

Policy Review Committee

Agenda: April 22, 2021

1:00 to 2:00 pm via Zoom

<https://yavapai.zoom.us/j/91702594409>

Policy Committee Attendance:

- X Katherine Anderson- *YC Staff Association President*
- X Frank D'Angelo- *Director, Business Services/Controller*
- X Scott Farnsworth- *Assoc. Vice President, Student Success, Dean SHPS*
- X Stacey Hilton- *Dean for Instructional Support*
- X Jennifer Jacobson- *Faculty Senate President*
- Kathie Peterson- *Faculty Association Chair of College Standards*
- X Lisa Schlegel- *Manager Human Resources, Policy Committee Support*
- X Tania Sheldahl- *Associate Vice President, Dean for Student Development*
- X Jennifer Riley- *Faculty Association Chair of Faculty Affairs*
- X Emily Weinacker- *Chief Human Resources Officer, Policy Committee Chair*
- X Jeanne Welch- *Director of Finance and Operations, YC Foundation*
- X Patrick Burns- **Guest**

Policy Recommendations for Approval:

Policy Revision: 8.02: Fundraising and Gift Acceptance

- X Katherine Anderson- *YC Staff Association President*
- X Frank D'Angelo- *Director, Business Services/Controller*
- X Scott Farnsworth- *Assoc. Vice President, Student Success, Dean SHPS*
- X Stacey Hilton- *Dean for Instructional Support*
- X Jennifer Jacobson- *Faculty Senate President*
- X Kathie Peterson- *Faculty Association Chair of College Standards (proxy- Jennifer Jacobson)*
- X Tania Sheldahl- *Associate Vice President, Dean for Student Development*
- X Jennifer Riley- *Faculty Association Chair of Faculty Affairs*
- X Emily Weinacker- *Chief Human Resources Officer, Policy Committee Chair*
- X Jeanne Welch- *Director of Finance and Operations, YC Foundation*

Discussion on changes to policy.

Committee Action: PASSED

Policy New: 3.43: LMS Policy

- X Katherine Anderson- *YC Staff Association President*
- X Frank D'Angelo- *Director, Business Services/Controller*
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Presentation by Stacey Hilton of this new policy. Discussion about whether Operational Procedures should be included in Operational Policy. Decision to add links into the policy to operational procedures web page, third-party software info, and required navigation elements.

Committee Action: PASSED

Policy Recommendations for Review (no vote):

First Reading: Telecommuting Policy

Patrick presented first draft of this new operational policy. General discussion. Some questions to consider:

- Are we ready for telecommuting?
- How can we do this fairly?

Discussion:

Policy Process: Public Comment- move to next meeting

May 27 meeting: faculty will not be available for this meeting and we have a couple of policies that will need to be reviewed and move through this summer. One is related to staff only and the other is the Smoking policy. Emily may be able to get these through the policy council by email prior to the faculty being off for summer.

Next Meeting: May 27: 1:00 pm to 2:00 pm

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Policy Tracking

POLICY TRACKING SHEET (in process)					
Policy Number	2.01	10.11	3.43	new	2.34
Policy Name	Employee Classification and Status	Shared Governance	LMS	Telecommuting	Faculty Workload
Update Received			2/2/2021		
Submitter		Dr. Jacobson	Stacey Hilton and Gino Romeo	Lisa Rhodes and Patrick Burns	Emily Weinacker
Policy Owner Notified		X	X		X
Distributed to ELT for Review			2/8/2021		
ELT Approval Date			2/8/2021		
Distributed to PRC for Review			4/15/2021		
PRC Approval Date					
Submitted to Cabinet for Review					
Cabinet Approval Date					
Submitted to Dr. Rhine for Review					
Dr. Rhine Approval Date					
Submitted to Website					
Notes		ELT requested holding this for Governance		Policy being developed in input phase	Policy being updated in input stage

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POLICY TRACKING SHEET (completed policies)			
Policy Number	2.23	4.6	3.18
Policy Name	Staff Grievance	Roughwriter	Non-Credit Courses
Update Received		3/3/2021	1/12/2021
Submitter	Monica Belknap	Tania Sheldahl	James Perey
Policy Owner Notified	X	X	X
Distributed to ELT for Review	1/14/2021	3/25/2021	1/14/2021
ELT Approval Date	1/14/2021	3/25/2021	1/14/2021
Distributed to PRC for Review	1/28/2021	3/29/2021	1/28/2021
PRC Approval Date	1/28/2021	3/29/2021	1/28/2021
Submitted to Cabinet for Review	3/30/2021	3/30/2021	3/30/2021
Cabinet Approval Date	3/30/2021	3/30/2021	3/30/2021
Submitted to Dr. Rhine for Review	3/30/2021	3/30/2021	3/30/2021
Dr. Rhine Approval Date	3/30/2021	3/30/2021	3/31/2021
Website Updated	4/12/2021	4/12/2021	4/12/2021