

February 3, 2022 Personnel, Compensation & Gov. Committee: 3 pm to 3:45 pm Copy

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**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 1/27.22)**

CALL TO ORDER Mr. Raul R. Herrera, Chair

ROLL CALL

INVOCATION

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 either before or after the posted approximate start time as committee members are ready to proceed.*

As of 1.27.22

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
COMMITTEE ON PERSONNEL, COMPENSATION & GOVERNANCE
3:00 P.M.; THURSDAY, NOVEMBER 18, 2021
The Gateway Dining & Event Center
(on the campus of Virginia State University)
(No Public Comment Period Scheduled)**

**DRAFT AGENDA
(as of 11.17.21)**

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)

- September 16, 2021 meeting

PRESIDENT’S REMARKS Dr. Makola M. Abdullah

REPORTS AND RECOMMENDATIONS

- Information Items:
 - Board Matrix Update/Next Steps
- CLOSED SESSION
 - 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
DRAFT MINUTES
November 18, 2021**

CALL TO ORDER

Mr. Raul Herrera, Chair, called the Personnel, Compensation, & Governance (PCG) Committee meeting to order at approximately 3:00 p.m. in the Gateway Dining & Event Center.

ROLL CALL

A quorum was present.

Committee Members Present:

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

Other Board Members Present:

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

Legal Counsel:

Ms. Cynthia Norwood, Assistant Attorney General
Ms. Deborah Love, 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:

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

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Pastor Jasmyn Graham, VSU Campus Ministries
Tasha Owens, Internal Audit
Ahmad Lewis, Internal Audit
Malika Blume, President's Office
Star McCray, Conference Services

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.

PRESIDENT'S REMARKS

None.

REPORTS AND RECOMMENDATIONS

Chair Herrera reviewed the compiled results from the Board Matrix exercise. Discussion followed regarding other areas of expertise to be recommended for the VSU Board such as agriculture and technology services. The committee discussed the expected change in board membership due to three members completing their second terms and two board members completing their first terms as of June 30, 2022. Chair Herrera endorsed removing responses from the three board members who are serving their last terms to present an accurate picture of the board.

Chair Herrera also shared that the President's compensation package had been finalized. There are a couple of issues in terms of metrics for purposes of bonus awards. The committee will outline the terms in a separate memorandum to the President.

CLOSED SESSION

The Chair convened a closed meeting at approximately 3:40 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 staff performance. The chair requested President Makola M. Abdullah; Dr. Donald Palm, Executive VP/Provost; and Dr. Annie C. Redd, Board Liaison, and Cynthia Norwood, Legal Counsel, to attend the closed meeting.

The Committee re-convened in open session at 3:53 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.

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ADJOURNMENT

There being no further business, the Chair adjourned the meeting at approximately 3:30 p.m.

Approved:

Chair

Date

**Timeline for the President's Evaluation Process
Virginia State University
Evaluation Period: February 1, 2021 – January 31, 2022**

Dates	Action	Comments
February 3-4, 2022	Personnel and Compensation Committee (the Committee) will review the President's Evaluation Form with Board members at the February Board meeting.	Board members are encouraged to include comments in every category of the evaluation. The comments are essential to the evaluation process as a means of providing feedback to the President.
March 7, 2022	President will submit a self-assessment in the form of a summary of accomplishments/achievements, challenges, and opportunities to Rector and Committee Chair.	
March 11, 2022	Board Liaison will distribute the President's Evaluation Tool to Board members and provide the following documents: (1) copy of the President's self-assessment, (2) copy of the President's contract, (3) profile of President's current compensation, and (4) granular compensation benchmark of other Virginia public university presidents to include VSU.	
March 18, 2022	Board members will return the completed online evaluation to the Board Liaison.	
March 28, 2022	Board Liaison will summarize the responses and send results to the Rector and the Committee Chair.	
April 1, 2022	Board Liaison will forward results to all Board members with the consent of the Committee Chair.	
April 4-8, 2022	Committee Chair and Rector will share results with the President via conference call.	
April 15, 2022	President will submit a response to the Board's evaluation to the Committee Chair and Rector.	
April 18, 2022	Committee Chair and Rector will forward the President's response to the full Board for review.	
April 22, 2021	Board will discuss the President's evaluation in closed session. The Committee will discuss the Board's evaluation and recommendations in closed session with the President.	

