

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS  
ELECTRONIC PERSONNEL, COMPENSATION & GOVERNANCE  
COMMITTEE MINUTES  
Friday, April 23, 2021**

**CALL TO ORDER**

Mr. Glenn Sessoms, Chair, called the Personnel, Compensation, & Governance (PCG) Committee meeting to order at approximately 11:30 a.m. The meeting was held via Cisco WebEx.

**ROLL CALL**

A quorum was present.

*Committee Members Present:*

Mr. Glenn D. Sessoms  
Ms. Thursa Crittenden  
Mr. Michael Flemming  
Ms. Shavonne Gordon  
Mr. Raul Herrera (*absent*)  
Mr. James Stegmaier (*absent*)  
Mr. Huron F. Winstead, Rector

*Other Board Members Present:*

Ms. Pamela Currey  
Mr. Gregory Whirley  
Dr. Valerie Brown  
Mr. Wayne Turnage

*Administration Present:*

Dr. Makola M. Abdullah, President  
Dr. Donald Palm, Senior Vice President/Provost  
Kevin Davenport, Vice President, Finance/Administration/CFO  
Hubert Harris, Chief of Staff  
Dr. Annie C. Redd, Special Asst. to President/Board Liaison  
Tonya Hall, Vice President for External Relations  
Charmica Epps Harris, Associate Vice President, Institutional Advancement/Director, Alumni Relations  
Tanya Simmons, Associate Vice President for Human Resources

*Legal Counsel Present:*

Deborah Love, Senior Assistant Attorney General, Chief, Education Section

*Others Present:*

Yourdonus James, Director, Conference Center  
Travis Edmonds, Technology Services

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**INVOCATION**

Chair Sessoms invited Ms. Charmica Epps Harris to offer the invocation.

**APPROVAL OF AGENDA**

The agenda was approved by roll call vote.

**APPROVAL OF PREVIOUS MEETING MINUTES (if any)**

The minutes from the last committee meeting held February 4, 2021 were reviewed and approved by roll call vote.

**PRESIDENT'S REMARKS**

President Abdullah expressed thanks and appreciation to the committee members for their service on the VSU Board. He also acknowledged Ms. Tanya Simmons, Director of Human Resources, for the work she has done in collaboration with other departments of the University to produce the Faculty Early Retirement Incentive Proposal which she will present to the Board for approval.

**REPORTS AND RECOMMENDATIONS**

Ms. Tanya Simmons presented the Early Retirement Incentive Program (ERIP) Proposal to the Committee as required by the Code of Virginia, Section 23.1-1302: the governing board of a public higher education institution may establish a compensation plan to incentivize voluntary early retirement for Tenured, Teaching & Research Faculty. The total cost for any compensation plan established under this section shall not exceed one percent of the institution's faculty salaries and associated benefits.

The University is requesting approval from the Board to 1) implement an ERIP and to 2) exceed the 1% of faculty salary/fringe benefits required by the Code of Virginia and offer 5%. Ms. Simmons stated that the University is in discussion with the Office of the Attorney General to explore possibility of offering the ERIP plan to staff as well.

To be eligible for the ERIP, faculty must be tenured teaching and research faculty, age 60 with 10 or more years of full-time service at VSU, and must actively withdraw from the Virginia Retirement System (VRS) and/or Optional Retirement Plan (ORP) which means agree to retire (or complete the retirement process). In reviewing the VSU demographics, 64/273 or 23% of the teaching/research faculty are eligible. In consideration of the University's succession plan, Human Resources is working with the deans and department chairs to identify the critical roles in each college to ensure the stability of the workforce. Using one of several possible formulas, Ms. Simmons presented an example where VSU could offer 2% of base salary x total years of service plus \$15,000 health care lump sum payment. The maximum would be \$95,000 with payments allocated over at least 2 years.

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The proposal was motivated by inquiries from faculty about an early retirement plan when we entered into the COVID-19 pandemic. The inquiries along with the changes brought about in teaching because of COVID-19 motivated the administration to develop this proposal.

Discussion followed regarding the approval process and the length of time for the proposal to move along the approval process. The plan must be approved by the President, Faculty Senate, Board of Visitors, Attorney General's Office, the State Council of Higher Education for Virginia (SCHEV), and the Secretary of Education/Office of the Governor. Ms. Simmons indicated that the entire approval process could take at least 2 months. President Abdullah stated the intent is to be aggressive in moving the proposal through the approval process to implement the plan and offer it to eligible faculty who finish the spring 2021 semester as well as to faculty next year. Ms. Simmons estimated between 10 and 15 faculty would accept the offer now. The motion to recommend the ERIP to the full board for approval was properly seconded and passed by roll call vote.

Ms. Simmons informed the committee that the University has begun to move forward with the Climate Survey and Salary Equity Study. The University has identified two vendors through the procurement process and is setting up oral presentations and negotiations. Once the vendor is selected, the goal is to launch the climate survey during the 2021-2022 academic year. The Salary Equity Study will consider an entire approach to salary compensation compression depending on the discipline.

Ms. Crittenden stated that the sub-committee appointed to develop a Board Matrix has created a tool to identify individuals with a skill set to make a stronger board. The matrix would include categories and demographics such as qualities and core competencies and areas of expertise. Relative to demographics, the sub-committee must continue to consult with Legal Counsel to determine if the matrix can include questions relative to gender, disability, age, etc. The sub-committee is committed to continuing its efforts and present the completed matrix at the August retreat as part of the discussion about board performance/board assessment.

Mr. Sessoms stated that the Board has the funding for the board assessment and looks forward to having the workshop at the August Retreat. He reminded the committee that the President's performance evaluation would be done as part of the Full Board meeting later in the day.

**ADJOURNMENT**

There being no further business, the Chair adjourned the meeting at approximately 12 noon.

Approved:

*Glenn D. Sessoms*

*5/14/2021*

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Glenn D. Sessoms, Chair

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Date