

TSO COUNCIL MEETING MINUTES

December 21, 2016

President Edie Heppler called the meeting to order at 1:00 p.m.

Present: Edie Heppler, Chuck Kimbrough, Chris Steele, Arlene LaTurner, Joanne Gainen, Jordan McCabe, Nellie Spruch, Bryan Leyton, Steve Denison, Jim Cushing, Diane Kester, Virginia Binder

Absent: Jerry Harkleroad

Guests: Jerry Bunce, Sandi Mendendorp

November 18, 2016, minutes approved by consensus.

I. REPORTS FROM OFFICERS

A. President — Edie Heppler

Update on TELOS from Bellevue College Administration

- Faisal continues efforts to work with Paul Feavel (Director of Bellevue Foundation)
- TELOS: Laurie Phillips is working 16 hours/week as is her assistant, Sanna Grohn. The TELOS program requires more time than is currently authorized. This is affecting our ability to grow.
- Edie has inquired about the ongoing search for a Dean of Continuing Education. It is down to two candidates.

B. Vice President — Chuck Kimbrough — No report

C. Secretary — Jordan McCabe — No report

D. Treasurer — Arlene LaTurner

Update on committee spending:

- BCC has not updated our account. Arlene will contact them later
- Donations from Holiday Party = \$1,080
- Fry's PA system components: \$158.73
- Received from Regio Seminar = \$1,740
- Expense for lunch for Political Panel: \$55.33
- Expense for internal Marketing Brochures = \$500 (invoice not yet received)
- Expense for ad in the Bellevue Reporter = \$255
- Expense for handouts in Russia seminar = \$52.14

- **Arlene needs full information about all payments in advance put in her folder or emailed, or hand delivered to her.**

E. Faculty Advisor Report — Virginia Binder

- Eight new instructors for Spring Quarter
- 47 classes currently planned, with one more expected
- Total enrollees for Winter = 711 (not finalized)
- Last Winter was 768
- Five Winter classes were cancelled due to low enrollment. An additional 10 or 12 could be in jeopardy. Most of these are at the break-even point and Chris Ma has agreed that they should be able to be held. Laurie is still learning the ins and outs of when to cancel a class. Edie will call Chris Ma and ask that he provide direction to Laurie regarding current guidelines for cancelling classes.
- Originally, Bellevue College Continuing Education was going to offer three classes at the Bellevue Boys and Girls Club: A Swift Survey of Greek History and Mythology, Post-election Stock-taking and Astrobiology: Looking for Life in the Universe. All three classes are also offered at BC North Campus. The Astrobiology: Looking for Life in the Universe was cancelled at the B&G Club. Only one third of Boys & Girls Club enrollees are new to TELOS.

II. REPORTS FROM COMMITTEES

A. Curriculum — Chris Steele, Chair

- All the November & December events went well.
 - During January 6 Coffee & Wisdom, Dr. Kelvyn Abramowitz will compare the experience of conflicts between native populations and settlers in both North America and South Africa.
 - The third Views of News, planned for Spring, will have Jerry Bunce
 - A new proposed class: *It's all about the Face* by Glenna Trout. Glenna will be meeting with Laurie to determine whether this will be offered as a class and/or a one-time seminar. Tentative title for seminar: *How To Tell If Someone Is Lying*
 - Alessandro Regio will do a class during Spring Quarter: Fridays at 10 a.m.
-
- Originally, a class on Blue Grass music was proposed for Spring Quarter. BCCE staff requested that it be scheduled for Summer Quarter.
 - Performance artists want to do a “Black Lives Matter” presentation. It was agreed that it would be in the purview of the Curriculum Committee to pay each participant \$60.

- Views of the News classes have had end-of-quarter extensions for many years. Typically, they have been limited to 2-3 sessions during December. TSO President will point out to Chris Ma that enrollees love Crossroads and may stay there, resulting in lost revenue for BCCE. If the Views of the News groups want to get together on their own during December, various members will be provided directions to reserve the Community Room at the Crossroad Mall.
- Laurie is also considering offering ‘movement/yoga’ type classes during the breaks between quarters.
- The requisite TSO meeting rooms have been reserved for Winter Quarter.
- TSO greeting cards are ready for group congratulations, get well, condolences, etc. The cards and the directions for their use will be located in the top tier of the clear, plastic TSO stand at the Front Desk.
- A student has asked (again) for a class on ‘sex for seniors’. The Curriculum Committee is working on it.

