

**November 18, 2021 Personnel,
Compensation & Gov. Committee: 3
pm to 3:45 pm**

11/18/2021 12:00:00 AM 03:00 PM



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**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 11.8.21)

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)

PRESIDENT’S REMARKS Dr. Makola M. Abdullah

REPORTS AND RECOMMENDATIONS

- Information Items:
 - Board Matrix Update

- 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
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

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

Personnel, Compensation & Governance Subcommittee
September 16, 2021
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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.

Personnel, Compensation & Governance Subcommittee
September 16, 2021
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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.

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 final details.

ADJOURNMENT

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

Approved:

Chair

Date

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
ELECTRONIC MEETING OF THE
PERSONNEL, COMPENSATION & GOVERNANCE SUBCOMMITTEE
VIA CISCO WEBEX
9:30 AM FRIDAY, JUNE 11, 2021
(No Public Comment Period Scheduled)**

**DRAFT AGENDA
(as of 6.7.21)**

- CALL TO ORDER Mr. Glenn D. Sessoms, Chair
- ROLL CALL
- INVOCATION
- APPROVAL OF AGENDA
- APPROVAL OF PREVIOUS MEETING MINUTES (if any)
- CLOSED SESSION
 - President’s Performance Evaluation/Salary
- OTHER BUSINESS
- ADJOURNMENT

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**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
DRAFT MINUTES OF THE ELECTRONIC MEETING
PERSONNEL, COMPENSATION & GOVERNANCE SUBCOMMITTEE
Friday, June 11, 2021**

CALL TO ORDER

Mr. Glenn Sessoms, Chair, called the Personnel, Compensation, & Governance (PCG) Committee meeting to order at approximately 9:30 a.m. The meeting was held via Cisco WebEx.

ROLL CALL

A quorum was present.

Committee Members Present:

Mr. Glenn D. Sessoms
Ms. Shavonne Gordon
Mr. Raul Herrera
Dr. Valerie Brown

Legal Counsel:

Deb Love, Senior Assistant Attorney General, Chief/Education Section

Administration Present:

Dr. Annie C. Redd, Special Asst. to President/Board Liaison

Others Present:

Travis Edmonds, Technology Services

INVOCATION

Chair Sessoms invited Dr. Valerie Brown to offer the invocation.

APPROVAL OF AGENDA

The agenda was approved by roll call vote.

APPROVAL OF PREVIOUS MEETING MINUTES (if any)

There were no minutes from a previous meeting of this subcommittee.

CLOSED SESSION

The Committee convened a closed meeting at approximately 9:40 a.m. pursuant to § 2.2-3711(A)(1) of the Code of Virginia to discuss personnel matters, specifically discussion of the President's salary as a follow up to the full Board's annual performance evaluation for 2020-2021. Additionally, the motion called for Deb Love, Senior Assistant Attorney General, Chief/Education Section, and Dr. Annie C. Redd, Board Liaison attend the closed meeting because their presence in the closed meeting is deemed necessary, and/or their presence will aid the Board in its consideration of this matter.

The Committee re-convened in the open session at approximately 10:50 a.m. with a roll call vote that the Committee discussed or considered only those public business matters lawfully exempted from open

Personnel, Compensation & Governance Subcommittee

June 11, 2021

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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.

ADJOURNMENT

There being no further business, the Chair adjourned the meeting at approximately 10:55 a.m.

