

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS  
PERSONNEL & COMPENSATION COMMITTEE  
DRAFT MEETING MINUTES  
January 31, 2019**

**CALL TO ORDER**

Mr. Glenn Sessoms, Committee Chair, called the meeting of the Virginia State University (“VSU”) Board of Visitors (“Board”) Personnel and Compensation Committee to order in the Board Room, 310 Virginia Hall on the campus of Virginia State University at 2:30 p.m.

**ROLL CALL**

A quorum was present.

*Committee Members Present:*

Mr. Glenn Sessoms  
Ms. Thursa Crittenden  
Ms. Jennifer Hunter  
Mr. James J.L. Stegmaier  
Mr. Huron Winstead

*Administration Present:*

Dr. Makola M. Abdullah, President  
Mr. Hubert Harris, Vice President of Administration  
Dr. Annie C. Redd, Special Assistant to the President/Board Liaison  
Ms. Sheila Alves, Chief Audit Executive

*Legal Counsel Present:*

Ms. Ramona L. Taylor, University Legal Counsel

*Others Present:*

Ms. Tanya Simmons, Director, Human Resources  
Ms. Malika Blume, Internal Audit Staff

**AGENDA APPROVED**

The Committee unanimously approved the agenda.

**APPROVAL OF PREVIOUS MINUTES**

None.

**PRESIDENT’S REMARKS**

None.

**DISCUSSION OF THE PRESIDENT’S EVALUATION PROCESS, 2018-2019**

The Committee reviewed the proposed timeline and the evaluation tool. The Chair stated the goal is for 100% participation and that Board members would be encouraged to include comments in every category of the evaluation. The comments are essential to the evaluation process as a means of providing feedback to the President. These statements were added to the timeline and to the evaluation tool. At the recommendation of the Committee, the President will also include challenges and opportunities in the summary of accomplishments/achievements.

**REPORTS AND RECOMMENDATIONS**

**Division of Administration**

Mr. Hubert Harris introduced Ms. Tanya Simmons, Director of Human Resources (HR). Ms. Simmons presented an HR update regarding recruitment strategy, statewide payroll/HRIS system, annual succession plan, and employee recognition which are all in line with the Governor’s initiatives.

The recruitment strategy will improve VSU’s overall recruitment and include decrease in time to fill rate 50 days or less and increase veteran and disability hiring. The annual succession plan will be incorporated into the VSU strategic plan, capture institutional knowledge for business continuity, and foster career pathing and internal progression. HR plans include hiring an independent consultant to review the University compensation structure for both faculty and staff with the ultimate goal to create a faculty salary administration plan to facilitate and document fair faculty pay practices. The discussion also included information relative to staffing in HR, office space update, employee relations, training and organizational development.

**ADJOURNMENT**

There being no further business, the Chair adjourned the meeting of the Committee at approximately 4:00 p.m.

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Glenn Sessoms, Chair

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Date