

TSO COUNCIL MEETING MINUTES

Tuesday, January 7, 2014, Room 1125, 3:15-5:40 p.m.

Council members present: Virginia Binder, Rick Bodlaender, Tim Hay, Edie Heppler, Dee Koger, Arlene LaTurner, Kathy Shoemaker, Bill Stephens, Bev Vernon
Members excused: Linda Alatrisme, Marketing Committee Chair, Ahbreem Paige-Alatrisme, Curriculum Committee Chair, Linda Roddis, TELOS Program Manager
Substitutes: Rick Bodlaender, Marketing Committee, Bill Greaver, Curriculum Committee
Guests: Carol DeCoursey, Randy Johnson

The meeting was opened at 3:20 p.m. and led by Rick Bodlaender, Vice President. Because of medical preparations for an operation the following day, the President, Bill Stephens, arrived at 3:45 p.m. and stayed for one-half hour.

Rick welcomed new Council members, Tim Hay and Virginia Binder, both elected Members at Large; also, Bill Greaver, who represented Ahbreem Paige-Alatrisme of the Curriculum Committee, and Rick announced that he himself was representing Linda Alatrisme of the Marketing Committee.

A motion was made and seconded to approve the Minutes of the December 3, 2013 TSO Council Meeting. The motion was approved unanimously.

President's and Vice President's reports – Rick Bodlaender (substituted for Bill Stephens) plus Bill's additions

- Rick asked the Council to maintain this meeting positively and refrain from argumentative communication.
- FERPA training has been completed by most Council members. Outstanding yet is completion of the training by Bill, Dee and Tim. Access is as follows: <http://depts.bellevuecollege.edu/ferpa/>
- Which month shall we schedule the TSO General Membership Meeting for election of new officers in the new fiscal year, effective 7/1/14 -- May or June 2014? Once decided, TSO Bylaws should be amended accordingly. Considerations include:
 - Whether to hold it before or after the last week of SP14 Quarter classes -- May or June.
 - Regular meeting or picnic-meeting? If a picnic will be held at Grass Lawn Park, someone with a Redmond address (possibly Arlene) needs to make the reservation promptly. Who would fund a picnic – TSO or TELOS? Includes reservation fee, meat/buns for BBQ, beverages, etc.? Unanswered.
 - Decision postponed until the 2/4/14 Council meeting at which Bev will have obtained the date of the last week of SP14 classes, and a decision may be made.
- Bill was again asked to forward to TSO members a copy of the appreciation email he sent to Chris Steele on our behalf in Nov/Dec. No one had received it.

TELOS Program Manager's report – Linda Roddis

Bev announced that Linda Roddis called her to report that she would not be attending the TSO meeting today because of imminent issues during the first week of classes. Linda's report to TSO included:

- She sent Faisal's office a list of TSO's questions on Dec. 10, but with ending/starting quarters, illness, and holidays, answers were not received, and proposed meetings are being rescheduled.
- Linda Roddis can and willingly accepts the role of advisor to the TSO.
- Someone by the name of Paul, BC-CE Administration, said that TSO does not have access to the BC Development Fund. The TELOS office may request these funds for worthy purposes, but distribution is closely scrutinized and limited. The TSO is aware of these parameters.
- She has invited TSO committee chairs to meet with her to discuss strategic plans for their areas.
- The new marketing lead for BC-CE is willing to send email blasts for us if we have a strategic plan and schedule the announcements. Linda is working with the TSO Marketing Committee to implement this plan.
- Building management will allow TELOS to occupy a shared room near the front desk. TELOS will have it three times a week. Linda was to buy plastic containers for TSO to use as mailboxes, etc. Progress status uncertain.
- Total viable WN14 Quarter courses = 53. With consenting instructors, some courses were split into two. Linda did not yet know the total number of students, or total number of registrations.
- The TSO website can link to the BC-CE website and can copy/paste information from the BC to the TSO websites.
- She receives inquiries about the TSO and suggested our website may want to focus on TSO events, people and social functions.

- It has been suggested that TSO create a strategic plan for its website and determine how it will be maintained.
- Radio and TV spots – if TSO advertises the BC TELOS program, there must be a disclaimer that it is not a BC sponsored spot.

Secretary's report – Bev Vernon

- Bev called John Billington about TELOS/TAG archived materials dating from 1976. John does not want the albums and thinks TELOS/TSO should keep all photo albums, binders of original course brochures, newsletters and meeting minutes in storage. He and Lexie Nichols sorted everything, tossed much and boxed/stored the important items. Bess Billington and Dee Koger both have some of the photo albums. All should be together in one place. Bev will check with Lexie regarding their whereabouts and arrange meetings with John and Lexie, if necessary, to make sure everything is stored on campus, not in homes.
- Linda Roddis has not yet received answers from BC-CE Administration re the following:
 - The extent of archive requirements – TAG, Telescope, student writings/art, etc.
 - Record retention guidelines and necessities, probably from Nora Lance.
- Ultimately, a database currently containing contact information for 114 TSO members will be rolled into the TSO Gmail database, and communication with those folks 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. These 114 individuals noted in the database gave their written permission for TSO to hold their contact information. When the TSO website is functioning, TELOS students and TSO members will be encouraged to check it for information and announcements.
- Proposed changes to the TSO Bylaws should be sent to Bev who will keep them until voted on at the SP14 Quarter General Membership Meeting in May/June.