Approved:

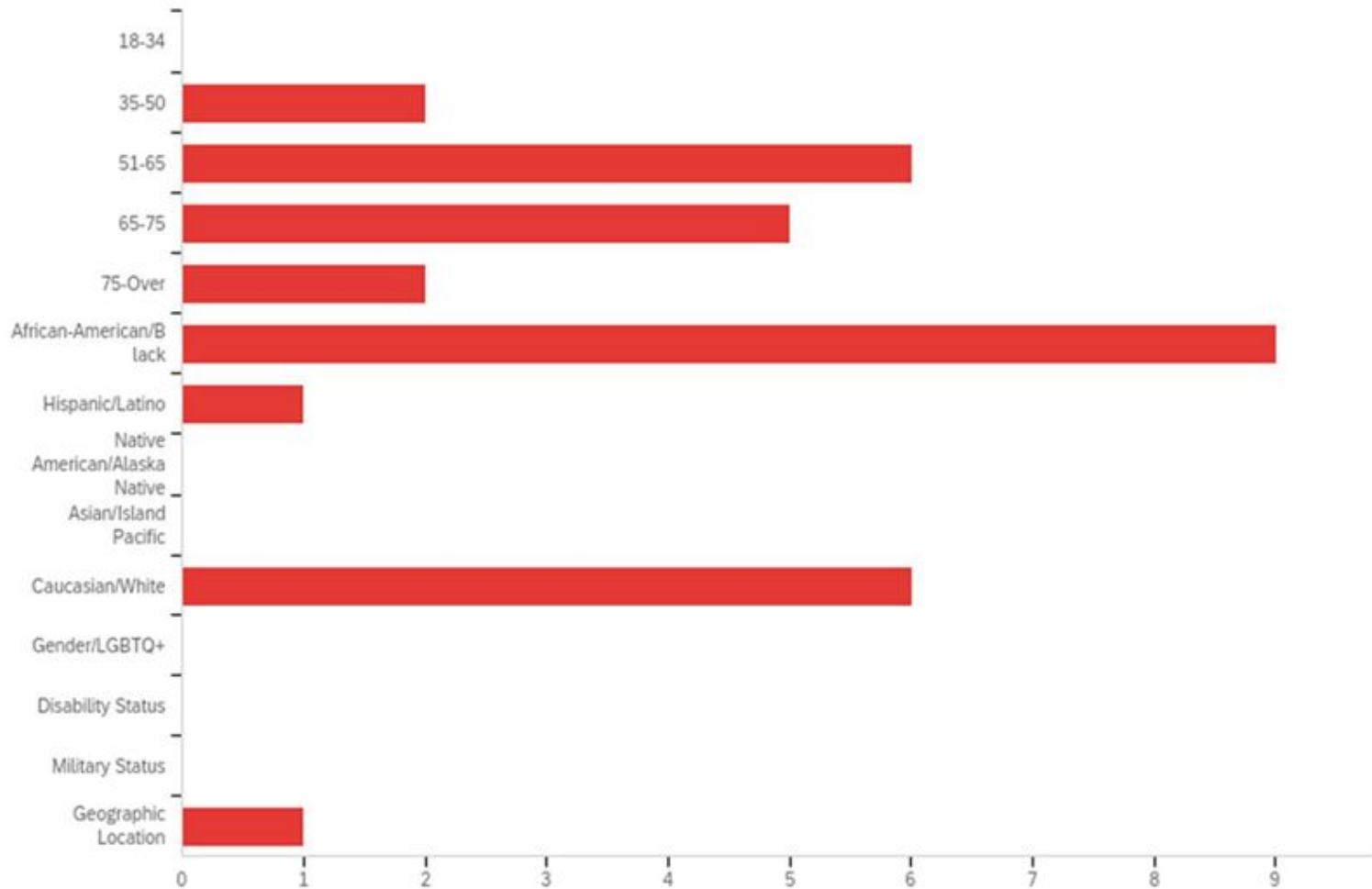
Glenn D. Sessoms, Chair

Date

Virginia State University

Board of Visitors Matrix 2021 November 10, 2021, 8:56 pm EST

Q1 - DEMOGRAPHICS & AGE BY RANGE



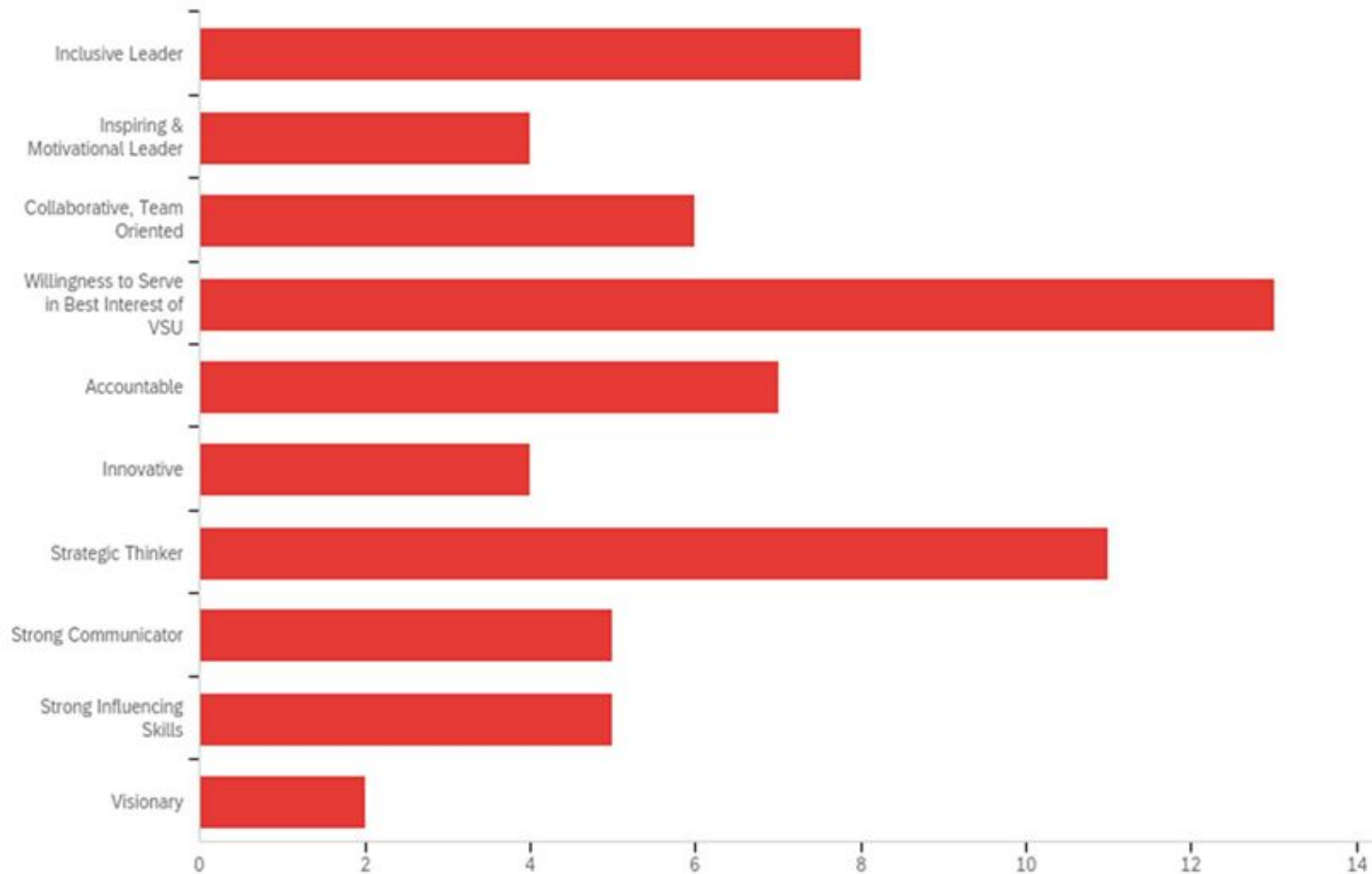
Q1 - DEMOGRAPHICS & AGE BY RANGE

#	Answer	%	Count
1	18-34	0.00%	0
2	35-50	6.25%	2
3	51-65	18.75%	6
4	65-75	15.63%	5
5	75-Over	6.25%	2
6	African-American/Black	28.13%	9
7	Hispanic/Latino	3.13%	1
8	Native American/Alaska Native	0.00%	0
9	Asian/Island Pacific	0.00%	0
10	Caucasian/White	18.75%	6

