

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
ELECTRONIC PERSONNEL, COMPENSATION & GOVERNANCE
COMMITTEE MINUTES - APPROVED**

Thursday, November 19, 2020

CALL TO ORDER

Mr. Glenn Sessoms, Chair, called the Personnel, Compensation, & Governance Committee meeting to order at approximately 3:00 p.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 (*absent*)
Ms. Shavonne Gordon
Mr. Raul Herrera (*absent*)
Mr. James Stegmaier
Mr. Huron F. Winstead, Rector

Administration Present:

Makola M. Abdullah, Ph.D., President
Dr. Donald Palm, Senior Vice President/Provost
Hubert D. Harris, Chief of Staff
Kevin Davenport, Vice President, Finance/Administration/CFO
Ms. Tanya Simmons, Director, Human Resources
Charmica Epps Harris, Interim Associate VP, Institutional Advancement
Dr. Annie C. Redd, Special Asst. to President/Board Liaison

Legal Counsel Present:

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

Others Present:

Yourdonus James, Director, Conference Center
Travis Edmonds, Technology Services
Ruby Potts, Office of the President
Dr. Ceslav Ciobanu, President, Faculty Senate/Faculty Representative

INVOCATION

The Chair offered 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 September ____, 2019, were review and approved by roll call vote.

PRESIDENT'S REMARKS

President Abdullah acknowledge the faculty, staff, and students for the work they have done during these challenging times. The President also commended Ms. Tanya Simmons and her staff in developing electronic processes and systems to support the faculty and staff.

REPORTS AND RECOMMENDATIONS

Human Resources (HR)

Ms. Simmons informed the board that the office had to pivot, shift, change, and adapt to the University campus closing and staff working remotely. HR used the opportunity to conduct process improvements such as videoconferencing, converting to digital forms and signatures, and converting some processes from manual to electronic.

The staff used the available videoconferencing technology to conduct its normal face-to-face processes such as onboarding new employees. Some of the paper processes were migrated to a PDF format with digital signatures; for example, the A21 transaction form which is used for hiring, salary changes, advertising positions, etc.; faculty contracts, and employee evaluation forms. In addition, the clearance process for employees that are separating from the University has been completely converted to a campus-wide electronic process. HR is also working with other departments to assist them in converting some of their manual processes to electronic.

Ms. Simmons updated the committee about the annual mandatory employee trainings such as civility in the workplace, sexual harassment, and new supervisors training. She also shared information about the new instituted training in Covid-19 safety and protocols, etc.

Ms. Simmons updated the committee on the University's workforce plan submitted in 2019. The plan is a report which addresses the future of the University relative to succession planning in filling critical positions and vacancies. VSU received recognition from the Department of Human Resources which will include VSU's workforce plan in its best practices. HR is still working to achieve the Governor's initiative to reduce the time to fill positions to 50-60 days versus 4 to 6 months on average.

In 2019, the University developed a dynamic study group composed of faculty and staff to develop the climate survey. The committee launched requests for proposals and received 5 responses. Due to the Governor's executive stay at home order for the Commonwealth issued in March, the

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University reprioritized its' needs. As a result, the climate survey has been placed on hold. Mr. Sessoms stated that the climate survey and the pay equity survey will be conducted when some normalcy returns to campus.

Ms. Simmons also addressed the Cardinal Human Capital Management (HCM) which is a new statewide system scheduled for implementation and staffing for the HR Office. Ms. Simmons also shared that the President charged HR to research and design a tuition benefit program for the employees.

Board Assessment Update

The Chair and members welcomed Ms. Gordon to the committee. The Rector also shared some history on the board's goal to develop a formal assessment. This committee will discuss and formulate the tool with AGB guidance as the Board moves forward to adopt a board assessment tool at its annual retreat in August.

ADJOURNMENT

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

Approved*

Glenn D. Sessoms (acr)

2/4/21

Glenn D. Sessoms, Chair

Date

***Approved by the Personnel, Compensation, & Governance Committee Meeting, February 4, 2021**