

TSO COUNCIL MEETING Minutes
Wednesday, September 21, 2016, 1:30 p.m., Room V1120

Council Meeting September 21, 2016 Minutes

Meeting was called to order at 1:33 p.m. by Edie Heppler

Present: President Edie Heppler; Vice President Chuck Kimbrough; Treasurer Arlene LaTurner, Council members Stephen Denison, Dianne Kester, Brian Leyton, Nellie Spruch, Webmaster & Faculty Coordinator Virginia Binder, Marketing Committee Chair Joanne Gainen, Curriculum Committee Chair Chris Steele, Strategic Planning Committee Chair Jim Cushing.

Absent: Secretary Jordan McCabe; Council Member Tom Westman; Events Committee Chair Jerry Harkleroad

Guests: Sandi Mendendorp, Kathy Shoemaker

Minutes from council meeting of August 17, 2016 were approved as submitted.

President's Report-Edie Hepler

1. Various members of the TELOS Community sent letters to Edie supporting Faisal Jaswal's candidacy for the newly created position of Dean of Student Affairs. Faisal is currently the Assistant Dean of Student Affairs. Edie consolidated the letters and forwarded them to Ata Karim, Vice President-Student Affairs on Monday September 19. Faisal appreciated our efforts. Faisal has been advised that he was not a finalist for the position.
2. The \$5 TSO student fee was not assessed when students registered online for Fall Quarter classes. Those who registered by phone or at the Front Desk were charged the fee. Ordinarily, BC cannot charge some students a fee without charging all appropriate students the same fee. Due to the limited number of instances where this occurred, it is not necessary to refund the fee to those who were assessed the fee. BCCE Administration has fixed the programming so this situation should not recur.
3. The Strategic Committee will continue to investigate alternatives regarding tuition payments/scholarships/subsidies in order to increase the number of TELOS participants.

Treasurer's Report-Arlene LaTurner

- a. Current TSO account balance: \$10203.66.
- b. Fall Quarter Fee: The TSO budget was credited with \$3019 from those who registered by phone or in person. (see #2 in President's Report.
- c. August Bi-annual Meeting (Picnic)

Item	Debit	Credit
Rental	\$525.00	
Caterer	\$2074.80	
Miscellaneous	\$242.31	
Refundable damage deposit	\$250.00	\$250.00
Donations collected at door		\$1040.00

TSO COUNCIL MEETING Minutes
Wednesday, September 21, 2016, 1:30 p.m., Room V1120

Net Charge to TSO budget: **\$2842.11**

- d. Items to be investigated:
 - i. \$4500 was deposited and removed from TSO account
 - ii. Need line item identification of those funds sourced from student fees and those raised by various TSO activities

Faculty Advisor Report – Angela Young (via Virginia Binder)

- a. Bellevue College signed off on the TELOS program using the remodeled Bellevue Boys & Girls Club facilities. Those classes tentatively scheduled for Fall Quarter have been cancelled as the construction was not completed per original schedule. Angela is planning a significant promotion of classes offered at this location. The City of Bellevue will have an open house and hopefully BCCE will be represented.
- b. To date, there are 730 registrations for classes; 8 classes did not have sufficient participants and were cancelled.

Reports from Committees

- e. Curriculum – Chris Steele, Chairperson
 - i. Budget of \$4000 approved
- f. Marketing – Joanne Gainen, Chairperson
 - i. Budget of \$4000 approved
 - ii. Recent promotions, including Valpak mailing, BCCE catalog distribution to Sleepless Seattle group, and quarterly Course Preview may be responsible for additional 54 new students registered after August 31.
 - iii. Gayle Solberg, BCCE Marketing will need to review any ValPak distributions in the future
 - iv. Eastside Neighbors Network (formerly known as Eastside Village) will be meeting on October 19 from 10:30-12 in Room 1 at the Bellevue Library
- g. Events – Bryan Leyton for Jerry Harkleroad, Chairperson
 - i. Budget of \$4000 approved
 - ii. Semiannual Meeting Update: organization, food, site arrangements received positive feedback. Will encourage carpooling for next year's event as some concerns were registered about limited parking spaces.
 - iii. In seeking reimbursement of expenses, TSO needs to be careful that it follows student regulations.
 - iv. Some clarification is needed regarding the depositing of donations as the only person authorized to offer a receipt is Mike at the Front Desk.—need to be deposited the same day—mike only person give receipts—who has access to the safe
 - v. The next semiannual Meeting is scheduled for December 8. Estimated catering costs will be \$20 per person. A donation of \$10 will be requested from attendees. Steve Denison will be in charge of organizing this event.

TSO COUNCIL MEETING Minutes
Wednesday, September 21, 2016, 1:30 p.m., Room V1120

- h. Strategic Planning Special Committee – Jim Cushing
 - i. Working on setting up a meeting with BC/BCCE administration to resolve some issues. Report at next meeting.
 - i. Website Committee – Virginia Binder
 - i. Site updated to include Senior Discounts
 - ii. Updated website address: <http://TSO-TELOS.org>
 - j. Telescope Committee – Sue Black, Randy Buehler
 - i. Next issue is under development
4. Old Business
- a. Jim Cushing has purchased a TSO speaker system for \$162. Jim and Kathy tested it and it seems to work. Council members are encouraged to become familiar with its operation. It is stored in the closet by Poppinjay's.
 - b. Form 1098-T, Tuition Statement, is used by eligible educational institutions. They file this form for each student they enroll and for whom a *reportable transaction* is made. Chris Ma has advised that, since it is not legally required for TELOS class enrollments, Form 1098T will not be provided. Tuition for TELOS classes is tax deductible for those who itemize.
5. The meeting was adjourned at 2:53 p.m.

Respectfully submitted,
Chris Steele for Jordan McCabe