Q1 - DEMOGRAPHICS & AGE BY RANGE

#	Answer	%	Count
11	Gender/LGBTQ+	0.00%	0
12	Disability Status	0.00%	0
13	Military Status	0.00%	0
16	Geographic Location	3.13%	1
	Total	100%	32

Q12 - QUALITIES & CORE COMPETENCIES



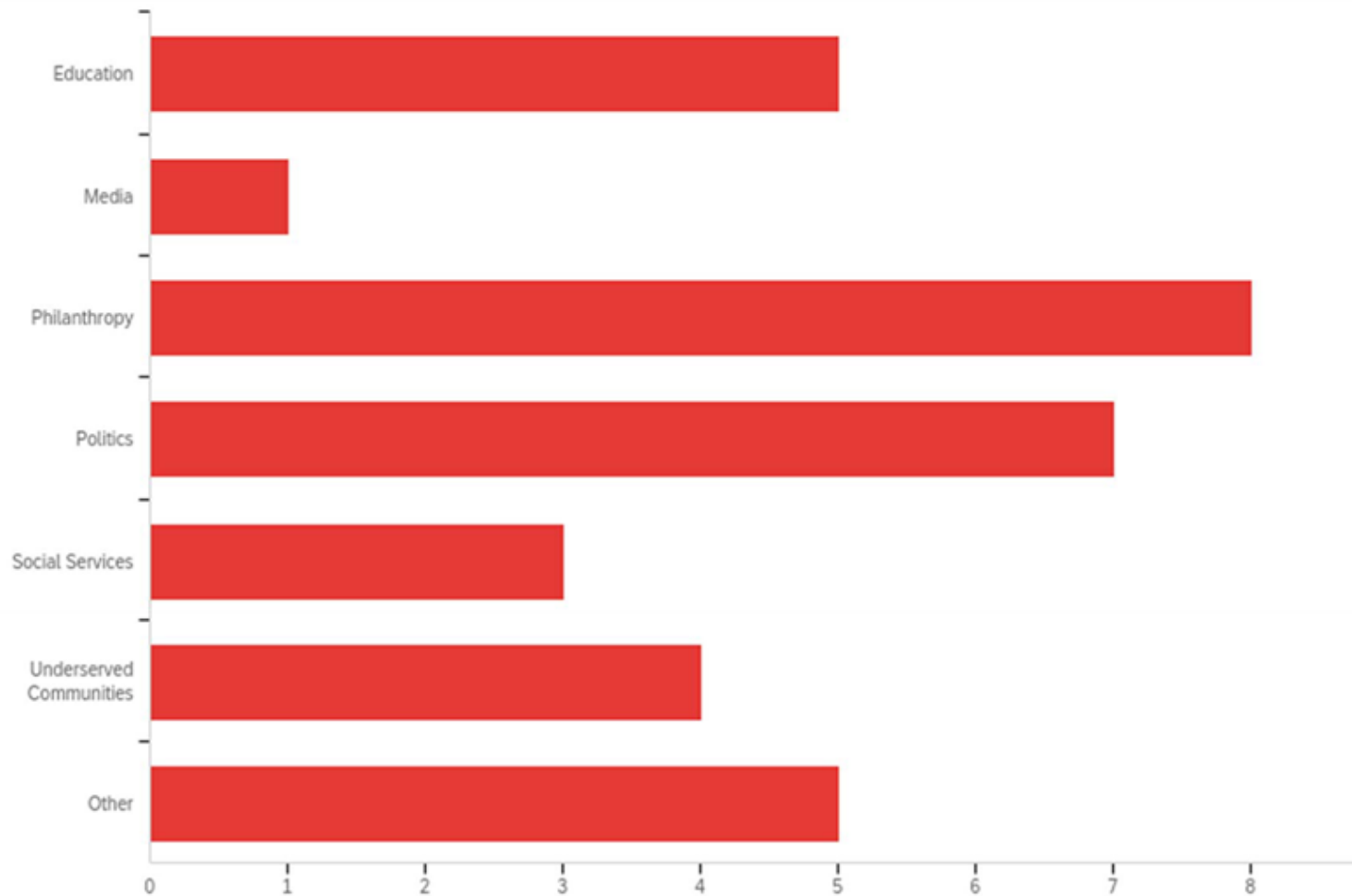
Q12 - QUALITIES & CORE COMPETENCIES

#	Answer	%	Count
1	Inclusive Leader	12.31%	8
2	Inspiring & Motivational Leader	6.15%	4
3	Collaborative, Team Oriented	9.23%	6
4	Willingness to Serve in Best Interest of VSU	20.00%	13
5	Accountable	10.77%	7
6	Innovative	6.15%	4
7	Strategic Thinker	16.92%	11
8	Strong Communicator	7.69%	5
9	Strong Influencing Skills	7.69%	5

