

TSO COUNCIL MEETING MINUTES, PART 1

Tuesday, April 1, 2014, Room 1125, 3:19-5:35 p.m.

Council and Ex Officio members present: Linda Alatraste, Rick Bodlaender, Virginia Binder, Tim Hay, Dee Koger, Arlene LaTurner, Ahbreem Paige-Alatraste, Penny Rathbun, Kathy Shoemaker, Bev Vernon, Mona Zimmerman

Council members absent/excused: None

Members of Administration present: Faisal Jaswal

Other TSO members present: Marty Arnot, Merl Arnot, Craig Chase, Marilyn Chase, Jim Cushing, Bill Greaver, Jerry Harkleroad, Mark Kiviat, Carole Maynard, Jim Maynard, Jim Starkey, Chris Steele, Joan Westerhoff

Opening -- The meeting was opened at 3:20 p.m. by Rick Bodlaender, TSO President, who welcomed attendees and asked council members to introduce themselves. The guests opted not to take the time to introduce themselves.

A motion was made and seconded to accept as written the minutes of the TSO Council meeting of March 4, 2014. The motion was approved unanimously.

A motion was made and seconded to accept the resignation of Edie Heppler, Treasurer, to be effective March 25, 2014. The motion was approved unanimously.

TELOS Program Manager's report -- Linda Roddis could not attend the meeting and had not submitted a report.

President's report -- Rick Bodlaender

- Rick expressed regret that Edie Heppler had resigned from the Council and commented that she had done a fantastic job for TSO.
- On March 26, Instructors received a letter from Kintea Bryant, Continuing Education Program Manager, notifying them that a new program structure would be implemented summer quarter. Each course would adopt a standard format of a 9-hour block for 6 weeks, with 1.5 hour class sessions, and there would be a minimum enrollment requirement of 10 students per course. The Administration would be assessing this business model during the summer to determine if further modifications would be needed for the remainder of the fiscal year, starting fall quarter 2014

Secretary's report -- Bev Vernon

- TELOS Open House, 3/14/14 -- Bev reported that the sign-in sheets showed that 64 folks attended (22 instructors and 42 students). The event was well conducted and went beautifully. The TSO had not been asked for help. Folks arriving late to the event indicated that they assumed it was an "open house", and you could come and go at any time, so they missed hearing the presentations of many of the instructors. Bev suggested that the name of the event be changed back to "Orientation".
- Contact information for TSO members -- Of the total number of individuals involved in TELOS, 207 have given the TSO authorization to contact them with announcements. Confidentiality is attempted regarding exposure of the contact information and with message content.
- Bev asked if meeting minutes should be sent to TSO members. No decision; maybe as requested.
- Members without email access -- Of the 206 individuals in the TSO database, 9 do not have email access. Bev indicated that the responsibilities of the TSO secretary already entail much phoning for various reasons. She suggested that folks without email access be asked to select a "TSO contact buddy/pal" who does have email access and who would be willing to phone them whenever TSO communication is attempted. The secretary could make original contact with these folks to help them try to find a willing "pal". Otherwise, perhaps one TSO member would volunteer to keep these folks informed. TSO postal mailing is not an option.

Treasurer's report -- Arlene LaTurner (alternate for Edie Heppler, who had resigned)

- Arlene reported that there had been no action. The TSO bank account fund balance remains \$820.

Member at Large, Ad Hoc, and special committee reports

- **Ad Hoc Bylaws Revision Committee** -- Mona Zimmerman, Chair, reported the following:
 - Members of this committee are Mona, Virginia Binder, and Tim Hay. Three long meetings were held.

