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**Policy Review Committee Minutes:**

**August 22nd, 2024, 1:00 to 2:00pm via Zoom**

**Policy Committee Attendance:**

**Present:**

Leslie Sparkman-Winsor – YC Staff Association Representative

Stacey Hilton – Dean for Instructional Support, Policy Committee Chair

Marnee Zazueta – Academic Affairs Representative

Jamie Oltersdorf – Coordinator/CHRO, Policy Committee Support

Pam Pierce – HR Policy Support, HR Voting Representative

Denise Woolsey – Faculty Representative

Jeanne Welch – Director of Finance and Operations, YC Foundation

Irina DelGenio – Dean, Verde Valley

Jeb Bevers – Faculty Representative

Frank D’Angelo – Director, Business Services/Control

Jericho Nucum– Student Representative

**Absent:**

Tania Sheldahl – Associate Vice President of Student Affairs

Vacant – Faculty Senate Representative

**Guest:**

Doug Berry - Provost

Patrick Burns – IT

Phillip Peek - Foundation

**Agenda Items:**

* **Committee Actions:**
* Minutes, August 22nd, 2024 – Approved
* Motioned: Irina Del Genio
* Second: Jeb Bevers
* **Discussion Items**
* Instructors as Students, 3.24
* College feedback discussed – Dr. Berry
* Email not a good Idea – Maybe Dynamic Form
* No Procedure
* Using ‘Qualified’ – HLC approved language
* Allow for exceptions
* Modifications made:

1. An instructor may not enroll in a course that they are qualified to teach, unless an exception is made by their supervisor and approved by the Provost or Vice President of Workforce Development and Health Sciences (VP WDHS).

2. An instructor may not enroll in a course that conflicts with their teaching or conference hour schedule.

3. All full-time instructors shall inform their supervisor if they enroll in a credit class at the College at the time of registration.

4. Exceptions may be made by the Provost or VP of WDHS.

* Send to College Council - Approved
* **Motioned:** Irina Del Genio
* **Second:** Leslie Sparkman-Winsor
* Information Security Data Classification & Handling Policy and Procedure, 5.11 & 5.11.01
* Send for College Feedback - Approved
* **Motion:** Jeb Bevers
* **Second:** Leslie Sparkman-Winsor
* Clean Desk & Clear Screen, 5.30
* Send for College Feedback – Approved
* **Motion:** Pam Pierce
* **Second:** Leslie Sparkman-Winsor
* Mobile Devices, 5.33
  + - Send for College Feedback – Approved
    - **Motion:** Pam Pierce
    - **Second:** Leslie Sparkman-Winsor
* Evaluation of Student Learning, 3.06
* Send for College Feedback – Approved with removal of duplicated sentence
* **Motion:** Pam Pierce
* **Second:** Frank D’Angelo
* **Informational Only:**
* N/a
* **Policy/Procedure Updates:**
* **Procedure Revisions:**
* No Procedure Revisions
* **Policy Change Proposals:**
* No Policy Change proposals submitted
* **Policies out for Public Review**
* Vacation Cash out Policy and Procedure, 2.22 & 2.22.01
* Probationary Period for Non-Faculty Employees (Full-time and Regular Part-time) Procedure, 2.06.01
* **Policy Sunsets**
* No Policy Sunsets
* **Other information:**
* Leslie Sparkman-Winsor will report PRC minutes at YCSA meetings

**Meeting Adjourned at 2:02pm**

**Motioned:** Denise Woosley

**Second:** Irina Del Genio

**Next Meeting: September 26th, 2024**