Q12 - QUALITIES & CORE COMPETENCIES

#	Answer	%	Count
10	Visionary	3.08%	2
	Total	100%	65

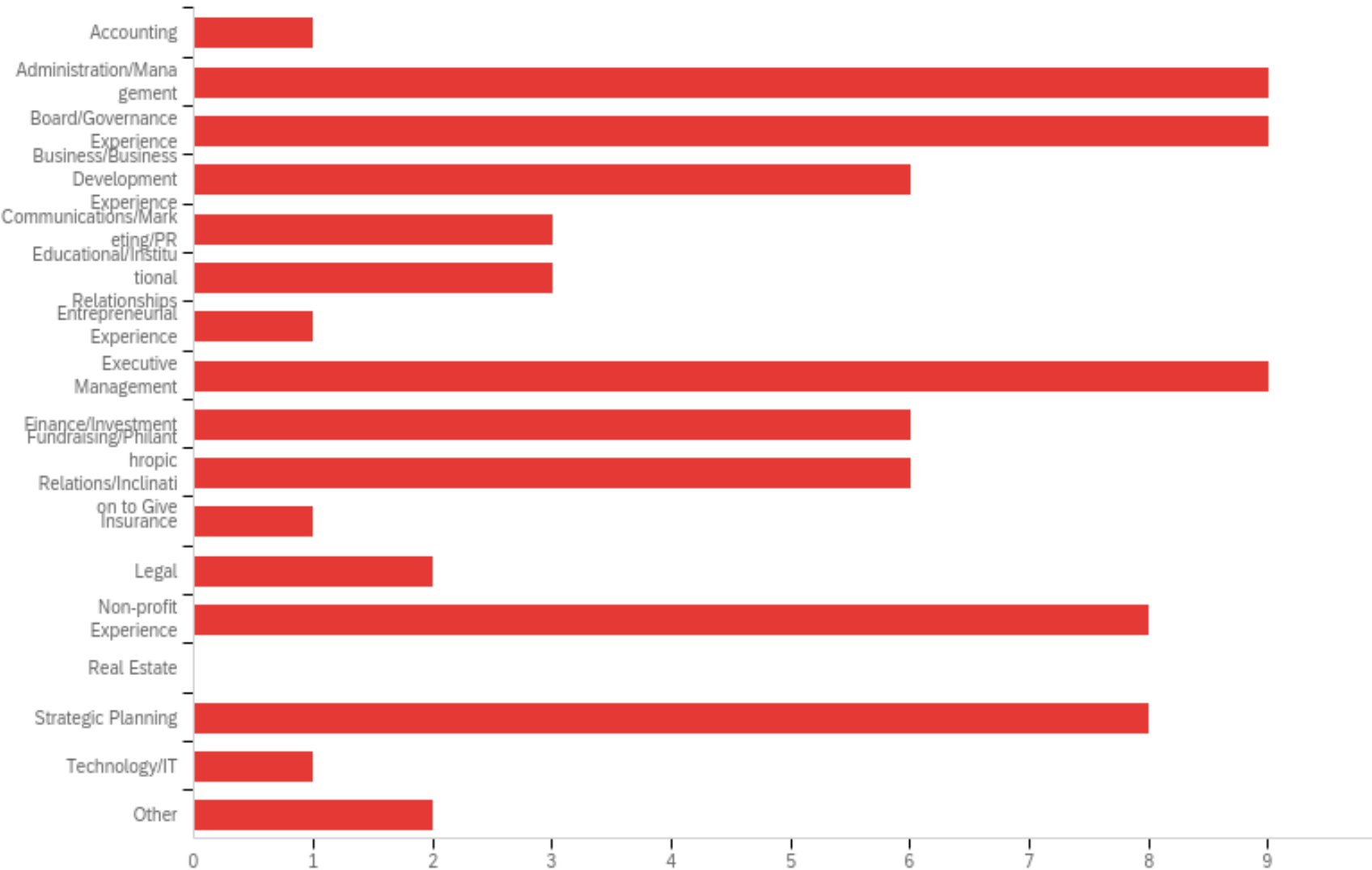
Q11 - WELL CONNECTED IN THE COMMUNITY



Q11 - WELL CONNECTED IN THE COMMUNITY

#	Answer	%	Count
1	Education	15.15%	5
2	Media	3.03%	1
3	Philanthropy	24.24%	8
4	Politics	21.21%	7
5	Social Services	9.09%	3
6	Underserved Communities	12.12%	4
7	Other	15.15%	5
	Total	100%	33

Q13 - AREAS OF EXPERTISE



Q13 - AREAS OF EXPERTISE

#	Answer	%	Count
1	Accounting	1.33%	1
2	Administration/Management	12.00%	9
3	Board/Governance Experience	12.00%	9
4	Business/Business Development Experience	8.00%	6
5	Communications/Marketing/PR	4.00%	3
6	Educational/Institutional Relationships	4.00%	3
7	Entrepreneurial Experience	1.33%	1

Q13 - AREAS OF EXPERTISE

#	Answer	%	Count
8	Executive Management	12.00%	9
9	Finance/Investment	8.00%	6
10	Fundraising/Philanthropic Relations/Inclination to Give	8.00%	6
11	Insurance	1.33%	1
12	Legal	2.67%	2
13	Non-profit Experience	10.67%	8
14	Real Estate	0.00%	0
15	Strategic Planning	10.67%	8
16	Technology/IT	1.33%	1

Q13 - AREAS OF EXPERTISE

#	Answer	%	Count
17	Other	2.67%	2
	Total	100%	75

Default Report

Board of Visitors Matrix 2021

November 11, 2021 5:35 PM EST

Q5 - Comments: If response to above question is "Other", please explain here.

Comments: If response to above question is "Other", please explain here.

Other Areas in which I am Well Connected in the Community: Youth-related services

Virginia state government. Higher education finance.

Local and state government, intergovernmental finance

I am well connected in the corporate world and can make introductions for the sake of giving/fundraising. I also have experience in HR and Recruiting.

Comments: If response to above question is "Other", please explain here.

Other Areas in which I am Well Connected in the Community: Youth-related services

Virginia state government. Higher education finance.

Local and state government, intergovernmental finance

I am well connected in the corporate world and can make introductions for the sake of giving/fundraising. I also have experience in HR and Recruiting.

End of Report

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																				

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
WELL CONNECTED IN THE COMMUNITY																				
Education																				
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Finance/Investment																				
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Insurance																				
Legal																				
Non-profit Experience																				
Real Estate																				
Strategic Planning																				
Technology/IT																				
Other																				