

**Policy Review Committee Minutes:
January 26, 2023 1:00 to 2:00pm via Zoom**

Policy Committee Attendance:

- X 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*
- X Janet Nix- *Chief Human Resources Officer*
- √ Jeanne Welch- *Director of Finance and Operations, YC Foundation*
- X Irina Del Genio- *Dean of Verde Valley*
- √ 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 eight of eleven members

Agenda Items:

DISCUSSION ITEMS

Minutes, December 2022 Approval

Notes

Committee agrees by consensus to approve December 2022 minutes.

Committee Representatives

- Chief Human Resource Officer (CHRO) Dr. Janet Nix – Will attend PRC at February 23, 2023 meeting
- Irina Del Genio - Academic Dean Representative
- No other vacancies

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 Change Proposal

- New policy proposal submitted for a Hazing policy and procedures to be in compliance with AZ state statute requirements 15-2301.

Notes

Policy is drafted in a Word document and will need to be transferred into the PolicyStat format. Send to college community for feedback.

Group motions to accept policy/procedure as written and will be placed into PolicyStat format without revisions.

Motion passed unanimously.

POLICY UPDATES

Policies out for Public Review

- Feedback: Employee Classification and Status, 2.01 (Interim)
 - Action: Implement Feedback Changes

Notes

Discussion ensued around Workload for Full-Time Faculty Procedure, 2.01.02. Under Office Hours, faculty representatives inquired on allowing 2 hours a week of off-campus student conferencing for faculty who teach online.

Stacey Hilton will make the VP of Academic Affairs aware of this discussion.

Discussion ensued on the defining “continuing faculty” in the policy. In the table under Period, continuing is provided for Professor. This would suffice, but information on continuing could be provided in Related Procedures or Related Information.

This recommendation will be taken to the CHRO.

Group approves by majority, Employee Classification and Status, 2.01 with no modifications. Discussion points will be provided to VPAA & CHRO. Remove Interim from title.

- Feedback: Bereavement, 2.16
 - Action: Implement Feedback Changes

Notes

Recommendation to adopt revised Bereavement policy.

Recommendation is made to incorporate feedback that the policy needs to further define what qualifies as a “child”, pointing out the policy does not recognize persons someone has guardianship over.

Group approves by majority to approve revised Bereavement, 2.16 with the following change:

A child is defined as a natural child, adopted child, foster child or stepchild.

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A parent is defined as a natural parent, step-parent adoptive parent, or surrogate parent (someone who raised a child as his/her child).

Sunset Policies

Notes

- [Workload for Full-Time Faculty, 2.34](#) Incorporated into Employee Classification and Status, 2.01 (Interim)
- [FLSA Employment Categories, 2.48](#) Incorporated into Employee Classification and Status, 2.01 (Interim)
- [Student Conference Hours for Faculty, 3.21](#) Incorporated into Employee Classification and Status, 2.01 (Interim)

New Procedures

Notes

Procedural Workgroup Update

- Status of procedures
- Next Procedural Workgroup meeting on Tuesday, February 7, 2023 from 9:00 am – 10:00 am

Other Business

Meeting Adjourned at 2pm
Next Meeting: February 23, 2023 at 1pm

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