I. At 8:03 a.m. Dr. Laura Driscoll called the meeting to order.

II. The minutes of December 8, 2015 were approved as written.

III. Reports

A. Administrative Alliance – Leanne Loya
   • A call for nominations for Outstanding Administrator will be sent out this week.

B. Faculty Senate – Heath Hornecker
   Faculty Senate met last night.
   • Faculty development grants were discussed and there was a motion as to how to distribute those grants. Two years ago, faculty could only apply every other year which was too restrictive. It has now been opened back with the limitation that only 75% of those funds can be awarded in the fall semester so that funds would be divided between the fall and the spring to make sure that faculty had enough opportunity to travel throughout the entire year.
   • A letter that Erich Frankland drafted on behalf of the Senate in support of the initiative programs was accepted. The final draft with signatures will go to Dr. Powell tomorrow.
   • A report was given from the Articulation Committee which is now the Seminar Committee about the first year seminar.

C. Staff Alliance – Ann Dalton
   • A call for nominations for the Robert O. Durst Classified Staff award will be sent out this week.
   • Staff Alliance meets this Thursday. They are getting ready for upcoming elections.

D. Student Senate – Jordan Gill
   • The club showcase will be held next Wednesday, February 17th, at 5 p.m. in the TBird Nest where all of the clubs will showcase what they have been doing over the past semester.

IV. Unfinished Business
   A. Intellectual Property Policy / 2nd Reading / Draft 2 / Laura Driscoll
      The Policy Committee recommended the following changes:
      ✓ Under 5.3 Course Materials.
Instructor created materials used to teach a Casper College course to its students including lectures, lecture notes, syllabi, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, exams, web-ready content, educational software, and textbooks. These materials are not generally considered works sponsored by or for hire and therefore, considered owned by the faculty member who created the course material.

✓ Under 7.1, making changes in the language to read:

“AFFECTED PERSONS NOTIFY THEIR SUPERVISOR AND THE VPAS AS SOON AS POSSIBLE OF THE CREATION OF INTELLECTUAL PROPERTY THAT MAY BE SUBJECT TO THIS POLICY. DISCLOSURE PRIOR TO CREATION IS PREFERABLE WHEN POSSIBLE. PROMPT DISCLOSURE ALLOWS FOR CLARIFICATION AND PROTECTS ALL PARTIES INVOLVED.”

Discussion followed. A motion was made by Tammy Frankland to accept Draft 2 of the 2nd Reading of the Intellectual Property Policy with the recommended changes that were discussed and to forward it to the Board of Trustees for their consideration. Further discussion followed. The motion was seconded by Heath Hornecker. The motion carried.

B. Policies to Consider for Deletion / Information Technology Services and Student WWW Home Page Accounts / Laura Driscoll

The Policy Committee recommended that both documents be deleted as they are statements of operation rather than policies. Discussion followed. A motion was made by Kim Byrd to delete both policies and to forward to the Board of Trustees for their consideration. The motion was seconded by Shawn Powell. The motion carried.

C. Alcohol and Drug Free College Policy / 2nd Reading / Laura Driscoll

Laura Driscoll reviewed the Feedback received. Discussion followed. The Policy Committee recommended added clauses under 4.2 and 7.1 to allow the serving of alcohol with president approval. Discussion was held concerning other exclusions to the policy. It was decided that more information was needed before moving the motion forward. The motion was tabled until the next meeting.

V. New Business

A. None

Next meeting will be held February 23, 2016.

VII. The meeting adjourned at 8:28 a.m.

Submitted by,

Jan Dalgarno, Executive Assistant to the President / Board of Trustees