- **Minor changes:** The goals were to keep the bylaws document simple, make it flexible by reverting to “Standing Rules” anything that might need unrestrictive changing, reduce size of the Council, correct grammar, spelling and sentence structure, use logic, align more consistently with Roberts Rules of Order, simplify terms of office and how elected, combine all types of meetings under one Article, clarify the method by which one at large member would be appointed to Executive Committee, etc.
- **Major changes:** (1) One-year terms for every position, (2) committee chairs will no longer be elected as members of the Council but instead will be selected by the president in consultation with the council. (3) the election process will occur for the whole council each year and vacancies will be filled differently, (4) change the name of TELOS Student Organization to reflect that instructors as well as students are members, keeping the same acronym, TSO; for example, substituting “Scholar, Support, or Senior” for “Student”, (5) change the title of TSO Membership Form to “TSO Contact Form”, (6) vote on bylaws as a whole rather than voting on individual changes, and (7) select one version of Roberts Rules of Order for reference. Dee asked if committee chairs would attend council meetings. Mona said that council meetings are open to all, and additionally, committees would submit written and oral reports to the Council (written, through Secretary) but have no council vote.
- Mona suggested holding an interim meeting prior to the regular council meeting of May 6 to settle any issues before the council approves the revised document. If 2/3 vote is not reached, the Council will reject the document. Mona’s email address is glassdogs@ymail.com, for questions, suggestions and to request copies of the current and proposed updated bylaws. (*Copies may also be obtained from the Council Secretary, Bev Vernon, beverlyvernon@msncom*).
- Jim Maynard said that the original version of the bylaws and the Mission and Vision Statements that were written last fall 2013 were combined into one final document and that these new revised bylaws should include the Mission/Vision Statements as well. Jim added that the current TSO Mission/Vision Statements does not show what BC management expects of the TSO. Mona advised that the current documents are not combined and that her committee was not tasked with evaluating the Mission/Vision Statements and she did not want to take on that responsibility now. Jerry Harkleroad commented that if an organization is having trouble at the beginning, it deals with its mission statement first followed by the bylaws. Tim Hay moved that an updated Mission Statement be created for TSO and that the President, Rick Bodlaender, assign the task to Jim Maynard. Kathy Shoemaker added that TSO is currently at a crossroads and not sure of its future existence. Tim withdrew his motion.
- **Ad Hoc Elections Committee** – Kathy Shoemaker, Chair, reported the following.
 - Members of this committee are Kathy, Arlene LaTurner, and Chris Steele. They have met more than once and are accumulating a list of nominees.
 - They proposed that elections be held during the entire week of May 19-23, Monday through Friday and that the TSO General Membership Meeting be held on Tuesday, June 3.
 - Kathy reminded that, according to the current bylaws, the addendum concerning the one or two year terms of each position could be amended by the Student Council.

Kathy Shoemaker moved, and it was seconded, that all positions are vacated at the end of June 2014, giving the Ad Hoc Elections Committee maximum flexibility to nominate candidates for the new fiscal year. Incumbents may rerun, if desired. The motion was approved unanimously.

Tim Hay moved, and it was seconded, that the date of the TSO General Membership Meeting be Tuesday, June 3, 2014, at which time the election outcomes would be announced. The motion was approved unanimously.

- Kathy proposed that the week of Monday through Friday, June 9-13, be reserved for two specific one-day retreats, (1) Robert’s Rules of Order training, and (2) Council training for new electees. The dates for these sessions would need to be cleared by Faisal, whose team would be providing the training. The council members unanimously approved of this plan.
- **Course Host Coordinator report** – Virginia Binder
 - Virginia reported that the Administration did not provide for course hosts during winter quarter and requested help from the TSO to do so for spring quarter. She gathered information and materials from previous procedures then revised them to work within the framework of not knowing who was in the new courses due to privacy rules, then sent her new plan to the Curriculum Committee and Linda Roddis for feedback. First, Virginia informed all instructors about course hosts and asked them to notify her if they did not want a host; five preferred no host. Next, she sent out two calls for

