

**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  
PERSONNEL, COMPENSATION & GOVERNANCE COMMITTEE  
MEETING MINUTES  
September 16, 2021**

**CALL TO ORDER**

Mr. Raul Herrera, Chair, called the Personnel, Compensation, & Governance (PCG) Committee meeting to order at approximately 2:30 p.m. in the VSU Welcome Center.

**ROLL CALL**

A quorum was present.

*Committee Members Present:*

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

*Other Board Members Present:*

Ms. Pamela Currey  
Dr. Christine M. Darden

*Legal Counsel:*

Cynthia Norwood, 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  
Mrs. Tanya Simmons, Associate Vice President/Director, Office of Human Resources  
Ms. Adrian Petway, Assistant Vice President for Budget and Financial Planning  
Ms. Sheila Alves, Chief Executive Auditor  
Dr. Gwendolyn Williams Dandridge, Director, Office of Communications  
Dr. Annie C. Redd, Special Assistant to the President and Board Liaison

*Others Present:*

Ms. Cynthia D. Baker, Office of Human Resources  
Mr. Gary Martin, Office of Human Resources  
Christopher Henry, Technology Services  
Corey King, Technology Services  
Deborah Jefferson, Office of the President  
Danette Johnson, Office of the President

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Mr. Xavier Richardson was unable to attend the meeting physically due to personal reasons--a business trip to Atlanta, Georgia. The Board member participated by Cisco WebEx virtual meeting.

**INVOCATION**

The Chair invited Dr. Gwendolyn Dandridge to offer the invocation.

**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 April 23, 2021 committee meeting.

**NOMINATION OF VICE CHAIR**

The Chair nominated Mr. Jon Moore as the Vice Chair for the Committee. A motion was offered and properly seconded to recommend Mr. Moore as the Vice Chair to the full Board for approval. The motion passed by voice vote.

**PRESIDENT'S REMARKS**

None.

**REPORTS AND RECOMMENDATIONS**

Ms. Tanya Simmons, Associate Vice President, Office of Human Resources (OHR) advised she would be speaking on updates in Office of Human Resources to include staffing, office changes, and climate survey.

Ms. Simmons shared the challenges and opportunities in the University Recruitment process for employees. The challenges include 1) Length of time to hire; 2) volume of documents; 3) onboarding experience, and 4) hiring managers not knowing steps to hire. The university has hired a consultant who will review the recruitment process to 1) improve hiring of talent requisition, 2) streamline hiring process, 3) create job aids/build relationships, and 4) improve the onboarding program.

The office highlights and accomplishments include offboarding with an electronic clearance form; hiring within OHR; implemented Early Retirement Incentive Program; developing an electronic pathway for personnel transactions such as faculty contracts and I-9 forms; and contracting with a dedicated Technology HR Resource to improve efficiency.

Ms. Simmons presented an update on the campus Climate Survey. Dr. Tia Minnis will serve as the lead for the Climate Survey with Ms. Simmons serving as the lead for the compensation study. The university has hired Evergreen Consultants to conduct both the Climate Survey and the compensation study with the final report out in the Spring of 2022. The team is finalizing the work plan and the timeline. In response to questions, Ms. Simmons stated that the compensation study will apply to all roles—contracts, employee work plans, classified full-time/part-time staff, and faculty.

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**BOARD MATRIX UPDATE**

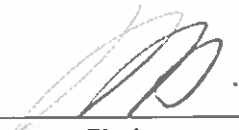
The Chair called upon Ms. Crittenden to comment on the Board Matrix. The purpose of the creation of a Board matrix was to allow Board members to understand who is on the board, who/what we might need to expand the board and to fill in the gaps. This information would be used to make a recommendation to the Governor to nominate or place members on the board. It was further noted that any member's participation in providing the information is voluntary. Ms. Crittenden stated that she would hope all board members would participate. Board members commented they were pleased that the Board had developed the matrix to encourage all board members to think strategically, consider different perspectives, promote better understanding where there may be gaps in skills, and make recommendations for membership on behalf of the University. A motion was moved and properly seconded to recommend the matrix to the full board for approval. The motion unanimously passed by voice vote.

Chair Herrera provided the members with an update on the President's compensation package. Mr. Herrera advised this is a continuous process, and they are still working out a couple of issues and final details.

**ADJOURNMENT**

There being no further business, the Chair adjourned the meeting at approximately 3:05 p.m.

Approved:

  
\_\_\_\_\_

Chair

11/19/21

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Date