

**Policy Review Committee Agenda:
July 28, 2022 1:00 to 2:00pm via Zoom**

Policy Committee Attendance:

- √ Julie Galgano- *YC Staff Association President*
- X Frank D'Angelo- *Director, Business Services/Controller*
- √ Tania Sheldahl- *Associate Vice President of Student Affairs*
- √ Jennifer Riley- *Faculty Association Chair of Faculty Affairs*
- √ Emily Weinacker- *Chief Human Resources Officer, Policy Committee Chair*
- √ Jeanne Welch- *Director of Finance and Operations, YC Foundation*
- Vacant- *Dean SHPS*
- √ Stacey Hilton- *Dean for Instructional Support*
- X Karen Palmer – *Faculty Senate President*
- Vacant- *Faculty Association Chair of College Standards*
- Vacant- *Student*
- √ Wyatt Brannock- *HR Support Specialist, Policy Committee Support*
- X Lisa Merrifield- *HR Policy Support*

Agenda Items:

COMMITTEE ACTION

No Committee action was needed or taken at this meeting
Attendance did not reach necessary requirements for a quorum

POLICY UPDATES

Policy Approved: Award of Credit Hour, 3.28

Notes:

Policy has been approved and updated into PolicyStat and on the website

Policy Approved: Employee Learning Excellence (Interim), 2.05

Notes:

Policy has been approved and updated into PolicyStat and on the website

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 Approved: Participatory Governance (Interim), 10.11

Notes:

Policy has been approved and updated into PolicyStat and on the website

Policy Sunsets Approved

2.15, 2.38, 3.13, 6.07, 6.20

DISCUSSION ITEMS

- **Guiding Principles for Policy Review**

Notes:

This agenda item will be discussed in the August PRC Meeting

Group discussed that the policy should include: compliance, efficiency, equity, and that the policy is inclusive

Group reviewed College Council guiding Principles for Decision Making Diagram for examples

- **August Presentation to College Council**

Notes:

Stacey Hilton will present at August College Council discussing PRC mission, process, what the PRC does, and its relevance to College Council

The group reviewed the current draft of the policy/procedure writing style guide and viewed the difference between a policy and a procedure which will be presented at College Council

A policy is the “why.” A procedure is the “how.”

The why of a policy will not change unless according to legal changes

The how of a procedure can change due to environment

Goals for pulling procedures from PolicyStat and when to complete these tasks will be discussed at College Council

- **Interim Policies**

Notes:

Two policies have been approved as interim meaning there is 1 year to review those policies and make recommendations for changes

Welcome back faculty announcement will be sent out to faculty to make them aware of these policy changes when they return August 8th

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**