Classroom Behavior

- Courtesy in the classroom means: no side discussions; limit the number of questions for instructor to 1 or 2 and ask others after class; do not disrupt the class by preparing to leave before the end of the class or seminar.
- Discussion: Should this issue be addressed with TELOS students or instructors?
- Some administrators think TELOS people leave the rooms untidy. Tidying classroom keeps costs down. Discussion: Should TSO send a letter to the TELOS community about tidying up classrooms after classes? **Resolved:** Virginia will include a note about this in the Class Host Instructions.

Proposed: A Professional Development Day with lunch, etc. to bring faculty together to discuss ongoing issues.

- This should be a TSO event, not Curriculum committee.
- Fairwinds could be a possible facility. They could provide meals. Edie will get a general idea from Fairwinds about this possibility.

B. Marketing — Joanne Gainen, Chair

- We will be receiving a bill for design of the brochures: around \$200. Virginia Binder has some of the brochures, the balance are in the TSO closet downstairs. **Thanks to Sandi Mendendorp for a great job on the brochure.**
- The TELOS classes list was handed out at Crossroads. More were distributed at the open house, senior centers, libraries, etc. A similar one would be great at the Overlake Senior Fair. Gail (BCC’s marketing person) is being really supportive.
- There’s a sticker with TELOS contact info to put on the BCCE catalog.

- We need to investigate the cost of mailing a class list to potential students. Currently, there is no BCCE budget for marketing TELOS.
- We are now being mentioned in BCCE promotions and social media with direct links to our website

C. Events Committee — Steve Denison, acting Chair

2016 Holiday Party

- The hall was cold during set-up but warmed up as the people showed up.
- Caterer ran out of plates. Brought 120 plates. This was a minor glitch.
- Set up and take down went smoothly. However next year it would be good to hire a couple of younger people to do the heavy lifting.
- The Holiday music was fine at the beginning, but once conversation warmed up, it was not necessary.
- Decorations were secular, which is fine.
- **Next year**, we need to reach out to folks sitting by themselves.

2017 Picnic Location

- The Botanical Garden no longer accommodates events between 10 a.m. and 5 p.m.
- Evening picnic time rejected by consensus of the council.
- We need to find another picnic location for 2017. The Events committee will continue their research.

Elections, 2017:

- We need someone to chair the elections committee. This person cannot be currently on the TSO Council nor a potential candidate.

D. Strategic Planning Special Committee —Jim Cushing, Chair

- The Council received a table comparing income, expenses, growth, etc. over the last six years. A copy is attached to these minutes.
 - Line 24 of the table shows our contribution to BCCE and demonstrates that:
 - TELOS is a sustainable program; we are achieving real growth

Strategic Planning Committee's comments on Marketing:

- \$5,000 for 10,000 brochures is insignificant
- Most people should not be hearing about TELOS from the BCCE catalog because we're buried there.
- Promotion suggestions to pursue:
 - We need to saturate our own backyard —i.e. Bellevue — distribute *ValPak* to downtown Bellevue residents

- Marketing should investigate whether it would be appropriate to do promotion in *The Seattle Times*.

Website Committee – Virginia Binder, Chair

- The Calendar is the most-used feature of the website.

OLD BUSINESS

None

NEW BUSINESS

- Laurie is fielding a number of calls regarding TSO activities/issues. She does not have the time to deal with them. It was suggested that a business card would be created and distributed to each TELOS student regarding whom to call for TELOS issues and TSO issues. Tabled until next meeting.
- Issue: Refunds for no-shows at fundraising seminars:
 - **Resolved:** It is too hard to refund; it's a donation.
- Proposed: Limit the number of consecutive C&Ws a member may attend in order to permit different people to attend. 700 people are on the contact list and receive announcement. It is always the same people who respond first.
 - Edie suggested staggering the announcements
 - Some people sign up and don't show. The reservations coordinator (Jordan) now receives the sign-up sheets and is working on this. Persistent no-shows will automatically be placed on the waiting list and confirmed solely on availability basis.
- Issue: Some instructors allowing people to attend full classes without paying tuition.
 - Point out to class hosts and ask that they be more vigilant.

