

Virginia State University Board of Visitors
Personnel, Compensation, & Governance Committee
November 19, 2020

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1

00:00:01.050 --> 00:00:09.148

Is Dr red hanging out with us? Oh, she's here. Okay. Mr. I think it's on you, sir.

2

00:00:09.148 --> 00:00:12.358

1 more minutes shall I give you 1 more minute okay.

3

00:00:12.358 --> 00:00:21.420

Those here here yes.

4

00:00:21.420 --> 00:00:33.630

All right, thank you for meeting our personal compensation.

5

00:00:33.630 --> 00:00:40.590

In governance and we'll ask Dr issue call.

6

00:00:40.590 --> 00:00:45.450

Good afternoon.

7

00:00:45.450 --> 00:00:48.990

A glance at some.

8

00:00:48.990 --> 00:00:53.310

Brilliant news Thursday crittendon.

9

00:00:53.310 --> 00:00:56.640

President microfilament.

10

00:00:56.640 --> 00:01:01.649

Mr. excuse me news Gordon.

11

00:01:03.869 --> 00:01:07.290

Miss Gordon.

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00:01:07.290 --> 00:01:11.730

She's coming in now. Okay. Okay. It's Gordon.

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00:01:11.730 --> 00:01:15.120

Missed the Herrera.

14

00:01:15.120 --> 00:01:21.030

Right.

15

00:01:21.030 --> 00:01:28.200

This is.

16

00:01:32.340 --> 00:01:37.109

You do have a quorum.

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00:01:37.109 --> 00:01:41.969

Thank you very much. Mr.

18

00:01:43.375 --> 00:01:56.125

I guess I'll give the implications since we have no other features on the phone. I pray to. God, we, thank you for the dustings larger small things, keep us say wherever we go and this environment.

19

00:01:56.155 --> 00:02:01.825

We actually depressed State University in, or if they have to do what they have today, came in.

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00:02:02.159 --> 00:02:12.150

Approval the agenda.

21

00:02:12.150 --> 00:02:15.360

We need to add anything to that all.

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00:02:15.360 --> 00:02:21.180

If not, we'll move for approval of the agenda in a 2nd, please.

23

00:02:21.180 --> 00:02:24.419

And to approve the agenda.

24

00:02:24.419 --> 00:02:32.580

2nd, that so moving the 2nd, all in favor, say, aye aye.

25

00:02:33.294 --> 00:02:39.655

All right, let's move on. Dr McCullough. Any comments from you today. Sir?

26

00:02:40.644 --> 00:02:51.564

Just briefly I'll echo some of the comments I made earlier in the education the academic, a student affairs meeting that. I think it really we should acknowledge.

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00:02:51.564 --> 00:03:04.974

Of course, the wonderful work that the faculty and staff and the students I have done during this pandemic, as relates to personnel that's probably been the biggest challenge people dealing with kind of the anxiety from work. And the changes that have happened.

28

00:03:05.250 --> 00:03:14.814

On campus, whether people are working remotely, but also, of course, dealing with challenges in their own lives. And so I just wanted to make sure that we acknowledge them for the work that they do.

29

00:03:14.814 --> 00:03:25.164

And also, and now, as the work that MS Simmons has been doing to really put the system together to try to support our faculty that through these challenging times. And so with that, that was.

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00:03:25.469 --> 00:03:32.610

That was my only comment. Well, thank you. Very much miss. Tonya has been putting the organization in.

31

00:03:32.965 --> 00:03:42.564

She has an update for all the things that have gone on the air personnel will get her patients welcome items at the end and we'll just meet.

32

00:03:42.805 --> 00:03:57.775

So I'm just telling you the floor is yours Thank you so much. Good afternoon. Everyone I will ask because I have my ear, but if we can put everybody on mute tracking here, that's perfect.

33

00:03:59.425 --> 00:04:03.444

Whenever someone wants to advance a slot for me.

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00:04:03.780 --> 00:04:07.349

Or, to put the presentation up from me.

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00:04:07.349 --> 00:04:10.830
And if I'm supposed to do it to find me now.

36
00:04:16.199 --> 00:04:18.444
I appreciate you. Thank you again.

37
00:04:18.444 --> 00:04:32.185
I'm Tanya sending some the HR director here, Virginia State University and it's my pleasure to have a conversation with you about updates in our department, and how to support the other departments, the agenda that you see before you want.

38
00:04:32.485 --> 00:04:42.324
But I wanted to kind of talk briefly about process improvements that we made in our area to also to supporting other areas in the University.

39
00:04:42.865 --> 00:04:49.704
I want to take a ride down memory lane for the university training that we have done and what we are doing.

40
00:04:50.305 --> 00:05:02.814
And for the benefit of some of the new visitors that may be on a sauna, kind of wanted to talk through the university workforce plan, talk to you about carnival implementation I'll give you a brief summary about that.

41
00:05:02.814 --> 00:05:08.904
And then give you a peek into reach our works. My H. R department organizational structure.

42
00:05:09.329 --> 00:05:13.858
Next slide please, thank you.

43
00:05:18.863 --> 00:05:32.423
Okay, so code is the premise of everything at this point. Colvin has made us C. especially in my department, how we need to pivot and shift and change and adapt.

44
00:05:32.994 --> 00:05:45.774
And so we've done that by several ways, which you see before you virtual boarding of our properties that so, at this point, no face to face meetings with the 2.

45
00:05:46.079 --> 00:06:00.774

I guess what I can say on boarding of staff, getting them acclimated to the University, we're using the technology that we have in front of us. 1. we're using right now that Cisco Webex and we also use zoom to conduct our new employee orientation.

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00:06:01.584 --> 00:06:04.584

What I also can share with you is that.

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00:06:05.069 --> 00:06:18.473

Some of our paper processes at the University have been migrated to a PDF syllable format with a digital signature. And some of those things are the, our 821 and that form is the genesis of an HR transaction.

48

00:06:18.473 --> 00:06:20.963

That's how we hire you.

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00:06:20.963 --> 00:06:34.283

That's how we change your salary and etc and so with that said what the previous process of that form was simply paper form and we'll move from person to personal,

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00:06:34.283 --> 00:06:38.543

authorized signature to sign off on the document.