- volunteers from the TSO email database, via the secretary and contacted some specific folks whom she knew had previously been hosts. She obtained 16 volunteers for 22 courses. Next, she would be sending requests for volunteers to all TELOS students in the remaining dozen or so courses without hosts, then by the weekend prior to the start of the new quarter would send instructions and confirmations of assignments to the volunteers along with the TSO contact authorization form.
- Mona announced that she'd received an email that morning notifying her that 14 of the 57 courses originally offered had been cancelled. Jim Maynard asked if the minimum number of students needed to hold classes had been discussed by the Curriculum Committee. No answer.
 - **Parliamentarian report** – Penny Rathbun
 - Penny believes strongly in using Robert's Rules of Order and said that it is far more difficult leading a meeting than most people realize. She thanked Rick for handling the complex task. She suggested that we learn what version of Robert's Rules is used by BC then plan to use it. She asked for training from BC during the week of Monday-Friday, June 9-13. Faisal offered training for Penny as well as a workshop for any interested TSO members and would check with his trainers' calendars. Several council members were interested in receiving the training.
 - **Administration/TSO Liaison meeting of 3/5/14**
 - Tim Hay read aloud Edie Heppler's minutes from the 3/5/14 meeting. Representing the Administration at this meeting were Faisal Jaswal, Radhika Seshan, and Kintea Bryant; representing the TSO were Edie Heppler, Tim Hay, Kathy Shoemaker, Arlene LaTurner, and Mona Zimmerman.
 - Concerns expressed by TSO attendees were, (1) viability and affordability of the TELOS program, (2) the role of TSO with the TELOS program, (3) class size/type offered, (4) how TELOS and TSO engage/collaborate with one another, (5) communication between instructors and program staff, and (6) role definitions. One meeting goal was to set up a three-person committee including one council member, one instructor, and one other person to develop a program that would make TELOS viable, rich and affordable. This liaison committee would begin meeting with the Administration for this purpose immediately.
 - In addition, there would be three more individuals, one each from marketing, curriculum and events/fundraising who would be empowered to make decisions on behalf of their committees while negotiating with the TELOS program staff.
 - A survey may be facilitated; also prospective new courses/instructors could be vetted by a focus group of TSO specialists in combination with the TELOS program staff. Email communication would be respectful and collaborative.
 - Kathy asked what had then commenced or been accomplished since the meeting just described. A follow-up meeting had been scheduled, but it was cancelled. Rick said that it was important to continue this dialog and recommended we do so. Faisal said that there are issues of communication between council members.
 - Jim Maynard commented that he has been following the negotiation process for 6-7 months and sees BC-CE as much to blame for dysfunction as TELOS and that we need to let the upper Administration know what is going on. Faisal responded that there has been a redefinition of the relationship between TSO and TELOS as to that of the previous TAG with TELOS. In the past, TAG was imminently important and highly depended upon by the TELOS office. That dependency is no longer needed. Jim reminded Faisal that 4-5 months ago the two of them had discussed the new TSO and that it could become co-curricular. Faisal remembered but said that now new people are at the helm who think differently.
 - Jim Cushing added that after the TELOS tuition increase issue was confronted by the TSO with the Administration, his expectation was that there would be corroboration and new lines of communication going forward. Then, he was shocked to just learn that starting summer quarter, courses would be shorter and tuition higher. Also, 14 courses were known to have been cancelled as of that day (total of 24 out of the original 57 by the following day leaving 33 to run). Fourteen (or perhaps 24) instructors had already put much time into preparing for their courses. Jim asked the Administration to focus on the real issue and said that of the three reasons given, (#1 - to offer strong and popular courses with consistent quality and classroom experience, #2 - to ensure that staff members have the time and resources to ensure the highest quality of student experience, and #3 - to ensure that TELOS programs have a sustainable and healthy future at BC), financial solvency was not listed. Jim said, "If we're being collaborative, we want to know why we're being crammed down upon." Faisal acknowledged that he saw the change from 8 to 6 class sessions and the 1.5 hour consistency requirement and he would provide this feedback to the Administration asking why it waited to discuss the matter with instructors after the decision was made.

- Jim Starkey said he also teaches at Antioch University and has already had to water down his TELOS courses to 8 sessions and now to 6.
- Tim Hay asked if the BC trustees want us out, and Faisal said no.
- Craig Chase, new instructor, said he thought TELOS was supposed to be an adult education program.
- Various folks commented that TELOS used to support itself with the help of TAG volunteers who did much part-time work for the program. Jim Maynard said that the TSO already has committees now that are established to help. Arlene said that we have to get a sense of who TSO members can talk with who will listen.
- Arlene said that the TSO needs to get a sense of to whom we can speak. Linda Roddis is frequently unavailable and/or refers us to Kintea. Faisal volunteered to find the TSO an advocate or communication channel. Ahbreem suggested that this person be a senior individual or understand seniors. Mona, Tim, and Jim Maynard reminded us that we need to select a liaison committee to channel communication both ways between the TSO and Administration and that these candidates should hold certain skills and experience, for example, one member of the Curriculum Committee, one instructor, and one student who is not on the council.
- Kathy suggested that we hold an interim meeting before the May 6 meeting to select at least three representatives to negotiate with the Administration through this fiscal year, June 30, 2014. Rick, as president, wanted to appoint the individuals himself but was informed that they would need to be confirmed by the council.

The meeting agenda was not finished and the meeting was prematurely terminated. It was decided that a secondary meeting would be scheduled prior to the April 10 closed instructor's meeting and that it would also serve as the interim meeting that was requested by the Ad Hoc Bylaws Committee. The secretary will notify all members present of the date/time. At this meeting, the remaining agenda items will be covered in addition to voting on the proposed revised bylaws and also the selection of a TSO liaison committee.

The meeting ended at 5:35 p.m.

Respectfully submitted,
Bev Vernon, TSO Council Secretary