

**Policy Review Committee Minutes:  
January 27, 2022 1:00 to 4:00 pm via Zoom**

**Policy Committee Attendance:**

- √ Julie Galgano- *YC Staff Association President*
- √ Frank D'Angelo- *Director, Business Services/Controller*
- √ Monica Belknap for Tania Sheldahl- *Associate Vice President, Dean for Student Development*
- √ Jennifer Riley- *Faculty Association Chair of Faculty Affairs*
- √ Emily Weinacker- *Chief Human Resources Officer, Policy Committee Chair*
- √ Jeanne Welch- *Director of Finance and Operations, YC Foundation*
- √ Scott Farnsworth- *Dean for the Schools of Health and Wellness, Science and Engineering*
- √ Stacey Hilton- *Dean for Instructional Support*
- √ Karen Palmer – *Co-Faculty Senate President*
- √ Marnee Zazueta – *Co-Faculty Senate President*
- Open- *Faculty Association Chair of College Standards*
- √ Ivonne Zuniga – *Coordinator, VP FAS*
- Open- *Student*
- √ Wyatt Brannock- *HR Support Specialist, policy Committee Support*
- √ Lisa Merrifield

**Agenda Items:**

• **Policy Project Update:**

Dr. Weinacker provided a summary of the policy project and demonstrated policy stat along with the new template to be used on all policies. The new format will be more efficient and will allow easier updating of policies for public viewing. All employees will have access to policy searching database while students will not, however the general public can view a policy in policy stat via the current policies webpage.

Policies will have new URLs, links to policies on other departmental webpages will need to be updated. Dr. Weinacker will reach out to Web Services to see if there is an easier way to do this.

In discussion with consultants it was decided the process of policy making was too cumbersome. Moving forward a JotForm will be sent out campus wide to receive input from everyone in regards to policy changes, sunsets, or new policies.

• **Participatory Governance Update:**

Policy Review Committee will align with College Council and shared governance. Policy committee will make new recommendations on policies and send them to College Council.

- **Draft Charter** (*attached*)

Policy Review Committee discussed a draft of their charter. Policy committee will keep current members, having two members from each division to maximize input. Discussion took place on what constitutes a quorum in the new policy charter.

It was recommended that a simple majority would constitute a quorum and enough votes to move a policy forward. Committee members may designate alternate representatives to serve in their absence.

Policy meetings will continue to meet on the final Thursday of each month and will receive the agenda on the Monday prior to the meeting. For now, the PRC membership will continue to reflect the charter.

- **Policy 10.15 New Interim Policy Making Process:**

Once approved by ELT this policy will no longer be interim. New title suggestion listed in changes below.

Committee votes to approve with certain changes (see below)

- **Policies to be Sunset:**

Policy #	Title	Owner
2.29	Recruitment and Selection	Chief Human Resources Officer
4.70	Processing Complaints	Chief Human Resources Officer
5.15	Priority Scheduling	Vice President of Finance & Administration
6.02	Physical Plant Requests	Vice President of Finance & Administration
6.03	Keys and Building Security	Vice President of Finance & Administration
7.05	Mail Room	Vice President of Finance & Administration
10.04	Institutional Effectiveness	Vice President of Finance & Administration
3.13	Internships and Service Learning	Vice President of Academic Affairs

Committee voted to sunset 2.29 and 4.70. Policies: 5.15, 6.02, 6.03, 7.05, and 10.04 sunset withdraw from agenda by VP of FAS

## **Policy Recommendations for Approval:**

### **Policy Addition: 10.15 – New Interim Policy making Process**

- √ Julie Galgano- *YC Staff Association President*
- √ Frank D'Angelo- *Director, Business Services/Controller*
- √ Monica Belknap for Tania Sheldahl- *Associate Vice President, Dean for Student Development*
- √ Jennifer Riley- *Faculty Association Chair of Faculty Affairs*

- Emily Weinacker- *Chief Human Resources Officer, Policy Committee Chair*
- √ Jeanne Welch- *Director of Finance and Operations, YC Foundation*
- √ Scott Farnsworth- *Dean for the Schools of Health and Wellness, Science and Engineering*
- √ Stacey Hilton- *Dean for Instructional Support*
- √ Karen Palmer/Marnee Zazueta – *Co-Faculty Senate President*

Note: □ = Abstained from voting

### **Committee Action or Comments:**

Committee determined policy and new format are orderly and concise.

### **Recommends approving policy with the following changes:**

Change Policy name to: “Policy Development and Review”

Remove first sentence under Purpose that reads “Policies are important tools designed to serve, support, and protect the College and its community members.” Replace with “Yavapai College promotes a clear consistent standardized process for college policy development.”

Change 1B: “Policy review committee processes” to “Policy development and review cycle.” Combining 1C, 1D, 1E. Meaning 1F will become 1C and so on.

Change II. From “Policy Review Process” to “Policy Review”

Change “President’s executive leadership team” In 1F and making say “President”

Remove 1G due to it already taking place in 1C.

Change “President’s executive leadership team” In 1F and making say “President”

Add generally to the intro of Policy 1A so it reads “College policies are formally approved internal directives that generally:”

## **Policy Sunset: 2.29 – Recruitment and Selection**

### **Committee Action:**

Committee agreed by consensus to sunset

## **Policy Sunset: 4.70 – Processing Complaints**

### **Committee Action:**

Committee Agrees by consensus to sunset

## **Policy Sunset: 5.15 – Priority Scheduling**

### **Committee Action:**

Sunset withdrawn from agenda by VP of FAS

## **Policy Sunset: 6.02 – Physical Plant Requests**

### **Committee Action:**

Sunset withdrawn from agenda by VP of FAS

## **Policy Sunset: 6.03 – Keys and Building Security**

### **Committee Action:**

Sunset withdrawn from agenda by VP of FAS

## **Policy Sunset: 7.05 – Mail Room**

### **Committee Action:**

Sunset withdrawn from agenda by VP of FAS

## **Policy Sunset: 10.04 – Institutional Effectiveness**

### **Committee Action:**

Sunset withdrawn from agenda by VP of FAS

## **Policy Sunset: 3.13 – Internships and Service Learning**

### **Committee Action:**

Will be discussed further in next months meeting in regards to action.

Next meeting: February 24<sup>th</sup>, @1:00pm

Will include 3.13 Sunset voting

Meeting adjourned at 3:00pm