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
President's Evaluation Tool
2021-2022**

Board members are encouraged to include comments in every category of the evaluation. The comments are essential to the evaluation process as a means of providing feedback to the President.

1. Vision Mission & Strategies. The President sets clear vision, goals, and objectives for the University, takes a lead role in establishing effective long-range planning processes, and regularly informs and reports to the Board on the progress of goals.

- Does Not Meet Expectations
- Meets Expectations
- Exceeds Expectations

Comments:

2. Management. The President promotes the institution's goals and objectives by setting priorities for action such as (1) ensuring the appropriate organizational structure to facilitate day to day operations, (2) selecting and cultivating qualified senior staff, and (3) supporting appropriate staffing. The President supports delegation of authority but maintains adequate supervision and demonstrates the abilities to act decisively, consult with others, and drive to consensus. In order to achieve expected outcomes, the President clearly communicates performance expectations and provides meaningful feedback to direct reports and staff.

- Does Not Meet Expectations
- Meets Expectations
- Exceeds Expectations

Comments:

3. Academic Leadership. The President sustains the vision of the institution as an 1890 land-grant institution with focus on students and the curriculum, the quality of the various educational programs, and high academic standards to accomplish the goal of better retention and graduation rates. As the academic leader of the institution, the President communicates well with students and promotes an environment which nurtures individual student growth as well as recognizes the role of academic freedom and intellectual diversity among faculty. The President promotes recruitment and retention of

high quality and able faculty on the basis of solid scholarship, and recognizes and awards accomplishments of outstanding faculty and staff.

- Does Not Meet Expectations**
- Meets Expectations**
- Exceeds Expectations**

Comments:

4. General Leadership. The President keeps current on trends and issues in higher education. As a leader he inspires others to do their best in implementing new programs for the institution, appropriately delegates authority and responsibilities and effectively builds teamwork among colleagues and subordinates.

- Does Not Meet Expectations**
- Meets Expectations**
- Exceeds Expectations**

Comments:

5. Budget and Finance. The President understands and controls the finances of the institution, pursues financial goals that are conducive to growth and advancement of the institution. The President handles funds in a responsible and ethical manner by setting appropriate priorities and allocating funds to programs and salaries in a fair and objective way, and maintains a balanced budget with clear financial accountabilities.

- Does Not Meet Expectations**
- Meets Expectations**
- Exceeds Expectations**

Comments:

6. University Advancement. The President is an innovative creator of partnership ideas and effectively pursues and implements partnerships. He understands the institution's financial needs and articulates them to donors in diligent pursuit of private gifts and public appropriations. The President maintains adequate communication and relationships with institutional stakeholders such as alumni, donors,

business and community leaders, state and local governments, and the local elementary and secondary education system.

- Does Not Meet Expectations**
- Meets Expectations**
- Exceeds Expectations**

Comments:

7. External Relations. The President portrays a progressive and professional image of the University through exhibiting good media presence, being accessible and involved with the community, and navigating the political landscape well. The President also encourages partnerships with the community, business, industry, and other educational institutions.

- Does Not Meet Expectations**
- Meets Expectations**
- Exceeds Expectations**

Comments:

8. Relations with the Board. The President creates an environment that is conducive to the Board's fulfillment of its' policy making responsibilities by (1) promoting and following Board policies and procedures, (2) keeping the Board informed of issues in a timely manner, (3) providing candid judgment, (4) presenting the Board with resources and information necessary to make informed decision, and (5) making staff available to assist the Board and its' committees with the work at hand.

- Does Not Meet Expectations**
- Meets Expectations**
- Exceeds Expectations**

Comments:

9. Critical Challenge to the University--Office of Development. The President continues to evaluate the needs of the Development Office for appropriate staffing, materials, and funding to strengthen the culture of philanthropy among internal stakeholders, alumni, and donors, and to monitor and counteract attrition of current and loyal donors.

- Does Not Meet Expectations
- Meets Expectations
- Exceeds Expectations

Comments:

10. Critical Challenge to the University—Recruitment, Enrollment and Retention. The President implements a comprehensive enrollment management plan.

- Does Not Meet Expectations
- Meets Expectations
- Exceeds Expectations

Comments:

11. Overall Performance and Effectiveness of the President.

- Does Not Meet Expectations
- Meets Expectations
- Exceeds Expectations

Comments: