**Policy Review Committee Minutes**

**Location:** Zoom

**Date:** December 14th, 2023

**Time:** 1:00pm – 2:00pm

**Yavapai College Council Agreement on Engagement**

* **Be present and commit to the conversation**
* **Speak up and speak your truth**
* **Become comfortable with discomfort**
* **Keep Confidential Information Confidential**
* **Act with Civility**

**Policy Committee Attendance:**

**Present:**

Stacey Hilton – Dean for Instructional Support, Policy Committee Chair

Jamie Oltersdorf – Coordinator/CHRO, Policy Committee Support

Leslie Sparkman – YC Staff Association Representative

Tania Sheldahl – Associate Vice President of Student Affairs

Janet Nix – Chief Human Resources Officer

Irina DelGenio – Dean, Verde Valley

Marnee Zazueta – Faculty Senate Representative

Jeanne Welch – Director of Finance and Operations, YC Foundation

Tanya Ghanni – Faculty Representative

Denise Woolsey – Faculty Representative

Kyle Olsen – Student Representative

**Absent:**

Pam Pierce – HR Policy Support, HR Voting Representative

Frank D’Angelo – Director, Business Services/Control

Jeb Bevers – Faculty Representative

**Quorum reached with 11 of 14 Representatives.**

**Agenda Items:**

**Committee Action:**

* **Minutes, October 26th, 2023 for Approval**
* **Motion to Approve:** Tania Sheldahl
* **Second:** Marnee Zazueta
* APPROVED
* No discussion
* **Mail Room (7.05)**
* No Feedback
* **Motion to Approve:** Leslie Sparkman
* **Second:** Denise Woolsey
* APPROVED
* No discussion
* Moving to College Council
* **Instructional Materials (3.20)**
* **Motion to Approve:** Denise Woolsey
* **Second:** Tanya Ghanni
* **APRROVED**
* **Discussion:** Motioned to Approve with the following corrections:
  + - Add Associate VP/Dean/Associate Dean to paragraphs
    - Change Teaching/Learning to Teaching and Learning
    - Change Purchase/buyback to Purchase and/or buyback
* **Independent Study (3.10)**
* **Motion to Approve:** Leslie Sparkman
* **Second**: Irina DelGenio
* **APPROVED**

**Discussion Items:**

* **Faculty Qualification (3.32)/Procedure (3.32.01)**
* **Discussion:** Awaiting final version from Provost and Faculty Senate President(s).

**Informational Only:**

* Workload for Full-Time Faculty Procedure (2.01.02)
* Load hours changing

**POLICY UPDATES:**

* **Policy Revisions**
* No Policy Revisions
* **Policy Change Proposal**
* No policy change proposals submitted
* **Policies out for Public Review**
* Mailroom policy sunsetting
* **Policy Sunsets**
* Mail Room (7.05)
* **Other information**
* No other information
* **Adjourned | Next Meeting**
* 2pm | January 25th 2024