51

00:06:38.543 --> 00:06:45.684

What we were able to do quickly was change with the times, and we moved that to a.

52

00:06:47.394 --> 00:07:01.223

A PDF platform, so now it can be emailed across the university for the society and all throughout the transaction. I also wanted to share with you about the electronic staffing contract administration process.

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00:07:01.793 --> 00:07:05.603

We work very closely with the post office stocked upon barrier,

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00:07:05.634 --> 00:07:09.144

to kind of brainstorm on how we can get our faculty,

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00:07:09.173 --> 00:07:11.244

teaching faculty and our property administrator,

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00:07:11.244 --> 00:07:12.204

their contract,

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00:07:12.653 --> 00:07:27.384

knowing the fact that we were set home by the government in March and what we came up with was to simply create a template and put it on again a PDF format and require digital signatures and previous in the previous

58

00:07:27.384 --> 00:07:28.793

state again,

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00:07:28.793 --> 00:07:29.574

we're looking.

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00:07:29.879 --> 00:07:42.113

For the West signature, if you will, and those those days are slipping away from us. And so what we wanted to do is just leverage Colin in that chat that shared side also efficiency that we could create.

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00:07:42.473 --> 00:07:52.644

That would also include the performance evaluation form. Some of those processes have just we just kind of move them and in an effort to.

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00:07:52.978 --> 00:08:02.939

Have your annual meeting with your employees and to talk about their performance and then in in a fashion that we're using, the electronic means that we have.

63

00:08:02.939 --> 00:08:13.254

I want to also talk to you about the add on paper process. So I remember Mr systems you met with me. I've been out, we'll be here, November, 20 for 3 years.

64

00:08:13.704 --> 00:08:28.524

And when you met with me a few months, and so my job, he looked around and you saw a lot of paper, and you saw a lot of files. And 1 of the things that we talked about, was trying to reduce that paper. And so what we've done from our processes, let me share that with you.

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00:08:29.033 --> 00:08:38.514

I'm on a federal process that we need to ensure that you can work in the United States. And so once the paper sales, there's nothing we could do about that piece.

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00:08:38.693 --> 00:08:53.063

But what we could do was take it out the binders that we worked on a shelf, and we have work with to migrate those forms electronic filing system. So we no longer have that.

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00:08:53.274 --> 00:09:00.864

We have an empty space where those files work. And so we're using a technology again, leveraging what we have and working with.

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00:09:00.864 --> 00:09:07.494

Actually what I am most proud of right now,

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00:09:07.552 --> 00:09:08.813

is that again,

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00:09:09.293 --> 00:09:14.183

the shining star they are working with us to move,

71

00:09:14.214 --> 00:09:18.323

or migrate a university process completely from paper.

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00:09:18.533 --> 00:09:19.313

So,

73

00:09:19.344 --> 00:09:20.364

just to give you an example,

74

00:09:20.364 --> 00:09:25.644

what are what their current process is once you're ready to separate from the university retire,

75

00:09:26.423 --> 00:09:40.104

leave the University we have to issue you clear the university and that's simply means we need to ensure that you are returning your assets to be issued access back to your managers or your children ID card,

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00:09:40.793 --> 00:09:43.283

making sure that you don't have any tickets.

77

00:09:43.344 --> 00:09:49.073

You also have the ability to utilize university library so you returning elaborate on books.

78

00:09:49.583 --> 00:10:02.933

And so, the clearance process that there are designated folks that will say this Tanya Smith is clear she's clearer, she's turned in her car, she's paying her parking tickets and that would lead her to payroll.

79

00:10:02.938 --> 00:10:13.374

To have them pay out any of our new agree that she got was before this will now be listed from a paper process of walking the form around to getting a signature.

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00:10:13.614 --> 00:10:18.323

So, putting it on a SharePoint platform to simply clicking a link.

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00:10:18.624 --> 00:10:29.964

And that link will start the process of clearing clearance employee from the University, and it will automatically flow to the manager, and it will keep flowing through the process is done all the way to payroll.

82

00:10:30.504 --> 00:10:40.734

And so, if I came shaft for joy, joy is the 1 thing right now that I'm super excited about this is a complete paperless process.

83

00:10:41.754 --> 00:10:51.293

We are also we're also working with other departments, because they're seeing that we're trying to move. We're trying to utilize some of the technology that we already have.

84

00:10:51.293 --> 00:11:03.803

So, we'd help some of the departments, kind of go through what they have their processes, and we're helping them create conforms to get their work moving too. Any questions on process improvements.

85

00:11:04.229 --> 00:11:13.558

Before I move over to the university training, start hearing on our app to advance this last. Please.

86

00:11:13.558 --> 00:11:16.619

Can we can talk about the university training.

87

00:11:21.653 --> 00:11:26.453

So that costs more training than this with the University,

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00:11:26.453 --> 00:11:33.714

and at the state level but what we are doing is ensuring that we implement some of the training,

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00:11:33.714 --> 00:11:37.344

these are annual mandatory trainings a couple from the state of Virginia,

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00:11:37.344 --> 00:11:39.653

but also in house and so,

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00:11:39.653 --> 00:11:40.043

of course,

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00:11:40.043 --> 00:11:48.474

stability in the workplace that's actually a policy that came down from the Department of human resource management January 2019.

93

00:11:48.474 --> 00:12:02.364

it is mandatory that everyone at the University takes this training where it talks about basically, what you see civility in the workplace. How we treat 1 another, how we treat staff retreat students, how we treat vendors.

94

00:12:02.364 --> 00:12:16.193

And so this is the annual training that we implement. We also implement sexual harassment training to keep everybody in the know and what things are trigger. So we have that training.

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00:12:16.193 --> 00:12:26.514

We also have the cobit 19 training and I believe we launched in August and some of our board members had an opportunity to take the training.

