Clinical Affairs Committee
Phil Rosenthal, MD, Chair

MINUTES
Wednesday, April 24, 2013

PRESENT:
Phil Rosenthal (Chair), Hope Rugo (Vice Chair), Barbara Burgel, Geraldine Collins-Bride, Andrew Gross, Jeff Meadows, Katherine Yang

ABSENT:
Zahid Ahmed, Christopher Barton, Teresa De Marco, Jose Miguel Hernandez-Pampaloni, Maxwell Meng, David Morgan, Steven Polevoi, Nam Tran

GUEST:
Jennifer Hermann, Executive Director of Human Resources; Jeff Chiu, HR Manager

The Clinical Affairs Committee (CAC) was called to order by Chair Phil Rosenthal on April 24, 2013 at 4:32 p.m. in room S-118. A quorum was present.

Approval of Minutes from the March 20, 2013 Meeting (Attachment 1)
The committee approved of the minutes.

Chair’s Report
Chair Rosenthal reported on the following items:

- Coordinating Committee:
  - Sustainability Task Force: The UCSF Academic Senate will hold a vote at the May 13 Division meeting to approve the promotion of the sustainability group from a task force to a standing committee of the UCSF Senate.
  - Mission Bay Academic Building: Chair Rosenthal and several other Senate members attended the Mission Bay Academic Building workspace mock-up tour hosted by Bruce Wintroub. Faculty members noted that they are not impressed with the space plans and have noted several concerns with privacy and storage. Faculty are also skeptical of leadership’s assumption that the building will only be occupied with no more than 50% of the faculty at one time. Viewing the site further convinced members that faculty will start to work from home.

- Clinical Chairs Meeting:
  - The Medical Center is working to improve information security.
  - There are plans to upgrade all computers to Windows 7.
  - The Medical leadership foresees that a deficit will occur when the new Mission Bay Hospital goes online. The anticipation of a deficit is the main reason for the recent layoffs.
  - The volume of patients is up, but the billing is down. The Medical Center is working to correct this problem.

- School of Medicine Faculty Council
  - Michael Blum, Chief Information Officer at the Medical Center, presented at the last SOM Faculty Council meeting on the current status of APeX. He informed the Council that they had received an additional 15 FTE members to help maintain APeX and continue to build out the system. Dr. Blum informed the Council that the 15 new FTE would be enough to accomplish immediate goals and that the 30 FTE originally requested will not be necessary.
Diversity Efforts at the Medical Center (Attachment 2)

Jennifer Hermann, Executive Director of Human Resources, and Jeff Chiu, HR Manager, gave a presentation to the Committee on the efforts of the Medical Center to increase diversity. Director Hermann and Manager Chiu covered the following items:

- **Goals for Diversity**: The Medical Center feels it is important to have a workforce that matches its patient population.
- **Outreach**: UCSF HR has made a strong effort to participate in career fairs that include applicants from underrepresented populations. Staff members are also working hard to inform the community that UCSF is great place to work for all people of cultural and ethnic backgrounds.
- **Developing a Pipeline**: The Medical Center has worked to help its current staff to develop new skills that will allow each individual to progress through the ranks. Programs have been created including:
  - EXCEL (Excellence through Community Engagement and Learning)
    - EXCEL is a work-based learning program that uses both classroom and on-the-job training to prepare participants for career jobs in the health care sector.
  - Internships
    - Various internship programs have been developed across the city that allow individuals from underrepresented populations to participate in the UCSF work environment.
  - School at Work
    - This program allows Medical Center employees to take courses that help to build skills in math and written communication. The goal is to encourage staff members to achieve the necessary skills that will prepare staff to go back to school and obtain higher levels of education - from HS diplomas to Bachelor’s degrees.
  - Learning Savings Account
    - This program was developed to help staff members save money for future tuition and school expenses. The goal is to have enough resources to match dollars that employees place into a special savings account.
- **Education**: The Medical Center has developed instruction materials to educate staff members about cultural competency
- **Evaluation**: A new Diversity and Cultural Competency Committee was recently created to evaluate how the organization is performing in creating a diverse workforce. The committee may recommend treatments and actions depending on the results.

**Reports from the Schools**

No Reports

**Old Business**

None.

**New Business**

None.

Chair Rosenthal adjourned the meeting at 5:50 p.m.

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