

TSO COUNCIL ANNUAL GENERAL MEETING MINUTES

Tuesday, June 3, 2014, Room 1125, 3:20-4:55 p.m.

Council and Ex Officio members present: Virginia Binder, Tim Hay, Dee Koger, Arlene LaTurner, Penny Rathbun, Bev Vernon, Mona Zimmerman

Council members absent/excused: Kathy Shoemaker

Members of Administration present: None

Other TSO members present: Mark Kiviat, Jerry Harkleroad, Ruth King, Chris Steele, Edie Heppler, Jim Maynard, Carol DeCoursey, Jim Cushing, Bill Greaver, Bob DeMichele, Peggy York, Ed Vacura, Carla Barnes, Mary Lynne Poole, Helga Nason, Randy Johnson, Carol Maynard, May Macdonald, Keith Macdonald, Carol Leyton, John Humphrey

Opening -- The meeting was opened at 3:20 p.m. by Bev Vernon, TSO Acting President, who requested the council's approval for Virginia Binder, Member at Large, to lead the meeting so Bev could take minutes.

A motion was made and seconded to allow Virginia Binder, TSO Member at Large, to lead the meeting so that Bev Vernon, Secretary and Acting President, could take minutes. The motion was approved unanimously.

Welcoming – Virginia welcomed all in attendance then proceeded with the agenda.

A motion was made and seconded to accept as written the minutes of the TSO Council Meeting of May 6, 2014. The motion was approved unanimously.

Acting President's report – Bev Vernon

- Bev announced that this was probably the last meeting of the current council members and that the next regular meeting would be held in July by the new council. She said that today's session would be a regular business meeting rather than picnic or celebration as had been the case in previous years.
- Bev thanked the outgoing members of the council for their work and contributions since the fall of 2013, and she also thanked the members who had resigned early, which included Chris Steele, Bill Stephens, Edie Heppler, Rick Bodlaender, Linda Alatraste, and Ahbreem Paige-Alatraste. Tim Hay added a thank-you to Bev for keeping the council together from April through June by serving as Acting President as well as Secretary.
- Bev said that Angela Young had asked for the TSO to help at the Open House on June 6. Tim Hay would be coordinating the TSO's help. More under Unfinished Business.

Secretary's report – Bev Vernon

- Archived TAG documents – Under Unfinished Business.
- Web update – Under the Marketing Committee report.

Report of a representative from the Administration – No members of Management attended the meeting. Bev had been asked by Kintea Bryant, Program Manager-TELOS, to announce that Angela Young had been hired as the new TELOS Program Manager and that Angela had begun in this assignment on June 2.

Acting Treasurer's report – Arlene LaTurner

- TSO financial status -- Arlene reported no changes to the \$820 balance in the TSO account.
- S&A (Student and Activity) funding – As Faisal had announced at the previous TSO meeting, \$4500 had been allocated to the TSO program for the 2014-15 academic year. This amount will be transferred into the TSO account after July 1, 2014.

Member at Large, Ad Hoc, and special committee reports

- **Ad Hoc Elections Committee** – Arlene LaTurner, Co-chair, reported the following.
 - 87 ballots were received during the week of May 19-22.
 - New Bylaws = 82 approved; 0 declined
 - President – Mona Zimmerman = 79; Mark Kiviat (write-in) = 1
 - Vice President -- Tim Hay = 81
 - Secretary – Bev Vernon = 81
 - Treasurer – Ruth King = 78

- Members at Large
 - Kathy Shoemaker = 76
 - Mark Kiviat = 74
 - Jerry Harkleroad = 71
 - Virginia Binder = 69
 - Penny Rathbun = 69
 - Arlene Turner (write-in) = 1 (declined to accept position)
- It worked well to hold elections over a one week span. Some people voted for only one Member at Large. Next year the ballot needs to state, "Please vote for six individual Members at Large."
- **Ad Hoc Bylaws Revision Committee** – Mona Zimmerman, Chair, reported the following.
 - The new Bylaws were accepted by the voting membership.
 - Standing Rules will be determined by the new council.
- **Course Host Coordinator** – Virginia Binder reported the following.
 - Hosts -- Virginia will first ask experienced class hosts to serve again for summer quarter courses, then, if others are needed will turn to the TSO Contact Roster. She has received permission to view the class lists in Angela's office.
 - Tent cards -- On the last day of class, students were asked to take their own cards home and bring them back for their future courses. In the future, students who do not have a tent card will be asked if they want one printed.
- **Parliamentarian** – Penny Rathbun reported the following.
 - Robert's Rules of Order – The BC Student Organization Office does not use one particular version of this guidance manual. The various student organizations use whatever version works for them.
- **TSO/Administration Liaison Committee** – Edie Heppler reported the following.
 - The Liaison Committee met with Kintea and Radhika on Thursday, May 8. Edie sent a meeting summary to the council members on May 16. Summer quarter is being used to test 6-week courses. The Administration said that depending on the instructor, it was willing to run some 8-week courses.
 - The TSO was asked to identify a Curriculum Chair and Co/Vice Chair to collaborate with the Administration on course subjects and instructors. The Administration will make final decisions.
 - The Administration also wants to work closely with a TSO Marketing Chair and Co/Vice Chair to establish avenues in which to advertise TELOS by BC and additionally through the TSO.
 - The Administration is supportive of ways that the TSO might provide learning/activities outside of class.
 - Kintea was to schedule another meeting for the first part of June but has not done so yet. A survey will be sent by the TELOS office to all students at the end of May.
 - Arlene LaTurner requested and received financial statements from the BC business office. Edie Heppler interpreted them. Jim Cushing summarized and charted the data further. As a result, they found that TELOS has operated in the black over the past three or more years.
 - Questions/comments from attendees at the council meeting:
 - Mary Lynne Poole asked why John Whitmer, long-time geology instructor, wasn't asked if he wanted to teach during summer quarter. Bob DeMichele asked if the 6-week courses would be tested only during the summer quarter. Randy Johnson asked why BC is trying 6-week courses. Virginia Binder responded that one reason is that the Administration wants to standardize and simplify all CE programs by making them all the same number of sessions/hours.