96

00:12:26.514 --> 00:12:31.014

But this is the training that we want to keep in the ballpark for everyone this is for faculty,

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00:12:31.014 --> 00:12:31.163

staff,

98

00:12:31.163 --> 00:12:37.734

students and vendors or contractors I should say that are on the campus just to keep in mind that,

99

00:12:37.734 --> 00:12:37.884

hey,

100

00:12:37.974 --> 00:12:41.634

this is what it means to have a 6 foot different distance,

101

00:12:41.634 --> 00:12:44.604

meaning social business again this is how long should washer.

102

00:12:44.604 --> 00:12:56.754

He's and this is how you should properly. So those things that we're still working in partnering with our department, the other piece that I'm super excited about this assessment.

103

00:12:56.754 --> 00:13:02.004

You may also room and admit a 2nd or 2, because we had talked about his supervisors training.

104

00:13:02.004 --> 00:13:13.494

We launched this Pre call but of course, November, 2019, this course is mandatory for brand new employee managers that come into the University.

105

00:13:13.583 --> 00:13:17.844

And we're we were rolling it out to current staff.

106

00:13:20.759 --> 00:13:28.649

At the university manager, and simply put this was a 3 day course designed to help.

107

00:13:28.649 --> 00:13:41.903

Managers understand how to lead how to communicate again talking about stability in the workplace talking about how to effectively communicate with staff and I think that's the arch and how to lead.

108

00:13:42.384 --> 00:13:56.573

So we had great feedback with this. Yes, it's 3 days, but in a conferences days of case studies break up into groups, you talk through some of those case studies and get some dialogue with your colleagues at the University.

109

00:13:57.083 --> 00:14:10.073

What we're doing now is we had to pivot. So, we're in the process of trying to break that down for 3 days and our virtual world. I don't think this will go over if someone is sitting at the computer for 3 days straight.

110

00:14:10.884 --> 00:14:18.323

That's a little different in person. So, we're in the process now of trying to revamp that training continue to offer because it was so oversee.

111

00:14:19.048 --> 00:14:22.379

Can you advance the next last week?

112

00:14:23.668 --> 00:14:30.749

And so once that happens, most of that, during your question.

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00:14:30.749 --> 00:14:35.788

The sentence are all of these trainings are mandatory.

114

00:14:36.594 --> 00:14:49.913

Yes, sir if they are. Yes, sir they are Thank you for that university workforce plan and let me just do some foundational conversation here for the benefit for.

115

00:14:50.663 --> 00:14:52.043

So I haven't hear another question.

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00:14:52.379 --> 00:15:07.019

Okay, so the university workforce plan for the benefit of the new visitors, the governor about 3 years ago.

117

00:15:07.224 --> 00:15:15.624

Hasn't had an initiative, every state agency and institution to look at their workforce. What does it look like now?

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00:15:15.624 --> 00:15:23.994

What would it look like in the future regarding succession planning, critical positions and what folks start to retire how are you going to handle that piece of it?

119

00:15:24.953 --> 00:15:35.094

So, what what we were charged to do every agency and every institution is come up with a plan, create a plan of what that may look like for your university.

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00:15:35.754 --> 00:15:42.474

The plan that we submitted in 2019 at guess what we can say is it rolls around too,

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00:15:42.474 --> 00:15:46.703

because they called me to congratulate me to say,

122

00:15:46.703 --> 00:15:46.854

Tanya,

123

00:15:46.854 --> 00:15:55.464

your agency submitted a very thorough workforce plan and we want to add that to the best practices,

124

00:15:55.464 --> 00:15:57.894

got it Department of human resource management.

125

00:15:57.894 --> 00:16:11.033

Wow. That's a kudo. That puts me on notice, right? So, that leaves that moving forward with my team and partnering with other departments that we need to ensure that we continue that process.

126

00:16:11.033 --> 00:16:22.703

So having said that we can skip to the next slide, please, because I'll drill down into some of those pieces that were admitted into that practice best practices.

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00:16:27.653 --> 00:16:36.293

And so what I can share with you is some of those pieces that exist the competition,

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00:16:36.293 --> 00:16:36.384

and,

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00:16:36.384 --> 00:16:43.823

especially for the governor is talent acquisition talent acquisition from a state rock perspective,

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00:16:43.823 --> 00:16:47.543

the time to fill rate was pretty too long.

131

00:16:47.604 --> 00:16:57.173

So, the initiative for the governor, and a slogan really was call is called bank 50 trying to fill me from the time.

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00:16:57.173 --> 00:17:07.253

We post that position, because the time we put an effective date, and for someone to start working with us and our average time to fill with 4 to 6 months.

133

00:17:07.973 --> 00:17:12.594

My goal is to reduce that time to fill rate to 50 to 60 days.

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00:17:12.594 --> 00:17:23.574

The governor's asking for 50, we have to take baby steps and work towards that there are some positions that will actually go beyond that because they may be very specific in nature.

135

00:17:23.993 --> 00:17:38.453

But what I can tell you is that the plan to get there is to work work with our hiring managers. We need to go ahead and get some of these things done first. Maybe having a conversation of budget. What does the budget look like, for this position?

136

00:17:38.874 --> 00:17:45.564

Do we need to do a market analysis for you? So you'll know right under the gate what that market with that position will market for out there.

137

00:17:45.959 --> 00:18:00.179

I'm going to get the paperwork done ahead of time. Tell me what you saw on your panel tell me your questions go ahead and get all of the paperwork on the front. That does cut your time down when we're talking about top to silver.

138

00:18:02.003 --> 00:18:15.894

The other piece that was on the plan was a climate survey, pay equity study. I put in parenthesis, employee engagement, because it's all relative and that's exactly what that gave o'clock. The survey in the next slide.

139

00:18:15.894 --> 00:18:25.193

I believe I'll talk about where we were, and where we are with the survey, but I've already touched on the technology efficiency.

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00:18:25.584 --> 00:18:36.894

Some of those things I've touched on previous slides were submitted to the H. R amp or the Department of human resource management next slide. So that I can give you a.

141

00:18:38.338 --> 00:18:48.239

Yes, yes excuse me, Tanya the time to feel rate the measure of having completed that is that having an individual under contract?

142

00:18:48.239 --> 00:18:51.269

Or is it when they actually show up to work.

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00:18:51.269 --> 00:19:02.189

Yes, so the time to fill, right? So, I'm going to post the position of 111920. and my goal is to have you hired in your seat in 50 to 60 days?

