



Policy Review Committee Minutes: October 24th, 2024, 1:00 to 2:00pm via Zoom

Policy Committee Attendance:

- ✓ Leslie Sparkman – YC Staff Association Representative
- ✗ Frank D'Angelo – Director, Business Services/Control
- ✓ Tania Sheldahl – Associate Vice President of Student Affairs
- ✓ Irina DelGenio – Dean, Verde Valley
- ✓ Stacey Hilton – Dean for Instructional Support, Policy Committee Chair
- ✓ Marnee Zazueta – Academic Affairs Representative
- ✗ Jeb Bevers – Faculty Representative
- ✓ Aderemi Adedokun – Faculty Senate Representative
- ✗ Jamie Oltersdorf - Coordinator/CHRO, Policy Committee Support
- ✓ Pam Pierce – HR Policy Support, HR Voting Representative
- ✓ Denise Woolsey – Faculty Representative
- ✓ Phillip Peek – YC Foundation
- ✓ Jericho Nucum – Student Representative

Agenda Items:

- **Committee Actions:**
 - Minutes, September 26th, 2024
 - Committee approved the minutes from the previous meeting, with correcting the last name of Phillip Peek.
- **Discussion Items**
 - Absence of Instructors from Classes, 3.25
 - Essence of the policy not changed, although additional clarification was added to policy.
 - Will go to college community for approval.
 - Procedure updated to clarify vacation accrual for 9-month and 12-month faculty, clarify sick leave accrual based on faculty type, and bereavement pay.

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- Added information to the procedure regarding absence due to illness, weather closure, and work related/professional development closures.
 - Recommendation to add any extended absence will be documented and processed between the employee and supervisor through the proper policy, procedure, or process.
 - Policy referencing jury duty will be linked in procedure.
 - Policy will be sent to college community.
 - Instructors as Students, 3.24
 - Returned to PRC from College Council for additional discussion.
 - Additions to #1 provides more opportunity for an instructor to enroll in a class they are qualified to teach.
 - Information will be added to include in #3 that “All full-time instructors shall inform their supervisor “via email” if they enroll in a credit class.
 - Remove development of form from Related Information.
 - Policy will be sent back to College Council.
- **Informational Only:**
 - College Council tabled all policies that moved forward from the September 26th PRC meeting to the November 8th meeting.
- **Policy/Procedure Updates:**
 - N/A
 - **Policy Change Proposals:**
 - No Policy Change proposals submitted
 - **Policies out for Public Review**
 - No policies out for public review
 - **Policy Sunsets**
 - No Policy Sunsets
- **Other information:**
 - PRC Dates:
 - Nov 21st
 - Dec 19th
 - Jan 23rd
 - Feb 27th

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- Mar 27th
- Apr 24th
- May 22nd

Meeting Adjourned at 2:00pm
Next Meeting: November 21st, 2024

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