TSO COUNCIL MEETING MINUTES

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

Present: Edie Heppler, President. Jim Cushing, Steve Denison, Joanne Gainen, Jerry Harklerood, Diane Kester, Arlene LaTurner, Bryan Leyton, Kathy Shoemaker, Nellie Spruch, Chris Steele

Absent: Carla Barnes, Virginia Binder, Ron Lebeike

Guests: Jerry Bunce, Faisal Jaswal, Sandi Mendendorp, Alexa Munoz

Minutes of April 19, 2017 were approved by consensus

Report from College Administration

Assistant Dean of Students: Faisal Jaswal

Mr. Jaswal has audited the TELOS service and activity fees of $5 per enrollee, and found that they had been inconsistently collected.   When the activity fee is collected regularly, TELOS income will increase. It is important to check these accounts to see trends in attendance and for accountability purposes.

   Since TELOS is now formally part of Bellevue College Continuing Education, the service and activity fees for the first time are included in the budget that is to be ratified by the Board of Trustees at their meeting on June 7. This is a milestone in the TELOS program, and Mr. Jaswal recommended that representatives of TSO are present at the meeting to reset the relationship with the College and meet the Trustees.

Report from Officers

Treasurer: Arlene LaTurner
Balance as of May 17, 2017 is $11,672.20

Reports from Committees

1. Curriculum: Chris Steele, Chair
    a. 142 students are enrolled in summer courses.
    b. The Fall course schedule is being finalized.
    c. A new TELOS Program Assistant has been hired and will begin work on May 23[rd.]
    d. The President praised the diligence of the Curriculum Committee.

2. Marketing: Joanne Gainen, Chair
    a. "Taste of TELOS" will present selected instructors giving short reviews of their respective courses. The presentations will take approximately 30 minutes. The "Taste of TELOS" is meant to replace the Open House which was poorly attended.
    b. Six promotions for use on Facebook and UTube are being prepared to stimulate awareness of the TELOS resource. The first promo will be ready before the "Taste of TELOS"
    c. Public Service Announcements (PSA) of 30 seconds are in preparation, and will show a collage of retirees at TELOS.
    d. Outreach to community groups and large corporations such as Boeing, Microsoft, and Nintendo are ongoing.

3. <u>Events</u>: Jerry Harklerood, Chair
   a. Voting to elect the TSO Council will take place on May 23 through May 25 from 11:30 am to 12 m and 1:30 pm to 2 pm each day. A table will be set up in the Lobby area for the election.

4. <u>Strategic Planning Special Committee</u>: Jim Cushing, Chair
      a. Met with Vice President, Al Lewis in a meeting which the committee felt was well received and affable. The committee was encouraged by the reporting and approach.
   b. Specific recommendations reached through talking points and an agenda were:
      1. Agreement on expansion to the greater Eastside as part of the College Continuing Education Center/
      2. The objective is to meet the demand on the Eastside;
      3. Targeted was a separate TELOS Course Catalogue;
      4. Development of a cooperative relationship of Bellevue College Foundation. As a follow up Faisal will meet with the foundation President.

5. <u>Website</u>: Raj Patel
   a. Changes on the website in the summer will include event announcements, better touch screen and smartphone sensitivity
   b. The gmail subscribers currently receive a warning on the *Listserve* notices because the program lacks gmail authentication data. This problem is being investigated.

Old Business

a. Jerry Bunce presented the PowerPoint for hosts that he had edited. The PowerPoint slides are automatically timed to rotate, and individual slides can be changed. Undetermined is the method of installation on classroom computers so that is will be permanent.
b. Action is pending on the reception for class hosts planned for September.

<u>Adjournment</u>: The meeting adjourned at 4:40 pm.

Next Meeting: Wednesday, June 21, 2017 from **1 pm to 3 pm** in room V1120

Submitted by Steve Denison, Secretary *pro tem*