**Policy Review Committee Minutes**

**Location:** Zoom

**Date:** August 24th, 2023

**Time:** 1:00pm – 2:00pm

**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 Committee Attendance:**

**Present:**

Leslie Sparkman – YC Staff Association Representative

Frank D’Angelo – Director, Business Services/Control

Tania Sheldahl – Associate Vice President of Student Affairs

Janet Nix – Chief Human Resources Officer

Irina DelGenio – Dean, Verde Valley

Stacey Hilton – Dean for Instructional Support, Policy Committee Chair

Marnee Zazueta – Faculty Senate Representative

Jeb Bevers – Faculty Representative

Jamie Oltersdorf – HR Support Specialist, Policy Committee Support

Lisa Merrifield – HR Policy Support, Interim HR Voting Representative

Pam Pierce – HR Policy Support, HR Voting Representative

**Absent:**

Jeanne Welch – Director of Finance and Operations, YC Foundation

Pauline Reinsch – Faculty Representative

**Quorum reached with 11 of 13 Representatives.**

**Agenda Items:**

**Committee Action:**

* **Minutes, June 22nd 2023 for Approval**
* **Motion to Approve:** Lisa Merrifield
* **Second:** Tania Sheldahl
* **Minutes, July 27th 2023 for Approval**
* **Motioned to Approve:** Lisa Merrifield
* **Second:** Leslie Sparkman

**Discussion Items:**

* No items to discuss

**Informational Only:**

* **Participatory Governance Policy**
* Approved by College Council
* Approved by Dr. Rhine
* Policy is now active
* **Faculty(2.37)/Staff(2.34) Grievance Resolution Polices/Procedures**
* VP of Academic Affairs was removed as position/does not exist
* Will now go to deans and Associate VP’s (AVP) for Faculty
* Staff will go to CHRO
* Students will go to AVP or Dean
* **Tuition Waiver Program Procedure (2.05.04)**
* New benefits – announced by Dr. Rhine to all College personnel
* Positive feedback
* Question – Student workers want to be Casual PT to receive benefit
* Lisa stated students have other financial options and we will leave student workers out for now
* Tania wanted clarification on the PT causal benefits
* **Alcohol on Campus (10.02)**
* Revisions have been made
* Next step will be to send it out for College feedback (2wk period) and then will be brought back to PRC
* This revision was driven by the forms issue
* **Policy Stat**
* Change was implemented to remove the list of polices on the YC site and replace it with a link to PolicyStat

**POLICY UPDATES:**

* **Policy Revisions**
* Finance policies were reviewed by Frank D’Angelo and Dr. Ewell and approved through the shorter process for formatting/removing procedures
* One new policy is in the approval process (Debt Management, 7.06)
* IT policies were reviewed by Patrick Burns and Dr. Ewell – Policy Stat work in progress
* Work Hours and Schedules (2.02)
* Updated for change in workweek implemented in Payroll earlier in the summer and separated procedures.
* EmployeeLeaves (2.49)
* This is a recommended new policy which will have attached procedures for the leaves (Sick, Vacation, FMLA, etc.). Work is in progress on the procedure documents
* **Policy Change Proposal**
* No policy change proposals submitted
* **Policies out for Public Review**
* Debt Management (7.06)
* Policy feedback will be reviewed at the September PRC meeting
* On-Call, Call-In and Closure Pay (Interim) (2.43)
* Policy feedback will be reviewed at the September PRC meeting
* **Policy Sunsets**
* No Policy sunsets at this time
* Mail Room Policy will be on the next Agenda to discuss for sunsetting
* **Other information**
* Marnee wants to be informed from Stacy on what is needed from Faculty
* Tania – Title IX items coming out in the near future, with possibility of probation period
* **Adjourned | Next Meeting**
* 1:30pm | October 28th @ 1pm