VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
COMMITTEE ON PERSONNEL, COMPENSATION & GOVERNANCE COMMITTEE
4:00 P.M.; Thursday, November 19, 2020
(No Public Comment Period Scheduled)

DRAFT AGENDA

- CALL TO ORDER …………………………………………………... Mr. Glenn Sessoms, Chair

- ROLL CALL

- INVOCATION

- APPROVAL OF AGENDA

- APPROVAL OF PREVIOUS MEETING MINUTES (if any)

- PRESIDENT'S REMARKS ………………………………………… Dr. Makola M. Abdullah

- REPORTS AND RECOMMENDATIONS

  o Human Resources Update ………………………………..………… Ms. Tanya Simmons
  Director, Human Resources

    ▪ OHR Process Improvements
        i. Virtual Onboarding (faculty/staff)
        ii. I-9 Paper to Electronic
        iii. Online Faculty Contract Administration
        iv. A21- HR Transaction Form
        v. Vacation (leave) Form
        vi. Performance Evaluation Administration
        vii. University Clearance Form

    ▪ University (Faculty and Staff Training)
        i. Civility in the Workplace (mandatory)
        ii. Sexual Harassment (mandatory)
        iii. New Supervisor's Training (mandatory)
        iv. COVID-19 Training (mandatory)

    ▪ University Workforce Plan
        i. VSU 2019 Workforce Plan selected for the Dept. HRM Best Practices Guide
        ii. Talent Acquisition – Reducing time to fill rate to 50 – 60 days vs avg. at least four-to-six months.
        iii. Climate Survey/Pay Equity Study (Employee Engagement)
        iv. Technology Efficiencies
        v. 2020 Workforce Plan submission

- Cardinal Implementation – October 2021
  i. Multiple Data Integrity Projects
  ii. Reports To Projects
  iii. Position Data Clean Up & Reconciliation

- OHR Organizational Chart/Structure

  o Board Assessment Update

- OTHER BUSINESS

- ADJOURNMENT

**All start times for committees are approximate. Meetings may begin either before or after the posted approximate start time as committee members are ready to proceed. Meetings may also end either before or after the posted time. The Board reserves the right to change its schedule as needed.   *10.25.2020*

Virginia State University Board of Visitors

Human Resources Update to the

Personnel, Compensation & Governance Committee

Mr. Kevin Davenport

Vice President For Finance & Chief Financial Officer

November 19 – 20, 2020

Agenda

- Process Improvements

- University Training

- University Workforce

- Cardinal Implementation

- Human Resources (HR) Organizational Structure

Process Improvements

- Virtual Onboarding (Faculty and Staff)
- I-9 Paper to Electronic
- Electronic Faculty Contract Administration
- A21 – HR Transaction Form
- Performance Evaluation Administration
- University Clearance Process
- Partnered with Departments to create fillable forms

University Training

- Civility in the Workplace
- Sexual Harassment
- New Supervisor's Training
- COVID-19 Training

University Workforce Plan

The Department of Human Resource Management (DHRM) reached out to me to congratulate our department for being selected to be placed in their Best Practices Guide based on our 2019 Workforce Plan submission!

University Workforce Plan

- Talent Acquisition – Reducing the Time to Fill rate to 50-60 days versus 4 – 6 months on average
- Climate Survey/Pay Equity Study (Employee Engagement)
- Technology Efficiencies

Climate Survey & Pay Equity Study

STATUS OF INIATIVE	TIME LINE
Steering Committee - Climate Study Working Group	September 2019
RFP Launched & Preproposal Meeting	December 2019
RFP Closed	January 2020
Procurement Preproposal Meeting	December 2019
Received 5 Responses	January 2020
Study Suspended/COVID-19	March 2020

University Workforce Plan

In light of COVID-19, institutions and state agencies were given a choice to either provide a 2020 Workforce Plan later than required or skip a year. We have chosen to provide the plan later this year, December 1, 2020.
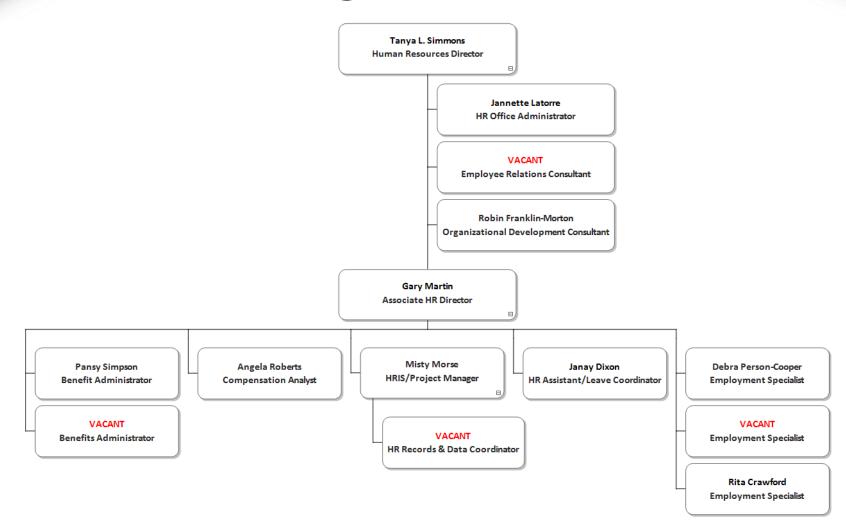
Cardinal HCM Implementation

The Cardinal Human Capital Management (HCM) Project is a statewide initiative that will replace the outdated Personnel Management Information System (PMIS), the Benefits Eligibility System (BES), Time & Attendance/Leave system and the Commonwealth Integrated Payroll & Personnel System (CIPPS).

It will be on an PeopleSoft platform and will allow for full integration with our current Cardinal Financial applications. We will also extract data from Cardinal in import to Banner.

OHR Organizational Chart

Tanya L. Simmons
Human Resources Director

Jannette Latorre
HR Office Administrator

VACANT
Employee Relations Consultant

Robin Franklin-Morton
Organizational Development Consultant

Gary Martin
Associate HR Director

Pansy Simpson
Benefit Administrator

VACANT
Benefits Administrator

Angela Roberts
Compensation Analyst

Misty Morse
HRIS/Project Manager

VACANT
HR Records & Data Coordinator

Janay Dixon
HR Assistant/Leave Coordinator

Debra Person-Cooper
Employment Specialist

VACANT
Employment Specialist

Rita Crawford
Employment Specialist

Thank you!

Virginia State University — Office of Human Resources