

TSO COUNCIL MEETING MINUTES

Tuesday, March 4, 2014, Room 1125, 3:20-5:25 p.m.

Council members present: Rick Bodlaender, Virginia Binder, Tim Hay, Edie Heppler, Dee Koger, Arlene LaTurner, Penny Rathbun, Kathy Shoemaker, Bev Vernon

Council members excused: Linda Alatraste, Ahbream Paige-Alatraste

Members of Administration present: Faisal Jaswal, Linda Roddis

Other TSO members present: Carol DeCoursey, Bill Greaver, Chris Steele, Lyn Thomas, Peggy York, Mona Zimmerman

- **Opening** -- The meeting was opened at 3:20 p.m. by Rick Bodlaender, TSO President, who welcomed attendees and asked everyone to introduce themselves. Special introductions were given to Faisal Jaswal, BC Asst. Dean for Student Programs, and to Penny Rathbun, who was asked to serve as Parliamentarian at this meeting. Rick commented that the TSO goal is to help keep the TELOS program alive intellectually while at the same time fiscally solvent and to do so by spreading good will and subsequently reaping mutual benefits.
 - A recently updated "BC Student Programs Club and Program Policies & Procedures 2013-2014" manual was mentioned. Faisal explained the difference between a "program" and a "club" is that a program is more affiliated with the College; a club is a group of folks with similar interests, e.g., a ski or chess club. The TSO is a program and as such has a bank account, can conduct fund raising activities, and is eligible to participate in leadership institute training. Council members showed interest in receiving the training. Faisal also suggested that the TSO might offer its skills and experience to other start-up groups on campus.
- **Summary of previous meeting re proposed spring quarter tuition increases** -- Bev Vernon, who presided on Feb. 4, 2014, reported that two TSO meetings were held that day, a discussion and a business meeting. (*For the written record, additional facts that were missed in the verbal report are mentioned here.*)
 - The first meeting consisted of a presentation by four representatives from the BC-CE Administration followed by Q & A/comments from at least 18 of the TELOS students and instructors in attendance. A total of 54 folks were present. Steve Funk, point person for the tuition increase issue, served as moderator. The discussion lasted approximately 45 minutes and was orderly. Details are recorded in the minutes of the meeting. Later in the week, Steve Funk resigned as point person for the issue.
 - The second was a short TSO business meeting. Approximately 17-20 attended. After Faisal met elsewhere briefly with the administrative team, he returned to report that spring quarter tuition would increase no more than 10%, that the team would do a complete analysis during the summer, that it would try not to raise tuition for fall quarter and that future increases would be leveled in a measured way. Subsequent to this meeting, the TSO was informed that there would be no tuition increases for spring quarter except \$4 for a few courses that require extensive copied materials.

A motion was made and seconded to accept as written the minutes of both TSO Council meetings that were held on February 4, 2014. The motion was approved unanimously.

- **TELOS Program Manager's report** -- Linda Roddis commented that the TSO Marketing Committee's Telescope newsletter is beautiful and a wonderful marketing tool. She also reported the following.
 - **Marketing redirected:** (1) In addition to emailing former TELOS students with promotional information by pdf attachment, the office is redirecting to the larger community which includes (2) mailing the Telescope newsletter to a targeted audience over age 65 living in the 98007 zip code area only (limited by postage cost), (3) mailing Telescope plus emailing information to 25 activity coordinators of retirement centers and 20 places of worship, (4) posting the Telescope and Open House flyer on 15 bulletin boards (Starbucks, QFC, Safeway, Whole Foods, libraries, etc.), and (5) taking Telescope and spring quarter catalogs to the Senior Network meeting at Westminster.
 - **Budget:** BC-CE is going through a learning process for managing the various programs under its purview which includes budgeting. Questions should be addressed to Kintea.
 - **Curriculum:** (1) Spring quarter -- seven new instructors, (2) Summer/Fall quarters -- nine new instructors have asked to teach, (3) many students are phoning about the "added value" they are receiving from instructors through sharing lunchtime, tutoring, book suggestions and friendship.
 - **Help needed from TSO:** (1) Class hosts -- need help training and getting this program up and running (discussed under Curriculum Committee), (2) greeting cards to folks who are going through a difficult time (discussed under New Business), (3) help with tent cards (discussed under New Business).

- **Registrations for Spring Quarter:** As of 3/4/14 -- 230 registrations; eight of the 56 courses offered have reached their minimum enrollment levels. Within the first 30 minutes of the webpage being up, 60 individuals had enrolled.
- **Staff changes:** Kerri Ratigan, TELOS Program Assistant, is leaving her position on March 6.
- **President's report** – Rick Bodlaender
 - Rick acknowledged the TSO's appreciation of Kerri Ratigan and her excellent service and asked how we could recognize her contributions. (Discussed under New Business.)
 - He announced that he would not continue as President or run for any TSO office term after 6/30/14. He expects to help care for his new grandson, in Singapore, in August for two to four months.
- **Secretary's report** – Bev Vernon
 - Bev asked if the Council wanted her to send an email to all TSO members prior to each monthly meeting or instead, rely on bulletin board announcements and word of mouth. The original intent was for the secretary to post such announcements on the TSO website, not yet available.
 - Faisal asked why our website was not yet functioning and offered the assistance of the BC technical team. He was assured that we are already receiving their help.