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00:19:02.189 --> 00:19:11.009

Cause that makes sense. Okay. Yeah. I just, I mean, for in higher education, for example, that seems really aggressive. I mean, that might be fine for.

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00:19:11.009 --> 00:19:14.128

Certain staff positions.

146

00:19:14.128 --> 00:19:21.898

Mm, hmm. But, um, you know, where at professional level jobs, or somebody might have to give 60 days a notice.

147

00:19:21.898 --> 00:19:26.219

All right before. So how you handle that.

148

00:19:26.219 --> 00:19:34.259

Wrinkle and that's a case by case basis what I can tell you Mr. is you can't keep going 4 to 6 months on that.

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00:19:34.259 --> 00:19:41.604

Right, no, I agree. Yeah, I just, I just want you to be set up for failure. Absolutely. I appreciate that.

150

00:19:42.473 --> 00:19:50.034

And it is aggressive and from the governor's perspective, he's looking globally across all state agencies institutions.

151

00:19:50.334 --> 00:20:04.673

And I do recognize that there are some specific positions teaching thousands, for example, where we were honing in on a faculty that teaches mathematics economics, and it's kind of hard to honor that person and it may take a little town.

152

00:20:04.673 --> 00:20:18.624

But I'll handle those on the 1 offs, but on average, my goal is to bring to where we were 4 to 6 months, and bring it down a little baby step stuff. I like the goals.

153

00:20:21.773 --> 00:20:24.773

I'm going to work, I'm going to work the plan and plan the work. How about that?

154

00:20:26.723 --> 00:20:27.263

So,

155

00:20:27.983 --> 00:20:29.153

the survey,

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00:20:29.153 --> 00:20:29.723

though,

157

00:20:30.834 --> 00:20:36.023

we talked about this for the fall of 2019,

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00:20:36.023 --> 00:20:40.644

and we got a dynamic group of faculty and staff together in September of 2019,

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00:20:40.644 --> 00:20:43.913

a study group to figure out how we wanted to lay this outlook.

160

00:20:43.913 --> 00:20:51.894

Should it look like what should include? And so we worked with the procurement office to launch the RFI or the request for proposal.

161

00:20:51.923 --> 00:21:00.054

And within that timeframe, December, 19, we offer his free proposal meeting meeting, simply for the consultants.

162

00:21:05.243 --> 00:21:15.294

Who are interested in submitting and our piece to us giving them an opportunity to ask questions and ensure that what they see, and what we're asking for is what they can deliver.

163

00:21:16.223 --> 00:21:23.243

So, red hair comes January and the close, and we received responses. And then he comes help.

164

00:21:23.669 --> 00:21:30.749

So, POV came yes, sir.

165

00:21:32.459 --> 00:21:38.669

You said yes, sir. 5 responses. Yes, sir. Is that what you're asking me?

166

00:21:39.534 --> 00:21:39.834

Okay,

167

00:21:39.834 --> 00:21:49.314

gotcha and so March is here and the governor shut the tunnel down and so where we are in conversation with the president,

168

00:21:49.463 --> 00:21:54.114

kevin's advocate for and Dr pong we,

169

00:21:54.324 --> 00:21:57.473

while this is not something that we're just talking to the side,

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00:21:57.473 --> 00:22:02.784

we're just reprioritizing what's needed and some of the things plan,

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00:22:03.144 --> 00:22:05.544

and any other priorities that those,

172

00:22:06.384 --> 00:22:07.044

those folks,

173

00:22:07.673 --> 00:22:09.144

the president everybody has.

174

00:22:09.564 --> 00:22:10.134

So.

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00:22:10.469 --> 00:22:16.828

Not putting it all, just putting on the back burner, but it is still something that we want to look at in the future.

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00:22:16.828 --> 00:22:21.628

Any questions before I move to the next block.

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00:22:21.628 --> 00:22:28.828

If you can advance for me, please, I appreciate it. Yes, sir. If I said, did you have something.

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00:22:31.318 --> 00:22:37.169

I can't hear you. Oh, so the climate, the climate survey.

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00:22:37.169 --> 00:22:42.628

Has been put on a call, um.

180

00:22:42.628 --> 00:22:55.499

Reprioritized, what has there been any discussion about what would be the triggers to re, engage or when to reengage.

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00:22:55.499 --> 00:23:09.598

Engaging with that we're looking at when we get back to some normalcy on campus, it's kind of hard to do a survey when we don't have people on campus and things on natural.

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00:23:09.598 --> 00:23:12.659

So, for example.

183

00:23:12.659 --> 00:23:16.798

The climate survey and pay equity study. Okay.

184

00:23:16.798 --> 00:23:22.644

Thank you sure Thank you. Mr. and thank you for the question. Mr. when is that?

185

00:23:23.544 --> 00:23:24.203

So,

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00:23:24.233 --> 00:23:26.243

to wrap up the workforce plan,

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00:23:26.243 --> 00:23:26.723

though,

188

00:23:26.784 --> 00:23:31.733
in light of totally the the agencies,

189

00:23:33.384 --> 00:23:46.523
the agencies were given a choice to either put the plan off the 2020 plan off or schedule year and I chose to go ahead and provide the plan to have consistency and continuity.

190

00:23:46.523 --> 00:23:55.493
Can't see how the numbers change from year to year, because this will be the 3rd year and I will say that every year it's a little different.

191

00:23:55.493 --> 00:24:09.864
We follow the template that the Department of human resource management provides us and the data that's in the system. So, we, I'm interested to see what it looks like from 19 to 20 and now we're coming up long.

192

00:24:09.864 --> 00:24:16.134
So we'll start looking at those that information in partnership with the as well.

193

00:24:17.759 --> 00:24:31.199
So, if we can move to the next slide, I believe it is the carnal implementation just wanted to give some background for the benefit of the new visitors in the wrong.

194

00:24:32.459 --> 00:24:33.118
Okay,

195

00:24:33.114 --> 00:24:35.243
so Carlo,

196

00:24:35.453 --> 00:24:47.753
human capital management that is basically going to be the statewide system to run our payroll to house our employee data and to submit common attendance.

