



# WILLIAM & MARY

CHARTERED 1693

BOARD OF VISITORS  
**DRAFT MINUTES**  
COMMITTEE ON ADMINISTRATION, BUILDING AND GROUNDS  
SEPTEMBER 22, 2022  
ALUMNI HOUSE – HUNTER HALL

## **COMMITTEE MEMBERS PRESENT**

Ms. Ardine Williams, Chair  
Ms. Cynthia E. Hudson, Vice Chair  
Mr. James A. Hixon  
Mr. John E. Littel

Mr. C. Michael Petters (*via Zoom*)  
Ms. Laura K. Rigas  
Dr. Christopher M. Bailey, Faculty Representative  
Ms. Lorielle Bouldin, Student Representative

## **OTHER BOARD MEMBERS PRESENT**

Hon. Charles E. Poston  
Mr. John P. Rathbone  
Mr. Stephen J. Huebner

Dr. David Armstrong, Faculty Representative  
Mr. Marc Kelly, Staff Liaison

## **OTHERS PRESENT**

Dr. Katherine A. Rowe, President  
Dr. Peggy Agouris, Provost  
Ms. Amy S. Sebring, Chief Operating Officer  
Ms. Jacquelyn Ferree, Associate Vice President, Business Services and Organizational Excellence and, incoming Interim COO  
Ms. Deborah M. Howe, Interim Chief Human Resources Officer  
Mr. Kent Erdahl, Director Internal Audit  
Mr. Colin Smolinsky, Chief of Staff for the Chief Operating Officer  
Ms. Pamela W. Carroll, Executive Assistant to the Chief Operating Officer  
Mr. Michael J. Fox, Secretary to the Board of Visitors  
Ms. Jasmine Martinez, Vice President Student Assembly  
Members of the President's Executive Leadership Team and Cabinet  
William & Mary Staff and Faculty

## **INTRODUCTORY REMARKS**

Ms. Ardine Williams, Chair, called the Committee on Administration, Buildings and Grounds to order at 2:48 p.m.

Ms. Williams noted that Mr. C. Michael Petters had notified the Rector that he is unable to attend this meeting due to a previous commitment. He would like to participate in the meeting electronically from Washington, DC. Pursuant to the Virginia Freedom of Information Act and Section III.D of the Board bylaws, Ms. Williams moved that the Board approve this use of electronic participation. The motion was seconded by Mr. James A. Hixon and approved by voice vote.

Ms. Williams asked Ms. Amy S. Sebring, Chief Operating Officer (COO), to introduce members of her team present for the meeting. Ms. Sebring introduced Ms. Jacquelyn “Jackie” Ferree, currently Associate Vice President, Business Services and Organizational Excellence noting that she will be stepping into the interim COO role effective October 12 and will staff the Administration, Buildings and Grounds Committee in that role. Ms. Sebring also introduced Ms. Deborah M. Howe, Interim Chief Human Resources Officer.

Ms. Williams followed by introducing new committee members Ms. Laura K. Rigas, Mr. C. Michael Petters, Dr. Christopher M. Bailey, faculty representative, and Ms. Lorielle Bouldin, student representative. Additional introductions were made for new members of the Board, Mr. Marc Kelly, staff liaison and Ms. Jasmine Martinez, Vice President of the Student Assembly sitting in for Mr. John Cho, President of the Student Assembly.

### **APPROVAL OF MINUTES**

Ms. Williams requested a motion to approve the April 21, 2022 minutes of the Committee on Administration, Buildings and Grounds. Motion was made by Mr. John E. Littel, seconded by Mr. Hixon and approved by voice vote.

### **REPORT FROM CHIEF OPERATING OFFICER**

Ms. Williams invited Ms. Sebring to provide her COO report to the committee. Ms. Sebring introduced two elements of the Vision 2026 strategic plan and their relevance to the committee’s action items for the meeting. Ms. Sebring noted that the workforce planning report and retirement plan updates furthered William & Mary’s objective of attracting and retaining outstanding employees and students to further the university’s mission. And that through the capital plan update William & Mary will modernize campus dining, dorms, classrooms and other learning spaces.

Ms. Sebring provided an overview of the Virginia Department of Human Resource Management (DHRM) Workforce Planning Report, an annual state reporting requirement. The DHRM report focuses on mission critical positions, employees nearing retirement and executive positions. The report requires approval by the Board of Visitors and signatures of the President and Chief Human Resources Officer before submission to DHRM. Ms. Sebring explained that William & Mary (including VIMS) has about 2,400 filled positions with 614 vacant positions that include positions that will not be filled but need to be closed. Human Resources is working to remove positions that are not under recruitment. The average time to fill a position is 85 days, which Ms. Sebring noted was too high. W&M has just over 10% of employees that are currently eligible to retire which include four executive level positions. The report shows medium risk across the four key areas: continuity of operations, recruitment, retention and engagement, and workforce development.

Ms. Sebring then provided an overview of the Employee Retirement Plan Updates and the five actions for Board consideration: (1) Updates to Optional Retirement Plan (ORP), (2) Updates to 403(b) plan, (3) Updates to Cash Match Plan to conform to changes under the SECURE Act and CARES Act, (4) Updates to 457(f) plan as a retention tool and, (5) A new deferred comp option in a 415(m) plan to be used for recruitment and retention.

A discussion ensued regarding the cost expansion of the 415(m) and the management company for the employee benefits.

Ms. Sebring then provided an overview of proposed updates to the Capital Plan and the Board's approval process of the plan. The new comprehensive plan identifies all projects, including those privately funded. The approval for capital plans will be submitted to the Board each April moving forward. The request before the Committee is "off-cycle" due to the time sensitivity of the Housing & Dining plan that took precedence last April. The proposed Fall 2022 update focuses on academic (E&G) buildings and housing & dining. Ms. Sebring noted additional work remains to align potential sources of funding and timeline on academic buildings. The immediate capital requests are limited to supplemental funding to construct Integrated Science Center IV and to address deferred maintenance on the Historic Campus. Ms. Sebring mentioned that this year there are budgetary limitations with the state.

#### **ACTION MATERIALS**

Ms. Williams brought forth **Resolution 15**, DHRM Workforce Planning Report, and asked for a motion to approve. Motion was made by Mr. Hixon, seconded by Ms. Cynthia E. Hudson, and approved by voice vote.

Ms. Williams brought forth **Resolution 16**, Employee Benefit Plan Updates, and asked for a motion to approve. Motion was made by Mr. Hixon, seconded by Mr. Littel, and approved by voice vote.

Ms. Williams brought forth **Resolution 17**, W&M Capital Plan Update, and asked for a motion to approve. Motion was made by Mr. Hixon, seconded by Ms. Hudson, and approved by voice vote.

#### **ADJOURNMENT**

There being no further business, Ms. Williams adjourned the general meeting at 3:22 p.m.