



**Richard Bland College**  
of WILLIAM & MARY

**RESOLUTION APPROVING SUBMISSION OF THE  
RBC 2024 WORKFORCE PLAN TO DHRM**

At its September 27, 2023 meeting, the Board of Visitors approved *Resolution 2, 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 organizational resilience, recruitment, retention, engagement, and workforce development. The template also incorporates reporting for Employment Opportunities Plan, Diversity, Opportunity and Inclusion plans. Data gathering is focused on key personnel and executive positions. Some interpretation is required to comply with a template and process that is focused primarily on state agencies instead of institutions of higher education. Even so, the planning exercise is useful in prompting the institution to evaluate key positions and aspects of operations that warrant contemplation and succession planning considerations.

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

- Eighteen (18) of RBC's total employees are eligible for retirement within the next five years. Seven (7) of the positions identified are classified, eight (8) are instructional faculty two (2) are administrative professional, and one (1) is the agency head.
- The average time to fill vacant positions is greater than the statewide average. Due to process changes currently underway, a dramatic decrease in the time to fill positions is anticipated over the next fiscal year.
- Three percent (3%) of college employees report being veterans. There are no disparate impact indicators related to minority employees. Thirty-five (35) percent of new hires were minorities.
- The Workforce Planning and Development process continues to help identify gaps involving staff shortages, critical positions, retention, and areas of employee engagement.

A continued review is warranted. Utilization of technology for automation and process improvements is 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 continues to collaborate 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 2024 Workforce Planning and Development report to DHRM;

**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.

*\*RBC's updated workforce plan was provided as a pre-read*