

TSO COUNCIL MEETING MINUTES

Wednesday, July 16, 2014, Room 1125, 1:35-3:35 p.m.

Council members present: Virginia Binder, Tim Hay, Ruth King, Mark Kiviat, Dee Koger, Penny Rathbun, Kathy Shoemaker, Bev Vernon, Mona Zimmerman

Council members absent/excused: Jerry Harkleroad

Members of Administration present: Angela Young, TELOS Program Manager, Hollis Rendleman, Assistant TELOS Program Manager

Other TSO members present: Edie Heppler, Ron Hobbs, Chris Steele, Peggy York, Edo Ziring

The meeting was called to order by the president, Mona Zimmerman, at 1:35 p.m.

Introductions – Council members gave their names and positions.

Goals of president – Mona indicated that her goals for the TSO included refining of the infrastructure, outreach, and social activities. She will be using Robert's Rules of Order and will explain as she goes.

Additional member on council executive team – Kathy Shoemaker, Member at Large, received the most number of votes at the recent election, and according to the new bylaws, she then makes up the fifth member of the executive team.

A **thank-you was extended** to the group of four TSO individuals (Jim Cushing, Edie Heppler, Chuck Kimbrough, Chris Steele) who liaised with BC President David Rule and Vice President Paula Boyum in June for the purpose of requesting a return to 8-week TELOS courses at \$79 each in the fall and other concerns.

Request for approval of minutes of June 3, 2014 council meeting – Bev Vernon reported that changes to the first draft of the minutes had been requested from Virginia Binder and Jim Cushing by email prior to today's meeting. Bev detailed the requested changes. The changes were made a second draft prepared. The final edition should be sent to council members only.

Consensus was given to accept, as amended, the second draft of the minutes of the TSO Council Meeting of June 3, 2014.

Officers' reports:

President – Mona Zimmerman – No report.

Vice President – Tim Hay – Covered under New Business.

Secretary – Bev Vernon

- Space for continuation of overtime meetings is available to us in the Poppinjay's Café.
- Gmail account for mass TSO communication – Virginia Binder assisted the secretary by entering into a TSO Gmail account all TSO members who have given us authorization to contact them. The account is prefaced with the name "TSO" and may receive emails via info.telosso@gmail.com. This account will be used for mass mailing of TSO notices. Special interest and working groups have also been set up in separate distribution lists. The secretary will continue to use her personal msn email account for regular communication, and the Gmail account for mass communication.
- An alternate secretary will be selected.

Treasurer – Ruth King

- Our TSO account #522-264-1935 had a balance of \$820 on 6/10/14.
- Per Student Organization Advisor, Faisal Jaswal, in July 2014, the TSO is due to receive \$4500 which is restricted money per Washington State law. It results from a percentage taken from every credit-earning student's tuition and goes into a fund that is apportioned out to student organizations at varying levels each year. It may be stopped some years. These funds may be used for approved TSO supplies and events only.
- All monies collected, deposited and withdrawn from the TSO account are controlled by Hristo (Chris) Stoynov, BC Program Financial Manager. His assistant's name is Stephanie Rowe.

Faculty Advisor's report – Angela Young, TELOS Program Manager

- Angela introduced her newly hired assistant, Ms. Hollis Rendleman, and thanked members of TSO for volunteer help extended to her during the past month.
- The Fall Quarter Open House is scheduled for Friday, September 5, 1-3 p.m.

Committee reports**Standing Rules and Robert's Rules Committee** – Penny Rathbun

Penny and Mona have been meeting/studying Robert's Rules looking for an appropriate version for the TSO. They emphasize using Robert's Rules with the belief that meetings will go more smoothly once our standing rules are established. They have already designed several standing rules and procedures based on many that were discussed by the bylaws committee members earlier. Standing rules are easier to change than are bylaws. The committee is developing a short reference document and advisory on motions that it hopes to send to council members prior to the next meeting for the members' perusal and vote of approval.

