

September 15, 2022 Personnel, Comp & Gov. Committee: 3:00 pm

9/15/2022 12:00:00 AM 03:00 AM - 03:45 PM



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**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
COMMITTEE ON PERSONNEL, COMPENSATION & GOVERNANCE
3:00 P.M.; THURSDAY, SEPTEMBER 15, 2022
The Gateway Dining & Event Center
(on the campus of Virginia State University)
(No Public Comment Period Scheduled)**

DRAFT AGENDA

CALL TO ORDER Mr. Glenn Sessoms, Chair

ROLL CALL

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

APPROVAL OF AGENDA

APPROVAL OF PREVIOUS MEETING MINUTES (if any)

- June 17, 2022 Committee Meeting

PRESIDENT’S REMARKS Dr. Makola M. Abdullah

REPORTS AND RECOMMENDATIONS

- Approval Items: None
- Information Items Ms. Tanya L. Simmons
Associate Vice President, Human Resources
 - Update on the Climate Survey & Equity Study
 - University Recruitments
 - Cardinal
 - Office of Human Resources Update

OTHER BUSINESS

ADJOURNMENT

All start and ending meeting times are approximate. Meetings may begin after the posted start time at the pleasure of the Board. The Board reserves the right to change its schedule as necessary.

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
COMMITTEE ON PERSONNEL, COMPENSATION & GOVERNANCE
10:00 A.M., FRIDAY, JUNE 17, 2022
Room 310, VIRGINIA HALL
(on the campus of Virginia State University)
(No Public Comment Period Scheduled)**

**DRAFT AGENDA
(as of 6.10.22)**

CALL TO ORDER Mr. Raul R. Herrera, Chair

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF PREVIOUS MEETING MINUTES (if any)

- Minutes from the April 21, 2022 meeting

PRESIDENT’S REMARKS Dr. Makola M. Abdullah

CLOSED SESSION

- Discussion of the President’s Contract Terms

REPORTS AND RECOMMENDATIONS

OTHER BUSINESS

ADJOURNMENT

***All start times for committees are approximate. Meetings may begin after the posted approximate start time as committee members are ready to proceed.*

As of 6.10.22

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
PERSONNEL, COMPENSATION & GOVERNANCE
COMMITTEE MINUTES
JUNE 17, 2022**

CALL TO ORDER

Mr. Raul Herrera, Chair, called the Personnel, Compensation, & Governance (PCG) Committee meeting to order at 10 a.m. in Room 310 Virginia Hall located at 1 Hayden Drive, Petersburg, VA.

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 (*absent*)
Mr. Wayne Turnage (*absent*)
Dr. Valerie Brown, Rector (*ex-officio*)

Other Board Members Present:

Ms. Pamela Currey
Mr. William Murray

Legal Counsel:

Cynthia H. Norwood Marquez, Senior Assistant Attorney General
Deborah Love, Senior Assistant Attorney General/Section Chief

Administration Present:

Mr. Kevin Davenport, Senior Vice President for Finance & Administration
Dr. Annie C. Redd, Special Assistant to the President and Board Liaison
Tonya Hall, Vice President for External Relations
Shawri King-Casey, Senior Advisor to the President, Institutional Equity, Ethics, Compliance

Others Present:

Travis Edmonds, Technology Services
Kendra White, Office of Compliance
Tasha Owens, Internal Audit

Personnel, Compensation & Governance

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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 21, 2022 committee meeting.

PRESIDENT'S REMARKS

President Abdullah was not present due to his attendance at the HBCU Diversity in Tech Summit 2022 in Richmond, VA.

In the President's absence, the Rector expressed thanks to the Committee for taking time to come out to complete the Board's business.

CLOSED SESSION

The Chair convened a closed meeting at approximately 10:05 a.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 the President's contract terms. The motion was properly made and seconded. Other attendees included Cynthia H. Norwood Marquez, Senior Assistant Attorney General; Deborah Love, Senior Assistant Attorney General/Section Chief; Dr. Annie C. Redd, Special Assistant to the President and Board Liaison.

The Committee re-convened in open session at approximately 10:20 a.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.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 10:23 a.m.

Approved:

Chair

Date



Greater Happens Here

Virginia State University Board of Visitors

Update to the Personnel, Compensation & Governance Committee

The Office of Human Resources

September 15 – 16, 2022

Mrs. Tanya L. Simmons, MPA, CBP, VCA



Agenda

- Human Resources Update & Accomplishments
- Climate Survey & Compensation Study
- University Recruitment
- Cardinal HCM Payroll & HRIS System Update