Edie Heppler moved, and it was seconded, that the Secretary send an email announcing each monthly TSO council meeting to all TSO members one week in advance of the meetings. The motion was approved unanimously.

- Bev reminded everyone to send proposed bylaw changes to Virginia Binder who is collecting them for the Ad Hoc Bylaw Amendment Committee to prepare for vote by all TSO members at the spring quarter TSO General Membership Meeting to be held in May or June 2014.
- **Treasurer's report** – Edie Heppler
 - Edie said that the recently updated "BC Student Programs Club and Program Policies & Procedures 2013-2014" manual mentioned above is 24 pages as opposed to the 57 page earlier edition and is easy to read. She suggested that all council members read it and indicated that it confirms TSO has opportunities to receive training, to give service, plan events, hold fund-raisers, etc. She reminded that TSO already has a bank account with \$820 in it.
- **Member at Large report** – Tim Hay
 - Tim reported that Edie and he had met with Faisal and Radhika on Thurs., 2/20 and asked if Faisal wanted to report anything from the meeting. Faisal said that they discussed the history of TAG/TSO, personal relationships, pointers for conducting positive meetings, and TELOS courses. The meeting was beneficial for each present. He commended Edie and Tim for their able representation and wanted the Council to know that. Council members applauded. Bill Greaver asked what was discussed. Tim said that they looked at TAG's historical structure, templates for current organizations, and that their main purpose was to establish direct contact between the Administration and TELOS/TSO. Edie added that they also discussed fund raising, orientations, communication, the roles of TELOS and of TSO separately, and ideas for the future. No decisions were made except to meet again especially while things are in the formation stage.
- **Curriculum Committee report** – given by Virginia Binder for Ahbreem Paige-Alatrisme who was out for medical reasons. Virginia said that the minutes of the Committee's Jan. and Feb. meetings had been forwarded to all Council members and Linda Roddis to read ahead of this meeting (see attached). Highlights included:
 - (1) reasons for the lengthy lead time needed for planning courses, (2) the need to recruit additional members for the Committee perhaps via soliciting TSO membership forms in classes where folks may indicate their interest in the various committees, (3) coordination of meetings for Ahbreem, Chair, with Linda Roddis, (4) helping arrange for class hosts, (5) development of a survey of TELOS students and instructors, (6) new course ideas, e.g., "the role of corporations", a seminar on volunteerism to help others study as in the "Study Zone" in KC libraries or "study buddy" in schools, "alternate approaches to protests", and "open government", (7) obtaining more specific answers from Linda Roddis about how courses and instructors are to be selected, which topics are preferred, hours, number and sizes of classrooms, and getting timely feedback on course recommendations.
 - Class hosts – Because of FERPA issues whereby class members are not supposed to see who is registered in the courses ahead of time, potential class hosts may not be contacted prior to the first day. For the winter quarter, Linda Roddis thought that she and Kerri would be able to visit all classes on the first day of each, but there was not enough time to do so, and that may always be the case. Linda therefore has asked for help from the TSO. Formerly, the Curriculum Committee was responsible for working with the instructors to select class hosts whose responsibilities were to give

announcements, maintain attendance sheets and tent cards. Written instructions and a training session for these hosts would be appropriate. Linda Roddis advised that she would be doing further investigation regarding providing enrollees prior to the start of class. Another idea is for the TSO to invite new TSO members to a coffee at North Campus like is done for new students on the main campus. Chris Steele asked if the Curriculum Committee could discuss at its next meeting the class host possibility to activate for spring quarter.

- **Marketing Committee report** – Linda Alatraste (absent/excused) sent her report which was read aloud by committee member, Penny Rathbun. (Please see attached.) Highlights are below.
 - Teloscope – TELOS spring quarter newsletter was produced by the Marketing Committee in pdf, sent to Linda Roddis who authorized and forwarded it to BC Marketing. It was approved and sent via mail and/or email to the locations indicated in the TELOS Program Manager’s report above. Reproduction and postage was covered by BC. The Summer Quarter Telescope will be posted on the TSO website that is currently under construction.
 - TSO website – The TSO Marketing Committee has decided to contract with BC Student Services under its new computer system, WordPress, and select one of its website templates. Randy Johnson will function as our webmaster with Sue Black assisting in the website design. Randy has signed the contract and sent it to Hristo (Chris) Stoynov, Program Manager, and Natalia Lubskaya, Designer, who will provide computers and assign training dates for Randy and Sue. Randy is going to pursue whether additional people could participate in the WordPress training session.
 - New marketing targets are being studied to present when ready.
 - Westminster Senior Active Fair, Sat., 3/8 – The marketing committee is considering attending this event and applying to share a booth for \$200 in order to promote TELOS and distribute the BC-CE spring quarter catalog and our Open House flyers. A booth is required for participation. A request was sent to Linda Roddis, and it was approved.
 - TSO to request a presence on BC Student Programs/Clubs website – Hristo Stoynov suggested TSO send information to be posted along with other BC organizations. It will be discussed at 3/7 meeting.
 - Rick asked meeting attendees to help distribute Open House flyers.
- **Events Committee report** – Dee Koger – No action/report.
- **Fund Raising Committee report** – Dee Koger – No action/report.
- **Old business** – None
- **New business**
 - **Tent cards** – Volunteers Bill Greaver, Dee, Penny, Edie and Rick will help Linda Roddis print the cards and possibly assemble class packets on Thurs., 4/3, 10:30-12:30, room 2139.
 - **Date of elections/bylaw amendments** – The bylaws state that elections must be held during spring quarter. The current spring quarter ends 5/30/14, so June is too late to hold elections. Dee requested allowing one week to collect votes.