Announcements

TSO is joining with the Eastside Neighbors Network for a joint presentation of Dr. Atul Gawande in the 50th anniversary program Monday, February 13th from 1:30 to 3:00 p.m. (sign in at 1:00) at the Bellevue public library, Room 1. This is a live streaming event from Beacon Hill Village, Boston, MA. Full information at <http://eastsideneighborsnetwork.org/register.html> and on the TSO website.

Next Meeting, Wednesday January 18 2017, Room V1120.
Meeting adjourned at 2:50 p.m.

Respectfully Submitted,

Jordan McCabe, TSO Council
Secretary

A	B	C	D	E	F	G	H	I	J	K	L	M	N
YEAR		Percentage of Increase Over Prior Year											
2016/17		16/17											
2017/18		17/18											
1	TELOS as of 11/9/16						11/12						
2	Income												
3	Summer	\$24,857.00	\$29,950.00	\$18,116.00	\$21,848.00	\$16,138.00	\$10,861.00		-17%	65%	-17%	35%	49%
4	Fall	\$56,001.00	\$62,544.00	\$51,001.00	\$39,494.00	\$35,334.00	\$37,693.00		-10%	23%	29%	12%	-6%
5	Winter		\$56,375.00	\$48,291.00	\$43,322.00	\$41,559.00	\$36,065.00			17%	11%	4%	15%
6	Spring		\$54,310.00	\$57,992.00	\$51,816.00	\$39,867.00	\$30,306.00			-6%	12%	30%	32%
7	Other Revenues	\$128.00	\$329.00	\$1,682.00									
8													
9	Gross Revenue	\$80,986.00	\$203,508.00	\$177,082.00	\$156,480.00	\$132,898.00	\$114,925.00						
10													
11	Expenses												
12	Payroll	\$30,001.00	\$91,223.00	\$48,901.00	\$68,079.00	\$63,989.00	\$63,425.00			87%	-28%	6%	1%
13	Admin. Payroll	\$4,563.00	\$13,146.00	\$6,559.00	\$7,482.00	\$7,930.00	\$6,846.00			100%	-12%	-6%	16%
14	benefits												
15													
16													
17	ofc supplies	\$971.00	\$3,102.00	\$585.00	\$4,766.00	\$6,224.00	\$7,573.00						
18	printing	\$277.00	\$1,767.00	\$2,756.00	\$130.00								
19													
20													
21													
22	Gross Expenses [1]	\$35,812.00	\$109,238.00	\$58,801.00	\$80,457.00	\$78,143.00	\$77,844.00			86%	-27%	3%	0%
23													
24	Gross Revenue over Exp. [4]	\$45,174.00	\$94,270.00	\$118,281.00	\$76,023.00	\$54,755.00	\$37,081.00			-20%	56%	39%	48%
25													
26													
27													
28	35% of Revenues to BCCE [2]	\$28,345.10	\$71,227.80	\$61,978.70	\$54,768.00	\$46,514.30	\$40,223.75						
29													
30	15% of Revenues to BC [2]	\$12,147.90	\$30,526.20	\$26,562.30	\$23,472.00	\$19,934.70	\$17,238.75						
31													
32	Net Income [3]	\$4,681.00	-\$7,484.00	\$29,740.00	-\$2,217.00	-\$11,694.00	-\$20,381.50						
33													
34													
35	Footnotes:												
36	[1] Includes Staff salaries & benefits, Instructor honorariums, and office supplies and printing, but does not include classroom overhead.												
37	[2] Bellevue College assesses 15% of gross revenues; Bellevue College Department of Continuing Education assesses 35% of gross revenues. Assessments include classroom and other college related overhead.												
38	[3] Net Income After Assessments Retained by Bellevue College												
39													

Annual growth