

**Policy Review Committee Minutes:
June 22, 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*
- X Tania Sheldahl- *Associate Vice President of Student Affairs*
- X Pauline Reinsch- *Faculty Representative*
- √ Janet Nix - *Chief Human Resources Officer*
- √ Jeanne Welch- *Director of Finance and Operations, YC Foundation*
- √ Irina DelGenio- *Dean, Verde Valley*
- √ Stacey Hilton- *Dean for Instructional Support, Policy Committee Chair*
- X Marnee Zazueta – *Faculty Senate President*
- X Jeb Bevers- *Faculty Representative*
- √ Jamie Oltersdorf- *HR Support Specialist, Policy Committee Support*
- √ Lisa Merrifield- *HR Policy Support – Interim HR Voting Rep*

Quorum Not Reached

Agenda Items:

COMMITTEE ACTION:

- Minutes, April 27, 2023 Approval
 - PRC votes to approve minutes

DISCUSSION ITEMS:

- Policy prioritization by division
 - The committee recognizes that the majority of policies will come for review in March 2024. PRC discussed a process for spreading out policy review dates.
 - PRC discusses the need to clean up policy responsibility by department, to ensure that each policy gets to the correct subject matter expert.
 - Lisa Merrifield will gather the policies that are due March 2024 and the ones that are not, to set up a plan for evaluation.

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**

- Tuition Reimbursement Update
 - This has been moved to a procedure under the learning excellence policy. Procedure is being looked at for the intent to extend the age of children of employees to be eligible through the age of 30.
 - Procedure is being evaluated for Casual Part Time employee's potential benefit. It is being considered if a Casual part Time has worked for 1 year and at least 500 hours they could receive the Tuition Waiver Benefit.
 - Bachelor degree classes are available under the benefit.

- On-Call Pay Procedure Update
 - Facilities' has requested hourly employees be eligible for on call pay. Currently only salaried employees are on call. An on call pay category will be added for hourly employees.

INFORMATIONAL ONLY:

- No Current informational updates

POLICY UPDATES

Policy Revision

- No current policy revisions

Policy Change Proposals

- No Policy Change proposals submitted

Policies out for Public Review

- No current policies out for public review

Policy Sunsets

- No Policy Sunsets

**Meeting Adjourned at 2:00pm
Next Meeting: July 27th, 1pm-2pm**

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