



**WILLIAM
& MARY**
CHARTERED 1693

**PROFESSIONALS &
PROFESSIONAL FACULTY ASSEMBLY**

**March 7, 2025
MEETING MINUTES**

PPFA Members: *X denotes member present, P for proxy, and (space) denotes member was not present*

David Wilcox	X	Erin Battle	X	Alex Beard	
Tami Back	X	Feleasha Sherfy	X	Greg Henderson	X
Devan Orr	X	Erin Fryer	X	Heather Baier	X
Adam White	X	Jennifer Leung		Paul Cox	X
Laura Morales (proxy for Rick Mikulski)	P	Nasha Lewis		Rachel Hogan	X
Shelly Laurenzo	X	Robbie Graham	X		
Caroline Ward	X	Martha Howard	X		
Shawn Holl	X	Rick Mikulski			

Present: A maximum of 72 concurrent persons were present on the Zoom web call.

- I. Welcome & Call To Order (Call to order: 09:16) (Tami)
- II. Agenda: review and approve (approved by unanimous consent)
 - a. Motion – Laura; Second – Feleasha
- III. Minutes: review and approve February minutes (approved by unanimous consent)
 - a. Motion – Adam, Second – Laura
- IV. Old Business
 - a. None
- V. New Business
 - a. PPFA elections coming up!
 - i. Nominations are open – priority deadline is March 12th and final deadline is March 26th
- VI. Guest Speaker: Tawanda Johnson, Chief Human Resources Officer
 - a. UHR Updates & Announcements
 - i. Annual Performance Review Process
 1. UHR will employees with a sit-down to answer questions and navigate the process.
 2. Highlight your contributions to the university and your points of improvement. Accomplishments and meeting of goals.
 3. Period for review: May 1st, 2024 – April 30th, 2025
 4. Completion by classified employees: March 17th – April 4th
 5. Messages going to supervisors on March 10th and employees on March 12th

- ii. New Hires (Rakim & Windy)
 - iii. Class/Comp Updates
 - 1. Has been staffed consistently
 - iv. Trainings
 - 1. Effective Performance Appraisals
 - a. March 19th
 - 2. Leadership
 - a. March 24th
 - 3. Employee Resources Expo
 - a. April 29th
 - v. Turnover in HR
 - 1. Natural and allows for development of new leads
 - 2. Happens across the entire university
 - 3. If you've been impacted by turnover in HR, please reach out to Tawanda directly.
 - vi. Hiring slowdown (temporary)
 - 1. Exceptions process – critical positions and vacancies must be filled
- VII. Announcements
 - a. Spring Food Drive: Kick-off March 31st
 - b. Next PPFA Meeting: Friday, April 4th
- VIII. Updates
 - a. None
- IX. Adjourn & “pass the gavel” (9:46)
 - a. Motion – Feleasha; Second — Laura