Marketing Committee – Penny Rathbun, Chair, reported.

- TSO website – Sue Black is the only person who has received full training on the BC website system, but she is unable to take over as webmaster. Randy Johnson began the training but dropped it and is no longer interested in being TSO webmaster.
- Changing name, "TELOS Open House" back to "TELOS Orientation" -- Some people have been arriving late to these functions thinking they are drop-in "open houses" subsequently missing several instructors' spiels. This Marketing Committee agenda item was not covered at its meeting.
- Proposed letter from the TSO to Administration – On behalf of the TSO Marketing Committee, Jim Cushing drafted a letter to the Administration requesting that the council approve, sign and send it. The letter stated that the TSO was distressed about summer quarter tuition increases and reduction in TELOS class sessions, and was requesting the reasons for these changes in light of a financial analysis that showed TELOS was sustainable. Jim asked that the Administration maintain the tuition and class structure that has been in place for several years, at least until the College's Core Values are met, which include, "collaboration and shared

decision making.” Bev Vernon requested more time to comprehend and make a decision whether or not to agree with the wording in the letter. Chris Steele showed the letter on the classroom screen. Tim Hay said that this would be the first time that the entire TSO Council would go on record as conclusively voicing a complaint. Some said, taking into consideration there has been considerable friction between TELOS management, the TSO, individual students and instructors, the council needed to be careful about taking such a conclusive stand. Some said that the TSO Council and other TELOS students and instructors had been dealing with the Administration over these issues for months and were being ignored and deceived. Many opinions were stated. One was that the letter might be accompanied by additional letters from individual students and sent to the BC Board of Trustees. Two motions were made and rescinded by Arlene LaTurner. A final motion was made, and the Secretary was asked to send the letter.

It was moved by Arlene LaTurner and seconded that the letter drafted by Jim Cushing be signed by the TSO Council and sent immediately to Angela Young, Kintea Bryant, Radhika Seshan and Janis Machala. With a vote of four “yeas” and two “abstentions” out of the six council members who were present, the motion passed.

Curriculum Committee – Carol DeCoursey, Co-Chair, reported.

- Opera/music course for fall quarter – Carol DeCoursey said that BC North Campus classrooms did not have the appropriate acoustical requirements needed for the opera course and that she had found a church in Bellevue that would work and that was available. The opera instructor, Diane Althaus, has contacted Radhika. In order to secure this facility, a BC staff member must make the arrangements. Jim Maynard advised that this requirement had implications beyond what is usually practiced by TELOS and that to his knowledge no TELOS courses had been held off campus. We need to know the rental fee and whether BC would pay another venue.

Events Committee – Dee Koger, Chair, reported.

- Summer picnic – Dee checked with the Redmond Parks Department about reserving one of the picnic sites at Grass Lawn Park. It is available most week days. It’s easiest for someone who lives in Redmond to make the reservation. Dee will arrange for a site.

Fund Raising Committee -- Dee Koger, Chair – No report.

Unfinished Business

- Archived TAG documents – Dee arranged for John Billington to remove the TAH albums from North Campus storage. John and Bess will donate them to a local library
- Open House – Tim Hay is coordinating the help offered Angela by the TSO. He had recruited 7-8 volunteers.
- Speaker’s Bureau – Jim Cushing and Edie Heppler want to provide one-time monthly presentations to appeal to the greater Eastside community. They will draw on TELOS instructors and other outside speakers. Initially, the speakers would perform gratis, but the program could morph into other possibilities.

New Business

- New TSO Council – Mona Zimmerman, Incoming President, will meet with the new council members to discuss what committees are needed, “standing” and “special”. Standing committees could include curriculum, marketing, events, fundraising, Robert’s Rules of Order, community outreach, newsletters, a connection committee, etc. Special committees could include bylaws, elections, course hosts, mission statement, etc.

It was moved and seconded that the meeting be adjourned. The motion was approved unanimously.

The meeting ended at 4:55 p.m.

Respectfully submitted,

Bev Vernon, TSO Council Secretary and Acting President