



**THE RICHARD BLAND COLLEGE  
2022 WORKFORCE PLANNING AND DEVELOPMENT REPORT**

At its September 22, 2021 meeting, the William & Mary Board of Visitors approved *Resolution 3, The College Workforce Planning and Development Report*.

§2.2-1209 of the Code of Virginia (Code of Virginia) directs public institutions of higher education to prepare workforce planning, development, and succession plans for presentation to their Boards of Visitors and to share copies with the Commonwealth Department of Human Resource Management (DHRM).

The succession plan template developed by DHRM is focused on data gathering, key personnel and executive positions. Some translation is required to comply with a template and process that is primarily focused on state agencies instead of institutions of higher education. Nevertheless, the planning exercise underpinning the report is useful in prompting the institution to evaluate key positions and aspects of operations that warrant forethought and succession planning considerations.

The report provides a dashboard of information that is useful for institutional workforce planning with key findings as follows:

- Fourteen (14) of Richard Bland College's (RBC) total employees are eligible for retirement within the next five years. Four (4) of the positions identified are classified, eight (8) are instructional faculty and two (2) are administrative professional.
- RBC's institutional turnover rate is 7%. The average time to fill vacant positions is fewer days than the statewide average.
- Two percent (2%) of RBC employees report being veterans. There are no disparate impact indicators related to minority employees. However, the RBC DEI report expressed concerns regarding hiring practices, promotions and retention that impact people of color.
- The post-pandemic environment has allowed training activities to resume. Faculty, staff and students resumed meetings in person to allow for increased collaboration and better communication between and among various departments across campus. RBC employees may continue to participate in a variety of training activities via Zoom, Google Meet, and other online resources.

- The planning process continues to help identify gaps where there are staff shortages; further review is warranted. Utilization of technology for automation and process improvements are currently being pursued, along with other HR-related activities to enhance the HR function and employee work experience.

RBC's Office of Human Resources is collaborating with executive leaders to identify factors that may have an impact on talent requirements and operational continuity.

**THEREFORE, BE IT RESOLVED**, that upon the recommendation of the President of RBC, the William & Mary Board of Visitors approves timely submission of the Richard Bland College 2022 Workforce Planning and Development report to DHRM; and

**BE IT FURTHER RESOLVED**, pursuant to Virginia Code 2.2-1209(C), that a copy of the approved plan shall be provided to the Department of Education; and

**BE IT FURTHER RESOLVED**, that the Board of Visitors requests periodic updates to RBC's workforce development and planning process.