197

00:24:48.443 --> 00:25:01.134
The legacy systems, if you will that are currently in place are outdated. And it is my understanding that they will know if they are no longer being supported. And so to that effect, those legacy systems are.

198

00:25:03.203 --> 00:25:13.403

I guess you can call it a green screen mainframe, 30 to 70. so actual 1 will be excited to use something more in line with technology.

199

00:25:13.703 --> 00:25:18.624

You will be able to run better reports that we couldn't get before.

200

00:25:19.259 --> 00:25:29.663

And this is on a PeopleSoft platform, there is a team in place a part of the carnal implementation team. The team spans HR payroll.

201

00:25:30.594 --> 00:25:38.183

We have a awesome project manager and I T, and she keeps us on track accounts the accounting department.

202

00:25:39.564 --> 00:25:52.433

I don't remember budget as a part of that in case. I did mention you charges to my hand, but this, this, this new system is statewide.

203

00:25:52.433 --> 00:26:01.493

This is not just just for Virginia State University. This is statewide, and I'm more than happy to. I'm just very excited and look forward to it starting.

204

00:26:02.489 --> 00:26:06.628

The last slide, I believe, um.

205

00:26:06.628 --> 00:26:10.558

Is giving you a peak inside of our.

206

00:26:11.759 --> 00:26:15.239

Thank you. And.

207

00:26:15.239 --> 00:26:25.888

I have a body count 14. I have 14. yes. Before I make it that just that is telling you that we're working.

208

00:26:26.814 --> 00:26:33.683

We are working partner we're working support. We're here for our departments. We're here for the president.

209

00:26:33.683 --> 00:26:46.763

We're here for just to continue to keep the university moving, and I can share with you that I am looking at having a conversation with Kevin and president to talk through.

210

00:26:46.794 --> 00:26:53.693

What can we do to look at the vacancies? And my area I will.

211

00:26:54.028 --> 00:26:57.749

Lean to you for any questions. Okay. Sounds.

212

00:26:57.749 --> 00:27:01.378

Conversations this concludes my report.

213

00:27:01.378 --> 00:27:10.648

I was just curious when you say that vacant, are they posted roles or? They're not roles that you're actively looking to fill right now.

214

00:27:11.663 --> 00:27:26.663

The governor, that's a good question. And hi to you. This is born the, the governor in March imposed a hiring freeze and compensation free. So that pretty much stopped. The train for mobile.

215

00:27:27.263 --> 00:27:31.554

We were actually in the in the process of interviewing, and we had this call.

216

00:27:32.009 --> 00:27:33.953

Interviews so,

217

00:27:33.983 --> 00:27:36.923

once we have the conversation,

218

00:27:37.163 --> 00:27:47.663

let's have the conversation again with my manager with Kevin Davenport we'll look to to kind of go back to the pool if you will and who may be interested before I repost the position.

219

00:27:47.999 --> 00:28:01.163

Did that answer your question? It did and the only other thing I thought is, I stared at the records and data coordinator is, is that a role that maybe a student could fill when they come back to grounds?

220

00:28:01.163 --> 00:28:04.794

Because I'm assuming that involves, like, data entry and sorting.

221

00:28:06.324 --> 00:28:10.192

It actually does involve data entry.

222

00:28:11.003 --> 00:28:25.463

This position was created, because we have so many records that our people dates, and to manage that you need a body to manage that until we can migrate these documents to an electronic system.

223

00:28:26.003 --> 00:28:28.253

I can certainly take a look at that.

224

00:28:29.848 --> 00:28:33.443

But the bad news is here now right?

225

00:28:33.503 --> 00:28:34.104

And so,

226

00:28:36.203 --> 00:28:41.394

once we get some normalcy to that point,

227

00:28:41.814 --> 00:28:43.433

then we can kind of look at it,

228

00:28:43.433 --> 00:28:50.814

but I certainly have to turn actually every year we get requests for interns to come into our office to learn.

229

00:28:50.814 --> 00:28:52.703

H. R. and I welcome them.

230

00:28:56.519 --> 00:29:01.019

Thank you.

231

00:29:01.019 --> 00:29:11.459

Yeah, yeah, I have a question. Could you tell me how is your office being impacted by these vacancies?

232

00:29:11.459 --> 00:29:18.358

And the 2nd part has the 2nd part deals with the conversations that you mentioned.

233

00:29:18.358 --> 00:29:25.229

What Mr Davenport about these vacancies, could you give us a little more information about that? Please.

234

00:29:25.253 --> 00:29:37.763

Sure, so what I've had to do is have to have a conversation with my staff to start thinking out no silos for working together, cross functional team.

235

00:29:38.634 --> 00:29:50.064

So we're we've been impacted by doing additional duties. And I'm sure we're not the only department that are doing additional duties and we're just 1 of those.

236

00:29:50.723 --> 00:30:04.763

My team, I will tell you, they have thrown the anchor down and started working hard. And they realized that we still have to keep Virginia state moving, even if we're virtual. I do have that conversation with Kevin. Kevin is very supportive of staff.

237

00:30:04.763 --> 00:30:11.243

I will say that. And once, once I told him that, hey, my team is working. We're doing these things.

238

00:30:11.243 --> 00:30:25.644

We've done these things, we've implemented these things, but I think it would be time to start looking at adding 1 staff member back in a challenge and the most important staff position right now would be the benefits administrator.

239

00:30:25.644 --> 00:30:36.084

Because that does take 2 to Tango. We really do need 2 hands on deck because our benefit structure is such that it has. It's comprehensive.

240

00:30:36.084 --> 00:30:48.384

We're talking about health care retirement and folks that want to talk through those things and benefits is deadlines driven. So we can't miss deadlines when we're doing benefits. Administration. Does that answer your question?

241

00:30:48.719 --> 00:30:57.209

Oh, yes, it does. I just wanted to get a better feel for both of those items that yeah. Okay. So thank you.

242

00:30:57.209 --> 00:31:00.479

Thank you for the question any others.

243

00:31:02.338 --> 00:31:05.398

Yeah, would you, uh.

