**Policy Review Committee Minutes**

**Location:** Zoom

**Date:** October 26th, 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:**

Leslie Sparkman – YC Staff Association Representative

Frank D’Angelo – Director, Business Services/Control

Tania Sheldahl – Associate Vice President of Student Affairs

Janet Nix – Chief Human Resources Officer

Irina DelGenio – Dean, Verde Valley

Stacey Hilton – Dean for Instructional Support, Policy Committee Chair

Marnee Zazueta – Faculty Senate Representative

Jeb Bevers – Faculty Representative

Jamie Oltersdorf – HR Support Specialist, Policy Committee Support

Jeanne Welch – Director of Finance and Operations, YC Foundation

Tanya Ghanni – Faculty Representative

Denise Woolsey – Faculty Representative

**Absent:**

Pam Pierce – HR Policy Support, HR Voting Representative

Student Representative

**Quorum reached with 11 of 12 Representatives.**

**Agenda Items:**

**Committee Action:**

* **Minutes, August 24nd 2023 for Approval**
* **Motion to Approve:** Tania Sheldahl
* **Second:** Stacey Hilton
* **Debt Management (7.06)**
* No Feedback
* No Discussion
* **Motion to Approve:** Frank D’Angelo
* **Second:** Marnee Zazueta
* **APPROVED**
* **On-Call, Call-In and Closure Pay (Interim) (2.43)**
* Went over feedback- Dr. Nix will answer feedback questions offline
* **Motion to Approve:** Irina Del Genio
* **Second:** Tania Sheldahl
* **APPROVED**
* **Alcohol on Campus (10.02)**
* Went over feedback
* Will correct error mentioned in feedback
* Dr. Nix will answer feedback questions offline
* **Motion to Approve:** Irina Del Genio
* **Second:** Jeanne Welch
* **APPROVED**

**Discussion Items:**

* **PRC Chair**
* Dr. Nix cannot be chair
* Need volunteer to be chair
* **Mailroom Policy Sunsetting**
* More of a procedure
* Approval from Frank on behalf of Dr. Ewell
* Sent out for feedback

**Informational Only:**

* N/A

**POLICY UPDATES:**

* **Policy Revisions**
* Evaluation of Student Learning – (3.06):
* Stacey took to SLOA/Registrar
* Changed Language
* Hold to have offline discussion
* Curriculum – (3.41)
* Stacey- curriculum committee made changes to titles, made more accurate, moved some of the procedures and noted some of the links were broken and fixed
* **Policy Change Proposal**
* No policy change proposals submitted
* **Policies out for Public Review**
* Mailroom policy sunsetting
* **Policy Sunsets**
* No Policy sunsets at this time
* **Other information**
* Janet mentioned there is interest in developing a policy for a buy back process for vacation time
* There is a request to revise the Employee Leave Donation, 2.13
* **Adjourned | Next Meeting**
* 2pm | TBD