

**Policy Review Committee Agenda:  
September 22, 2022 1:00 to 2:00pm via Zoom**

**Policy Committee Attendance:**

- X Leslie Sparkman- *YC Staff Association Representative*
- √ Frank D'Angelo- *Director, Business Services/Controller*
- X Tania Sheldahl- *Associate Vice President of Student Affairs*
- Vacant- *Faculty Association Chair of Faculty Affairs*
- Vacant- *Chief Human Resources Officer*
- √ Jeanne Welch- *Director of Finance and Operations, YC Foundation*
- √ Dean Holbrook- *Director, Sched & EC Partnership*
- √ Stacey Hilton- *Dean for Instructional Support, Policy Committee Chair*
- √ Marnee Zazueta – *Faculty Senate President*
- Vacant- *Faculty Association Chair of College Standards*
- √ Eliana Oberlander- *Student Representative, PTK Rep*
- √ Wyatt Brannock- *HR Support Specialist, Policy Committee Support*
- √ Lisa Merrifield- *HR Policy Support*

**Quorum reached with seven of ten members**

**Agenda Items:**

**POLICY UPDATES**

Employee Classification and Status, 2.01 has been approved as an Interim Policy

**DISCUSSION ITEMS**

**Guiding Principles for Policy Review**

Notes

PRC agrees by consensus to utilize College Councils Guiding Principles for Decision Making

**Proposal to Remove Names from PRC Charter**

Notes

PRC agrees by consensus to remove names and position from PRC Charter, will utilize “department representative”

**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

Wyatt Brannock will make changes to charter and website

## **Interim Policy Feedback**

Notes

Lisa Merrifield is working with Vice President of Academic Affairs to approve attached procedures 2.01.02 and 2.01.03

The College Community review 2-week review period will begin on the day the above procedures are approved

Once the above procedures are approved, Wyatt Brannock will send a policy update to notify the College Community that the policy is open for feedback

Feedback from the College Community will be reviewed by PRC in October meeting, where a voting decision will be made

## **Policy Proposal Form**

Notes

Policy Change Proposal Form draft was reviewed

Policy Change Proposal process will be: any College member will submit the form for any policy changes, adoptions, or sunsets they believe are necessary. The appropriate ELT member will review the proposal and decide if it is necessary to take action

**Meeting Adjourned at 1:30pm**  
**Next Meeting: October 27th at 1:00pm**

### **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**