244

00:31:05.398 --> 00:31:10.528

And your report going forward, could you add the percent completed for your training?

245

00:31:10.528 --> 00:31:15.628

Is that idea of what way you are?

246

00:31:15.628 --> 00:31:30.479

And how you catch up on that I want to compliment you for the, uh, technology improvements and I know that we know we can do online. So we had to so things have changed and we don't have different.

247

00:31:30.479 --> 00:31:34.229

So, what you're doing the same thing that you're forced to make some changes that.

248

00:31:34.229 --> 00:31:37.259

We'll make it technology being use otherwise.

249

00:31:37.259 --> 00:31:41.038

This is.

250

00:31:41.038 --> 00:31:45.388

Uh, I missed.

251

00:31:45.388 --> 00:31:50.548

The part of you explaining who you want to, where you're from, either that for the committee, please.

252

00:31:50.548 --> 00:31:57.598

Okay, I, in human resources at Capital 1.

253

00:31:57.598 --> 00:32:01.888

You wanted me to share.

254

00:32:01.888 --> 00:32:04.949
Is that what you wanted me to share?

255
00:32:04.949 --> 00:32:11.068
No, I mean that car, I mean, of the rest of the car. Okay well.

256
00:32:11.068 --> 00:32:17.098
I have worked at Capital 1 for 20 years. I started my career there actually, in technology.

257
00:32:17.098 --> 00:32:21.868
A little bit where I was asking the question around the coordinator, I figured there was data entry involved.

258
00:32:21.868 --> 00:32:29.098
I have been in human resources for 6 years Ali, in Congress, diversity, recruiting.

259
00:32:29.098 --> 00:32:34.169
It's a big part of what I do is helping capital 1 attract.

260
00:32:34.169 --> 00:32:38.249
And retain talent from underrepresented groups.

261
00:32:38.249 --> 00:32:45.959
And prior to being appointed to the board, I also serve them the agency Council for the school of business for everything state as well.

262
00:32:45.959 --> 00:32:54.689
So this is my 1st, 1 of these meetings that been on the board since July. So excited to be here.

263
00:32:54.689 --> 00:32:58.078
And I'm excited to hear the report today.

264
00:32:58.078 --> 00:33:03.388
Thank you, thank you very much a couple more things. Um.

265
00:33:04.798 --> 00:33:09.209
Huron at work with Snyder on a governance tool.

266
00:33:09.209 --> 00:33:14.068

And we do that in terms of doing something formal.

267

00:33:14.068 --> 00:33:19.588

Uh, do you want to come in down here on? I just say we're going to move until August. You treat.

268

00:33:24.653 --> 00:33:37.193

Thank you. Thank you. Yes, you said you and Jay are familiar with Alvin ships niner. Ms Gordon.

269

00:33:38.034 --> 00:33:39.834

Dr niner is a.

270

00:33:40.169 --> 00:33:46.078

Is a consultant that we have used for our annual retreat.

271

00:33:46.134 --> 00:33:46.884

And,

272

00:33:47.153 --> 00:33:47.604

uh,

273

00:33:47.634 --> 00:33:50.753

he's even been a bit of an,

274

00:33:50.753 --> 00:33:57.023

it like a board whisper to us with regards to a board,

275

00:33:57.294 --> 00:33:57.683

uh,

276

00:33:57.713 --> 00:33:59.993

improvement and what,

277

00:33:59.993 --> 00:34:03.023

as we self actualize as a board.

278

00:34:03.773 --> 00:34:12.833

And so we instituted a practice that it looks like we refer to it as the,

279

00:34:13.253 --> 00:34:14.003

the comment,

280

00:34:14.034 --> 00:34:19.583

the comments for the good of the order that we use to,

281

00:34:19.853 --> 00:34:26.273

for board members to give a real time feedback on how we were,

282

00:34:26.333 --> 00:34:28.463

how we were governing.

283

00:34:28.829 --> 00:34:37.349

At the end of our board meetings, I think it has it has been a bit of a casualty to cove. It.

284

00:34:37.349 --> 00:34:40.469

In that we, uh.

285

00:34:40.469 --> 00:34:46.168

We, we haven't done it, but what we are moving towards.

286

00:34:46.168 --> 00:34:53.369

And that what that activity was moving us to was a formal board assessment.

287

00:34:53.369 --> 00:34:57.059

We, we believe.

288

00:34:57.059 --> 00:35:11.123

That from the executive committee that we are on 1 accord, that yes. Governance is key, which is why governance has been assigned to this committee and what we will.

289

00:35:11.273 --> 00:35:15.443

What we will do is a formal board assessment.

290

00:35:16.193 --> 00:35:27.264

Now, it's a, it's, it's a pretty structured and what I'll call it, call it a low low maintenance effort.

291

00:35:27.923 --> 00:35:35.574

But we'll have to we'll have to engage and Dr,

292

00:35:36.114 --> 00:35:43.043

because there is a tool to make sure that it's efficient and it doesn't it doesn't it isn't overburdening to the board.

293

00:35:44.668 --> 00:35:57.804

We want to push that because of the priorities right now, but, um, it is, it is coming back and that we may push it to reemerge at our next board retreat.

294

00:35:57.923 --> 00:36:09.233

So this committee will be discussing and formulating the tool and may engage with Dr. as we move forward in preparation for that.

295

00:36:09.539 --> 00:36:14.188

Mr. systems is that enough?

296

00:36:20.153 --> 00:36:31.614

I can't hear you, you're on mute you talked about in terms of governance and that was some sort of tool determine what our gaps are in terms of who's on the board. What type of.

297

00:36:32.009 --> 00:36:45.358

Industry to come from what type of business they come from as well and we've got to start with rose and stuffing in and I think Theresa, and I can work with him to figure out how we bring it back to the board. If that's okay.

298

00:36:45.358 --> 00:36:50.159

And what are we gaps some existing? We can figure out how we could close those gaps.

299

00:36:50.159 --> 00:36:55.199

And given our recommendations to the governor, when he's looking for someone for us within the state.

300

00:36:55.199 --> 00:37:03.329

That'd be okay, that is, that is that is correct. All right. Okay.

