

**Policy Review Committee Agenda:  
October 27, 2022 1:00 to 2:00pm via Zoom**

**Policy Committee Attendance:**

- √ Leslie Sparkman- *YC Staff Association Representative*
- √ Frank D'Angelo- *Director, Business Services/Controller*
- √ Tania Sheldahl- *Associate Vice President of Student Affairs*
- X Pauline Reinsch- *Faculty Representative*
- Vacant- *Chief Human Resources Officer*
- X Jeanne Welch- *Director of Finance and Operations, YC Foundation*
- √ Dean Holbrook- *Director, Sched & EC Partnership*
- √ Stacey Hilton- *Dean for Instructional Support, Policy Committee Chair*
- √ 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**

**No Committee Action**

**POLICY UPDATES**

**No Policy Updates**

**DISCUSSION ITEMS**

**New Committee Members Introduction**

Notes

Jeb Bevers and Pauline Reinsch have joined the PRC as Faculty Representatives. New PRC members were given a demonstration of the Yavapai College Policy Page as well as PolicyStat. Policy Review Cycle is reviewed for new members.

**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

## **Minutes, September 2022 Minutes**

Notes

September 2022 minutes approved

## **Charter Discussion**

Notes

PRC approves changing “Sched and EC Partnership” to “Academic Dean Representative”

## **November and December Meeting Times**

Notes

November and December meetings changed to November 17, 2022 and December 8, 2022.

## **Review Feedback on Policies out for Public Review**

- Employee Classification and Status, 2.01

Note: Procedures are still in progress for 2.01.02 and 2.01.03 and have not been approved. We will keep the feedback open on this policy for an additional two weeks after the procedures have been added to allow for additional feedback from our faculty.

Notes

No new feedback

## **Approval of Policy Change Proposal Form Final Draft**

[Policy Change Proposal Final Draft Jotform](#)

Notes

Wyatt will take this document to decide if this document needs to be taken to College Council or can just be approved to be posted online and distributed via Newsflash. Document must be able to be logged in via CAS system.

Policy change proposal form Jotform approved by PRC, to be decided by Interim CHRO.

Interim CHRO approves Policy Change Proposal Form with 2 minor changes, does not need to go to College Council.

**Meeting Adjourned at 2pm  
Next Meeting: November 17 at 1pm**

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