Kathy Shoemaker moved, and it was seconded, that the Ad Hoc Nominating/Elections Committee would determine the date of elections and report its decision at the 4/1/14 Council Meeting. The motion was approved unanimously.

Edie Heppler moved, and it was seconded, that the current Council appoint (not elect) a fifth Member at Large to serve as Parliamentarian through 6/30/14. The motion was approved unanimously.

Edie Heppler moved, and it was seconded, to appoint Penny Rathbun as Member at Large to serve as Parliamentarian through 6/30/14. The motion was approved unanimously.

- **Select one Member at Large to serve as Administrative Representative to the Council and become a member of the executive team, as written in the bylaws.** This decision was tabled for the Ad Hoc Nominating/Election Committee to handle.
- **Determine which three Member at Large positions are two-year terms and which two positions are one-year terms.** This decision was tabled for the Ad Hoc Nominating/Election Committee to handle.
- **Proposal that Arlene LaTurner chair Ad Hoc Nominating/Election Committee.** Arlene was willing to co-chair, but not chair. Virginia recommended that individuals be asked first before being nominated.

Edie Heppler moved, and it was seconded, that Kathy Shoemaker chair and Arlene LaTurner co-chair the Ad Hoc Nominating/Election Committee during spring quarter 2014. The motion was approved unanimously.

Edie Heppler moved, and it was seconded, that Mona Zimerman chair the Ad Hoc Bylaws Amendment Committee during spring quarter 2014. The motion was approved unanimously.

- **Consider amending bylaws to schedule TSO meeting dates on the second or third Tuesday of every month rather than the first.** Suggestion made by Bev Vernon will be handled by Ad Hoc Bylaws Amendment Committee.
- **Proposal that new elections be held for all offices/positions to become effective 7/1/14.** Virginia mentioned that she has reservations about resignations and re-elections for all offices/positions, as do others. It was suggested that the Ad Hoc Nominating/Election Committee handle the issue. Edie said we're giving no direction to that Committee.

Tim Hay moved, and it was seconded, that the proposal regarding new elections for all positions be referred to the Ad Hoc Nominating/Election Committee to be determined and reported at the 4/1/14 Council meeting. The motion was approved.

- **Proposal that Jim Maynard revamp the Mission/Vision Statements for a vote by the Council at the 4/1/14 Council meeting.** Chris Steele wondered why we should need to revamp these statements after observing them for only three months so far. Mona said that with all due respect, Jim Maynard was on the Ad Hoc Mission/Vision Statement Committee last fall, and his versions were not approved then.

Penny Rathbun moved, and it was seconded, that the Mission/Vision Statements be left untouched at this time. The motion was approved unanimously.

- **Care and concern for TSO members:** Linda Roddis suggested that the TSO send cards to folks who are going through a difficult time. This subject was discussed at length last fall by the TSO, and the Council decided not to do so for several reasons – insincerity if we don't know the person, TAG tended to remember only the Council members' friends which excluded the greater community, receipt of cards sometimes causes discomfort to folks who don't want anyone to know they're suffering, etc. Consensus was to refrain from sending cards from the TSO.
- **Gift of appreciation to Kerri Ratigan:** Her last day is this week. We all appreciate her very much, but there is no time to take her out to lunch or give flowers. It was agreed that everyone who wanted to do so would send individual notes of appreciation to her.
- **Council retreat:** Chris Steele suggested holding a leadership retreat with Robert's Rules of Order training. Faisal said we could do that, and also, he would make sure TSO was invited to all future student organization training sessions. Faisal or one of his advisors could serve as coach at any of our meetings. He also recommended that Council meetings be completed in one hour. They would be more productive.
- **Empower more people to do more work,** Faisal recommended.
- **Our "Nominations Committee" should be called "Elections Committee",** Faisal recommended.

Calendar Reminders:

Tue., 4/1/14, 3:15pm – TSO Council meeting, Room 1118.

The meeting closed at 5:25 p.m.

Attachments: (3)

- Minutes of Curriculum Committee Meetings of Jan. and Feb 2014
- Marketing Committee report

Respectfully submitted,
Bev Vernon, TSO Council Secretary