Treasurer's report – Edie Heppler

- All financial matters are to be funneled through the Treasurer via forms for requesting/reporting. When Edie needs money or checks, she will ask Hristo, in BC-CE Accounting, and it will be provided.
- A TSO Student Program Fund checking account has been established through Bellevue College. It currently has about \$820 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.
- The TELOS Annual Budget account is for the TELOS program only, not for TSO unless the TELOS office deems a need appropriate.

Curriculum Committee report – Bill Greaver substituted for Ahbream Paige-Alatraste

- The Curriculum Committee met on Thursday, 12/12/13. Nine members and two guests were present.
- Meetings will be held the second Thursday of each month at 3:15 p.m. Next meeting, 1/9/14, 3:15 p.m.
- Chairperson alternates will be #1-Bill Greaver and #2-Carole DeCoursey. Duties may include leading committee meetings, serving as liaison to the TELOS office, and sitting in on instructor applicant interviews.
- Committee members submitted new course and instructor suggestions and discussed the implementation of a survey to collect ideas from students/instructors during WN14 Quarter, and their responses would be collated and organized by members of this committee. Bob Wilburn volunteered to develop the survey following his recovery from an operation. Methods of distribution would be by email, or handed out in class.
 - Council members reminded that these questions are already asked on the instructor/course evaluation forms handed out at the end of every course. Collation has generally been performed by the TELOS office assistant, but the Committee's assistance might be helpful. Instructors should routinely receive the results of this student feedback without complicated ways of accessing it; course/instructor suggestions should be shared with the Curriculum Committee.
- Linda Roddis provided answers and clarifications to several questions.
 - A limit to the number of courses offered is dependent on classroom space, and that is not an issue.
 - Current courses are four, six, eight and ten week's duration. All-day seminars would depend on available BC space.
 - Early scheduling deadlines for forthcoming quarters require planning practically one year in advance.
 - Growing the TELOS student body falls under the TSO Marketing Committee's responsibilities.

- A needy student scholarship fund is being developed by TELOS in conjunction with the TSO Marketing Committee.
- Students' social involvement concerns fall under the TSO Events Committee.
- The TELOS office, not TSO, will be handling the organization of tent cards and instructor training.
 - Some attendees reported confusion with the handling of attendance sheets, tent cards and announcements in the first two days of class this week. It was decided that the TELOS office could request TSO help with these details, if needed.

Marketing Committee report – Rick Bodlaender substituted for Linda Alatraste

- The Marketing Committee met on Thursday, 12/19/13. Eleven members and two guests were present.
- Topics discussed were the TSO website, flyers, radio spots, new advertising targets, minority outreach, budget, and a marketing plan.
- Sue Black and Jim Cushing volunteered to write a marketing plan for the Committee.
- Re the TSO website, Linda Roddis is scheduling a meeting with Natalia Lubskay, BC Student Programs Website Manager for the Marketing Committee members.
- While waiting for the TSO website to become functional, the Committee might buy a couple of bulletin boards for the buildings' two floors and post TSO announcements. Reimbursement forms will be filed with Edie.
- Next Marketing Committee meeting is scheduled for Friday, 1/10/14, 1 p.m., room 1118.

Events Committee report – Dee Koger

- The Events Committee has not yet met, but Dee reported that quite a number of TSO members expressed interest in group tours of local museums and other activities. For FERPA reasons, Dee was concerned about contacting the members and also finding driver volunteers.
 - Council members suggested that Dee should be able to use contact information for the folks who gave permission to TSO to access it. If she did not feel comfortable doing so, the coordination of these activities would become limited to specific courses organizing get-togethers and tours related to their course subject, or word-of-mouth invitations. The latter method would defeat the purpose of including/encouraging everyone and have the potential of becoming selective and clique-oriented.
- Dee mentioned holding a spring/summer picnic and/or a Dec. Holiday Party, but the committee has no money.
- Roads Scholar – no report.

Fund Raising Committee report – Dee Koger (temporary Chair)

- Dee again suggested book sales and Taco Time ticket sales as fund raisers.
 - Council members questioned the availability of facility space for such TSO sales projects and the security of unmanned contribution containers. Both are problems.
- Edie reported that she and others are looking into academic fund raisers such as lecture series, speakers' bureau and seminars during quarter breaks.

Old and New Business

The meeting agenda asked, "Who are we – TSO? How should/may we help TELOS? What is our role? Boundaries?" Tim Hay had written and read aloud the following response.

"TELOS is, in actuality, not like the rest of the College. We certainly do appreciate their taking us under their wing. In turn, we TELOS people have much to offer to the College in the realms of institutional knowledge, life experiences and commitment to learning, among other benefits. We are older. Nearly all of us have a high attainment of formal education. We have great internal camaraderie. And we are an on-going group which, by and large, takes TELOS classes over multiple, multiple years. Our frequent in-class discussions beget social interaction and multiple friendships."

"We are different. And I think that our website should advertise this. For we are marketing a different product to a different clientele for a different number of years for a slightly different reason."

Calendar Reminders:

Tue., 2/4/14, 3:15pm – TSO Council meeting, probably Room 1125 unless otherwise notified.

The meeting was closed at 5:40 p.m.

Respectfully submitted,

Beverly Vernon, Secretary