

September 16, 2021 Personnel, Compensation & Governance Committee

9/16/2021 12:00:00 AM 02:30 PM - 03:30 PM



Agenda Topic	Presenter	Page
Book Contents		1
1. Committee Agenda		2
2. Previous Committee Meeting Minutes		3
3. Board Matrix		6
4. Office of Human Resources Update	Ms. Tanya Simmons, Assoc. VP, Human Resources	8

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
COMMITTEE ON PERSONNEL, COMPENSATION & GOVERNANCE
THURSDAY, SEPTEMBER 16, 2021**

2:30 P.M.

The Welcome Center @ VSU Multipurpose Center
(No Public Comment Period Scheduled)

DRAFT AGENDA

(as of 9.13.21)

CALL TO ORDER Mr. Raul R. Herrera, Chair

ROLL CALL

INVOCATION *(Pastor Jasmyn Graham, Director of Campus Ministries)*

APPROVAL OF AGENDA

APPROVAL OF PREVIOUS MEETING MINUTES (if any)

NOMINATIONS FOR COMMITTEE VICE CHAIR

PRESIDENT'S REMARKS Dr. Makola M. Abdullah

REPORTS AND RECOMMENDATIONS

- Information Items:
 - Human Resources Update Ms. Tanya Simmons
Associate Vice President, Office of Human Resources (OHR)
 - Talent Acquisition Dashboard
 - OHR Accomplishments & Updates
 - Early Retirement Incentive Plan (ERIP)
 - Future Goals
 - University Climate Survey & Salary Study Update
 - Board Matrix Update
 - President's Compensation Package 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.*

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
ELECTRONIC PERSONNEL, COMPENSATION & GOVERNANCE
DRAFT 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

Personnel, Compensation & Governance Committee
April 23, 2021
Page 2

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.

Personnel, Compensation & Governance Committee
April 23, 2021
Page 3

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, Chair

 Date

Virginia State University Board Composition/Recruitment Matrix

Names of Current Members / Names of Prospective Members / All Current Visitors

CURRENT MEMBERS	Huron Winstead	Charlie Hill	Dr. Valerie Brown	Dr. Christine Darden	Shavonne Gordon	Michael Flemming	Raul R. Herrera	William L. Murray	Xavier Richardson	Glenn Sessoms	James Stegmaier	Wayne Turnage	Gregory Whirley	Thursa Crittenden	Pamela Currey	PM	PM	PM	PM	PM
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DEMOGRAPHICS • AGE BY RANGE

18-34																				
35-50																				
51-65																				
65-75																				
75-Over																				
African American/Black																				
Asian/Island Pacific																				
Hispanic/Latino																				
Native American / Alaska Native																				
Asian/Island Pacific																				
Gender/LGBTQ+																				
Disability Status																				
Military Status																				
Geographical Location																				

QUALITIES & CORE COMPETENCIES

Inclusive Leader																				
Inspiring & Motivational Leader																				
Collaborative, Team Oriented																				
Willingness to Serve in Best Interest of VSU																				
Accountable																				
Innovative																				
Strategic Thinker																				
Strong Communicator																				
Strong Influencing Skills																				
Visionary																				

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WELL CONNECTED IN THE COMMUNITY																				
Education																				
Media																				
Philanthropy																				
Politics																				
Social Services																				
Underserved Communities																				
Other																				
AREAS OF EXPERTISE																				
Accounting																				
Administration Management																				
Board/Governance Experience																				
Business/Business Development Experience																				
Communications/Marketing/PR																				
Educational/Institutional Relationships																				
Entrepreneurial Experience																				
Executive Management																				
Finance/Investment																				
Fundraising/Philanthropic Relationships/Inclination to Give																				
Insurance																				
Legal																				
Non-profit Experience																				
Real Estate																				
Strategic Planning																				
Technology/IT																				
Other																				



