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**Policy Review Committee Minutes:**

**March 27th, 2024, 1:00 to 2:00pm via Zoom**

**Policy Committee Attendance:**

**Present:**

Stacey Hilton – Dean for Instructional Support, Policy Committee Chair

Jamie Oltersdorf - Coordinator/CHRO, Policy Committee Support

Leslie Sparkman-Winsor – YC Staff Association Representative

Marnee Zazueta – Academic Affairs Representative

Jeb Bevers – Faculty Representative

Aderemi Adedokun – Faculty Senate Representative

Denise Woolsey – Faculty Representative

Jericho Nucum – Student Representative

Pam Pierce – HR Policy Support, HR Voting Representative

Tania Sheldahl – Associate Vice President of Student Affairs

Michael Moghtader – Academic Affairs Associate Dean, Prescott

**Absent:**

Vacant –YC Foundation

Wendy Swartz – Business Services/Control

**Agenda Items:**

* **Committee Actions:**
* Minutes, February 27th, 2025
  + Committee votes to **APPROVE** February PRC Minutes
* **Discussion Items**
* Employee Leaves, 2.49
* Change wording from “leaves” to “leave types”
* Add “qualified” before employee classifications in paragraph two
* Correct the “personal days” section
* Update language where “procedure” should read “policy”
* Ensure policy applications are included where missing
* Add top-page summary information for consistency
* Motioned to move to College Feedback
* **Informational Only:**
* Jamie will send out the revised Employee Leaves Policy draft to committee members by Monday with a follow up email vote.
* Jamie will email Dr. Rhine/Yvonne to request approval of Policy 3.06 in PolicyStat.
* Stacey will review the policy administration process and follow up with Dr. Nix regarding the sunsetting of outdated policies.
* **Policy/Procedure Updates:**
* N/A
* **Other information:**
* Michael Moghtader was welcomed as the new Academic Affairs representative.
* Stacey noted that Wendy Schwartz, representing Business Services, will attend future meetings.
* Discussion included feedback from faculty and staff on streamlining policy content and sunsetting outdated or duplicate policies.
* PRC Dates:
* Apr 24th – **Moved to April 17th**
* May 22nd – **Moved to May 13th**

**Meeting Adjourned at 2:00pm**

**Next Meeting: April 17th, 2025**