

# TSO COUNCIL MEETING MINUTES

Tuesday, December 3, 2013, Room 1125

**Council members present:** Linda Alatraste, Virginia Binder, Rick Bodlaender, Edie Heppler, Dee Koger, Arlene LaTurner, Ahbreem Paige-Alatraste, Kathy Shoemaker, Bill Stephens, Bev Vernon

**TELOS Office represented:** Linda Roddis, Program Manager

**Council members excused:** Tim Hay

**Guests:** Carol DeCoursey, Bill Greaver, Randy Johnson, Carole Maynard, Jim Maynard, Penny Rathbun, Joan Westhoff, and Wes Zujko.

The meeting was opened by Bill Stephens, President, at 3:20 p.m.

Bill asked all folks in attendance to introduce themselves, beginning with the Council members, then guests.

***A motion was made and seconded to approve the Minutes of the November 13, 2013 General Meeting at which the TSO Bylaws were approved and Council members elected. The motion was approved unanimously.***

***A motion was made and seconded to approve the following folks for the remaining pending TSO offices.***

- ***Vice President – Rick Bodlaender***
- ***Member at Large – Tim Hay***
- ***Member at Large – Virginia Binder***
- ***Fund Raising Committee Chair – Dee Koger volunteered to fill this position temporarily while also serving as Chair of the Events Committee.***

***The motion was approved unanimously.***

## **President's report – Bill Stephens**

- TSO Council meetings will be held the first Tuesday of every month, including the summer months, at 3:15 p.m., presumably in room 1125.
- A General Membership Meeting will be held in May or June to elect officers for the following fiscal year which begins July 1. The Council needs to designate in which of these two months to hold this annual meeting then amend the Bylaws accordingly.
- FERPA training online has been completed by Edie, Bev, Arlene, Kathy, Linda A, and Ahbreem. The following members need to take the training tutorial: Bill, Dee, Tim and Virginia.
- At the request of TSO executive council members now that our student organization has bylaws and elected officers, Bill asked Faisal for a meeting to discuss the useful work TSO expects to perform, permissible ways for TSO to communicate with TELOS students many of whom are not email savvy, the form and function of a curricular organization, fundraising, and the status and recognition of volunteers. Per Linda Roddis, however, these matters are not the TSO president's responsibility. Linda will approach Faisal and report her findings to the TSO president.
  - Linda will ask BC-CE Administration to allow a mailbox mechanism for TELOS students who do not have email access. Linda is already trying to obtain a space on the main floor for TELOS/TSO storage, mail delivery, etc.
  - TSO might also like to mount bulletin boards on two floors for announcements.
- Liaisons from TSO with the TELOS office (Linda Roddis, Program Manager) will be Council officers and committee chairs only. Linda R. will confirm the outcomes of these meetings with the officers and committee chairs afterward via email. TSO members should not include Kintea, Radhika, Nora, Faisal, Janis or any other BC-CE officials in our negotiations with the TELOS office or go to them directly for any reason, but should instead go through Linda R. exclusively. Linda reminded TSO that she is to be held accountable and will take issues to higher levels as needed. Email is the preferred communication tool. Sending cc's to Kerri is optional. Linda will notify Kerri.
- Upon Chris Steele's resignation from the TSO Council, Bill sent her a letter of appreciation on behalf of the Council members for her contributions to TELOS and TSO. He will forward a copy of the letter to all TSO Council members.
- Chris Steele returned to the TELOS office a computer that is owned by the college and a printer that is owned by TSO.
- Bill will arrange to have John Billington remove his archived materials that have been stored in the TELOS storage closet.

### **Vice President's report – Rick Bodlaender**

- Rick thanked the Council for accepting his return to office after he'd resigned following the elections.
- Rick expects to attend all Council meetings. He will also sit in on Curriculum and Marketing Committee meetings to provide a common thread between the discussions in these separate groups.

### **TELOS Program Manager report – Linda Roddis**

- Linda's CE-TELOS Administration team will soon decide if she, as TELOS Program Manager will also be the TSO Faculty Advisor. Her team will meet with Faisal to determine what constitutes a curricular student organization. TSO is apparently not one. Linda said that curricular committees can no longer hire because it may conflict with the fiscal responsibility belonging to BC.
- Linda asked Bev to send her the names of TSO Council members, the bylaws, and the mission and vision statements so Linda could request that they are posted on the BC-CE website.
- There was not enough time to discuss the TELOS Open House that was held on Fri., Nov. 22.