Council working session – Mona Zimmerman

As a precursor to the upcoming TSO Council year, all new council members met on June 10 at the home of Jerry Harkleroad to discuss various matters, as follows:

- Kathy Shoemaker received the most number of Member at Large votes and will therefore be the fifth member of the TSO council executive team.
- At future elections it will be pointed out on the ballots that votes should be cast for more than one Member at Large. This will become a Standing Rule.
- Tim Hay was to check with Nora Lance, in Faisal's office, about getting a bulletin/white board for TSO business at North Campus.
- Ruth King inquired about a TSO checkbook and was to check with Nora Lance and Edie Heppler.
- TSO regular council meetings will be scheduled for the third Wednesday of each month at 1:30 p.m., in the largest room available. Bev Vernon and Kathy Shoemaker were to check on other spaces meetings could be continued in cases when meetings need more time than the reserved room has allowed.
- Mona presented her ideas on how future council meetings would be conducted having taken all suggestions from Robert's Rules of Order. Refer to the nine points in her document, "Report of New Council (Working Session) Acting as a Committee of the Whole". It was agreed that the council would give these changes a try.
- Leadership training was discussed and date/time possibilities proposed for the trainers to consider. An overview of the training content was given.
- Suggestions for upcoming standing and special committees were: marketing, curriculum, and possibly a connecting-community outreach committee

Summer Picnic – Dee Koger

- Logistics: The picnic will be on Wednesday, Aug. 13, 11:30 a.m. to 1:30 p.m., at Grass Lawn Park, Redmond. It will be "Brown Bag" with the TSO providing coffee, water, soda, cream, sugar and napkins. The park is reserved from 11-2 to allow a half hour at both ends for set up and clean up.
- Publicity: Sue Black will design posters and flyers and will use the BC printing office. Angela will send emails to all TELOS students on record, the Administration, and others. Virginia will ask the course hosts to make announcements in every class. Tai Chi class members should be specifically invited. Announcements will include RSVPs to Bev Vernon, info.telosso@gmail.com.
- Needed: someone with a Costco card to buy the pop and water, several big ice chests, people to set up and clean up, several greeters, and several strong younger folks.
- Other: Dee will clean out the TSO storage closet near Poppinjay's Café and salvage anything still usable, e.g., coffee, etc. Bev will send Dee a list of folks who have indicated they would help with events.
- Appreciation presentation: At the beginning, Angela will recognize all instructors who have served TELOS for 20+ years and have a gift for each. She will contact these instructors before the picnic.

A motion was made by Dee Koger, and seconded, to hold a TSO picnic at Grass Lawn Park, on August 13, 2014, 11:00 a.m. to 2:00 p.m. The motion passed unanimously.

Floor opened for visitors to speak

- Mona announced that at this point visitors could ask questions and make comments, five minutes each, with only one chance to speak. She encouraged visitors to consult with a council member before meetings in the future so that the items could be added to the agenda.

- Chris Steele suggested that holding the council meetings at 1:30 p.m. on Wednesdays made it impossible for some students to attend unless they miss their classes held at the same time. Edie Heppler added that it's counter-intuitive to hold meetings at times when some interested visitors cannot attend and that it shows the new council is an exclusive group rather than inclusive. Both Chris and Edie asked that the meeting be changed back to 3:15 p.m. as it had been the previous year.
- Chris suggested that opening the floor to visitors would be better at the end of the meeting than midway.
- Dee said that the acoustics at our picnic shelter are not good and recommended we get a loud speaker. Mona suggested that the Student Program Office might have microphones. Angela thought the TELOS office may have them as well and will check and test them.

Announcements

- After a group of Views of the News students met with the Administration, the TSO has been asked to send all future questions/comments to Angela exclusively, not to anyone else in the Administration
- All council members who have not already taken FERPA training are required to do so. The online course may be accessed through <http://depts.bellevuecollege.edu/ferpa/>.
- Any verbal conversations council members have with anyone in CE, the Administration, or the Student Program Office are to be documented in writing.
- Any council business that is sent to the TSO president must be copied to the vice president, and vice versa.
- Craig Chase, Maritime History instructor, had been in the hospital. People wondered if the TSO would be sending him a card. This courtesy had been discussed by the previous council and the overall gesture had been nixed for several reasons. It was hence decided that people could decide whether or not to send Craig their personal condolences rather than to do so on behalf of the TSO.