301

00:37:04.344 --> 00:37:06.954

I'm just chiming in to say that,

302

00:37:07.043 --> 00:37:07.583

um,

303

00:37:08.184 --> 00:37:21.384

what role was just a guideline for forming a matrix of lead skill needs and we had discussed this many times prior.

304

00:37:21.744 --> 00:37:25.974

So that's basically what we're talking about. We can take a look at.

305

00:37:27.509 --> 00:37:32.668

You know what Rob offered and and he gave us.

306

00:37:32.668 --> 00:37:41.849

He gave us a dashboard and we're just going to take a look at all of the things to see where we have skills.

307

00:37:41.849 --> 00:37:49.048

And so that we can make recommendations for the skills that we need to strengthen the board, which needs appointment.

308

00:37:51.773 --> 00:38:03.474

Right, and that's also to based upon the skills that we lose as a result of board members, particular meeting and moving off of the boat.

309

00:38:06.204 --> 00:38:10.494

And I'm assuming we haven't done that before. Like, it's never been like a skills post appointment.

310

00:38:10.858 --> 00:38:21.659

No, it hasn't been and that was also 1 of the 1 of the tenants that we took from our, our development.

311

00:38:21.659 --> 00:38:34.199

Is that was to be more intentional about just how we, how we staff the board, or how we, how we set the book? What experiences and what what what talents.

312

00:38:34.199 --> 00:38:43.199

Do we need based upon strategic plans and where we see the University, um, going forward.

313

00:38:43.199 --> 00:38:46.739

Do we know of other.

314

00:38:46.739 --> 00:38:56.280

Schools do that. Are they very selective looking for certain skill sets for more appointments as well? Or will we be kind of the 1st or unique?

315

00:38:56.280 --> 00:39:06.420

So, we, we know that it has been shared with us that other boards.

316

00:39:06.420 --> 00:39:12.329

Attempted we don't know exactly what other boards do.

317

00:39:12.329 --> 00:39:22.800

We do know that, uh, we were 1 of the early boards to, to pick up the banner of board assessment.

318

00:39:24.054 --> 00:39:38.425

And but we still, we don't know where we would fit in comparison to other other boards, but it's a, it, it's a best practice we use to again.

319

00:39:38.969 --> 00:39:51.659

Who took westford to us as to what what what they think and it's based upon. I think they probably meet every board where they are and they, they make decisions based on their type.

320

00:39:51.659 --> 00:39:57.420

At the time okay.

321

00:39:57.420 --> 00:40:06.119

Thank you very much. We have 1 we have to go back and do the red says we need to go back and approve the minutes and we'll call vote.

322

00:40:06.119 --> 00:40:09.239

So, can we do that bacteria? Would you take over here?

323

00:40:14.789 --> 00:40:22.889

Okay here I am. Okay so I will do a roll call for approval of the.

324

00:40:22.889 --> 00:40:29.400

Excuse me.

325

00:40:29.400 --> 00:40:36.750

I was just checking to make sure it was a motion on the table. Mr. chairman. I'll make a motion to approve those.

326

00:40:36.750 --> 00:40:41.639
2nd, 3rd.

327

00:40:41.639 --> 00:40:46.710
Thank you.

328

00:40:48.204 --> 00:40:53.605
Thank you and actually there was a motion for the agenda, but we did not do the roll call.

329

00:40:54.025 --> 00:41:05.605
So I'll do the roll call vote for the Jennifer, and then to the roll call for the minutes their sessions yes.

330

00:41:06.389 --> 00:41:10.619
Ms. crittendon? Yes the flaming.

331

00:41:10.619 --> 00:41:15.059
Born yes. Mr.

332

00:41:15.059 --> 00:41:25.289
Meyer yes, thank you. And now the roll call for the minutes the success? Yes.

333

00:41:25.289 --> 00:41:29.340
This is great. Yes.

334

00:41:29.340 --> 00:41:35.760
Mr. MS. Gordon. Mr.

335

00:41:35.760 --> 00:41:42.869
And Mr yes, thank you. Thank you. Mr. chairman.

336

00:41:42.869 --> 00:41:51.539
Yes, um, I, I was 1st of all I, I just really want to thank.

337

00:41:51.539 --> 00:41:55.530
Miss Simmons for 2 things 1 a very well put together a presentation.

338

00:41:55.945 --> 00:42:10.764

Um, but also for her hard work yeah, these, these are difficult times and and we hear a lot about how hard it is to get things done and Tanya, you've done a masterful job that I just I mean, yeah. I'm all about the things you were talking about.

339

00:42:11.724 --> 00:42:24.985

I guess you knew that anyways, but I appreciate the work that you had been doing. I do have 1 question for you to think about if you have something to say on it today. That's great.

340

00:42:25.105 --> 00:42:30.414

Otherwise, maybe the next meeting, but I'm interested as you're making these changes.

341

00:42:30.719 --> 00:42:34.559

And the process that you use to.

342

00:42:34.559 --> 00:42:38.909

Evaluate from a customer perspective.

343

00:42:38.909 --> 00:42:43.500

Whether the changes are having the desired impact.

344

00:42:43.500 --> 00:42:47.159

So, your internal customers.

345

00:42:47.159 --> 00:42:56.099

Are they feeling good about these changes? Are they excited about it? Are are they pleased with the progress that's being made and, um.

346

00:42:56.099 --> 00:43:07.045

Yeah, let us know how that goes as well. Okay I can certainly do that. Um, I mean, I can tell you that internally. We're jumping up and down and die.

347

00:43:07.105 --> 00:43:12.054

Right this is where this is where we want to be with the where we want to go,

348

00:43:12.443 --> 00:43:18.114

and I can also share with you that cost apartments and having those conversations about,

349

00:43:18.114 --> 00:43:23.875

how can we help you get energized and ready to use technology?

350

00:43:23.905 --> 00:43:29.514

I'm getting some good feedback, but to your point, I will certainly be glad to kind of.

351

00:43:30.144 --> 00:43:33.324

Kind of put some metrics around that if that's what I'm hearing you say,

352

00:43:34.315 --> 00:43:45.175

because I know I do not know that stuff matters to me and Mr chairman just 1 other thing a chance for it later on.

