

September 25-27, 2024

Richard Bland College

Agency Number: 241

Agency Workforce Plan Executive Summary

Fiscal Year 2024

Richard Bland College has continued to increase our employee count to support our student population. To support continued growth RBC has increased the Human Resources presence to recruit and retain the best qualified applicants. Human Resources is partnering with leadership and campus stakeholders to assess recruitment needs to facilitate the hiring of qualified applicants to fill vacancies. Human Resources continues to provide training opportunities to Faculty and Staff to enhance their knowledge of HR objectives. RBC has created the Inclusive Excellence Committee to address concerns expressed by people of color and other underrepresented groups.

The SWOT Analysis captured both strengths and weaknesses which reveal a trend that HR is flexible and will continue to provide services that enhance the overall resilience of our workforce. The Opportunities available provide a measure of improvement for RBC; however, the External Threats limit the capability to make valued change.

Agency Workforce Plan At a Glance

Metrics in this workforce plan reflect only the following classifications: Classified, Wage, Faculty, Adjunct, Administrative & Professional Faculty.

Agency Workforce

236

Total Employees

Organizational Entry

21.6%

Hire Rate

Internal Mobility

3.4%

Internal Mobility Rate

Organizational Exits

4.2%

Voluntary Separation Rate

2

Total Critical Roles

0.4%

Critical Role Hire Rate

0.0%

Critical Role Internal Mobility Rate

0.0%

Critical Role Separation Rate

Workforce SWOT Analysis

Strengths

HR Staff
Cross Training
Employee Count

Weaknesses

Communication
Policy
Processes
Employee Count

Opportunities

CHROC
COVLC
COV Partners
Engagement

Threats

Applicants
HRIS

Risk to Top Agency Priorities

From the Employment Opportunities Plan: Partner with Stakeholders to assess recruitment needs

Low Risk

From the Employment Opportunities Plan: Engage outside vendors for Recruitment Advertising

Low Risk

From the Employment Opportunities Plan: Attend Local Job Fairs

Medium Risk

Agency Workforce Strategy Objectives

- Objective 1: Recruitment and Retention
- Objective 2: Salary Administration
- Objective 3: Diversity, Equity & Inclusion

Workforce Metrics, Retirements, and Executive Team **Fiscal Year 2024**

Key Observations and Highlights

The Foundational Analysis revealed that 53% of our workforce is in their first year of employment. This causes concern for institutional knowledge being lost as positions are vacated and filled. The data measured for employees in their first five years revealed that employees separating voluntarily have only two years of service. The lack of participation with exit surveys diminishes the ability to address concerns of exiting employees.

All Employees	First Five Years Employees	First Year Employees	Critical Roles
236 Total Employees	166 Total Employees	67 Total Employees	2 Total Critical Roles
21.6% Hire Rate	---	---	0.4% Hire Rate
3.4% Internal Mobility Rate	1.8% Internal Mobility Rate	0.0% Internal Mobility Rate	0.0% Internal Mobility Rate
4.2% Voluntary Separation Rate	1.2% Voluntary Separation Rate	3.0% Voluntary Separation Rate	0.0% Voluntary Separation Rate

Commonwealth Exit Survey*

1
Total Responses

14%
Response Rate

N/A
Net Promoter Score

*Only classified employees are invited to participate.

Definitions

Total Employees Total Employees include the following classifications: Classified, Wage, Faculty, Adjunct, Administrative & Professional Faculty.

Hire Rate The Hire Rate is the total number of hires during the fiscal year divide by the total number of employees.

Internal Mobility Rate The Internal Mobility Rate is the total number of internal promotions and transfers divided by the total number of employees.

Voluntary Separation Rate The Voluntary Separation Rate is the total number of external transfers and voluntary separations divided by the total number of employees.

Critical Roles Definition and/or Identification Process Chief Information Officer
Director of Counseling Services

Agency Current & Upcoming Retirements



Executive Team

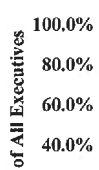
The Executive Team consists of the President of the College and Cabinet Members

Executive Team Definition

8
Total Positions

0
Appointed Positions

Executive Retirements





Currently Eligible

FY25

FY26

FY27

FY28

FY29

Agency Workforce S.W.O.T. Analysis

Fiscal Year 2024

Fully Staffed

Cover Multiple Jobs

Small Population



Strengths

Elements **INTERNAL** to the Agency (those within control of the Agency) that **ENHANCE** the workforce in achieving strategic priorities.

Elements **EXTERNAL** to the Agency (those within control of the Agency) that **ENHANCE** the workforce in achieving strategic priorities.

Opportunities

HR Director Meetings

Training

Other State Agencies

Campus Events



Weaknesses

Elements **INTERNAL** to the Agency (those within control of the Agency) that **INHIBIT** the workforce in achieving strategic priorities.

Elements **EXTERNAL** to the Agency (those within control of the Agency) that **INHIBIT** the workforce in achieving strategic priorities.

Threats



Internal Communication

Policy Application

Internal Process Flow

Small Population

Workforce Applicant Pool

Use of DHRM Systems

Risk Associated with Agency Strategic Priorities

Significant Risk

High Risk

Medium Risk

Low Risk

Attend Local Job Fairs

Seek opportunities from other State agencies to engage applicants with diversity for advertised positions

Partner with Stakeholders to assess recruitment needs

Engage outside vendors for Recruitment Advertising

Utilize DHRM Pay Structure for Classified Positions

Utilize CUPA & AAUP data for determine and align Faculty and Administrative and Professional Faculty Pay Structure
Utilize Federal and State Wage rates along with Market Value for Wage Structure

Participate Fully with the Inclusive Excellence Committee

September 25-27, 2024

Pre-Read
Page 4 of 4
Designation of Position
Description for a DEI Officer and
advertise and hire a DEI Officer

Very Prepared

Prepared

Somewhat Prepared

Not Prepared At All

Agency Workforce Strategy Objectives, Actions & Updates

Fiscal Year 2024

Objective 1: Recruitment and Retention

Recruit and retain the best qualified talent for our agency.

Objective 2: Salary Administration

Apply fair and consistent pay practices by adhering to State and Federal mandates and design a Faculty and Administrative and Professional Faculty Salary Administration Plan.

Objective 3: Diversity, Equity & Inclusion

Provide opportunities to engage and support the RBC Community.

Signatures

Fiscal Year 2024

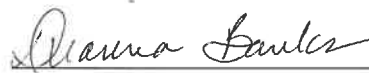
2.2-1209. Policy of the Commonwealth regarding workforce planning issues with a submission of a succession plan for agency/institution in alignment our annual strategic planning cycle. To ensure that workforce planning is occurring in tandem with agency strategic planning, and to support the acquisition and sustainment of a resilient workforce, agencies and institutions of higher education must execute, continuously evaluate, and submit an annual workforce planning and development report to executive leadership. The plan template was designed by the Department of Human Resources Management and vetted by a state human resources advisory committee. As directed by the legislative mandate, the plan has a threefold focus: mission critical positions, employees nearing retirement, and executive positions.

This Workforce Planning and Development Summary serves as a continual assessment of workforce risks and accomplishments surrounding the areas of continuity of operations, recruitment, retention and engagement, and workforce development. It will enable informed executive-level workforce decisions. Plans must be submitted to an agency's Cabinet Secretary or Board of Visitors annually, no later than September 30th of each year.

Statement of Commitment

Richard Bland College is committed to the Commonwealth's policy and efforts to submit a workforce plan summary annually to ensure adequate workforce planning alignment with the agency's or institution's strategic plans.

Agency Head Signature


Human Resources Director