leave

Mr. Babcock presented proposed language changes to the extended illness leave benefit specifying that any intermittent leave shall be taken and recorded in full day increments, not hourly or less than a full day. Dr. Burlingame moved to approve, and Dr. Dumont seconded. The motion passed unanimously.
 - c) In Residence Faculty Terminal Appointment

The In Residence Faculty Terminal Appointment option previously approved by the committee in November 2021. The recommended change adds the funding option to the HSCP Membership section of the Comp Plan as suggested by the School’s Advisory Committee and Dean’s Office Financial Leadership for the Terminal Year Appointment. It notes what happens when an In

Residence faculty member with an indefinite end date converts to an appointment with an end date due to funding issues.

Action²: Mr. Babcock will distribute the summary of the Comp Plan changes to the Chairs. He will also mention the Committee's discussion on the Bereavement Leave and highlight that the faculty members should discuss bereavement leave with their Chair and that Chairs should contact the Dean's Office for clarification on what types of relationships are eligible for this benefit. Dean Corelli will also highlight changes to the Compensation Plan at the Full Faculty Meeting on 2/3/22.

a) **New/Old Business:** Dean Alesia Woods has been invited to the next meeting to discuss faculty salary funding in the SoP. No other new/old business was introduced and Dean Corelli adjourned the meeting at 12:00 pm.

b) **Next Meeting:** October 25, 2022 [11:00-12:00]

ACTION ITEMS:

1. The accepted minutes from the November 10, 2021 meeting will be posted to the Academic Affairs website by Ms. Khu.
2. Mr. Babcock will send the updates to the Comp Plan to Chairs and to Dean Kearney for approval and Dean Corelli will present these updates at the Full Faculty Meeting on 2/3/22.