

April 21, 2022 Personnel, Comp & Gov. Committee: 3 pm to 4 pm

4/21/2022 12:00:00 AM 03:00 PM



Agenda Topic	Presenter	Page
Book Contents		1
1. Committee Agenda	Shavonne Gordon, Chair	2
2. Previous Committee Meeting Minutes		3
3. Office of Human Resources Update	Tanya Simmons	7

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
COMMITTEE ON PERSONNEL, COMPENSATION & GOVERNANCE
3:00 P.M.; THURSDAY, APRIL 21, 2022
The Gateway Dining & Event Center
(on the campus of Virginia State University)
(No Public Comment Period Scheduled)**

**DRAFT AGENDA
(as of 4.8.22)**

CALL TO ORDER Mr. Raul R. Herrera, Chair

ROLL CALL

INVOCATION (*Pastor Graham*)

APPROVAL OF AGENDA

APPROVAL OF PREVIOUS MEETING MINUTES (if any)

- Minutes from the February 3, meeting

PRESIDENT’S REMARKS Dr. Makola M. Abdullah

CLOSED SESSION

- Discussion of the President’s Contract Terms

REPORTS AND RECOMMENDATIONS

- Information Items:
 - Human Resource Organizational Structure
 - University Recruitment Strategy
 - Process Improvements
 - Supervisor/Manager Development
 - Early Retirement Incentive Program (ERIP)
 - Cardinal Human Capital Management (HCM) Payroll & Human Resources Information System (HRIS) Update
 - Update on the Climate Survey/Salary Equity Plan

OTHER BUSINESS

ADJOURNMENT

***All start times for committees are approximate. Meetings may begin after the posted approximate start time as committee members are ready to proceed.*

As of 4.11.22

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
COMMITTEE ON PERSONNEL, COMPENSATION & GOVERNANCE
3:45 P.M.; THURSDAY, FEBRUARY 3, 2022
The Gateway Dining & Event Center
(on the campus of Virginia State University)
(No Public Comment Period Scheduled)**

**DRAFT AGENDA
(as of 2.2.22)**

CALL TO ORDER Mr. Raul R. Herrera, Chair

ROLL CALL

INVOCATION (*REV. DELANO DOUGLAS*)

APPROVAL OF AGENDA

APPROVAL OF PREVIOUS MEETING MINUTES (if any)

- Minutes from the November 18, 2021 meeting

PRESIDENT'S REMARKS Dr. Makola M. Abdullah

CLOSED SESSION

- Discussion of the President's Contract Terms

REPORTS AND RECOMMENDATIONS

- Information Items:
 - Department of Human Resources Update
 - Discussion of the 2021 President's Performance Evaluation Process

OTHER BUSINESS

ADJOURNMENT

***All start times for committees are approximate. Meetings may begin after the posted approximate start time as committee members are ready to proceed.*

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
PERSONNEL, COMPENSATION & GOVERNANCE
COMMITTEE MINUTES
FEBRUARY 3, 2022**

CALL TO ORDER

Mr. Raul Herrera, Chair, called the Personnel, Compensation, & Governance (PCG) Committee meeting to order at approximately 3:45 p.m. in the Gateway Dining & Event Center.

ROLL CALL

A quorum was present.

Committee Members Present:

Mr. Raul Herrera
Ms. Thursa Crittenden (*electronic communication*)
Mr. Michael Flemming
Ms. Shavonne Gordon
Mr. Jon Moore (*absent*)
Mr. Xavier Richardson
Mr. Wayne Turnage
Dr. Valerie Brown, Rector (*ex-officio*)

Other Board Members Present:

Ms. Pamela Currey
Dr. Christine M. Darden
Mr. Glenn Sessoms (*electronic communication*)

Legal Counsel:

Ms. Cynthia Norwood, Senior Assistant Attorney General

Administration Present:

Dr. Makola M. Abdullah, President
Dr. Donald Palm, Provost/Sr. Vice President for Academic and Student Affairs
Mr. Kevin Davenport, Vice President for Finance
Ms. Tanya Simmons, Associate Vice President/Director, Office of Human Resources
Ms. Adrian Petway, Assistant Vice President for Budget and Financial Planning
Dr. Gwendolyn Williams Dandridge, Director, Office of Communications
Dr. Annie C. Redd, Special Assistant to the President and Board Liaison

Others Present:

Debbie Jefferson, Office of the President
Danette Johnson, Office of the President
Yourdonus James, Director, Conference Center

Personnel, Compensation & Governance
February 3, 2022
Page 2

Others Present:

Tasha Owens, Internal Audit
Malika Blume, President's Office

INVOCATION

Rev. Delano Douglas offered the invocation with a moment of reflection for Mr. Jay Stegmaier who served on the Personnel, Compensation & Governance Committee.