Old Business

- Speaker's Bureau and special lectures – This was Jim Cushing's idea, and it coincided with Edie Heppler's idea for offering one-time lectures by both inside and outside speakers. Angela is setting aside the first Friday of each month for speakers' series events.

New Business

- Meeting between representatives of "Views of News" class and BC President and Vice President, David Rule and Paula Boyum – Kathy Shoemaker reported that this meeting was arranged to facilitate collaboration between the BCCE Administration and participants in the TELOS program. Four TELOS students, some from John Humphrey's "Views of the News" class (Jim Cushing, Edie Heppler, Chuck Kimbrough and Chris Steele), met with the president and vice president in June. This meeting resulted in an additional meeting that was held on July 1. The second meeting was attended by BC staff members, Paula Boyum, Kintea Bryant, Faisal Jaswal, Radhika Seshan, and Angela Young. TELOS representatives at this second meeting included the same four individuals plus Kathy Shoemaker. The discussions in both meetings centered on problems related to the new six-week, two-section back-to-back courses scheduled for fall quarter at \$79 each and other concerns. The result was that BC staff agreed to continue offering eight-week courses from Fall through Spring Quarters of the 2014-15 academic year at \$79 tuition. Kathy Shoemaker was ultimately asked to write a letter of thanks to the President and Vice President for meeting with us on this matter. For more detail, see the Meeting Summary of July 1, 2014 that was circulated by Chris Steele.
- Another letter was requested supporting the mission of the Views of the News students, but after a number of motions were made, amended and rescinded, it was recognized that such a letter now would be too late, because the necessary meetings had already taken place.
- A new TSO Liaison Committee was proposed to collaborate between the TSO and BCCE Administration. The TSO Liaison Committee of the previous academic year had fulfilled its term of duty. A motion was made to transition the currently involved group of four TELOS students into this role immediately.

A motion was made by Kathy Shoemaker, and seconded, that the TSO transition the Views of the News group to a special TSO liaison committee. The motion was defeated unanimously.

- A quarterly TSO newsletter was proposed and referred to a committee.

A motion was made by Tim Hay, and seconded, to create and email to those TELOS students with our email availability list at least one TSO Newsletter per quarter. The motion to send the matter to committee passed unanimously.

- A TSO bulletin board and place to mount it at the North Campus had been requested. Nora Lance had been consulted. A bulletin board was approved but the suggested location may not be satisfactory for the TSO. The matter will be referred to committee.

A motion was made by Tim Hay, and seconded, that subject to final approval by BCCE, the TSO authorize purchase and installation of a wall-mounted TSO Bulletin Board. The motion to send the matter to committee passed unanimously.

- Database of experts – Tim suggested that the TSO arrange to poll all 600+ TELOS' students in order to accumulate the greatest possible breadth of "expertness" in our membership. Several differing ideas were expressed, and it was agreed to turn the matter over to a committee.

A motion was made by Tim Hay, and seconded, that the TSO create its own database of available skills, knowledge and abilities within TELOS. The motion to send the matter to committee passed unanimously.

- Because of the hour, it was suggested that the council address the remaining agenda items out of order.

A motion was made by Virginia Binder, and seconded, to address the remaining agenda items out of order. The motion passed unanimously.

- Status of selecting committee chairpersons:
 - Marketing Committee – Penny Rathbun, Chair
 - Events Committee – Jerry Harkleroad, Chair
 - Curriculum Committee – Unfilled
 - Robert's Rules and Standing Rules Committee – Penny Rathbun and Mona Zimmerman, Co-chairs
- The wording of our newly passed bylaws regarding presidential appointments, "Appoints committee chairs in consultation with the council", was questioned.
- Several remaining items on the agenda were tabled, e.g., instructor database, Development Fund, Standing and Special Committee set up, and moral code.

A motion was made by Penny Rathbun, and seconded, to table the remaining items on the agenda. The motion passed unanimously.

A motion was made by Virginia Binder, and seconded, that the meeting be adjourned. The motion was approved unanimously.

The meeting ended at 3:35 p.m.

Respectfully submitted,
Bev Vernon, TSO Council Secretary