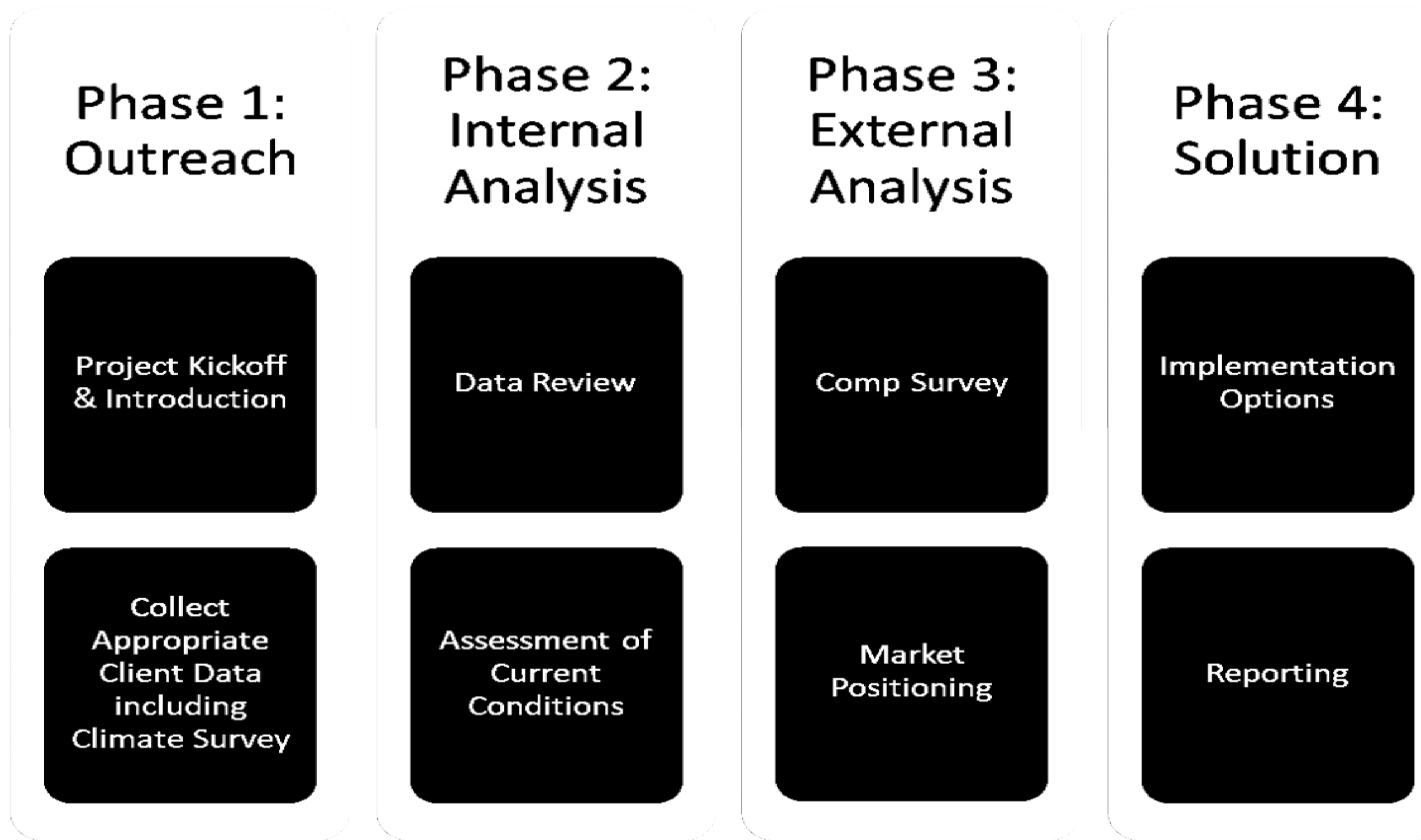
Human Resources Update

- Electronic Onboarding
- Electronic Personnel Transactions
- Outsourcing Criminal Background Checks
- Intranet Site
 - Forms
 - HR information
 - Managers Portal
- Open Recruitments in HR
 - HR Compliance Officer
 - Employee Relations Consultant
 - Employment Specialist (Recruiter)
 - Benefits Administrator





Climate Survey & Salary Study Project Phases





Climate Survey Findings



Job Satisfaction & Productivity



Faculty

Majority of faculty stated that they loved the meaningful work they get to contribute to at VSU, "Ability to work at an HBCU as a reason for job satisfaction."



Staff

Majority of staff also stated that the meaningful work they perform leads to increased job satisfaction.



Administration

Two-thirds of administrators agree or strongly agree the overall organization is productive.



Climate Survey Findings



Compensation & Staffing



Faculty

Majority of faculty stated that they are not compensated enough. Not enough support staff.



Staff

Shared that there is no longevity pay and rarely receive raises. Strong concern with the lack of career progression.



Administration

Staffing is too low and employees are being spread too thin. Communication is a concern.

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Climate Survey Findings



Students

- 75% - Happy to attend and represent VSU
- 67% - Believe that student success is always the top priority
- 70% - Communication Concern
- 52% - Trojan Shuffle



Alumni

- 94% - Satisfied or very satisfied with the experience and education at VSU.
- 77% - Very comfortable returning to campus after graduation
- 71% - Return to campus once per year or less





Survey Point Take-Aways

What Are We Doing Well

- LOVE working at VSU
- LOVE doing meaningful work which has a positive impact on students

What We Need to Work On

- Staffing
- Compensation
- Customer Service





Compensation Study Findings

Current System Findings

- **Strength:**
 - Simple and consistent staff pay structure.
- **Weakness:**
 - Wide staff pay bands - very difficult to assess compression and expected salary progression.
 - Employees are not moving through their pay ranges in a manner consistent with employee tenure and service to the institution.

Responding Peers
Delaware State University
ESU of Pennsylvania
Longwood University
Louisiana State University
NCCU
Norfolk State University
SUNY at Fredonia
UNC at Pembroke
VCU
Virginia Tech
Winston-Salem State University
WVSU
City of Petersburg
City of Richmond
Henrico County
Chesterfield County
Chesterfield County PS





Key Compensation Recommendations

- Adopt an adjusted pay plan (compensation structure)
- Reassign pay grades to positions based on internal equity and the market results.
- Place employees within their newly recommended pay grades.
- Select an implementation methodology that aligns with the compensation philosophy and financial means of VSU.
- Conduct Compensation Analysis every 2-5 years to ensure appropriate alignment with the market.





Cardinal HCM Payroll & HR System



- Go-Live – October 3
- New Payroll, Human Resources, Benefits, Absence Management, Time & Attendance
- All state agencies and most institutions will use this platform
- Training has started



