

# TSO COUNCIL MEETING MINUTES

Wednesday, April 19, 2017 at 3:30 pm, Room V1120

Present: Edie Heppler, President; Virginia Binder, Jim Cushing, Steve Denison, Jerry Harkleroad, Chuck Kimbrough, Arlene LaTurner, Bryan Leyton, Kathy Shoemaker, Nellie Spruch, Chris Steele

Absent: Joanne Gainen, Diane Kester

Guests: Carla Barnes, Jerry Bunce, Ron Lebeike, Sandi Medendorp, Alexa Munoz

Minutes of March 15, 2017 meeting were approved by consensus

## Reports from Officers

1. President: Edie Heppler

- a. The newly hired Dean of Continuing Education, Ben Meredith, is no longer employed by Bellevue College. A new dean will not be hired for 6 to 12 months since there is a hiring freeze. In addition, there are several personnel vacancies. Currently Melissa Carnahan is overseeing operations, and Chris Steele is doing Laurie Phillip's job. These personnel changes appear not to have any effect on TELOS and TSO, but it remains uncertain if any new instructors will be hired for fall.
- b. An amendment to the Standing Rules was approved to read: " IV. The Council, A. Definition, 3. A student, who may also be an instructor, may be on the Council to serve in any office".

2. Vice President: Chuck Kimbrough

Has been absent for three consecutive meetings, and according to the By-laws is currently not an official Council member.

3. Secretary

Steve Denison was appointed Secretary *pro tem* upon the resignation of Jordan McCabe in early April; his assistant will be Alexa Munoz.

4. Treasurer: Arlene LaTurner

Balance as of February 27, 2017 is \$11,683.17

5. Faculty Advisor/Website: Virginia Binder

- a. A computer program was activated with the help of Raj Patel that will send messages to a large group of people on *ListServe* at one time. A drawback is that only one response to one item of multiple messages requiring a reply can be received. The Secretary acts as a filter for review of written materials originating from TSO.
- b. Under consideration is the expansion of the website. One suggestion is adding a Q & A page about classes and other ideas will be helpful

## Reports from Committees

1. Curriculum: Chris Steele, Chair

- a. Deadline for Fall Quarter classes is May 15.
- b. Spring Quarter Enrollment is 810 students.
- c. During the Summer Quarter, there will be approximately 27 classes with a some only 4 weeks long.
- d. More than seven presenters are being interviewed between April 19 and May 31 for placement in Fall classes.

- e. Boys and Girls Club inquired about classes after 4 pm, but it was felt that the TELOS population would be reluctant to attend classes that late in the day.
  - f. Claudia Lawrey will be teaching a dance class that, following their initial organization, will perform at various park venues off-site.
  - g. There is a need to pay the toll for teachers who travel over the 520 bridge. The President will inquire how that can be accomplished.
  - h. Is there a method of assigning additional students to classes that don't meet the minimum enrollment in order to retain the instructor?
2. Marketing  
A video commercial is being developed.
  3. Events: Jerry Harkleroad, Chair
    - a. The TSO election ballot will be complete. The voting will be held from May 22-25.
    - b. The Council agreed that a student meeting with the candidates will not be held this year due to a lack of interest.
  4. Strategic Planning Special Committee: Jim Cushing, Chair
    - a. The Chair will have a meeting with Al Lewis in early May to discuss TELOS strategic planning.
    - b. Preliminary contact was made with the CCCE Executive Director who indicated that there needs to be a buy-in to expansion at the Vice- Presidential level so following the May meeting with Al Lewis, there will be more information.
  5. Telescope: Sandi Mendendorp  
The next issue will be out in Mid-May

**Old Business**: None

**New Business**:

- a. Jerry Bunce developed a PowerPoint presentation with the information hosts present to class enrollees at the beginning of each quarter. The presentation could be placed on a thumb drive, or it can be programmed into the classroom computer with the instructor closing it down at the beginning of class instruction. To promote consistency, the Council approved the PowerPoint presentation with the addition of a sentence describing the TELOS program.
- b. In appreciation to the volunteer class hosts, the Council approved a reception that will also be a workshop on operation of classroom computers, overhead lights, and other facilities.
- c. The wording of a By-law was amended and approved to read:
  - “3. Secretary is responsible for sending meeting notices and agendas; recording, distributing and archiving meeting minutes; approving all postings to the TSO website; keeping membership lists, attendance records and the documents governing the TSO. These responsibilities may be delegated as appropriate.”

This amendment will be presented at the TSO general meeting this summer at the Picnic.
- d. The organization of two luncheons to be held during the year for instructors is assigned to the Events Committee.

**Adjournment**: The meeting adjourned at 4:53 pm

**Next Meeting**: Wednesday, May 17, 2017 at 3:30 pm, Room V1120

Submitted by Steve Denison, Secretary *pro tem*