

**Policy Review Committee
Minutes: Sept. 23, 2021
1:00 to 2:00 pm via Zoom**

Policy Committee Attendance:

- ✓ Shannon Johns for Julie Galgano- *YC Staff Association President*
- ✓ Frank D'Angelo- *Director, Business Services/Controller*
- ✓ Jill Fitzgerald- *Faculty Senate President*
- ✓ Amy Stein- *Faculty Association Chair of College Standards*
- ✓ Tania Sheldahl- *Associate Vice President, Dean for Student Development*
- X Jennifer Riley- *Faculty Association Chair of Faculty Affairs*
- ✓ Emily Weinacker- *Chief Human Resources Officer, Policy Committee Chair*
- ✓ Jeanne Welch- *Director of Finance and Operations, YC Foundation*
- ✓ Scott Farnsworth- *Assoc. Vice President, Student Success, Dean SHPS*
- ✓ Stacey Hilton- *Dean for Instructional Support*

Guests:

- ✓ Dr. Alison Vaillancourt and Chris Nickson, Consultants, Segal Company

Meeting began with a demonstration of Policy Stat (new policy repository) by Lisa Schlegal

- ✓ Governing Board is adopting new policies and new system to manage policies.
- ✓ We will be using the same program for college operational policies.
- ✓ Currently in the implementation and set up stages.

Introduced Segal Consultants who are working with college to review policy structure,

- ✓ As a college, YC is implementing a new policy storage system and the ELT will be taking this opportunity to take a hard look at our policies. Many of them have not been revised in a long time, some of them are not really policies, etc.
- ✓ Review will include audit of HR policies; policy architecture design; diversity, equity, and inclusion review; and recommendations for content updates.
- ✓ Consultants are conducting a focus group to gain feedback for their work.
- ✓ Policy Review Committee will provide Shared Governance Feedback for this project.

**Policy Review Committee
Minutes: Sept. 23, 2021
1:00 to 2:00 pm via Zoom**

FOCUS GROUP RESPONSES

What is working well with the policy process?

- C average: Areas were the faculty are supposed to drive oversight for academic matters we are passing but we are not excelling. It's hit or miss on when faculty have input.
- When addressing academic policies we do a good job of bringing academic policies to our faculty standards committee for review. Not sure if all policies are brought forward like this. Would like members to take it out to their depts and divisions so it is representative of feedback.
- The way that faculty have input is through the Policy Review Committee (3 members). This is the way we most commonly have input into policies.

- In an effort to do some change to our Shared Governance policy we have not have movement on some suggested changes.
- We do a good job that our academic policies that have to do with students correspond with our catalogue where students usually go.
- Our policy review process seems to be a good process. Anyone can introduce a change, the policy owner brings the change to the Executive Leadership Team for consideration. Encourage policies to be vetted widely so we have a lot of input. Lot of opportunity for input, but may not be organized input. The Policy Review Committee has wide membership except does not include a student. From there it goes to the President's Cabinet/College Council (there is change going on at this level). The it goes to the President for approval and then is posted.

Is the process structured and clear?

- No
- No – there are resources on the policy page but our website is hard to find information. Structure may be more difficult for people. I understand it now but three months ago before joining committee I did not know.
- For those on this committee or in upper administration understand the process. The process is manual and policies that have been introduced sometimes fall by the wayside and are misplaced or set aside. No one knows where it is. Sometimes a year later we wonder what happened.

I'm an ordinary staff person who has an idea about a policy? What do I do?

- Not sure that everyone can come forward with a policy change and move it forward. Does it have to come from the owner? Is there more protection for those who introduce a policy change to make it happen?
- Consultant changed a process from University of Arizona. Stated that until there was a process things were messy.

**Policy Review Committee
Minutes: Sept. 23, 2021
1:00 to 2:00 pm via Zoom**

- One of the strategies to think about: do we have a website that allows people to make comments and share ideas?
- Example recently introduced a policy and had to shop around to get feedback from 6+ groups. Having a hearing would be valuable to get input.
- How do we get input from people who are not in organized groups. U of A: announcement of new policy consideration. Everyone could weigh in and provide feedback for a limited period of time. We heard their voices.
- One thing that is frustrating there is an endless list of groups that you have to go through. Once you have gone through every group it can be six months to a year. Looking for a more streamlined process that does not include multiple groups.
- Giving a defined period of time to provide feedback is a good idea.
- Have various levels of policy. Some are general, some are very specific and embedded in operational/functional areas and shouldn't be included in policy.

Ideas to improve the process?

- Streamline the process. More efficient where the work can be expedited not to the exclusion of input but faster.
- Broader opportunity to get feedback
- Regular process for review – things get old. Policy Stat will be a big win in this regard
- Established deadlines for input. Not to exclude those who have the primary responsibility for a policy or circumvents our governance structure.
- Sometimes there is change in laws and we have to adopt policy administratively to meet the law.
- Would like help on removing procedures from policy and how to go about this. There may be a cultural change needed to do remove processes.
- Distinguish between policies and procedures is critical. Procedures can be in the same “container” but are not part of the policy process and can be changed as needed.