

**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 2.2.22)**

CALL TO ORDER ..... Mr. Raul R. Herrera, Chair

ROLL CALL

INVOCATION (*REV. DELANO DOUGLAS*)

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

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS  
PERSONNEL, COMPENSATION & GOVERNANCE  
COMMITTEE MINUTES  
FEBRUARY 3, 2022**

**CALL TO ORDER**

Mr. Raul Herrera, Chair, called the Personnel, Compensation, & Governance (PCG) Committee meeting to order at approximately 3:45 p.m. in the Gateway Dining & Event Center.

**ROLL CALL**

A quorum was present.

*Committee Members Present:*

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

*Other Board Members Present:*

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

*Legal Counsel:*

Ms. Cynthia Norwood, 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:*

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

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*Others Present:*

Tasha Owens, Internal Audit  
Malika Blume, President's Office

**INVOCATION**

Rev. Delano Douglas offered the invocation with a moment of reflection for Mr. Jay Stegmaier who served on the Personnel, Compensation & Governance Committee.

**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 November 18, 2021 committee meeting.

**PRESIDENT'S REMARKS**

President Abdullah had no remarks.

**CLOSED SESSION**

The Chair convened a closed meeting at approximately 3:50 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 the President's contract terms. Dr. Annie C. Redd, Board Liaison, and Cynthia Norwood, Legal Counsel, remained in the closed session as their presence would aid the board in its deliberations.

The Committee re-convened in open session at approximately 4:45 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.

After returning to open session, the Chair Herrera stated that the committee discussed different components of the President's compensation for years 2021, 2022, and 2023 and the committee awaits additional information to be provided on the basis of the President's performance evaluation and other criteria to conclude the discussion.

**REPORTS AND RECOMMENDATIONS**

Chair Herrera presented a brief update from conversations with Ms. Tanya Simmons, Associate VP for Human Resources. Effective 1/25/2022, the Office of Human Resources (OHR) hired a Business Analyst (BA) to assist with documenting current processes to identify efficiencies in OHR. The BA will provide findings and recommendations to the Chief Information Officer.

OHR is currently recruiting for an Employer Relations Consultant, which is the first line of defense to assist with employee/manager conflict and performance management challenges. OHR is also finalizing its recruitment for two staff positions that would assist with the university recruitment strategy.

The Cardinal HCM HR & Payroll System, which is the statewide HR and Payroll System, is scheduled to go-live 03/31/2022. Relative to the Climate Survey & Salary Equity Study, survey questions to the faculty, staff, and students were launched; the deadline for responses to Evergreen Solutions Consulting is 02/10/2022. Evergreen will collate the responses and provide VSU leadership with aggregate for each constituent group. Evergreen will move into the next phase of the study which is to review compensation data provided in the fall 2021.

The Chair reviewed documents regarding the President's annual evaluation distributed to board members; specifically, the evaluation tool/survey and the timeline. The evaluation process will begin in March and conclude in April with the Board and President discussing the evaluation in a closed session on April 22, 2022 meeting.

#### **OTHER BUSINESS**

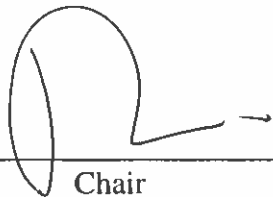
Discussion followed regarding changes in board membership for the next year due to several members' terms expiring on June 30, 2022 and the vacancy due to Mr. Stegmaier's death. Three members' second terms will expire, and two members' first terms will expire on June 30<sup>th</sup>. A Visitor stated that the committee needs to consider how the board can use the matrix in making recommendations in terms of replacements and re-appointment of board members. Chair Herrera stated that in reviewing the completed board matrix, he noted gaps in members with agriculture and real estate experience as well as in the age categories.

President Abdullah shared that the Secretary of the Commonwealth has reached out to VSU asking for input about board appointments and re-appointments. This was a new process, which required President Abdullah to respond to a questionnaire. The President shared the questionnaire with the Rector; his responses indicated that he would like to see as much continuity on the board as possible.

#### **ADJOURNMENT**

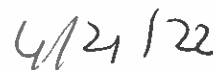
There being no further business, the Chair adjourned the meeting at 5:17 p.m.

Approved:



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Chair



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Date