



Richard Bland College
of WILLIAM & MARY

**RESOLUTION TO APPROVE
COLLEGE WORKFORCE PLANNING, DEVELOPMENT AND SUCCESSION PLAN**

At its November 17, 2022 meeting, the 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.

Richard Bland College (“RBC” or “College”) report provides a dashboard of information that is useful for institutional workforce planning with key findings as follows:

- Eleven (11) of RBC’s total employees are eligible for retirement within the next five years. Five (5) of the positions identified are classified, four (4) are instructional faculty and two (2) are administrative professional.
- RBC’s institutional turnover rate is 11%. The average time to fill vacant positions is fewer days than the statewide average.
- Five percent (5%) of college employees report being veterans. There are no disparate impact indicators related to minority employees.
- The post-pandemic environment has presented challenges. The College has hired a Covid Traumatized Students (CTS) Coordinator to support student success. Faculty, staff and student in-person meetings continue to increase, allowing for additional opportunities for collaboration and better communication between and among various departments across campus. College 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.

The College'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, the William & Mary Board of Visitors approves the timely submission of the Richard Bland College 2023 Workforce Planning and Development report to DHRM; and

BE IT FURTHER RESOLVED, That 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 the College's workforce development and planning process.

**The College 2023 workforce planning, development and succession plan was provided as a pre-read*