



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.
 - Employee Leaves (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 sunseting
- **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