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**Policy Review Committee Minutes:**

**March 28th, 2024, 1:00 to 2:00pm via Zoom**

**Policy Committee Attendance:**

**Present:**

Leslie Sparkman – YC Staff Association Representative

Frank D’Angelo – Director, Business Services/Control

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

Tania Sheldahl – Associate Vice President of Student Affairs

Kyle Olsen – Student Representative

**Absent:**

Jeb Bevers – Faculty Representative

Irina DelGenio – Dean, Verde Valley

Vacant – Faculty Senate Representative

**Agenda Items:**

* **Committee Actions:**
* Minutes, February 22nd, 2024 – Approved
* Motioned: Denise Woolsey
* Second: Jeanne Welch
* **Discussion Items**
* No Discussion Items
* **Informational Only:**
* Instructional Materials, 3.20 approved by College Council and updated in PolicyStat
* Independent Study, 3.10 approved by College Council and updated in PolicyStat
* In-Progress:
  + Instructors as Students, 3.24
  + Change of Grade by Faculty, 3.07
  + College Social Media Use, 5.34 -I.T.
  + Identity Theft Prevention Program, 5.23
  + Peer-to-Peer-P2P File Sharing, 5.26
  + Tech Resource Standards Procedure, 5.27.01
  + Data Classification and Information Security, 5.30
  + Media Protection Procedure, 5.30.01
  + Remote Access and Mobile Devices, 5.32
  + Electronic Communications, 5.29
  + Online Privacy Stmt-EU Supplement, 5.36
  + Retrieval, Disclosure and Retention of Public Records, 5.28
  + Identity Theft Prevention Program Procedures, 5.23.01
  + Online Privacy, 5.31
  + Tech Resource Standards, 5.27
  + Registered Sex Offender, 4.03 – Chief Payne
  + Academic Renewal, 3.15 – Sheila Jarrell
  + Multiple Degrees, 3.19 – Sheila Jarrell
  + Repeating a Course, 3.14 – Sheila Jarrell
  + Commercial Speech and Solicitors, 10.13 – Monica Belknap
  + Public Access and Expression on College Property, 10.10 - Monica Belknap
  + Title IX Sexual Harassment, 10.14 – Monica Belknap
  + Employee Leave, 2.49 - HR
* **Policy/Procedure Updates:**
* **Procedure Revisions:**
* No Procedure Revisions
* **Policy Change Proposals:**
* No Policy Change proposals submitted
* **Policies out for Public Review**
* No Policy out for Public Review
* **Policy Sunsets**
* No Policy Sunsets
* **Other information:**
* Charter & Membership on next agenda
* Priority Room Scheduling Procedure (Conference room/student spaces)
* Priority Scheduling, 5.15
* Stacey suggests Leslie get with Ivonne
* Leave Donation/Bank
* Jamie explains new leave implementation

**Meeting Adjourned at 1:25pm**

**Motioned:** Tania Sheldahl

**Second:** Marnee Zazueta

**Next Meeting: April 18th, 2024**