Greater Happens Here

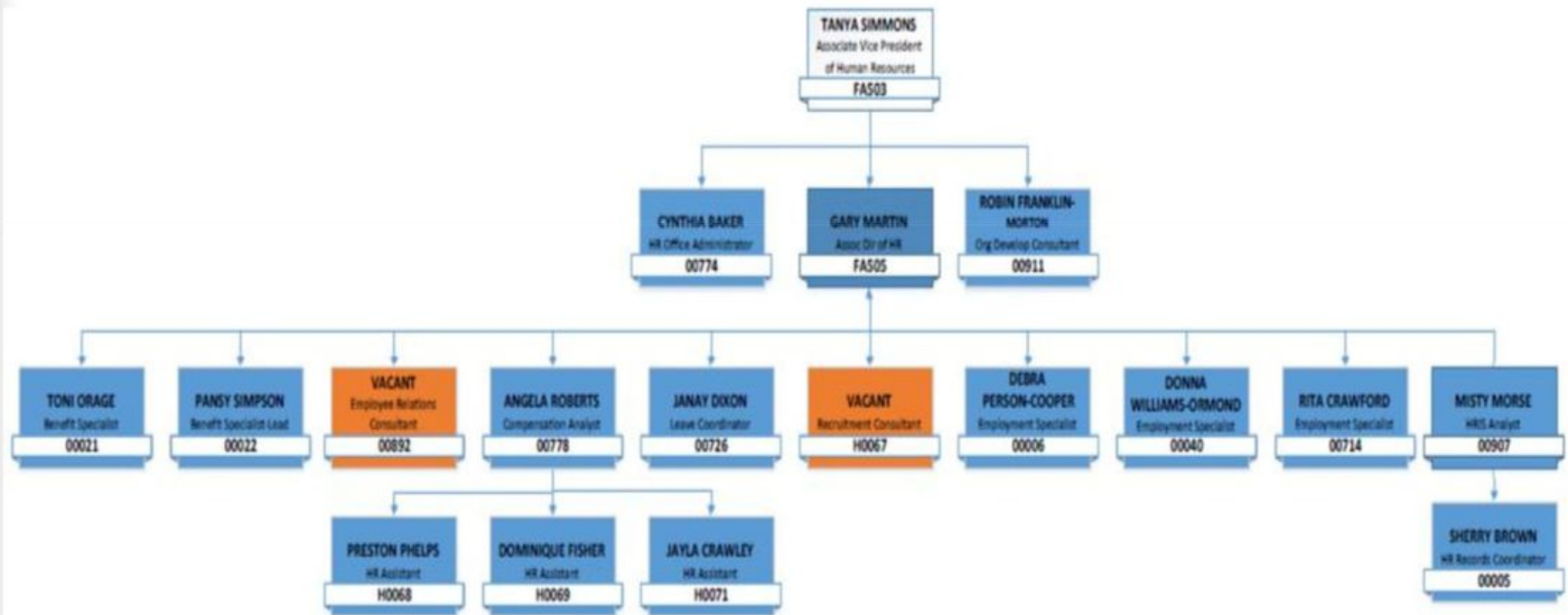
Office of Human Resources
Board of Visitors
Personnel, Compensation and Governance Committee

Mrs. Tanya L. Simmons, MPA, CBP
Associate Vice President for Human Resources
September 2021



Agenda

- Office of Human Resources (OHR) Accomplishments & Updates
- Organizational Chart
- University Recruitment
- University Climate Survey & Compensation Study
- Future Goals





“Because of You, Greater Happens Here.”

Employment Specialists/Recruiters (2)
Benefits Administrators (2)
Organizational Development Consultant
HR Office Administrator
Leave Coordinator
Hourly HR Assistants (3)

Compensation/Classification Consultant
HR Records Coordinator
Employee Relations Consultant
HR Information Systems Analyst
Talent Acquisition Consultant
Associate Director for Human Resources

University Recruitment



Challenges

- Takes too long to hire
- To many documents
- Not knowing what to do
- Onboarding experience

Opportunities

- Reduce Time to Fill Rate
- Streamline overall process
- Create job-aids/Build relationships
- Create Onboarding Program



OHR Accomplishments & Updates

- Electronic Clearance Form (Offboarding)
- OHR Hiring
- Early Retirement Incentive Program (ERIP)
- Electronic Faculty Contract Administration
- I-9 Paper to Electronic
- Dedicated Technology HR Resource – Improve Efficiency



University Climate Survey/Compensation Study Draft Timeline

Element	Activities & Dates
Climate Survey	Kickoff – 08/2021 Data Collection – 09/2021 Focus Groups – 09/2021 Survey Development & Testing – 10/2021 Survey Collection – 11/2021 Survey Results – 12/2021 Reporting – 01/2022 – 02/2022
Compensation Study	Kickoff – 08/2021 Data Review & Data Set – 09/2021 Survey Collection – 10/2021 & 11/2021 Data Analysis – 12/2021 Reporting – 01/2022 – 02/2022



University Climate Survey/Compensation Study Next Steps

- Finalize Workplan & Timeline
- Collect & Analyze Data
- Develop Meeting Protocols
- Determine Logistics of Faculty & Staff Meetings

Academic Affairs Contact – Dr. Tia Minnis
Human Resource Contact – Mrs. Tanya L. Simmons



Future Goals

- Improve & Streamline Recruitment & Onboarding
- Utilize Current Enterprise Resource Planning (ERP) or Banner system for the following Business Processes
 - ✓ Performance Management
 - ✓ Banner Document Management (BDM)
 - ✓ Position Control
 - ✓ Talent Management (Onboarding)
 - ✓ HR Transactions or Electronic Personnel Action Forms (EPAF's)

Q & A

You have

Questions

We have

Answers