353

00:43:45.715 --> 00:43:59.545

I really would like to welcome miss Gordon to the team and obviously she brings a lot of talent and experience and thank her for being here. And, uh, also, um.

354

00:43:59.880 --> 00:44:05.909

Express my appreciation to take capital 1 for allowing her to serve in this fashion that.

355

00:44:05.909 --> 00:44:13.260

Corporate partners mean a lot, but it's great to have you here. I really appreciate it.

356

00:44:13.260 --> 00:44:26.340

Thank you and it took me a minute to realize this is my 1st meeting. So when you introduce yourself on the little slow.

357

00:44:28.494 --> 00:44:38.514

So, yeah, so what I do want to share with you and that was remiss and I guess I was just so gung H* and ready to do this presentation for you all.

358

00:44:39.025 --> 00:44:49.434

But what I can tell you is that the president is very passionate about his stopping and his staff and so we had a conversation about what other things that we can offer.

359

00:44:49.735 --> 00:44:52.644

I'll put in our benefits package if you will as a university,

360

00:44:53.094 --> 00:44:55.704

and 1 of the things that came out of that was well,

361

00:44:55.704 --> 00:45:03.445

how about we consider a tuition benefit program and so he charged me with going back,

362

00:45:03.445 --> 00:45:04.644

doing some research,

363

00:45:04.704 --> 00:45:11.125

working with other universities and seeing what that looks like so I can tell you that we are not in that point.

364

00:45:11.125 --> 00:45:18.355

Now what's been done with everything? It looks good. I want to thank you for that.

365

00:45:18.385 --> 00:45:19.224

Because again,

366

00:45:19.224 --> 00:45:21.925

I've got great feedback from our constituent groups,

367

00:45:22.735 --> 00:45:24.534

especially faculty staff,

368

00:45:24.534 --> 00:45:27.594

and he's going to just yet I know somebody was on here,

369

00:45:27.954 --> 00:45:34.315

but I'm the staff signature Monica brand and so we're just going through that,

370

00:45:34.315 --> 00:45:42.355

but look for more races amount of offering a bachelor's degree program for staff,

371

00:45:42.445 --> 00:45:45.235

free of charge outside of books.

372

00:45:48.235 --> 00:45:52.195

This is just another benefit and another way that the president is acknowledging.

373

00:45:53.369 --> 00:45:59.519

That sounds great. Well, thank you. I'm assuming and thank you that the book read that in.

374

00:45:59.519 --> 00:46:13.110

I think it'd be a great benefit as well. Let me close and I want the 3rd time she's done when I met her she was on her way into a program to see from the next. Correct? But she's.

375

00:46:13.110 --> 00:46:18.119

Taking a very important stand in terms of making each are important to the rest of the staff.

376

00:46:18.119 --> 00:46:25.050

Sometime later, I can be a hidden mystery and something that can be a pain and.

377

00:46:25.050 --> 00:46:31.320

I have a strong organization for a long time.

378

00:46:31.320 --> 00:46:35.130

Making it inserted so back into the organization is important.

379

00:46:35.130 --> 00:46:40.050

And I think you just slowly giving them tools and that direction and ideas that benefit them.

380

00:46:40.050 --> 00:46:47.909

And therefore it becomes important, so, even wait. So, Kevin to kudos employee to sign it.

381

00:46:49.045 --> 00:47:02.784

Thank you, I appreciate that too. Before we kind of churn 1 to say, thank you to MS Simmons as well. They've really been a pleasure working with her and as you could imagine.

382

00:47:03.210 --> 00:47:13.199

Really appreciate all of the focus on process improvements and making things electronic and paper free. So she's brought a different sense of energy to that.

383

00:47:13.199 --> 00:47:16.980

And, um, and I think we're all going to be much better for it.

384

00:47:18.715 --> 00:47:31.525

I met her in the office, she could get in there, cause too much paper on the floor, the Stone age into the technology to appreciate that. Mo, and what I'm supposed to do.

385

00:47:31.585 --> 00:47:33.085

I'm sure you will give her that support,

386

00:47:34.344 --> 00:47:34.704

so that,

387

00:47:34.704 --> 00:47:35.094

you know,

388

00:47:35.094 --> 00:47:35.605

Kevin,

389

00:47:35.875 --> 00:47:43.764

these initiatives started under me so,

390

00:47:43.764 --> 00:47:44.275

you know,

391

00:47:44.275 --> 00:47:53.244

they're getting done under miss Simmons Simmons and I started oh,

392

00:47:53.244 --> 00:47:53.605

yeah,

393

00:47:53.635 --> 00:47:56.605

I did want to address the resource issue as well,

394

00:47:56.605 --> 00:47:56.994

too.

395

00:47:57.625 --> 00:48:00.114

We've been working across the board as you all know,

396

00:48:00.114 --> 00:48:01.465

when we had coven,

397

00:48:02.664 --> 00:48:05.605

we had to really put a freeze to a lot of critical positions,

398

00:48:06.144 --> 00:48:07.195

not just an HR,

399

00:48:07.195 --> 00:48:16.735

but in some other areas as well to our president that we've been looking at that and we've been bringing certain positions as needed back online.

400

00:48:17.070 --> 00:48:24.719

So, yeah, thank you very much. Well, get burned important pieces of any business.

401

00:48:24.719 --> 00:48:35.460

Even though people don't appreciate it in many ways, having done that job and been in Asia diversity and all those kinds of things. I know. But we're making progress on purpose. And that's good.

402

00:48:35.460 --> 00:48:41.070

And all, we're getting a I'm going to ask to move to dismiss this meeting and.

403

00:48:41.070 --> 00:48:44.219

In a 2nd, for that.

404

00:48:45.719 --> 00:48:52.079

Okay.

405

00:48:52.079 --> 00:49:02.280

Seeing that we'll see most of you tomorrow and let's adjourn and have a good weekend. Thank you so much. Okay. Thank you.

406

00:49:02.280 --> 00:49:09.059

Right.

407

00:49:09.059 --> 00:49:14.309

Thank you, sir. Good to see you. Hey.