

**Policy Review Committee Agenda:
April 27, 2023 1:00 to 2:00pm via Zoom**

Policy Committee Attendance:

- √ Leslie Sparkman- *YC Staff Association Representative*
- X Frank D'Angelo- *Director, Business Services/Controller*
- √ Tania Sheldahl- *Associate Vice President of Student Affairs*
- √ Pauline Reinsch- *Faculty Representative*
- √ Janet Nix - *Chief Human Resources Officer*
- √ Jeanne Welch- *Director of Finance and Operations, YC Foundation*
- √ Irina DelGiano- *Dean, Verde Valley*
- √ Stacey Hilton- *Dean for Instructional Support, Policy Committee Chair*
- √ Phillip Reid for Marnee Zazueta – *Faculty Senate President*
- √ Jeb Bevers- *Faculty Representative*
- √ Eliana Oberlander- *Student Representative, PTK Rep*
- √ Wyatt Brannock- *HR Coordinator, Policy Committee Support*
- √ Lisa Merrifield- *HR Policy Support – Interim HR Voting Rep*

Quorum reached with nine of ten members

Agenda Items:

COMMITTEE ACTION:

- **Minutes, March 23, 2023 Approval**
 - Committee votes to approve minutes.
- **Employee Classification and Status, 2.01**
 - Committee votes to resend policy to College Council. Policy will be reviewed at May College Council.
- **Job Descriptions and Personnel Files, 2.03**
 - Committee votes by consensus to approve this policy change to remove Job Descriptions from the title and information in regards to job descriptions from the policy. The policy will go to college council. A separate policy/procedure may be

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developed for job descriptions. Research will be done to decide if needed. Policy will reviewed at May College Council.

DISCUSSION ITEMS:

INFORMATIONAL ONLY:

- Policies voted on by College Council
 - Hazing Prevention, 10.03 – Approved by President Rhine
 - Bereavement Leave, 2.16 – Approved by President Rhine
 - Employee Learning Excellence, 2.05 – Approved by President Rhine

POLICY UPDATES

Policy Revision

- Job Descriptions and personnel Files, 2.03

Policy Change Proposals

- No Policy Change proposals submitted

Policies out for Public Review

- **Feedback: Employee Classification and Status, 2.01**
 - Committee Reviewed new public comments and elected to move policy forward.
- **Feedback: Job Descriptions and Personnel Files, 2.03**
 - Committee Reviewed new public comments and elected to move policy forward.

Policy Sunsets

- No Policy Sunsets

Meeting Adjourned at ?
Next Meeting: May 25, 2023 at 1pm

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