### **Secretary's report – Bev Vernon**

- Virginia Binder, Member at Large, agreed to be the Secretary's back-up.
- Bev will send Linda Roddis an email asking her to please contact BC-CE Administration re the following.
  - Notify Faisal Jaswal, Nora Lance and Hristo (Chris) Soynov that the Ad Hoc TSO held elections on Nov. 13 and that the organization is now an official student program with bylaws and officers.
  - Ask about the extent of archive requirements – TAG, Telescope, student writings/art, etc.
  - Ask Nora Lance for record retention guidelines and necessities.
  - Try again to contact Nora to ask if there are any recording and archiving requirements for any/all email communication between TSO officers.
  - Ask Faisal if the TELOS office should/may be expected to help TSO contact members by email, or if TSO needs to maintain its contact list and communication entirely separately from TELOS.
- Copies of reports given by officers and committee chairs at Council meetings may be handed to the Secretary or emailed to her before/after the meeting for assistance with the minutes.
- When the TSO website is functional, the Secretary will be responsible for screening everything that is posted on it.
- Bev has entered into her home computer's Outlook address book the contact information for most of the individuals who have attended TELOS orientations and TSO meetings. Folks who signed-in on the sheets provided at these meetings were asked to indicate whether or not they authorized their contact information to be used by TSO. Currently, the list consists of 110 TELOS/TSO students and instructors. Ultimately, this database will be rolled into the TSO Gmail database, and communication will henceforth occur through that source. There was concern about the safety of this data in the event that the Secretary's home computer malfunctioned. A backup system was advised.
- Photocopying of TSO materials: Linda R reported that TSO may not use the CE building's copier. It is for BC employees only. Kathy reminded us that everyone has a right to run up to 75 copies per month on King County Library copiers.
- The Secretary will keep a list of all proposed additions/corrections/changes to the TSO Bylaws. They will be formulated into Amendments prior to the Spring General Meeting in June so they may be voted on by TSO members along with new officer candidates. These proposed changes may be operational prior to their approval. They will be called "TSO Rules and Regulations" until approved by the general membership and added to the bylaws document.

### **Treasurer's report – Edie Heppler**

- Arlene LaTurner, Member at Large, agreed to be the Treasurer's back-up.
- All financial matters are to be funneled through the Treasurer via forms for requesting/reporting. Deposits will be made within 24 hours of receipt.
- A TSO Student Program Fund checking account has been established through Bellevue College. It currently has about \$760 in it some of which was from individual contributions by TSO members. Such donations are not tax deductible.
- A TELOS Development Fund account currently has about \$50,000 in it. This fund is used for specific things, like scholarships, major equipment, etc. Disbursements from this fund require a second level of approval. Depending on the request, it's conceivable that TELOS might consider covering an appropriate TSO expense from this TELOS Development Fund account.

### **Curriculum Committee report – Ahbreem Paige-Alatriste**

- The Curriculum Committee has not yet met, so the report was tabled until the January 7 Council meeting.
- Ahbreem had met with Linda Roddis but was unclear about a particular new way to operate. Ahbreem's understanding was that potential new instructors and potential new types of courses must each be paired together as a package before presenting them to Linda R. for consideration and interview. This procedure would be different from previous practices where possible instructors and course topics were presented separately. Ahbreem will seek clarification.

### **Marketing Committee report – Linda Alatriste**

- The Marketing Committee has not yet met, so the report was tabled until the January 7 Council meeting.
- Linda A. tried to make an appointment with Hristo (Chris) Soynov without success, so she had no information from the BC-CE Administration.
- Gratefully received, student, Wes Zujko, has marketing experience and has volunteered to be involved on this committee.

### **Events Committee report – Dee Koger**

- The Events Committee has not yet met and has no money, so the report was tabled until the January 7 Council meeting.
- Bev created a form entitled, "TSO Events and Activities" which Dee passed out at the TELOS Open House on Fri., Nov. 22. Dee reported that quite a few folks turned in the forms checking off their interests. She will let these selections guide her in planning events and activities for 2014.
- Roads Scholar -- Kathy tried to obtain information about the program but was unsuccessful and will try again. This program would fall under the Events Committee.
- TELOS instructor, Kristi Busch, volunteered to consider leading a tour to Spain but was unable to meet with Rick Steve's Tours recently for tips on planning it. This tour would fall under both the Events and the Marketing Committees.

### **Fund Raising Committee report – Dee Koger (temporary Chair)**

- The Fund Raising Committee has no elected chair, but Dee volunteered to lead it temporarily in addition to chairing the Event's Committee. Fund raising does not fall under the responsibility of the Treasurer. The following suggestions were offered.
  - Dee wants to initiate a Taco Time fund raising program.
  - Dee thinks we should carry on several different types of fund raisers at the same time.
  - Edie suggested academic fund-raisers, such as lecture series and seminars during quarter breaks.
  - Kathy said that some of the current classes have already been morphing into social groups outside of school-sponsored activities.
  - Arlene suggested a donation box for "Non-tax deductible contributions to TELOS through TSO".
  - As already mentioned under the Treasurer's report, Edie reminded that TSO has a Student Program Fund checking account for deposits from any of these revenue sources.
  - Edie said that we cannot yet add a small fee to each course registration starting Spring Quarter, as has been suggested. At this time, while there are many student organizations on the BC campus, TSO is the first/only "Student Program" of its type, and it has not yet been determined if/how it may be handled differently by the BC-CE administration.
  - Edie suggested that once we have our various fund raising plans firmed, we announce them via email to the TSO members who have consented to allow us to contact them by email and phone. However, Edie would like to see the TSO website functional before any such fund-raising announcements are made.

### **Calendar Reminders:**

- Tue., 1/7/14, 3:15pm – TSO Council meeting, Room 1125

The meeting was closed at 5:10pm.

Respectfully submitted,  
Beverly Vernon, Secretary