APPROVAL OF AGENDA

The Committee approved the agenda by voice vote.

APPROVAL OF PREVIOUS MEETING MINUTES (if any)

The Committee approved the minutes from the November 18, 2021 committee meeting.

PRESIDENT'S REMARKS

President Abdullah had no remarks.

CLOSED SESSION

The Chair convened a closed meeting at approximately 3:50 p.m. for the discussion of personnel matters related to the employment, assignment, appointment, or performance of specific employees pursuant to Va. Code Section 2.2-3711 (A) (1), specifically relating to the President's contract terms. Dr. Annie C. Redd, Board Liaison, and Cynthia Norwood, Legal Counsel, remained in the closed session as their presence would aid the board in its deliberations.

The Committee re-convened in open session at approximately 4:45 p.m. with a roll call vote that the Committee discussed or considered only those public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion(s) by which the closed meeting was convened.

After returning to open session, the Chair Herrera stated that committee discussed different components of the President's compensation for years 2021, 2022, and 2023 and the committee awaits additional information to be provided on the basis of the President's performance evaluation and other criteria to conclude the discussion.

REPORTS AND RECOMMENDATIONS

Chair Herrera presented a brief update from conversations with Ms. Tanya Simmons, Associate VP for Human Resources. Effective 1/25/2022, the Office of Human Resources (OHR) hired a Business Analyst (BA) to assist with documenting current processes to identify efficiencies in OHR. The BA will provide findings and recommendations to the Chief Information Officer.

**Personnel, Compensation & Governance
February 3, 2022
Page 3**

OHR is currently recruiting for an Employer Relations Consultant, which is the first line of defense to assist with employee/manager conflict and performance management challenges. OHR is also finalizing its recruitment for two staff positions that would assist with the university recruitment strategy.

The Cardinal HCM HR & Payroll System, which is the statewide HR and Payroll System, is scheduled to go-live 03/31/2022. Relative to the Climate Survey & Salary Equity Study, survey questions to the faculty, staff, and students were launched; the deadline for responses to Evergreen Solutions Consulting is 02/10/2022. Evergreen will collate the responses and provide VSU leadership with aggregate for each constituent group. Evergreen will move into the next phase of the study which is to review compensation data provided in the fall 2021.

The Chair reviewed documents regarding the President’s annual evaluation distributed to board members; specifically, the evaluation tool/survey and the timeline. The evaluation process will begin in March and conclude in April with the Board and President discussing the evaluation in a closed session on April 22, 2022 meeting.

OTHER BUSINESS

Discussion followed regarding changes in board membership for the next year due to several members’ terms expiring on June 30, 2022 and the vacancy due to Mr. Stegmaier’s death. Three members’ second terms will expire, and two members’ first terms will expire on June 30th. A Visitor stated that the committee needs to consider how the board can use the matrix in making recommendations in terms of replacements and re-appointment of board members. Chair Herrera stated that in reviewing the completed board matrix, he noted gaps in members with agriculture and real estate experience as well as in the age categories.

President Abdullah shared that the Secretary of the Commonwealth has reached out to VSU asking for input about board appointments and re-appointments. This was a new process, which required President Abdullah to respond to a questionnaire. The President shared the questionnaire with the Rector; his responses indicated that he would like to see as much continuity on the board as possible.

ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 5:17 p.m.

Approved:

_____ Chair

_____ Date



Greater Happens Here

Virginia State University Board of Visitors

Update to the Personnel, Compensation & Governance Committee

The Office of Human Resources

April 21 – 22, 2022

Mrs. Tanya L. Simmons



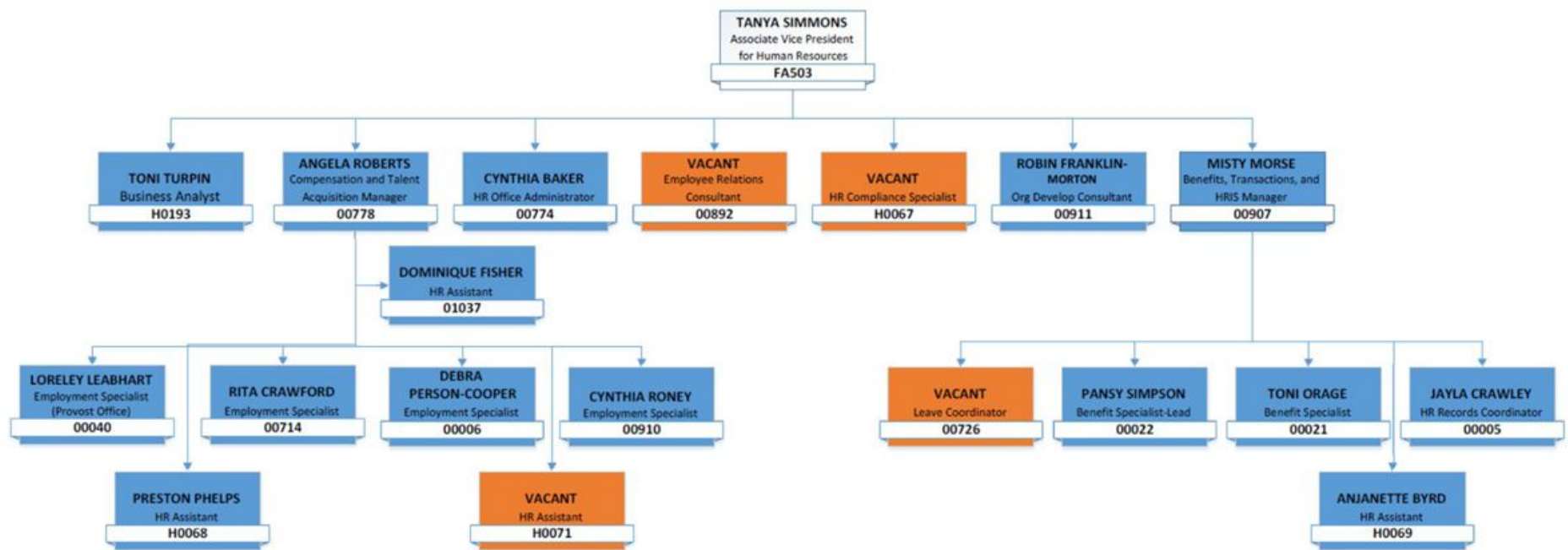
Agenda

- Human Resource Organizational Structure
- University Recruitment Strategy
- Process Improvements
- Supervisor/Manager Development
- Early Retirement Incentive Program (ERIP)
- Cardinal HCM Payroll & HRIS System Update
- Climate Survey & Compensation Study





Human Resource Organizational Structure





University Recruitment Strategy

- Dedicated recruiter for the Office of the Provost
- HR Assistant to manage the administrative processes of faculty recruitments





University Recruitment Strategy

What is our GOAL?

G → Get them here to VSU Quickly

O → Onboard

A → Access to all things Human Resources

L → Leadership Development





Process Improvements

Priority 5 – Increase & Diversity Financial Resources & Enhance Operational Effectiveness

5.3 – Enhance the effectiveness and efficiency of our business operations



HR Transactional Form (Paper to Electronic)

Training and Deployment June 2022



VSU Onboarding/Offboarding Program

Working with Technology Services to finalize the quote



HR SharePoint Intranet Site

Where all things Human Resources will be housed





The HIP Team

Human Resources

Information Technology

Procurement/Contracts

- Tanya L. Simmons
- Maurion Edwards
- Robert Phillips/Christina Parrish



“The bigger the dream, the more important the team.”

~Robin Sharma





The HIP Team

- **HR**
 - Recruitment/Onboarding/Offboarding
 - Automate the HR Transactions
- **IT – Technology Services**
 - Onboarding/Offboarding of Technology
 - IT Procurements
- **Procurement**
 - Business Intake
 - Overall Training for Procurement Systems
- **Contracts**
 - Contract Repository
 - Approval Workflow Process





New & Current Manager Training May 2022

- Emotional Intelligence
- Creating New Communication Habits
- Four Core Leadership Responsibilities
- Working Within the Law
- Lawful Interviewing
- Essential Topics in Employee Discipline & Discharge
- Performance Management
- Managing Conflict in the Workplace





Early Retirement Incentive Program (ERIP)

- ERIP opportunity for 9/1/2022
- 8 participants





Cardinal HCM Payroll & HRIS System Implementation Postponed until Fall 2022



Climate Survey & Compensation Study

SURVEY/COMPENSATION STUDY STATUS	TIME LINE
Steering Committee - Working Group	September 2019
RFP Launched and Preproposal Meeting	December 2019
RFP Closed - 5 Responses Received	January 2020
Suspended Due to COVID-19	March 2020
Rebounded	August 2021
Met with Faculty & Staff Senate & Focus Groups to Establish Questions for Survey	September 2021
Provided Consultants with VSU Compensation Data	January 2021
Presented Findings to Constituent Groups	February/March 2022
Final Report with Recommendations	April 2022



