

TSO COUNCIL MEETING MINUTES

Wednesday, August 20, 2014, Room 1125, 1:33-4:18 p.m.

Council members present: Virginia Binder, Tim Hay, Ruth King, Mark Kiviat, Penny Rathbun, Kathy Shoemaker, Mona Zimerman

Council members absent/excused: Jerry Harkleroad, Bev Vernon

Members of Administration present: none

Other TSO members present: Bob de Michele, Randy Johnson, Chuck Kimbrough, Carol Maynard, Jim Maynard, Chris Steele

The meeting was called to order by the president, Mona Zimerman, at 1:33 p.m.

The agenda was approved by consensus.

Request for approval of minutes of July 16, 2014 council meeting

Consensus was given to accept the draft of the minutes of the TSO Council Meeting of July 16, 2014.

Officers' reports:

President – Mona Zimerman

- Mona thanked everyone who had participated for their help in the success of the picnic.
- She also reminded everyone to turn in any picnic expense receipts to Tim.

Vice President – Tim Hay – no report

Secretary – Virginia Binder, Alternate for Bev Vernon

- The number of individuals (both students and instructors) on the TSO contact list is now 247.
- Virginia Binder was selected as alternate secretary.

Treasurer – Ruth King

- Ruth reported that as of July 15, 2014 the TSO account balance was \$5,325. Of the balance, \$825 dollars is available for use at the full discretion of TSO. The remaining new \$4500 derived from BC student fees requires approval to make sure that the funds are used according to state law. A donation of \$5 was responsible for the increase in the TSO fully discretionary funds from \$820 to 825.
- In the report that Ruth received from the Student Organization Finance Office, there were a number of unclear items. Those will be investigated.
- Mark Kiviat was selected as alternate treasurer.

Faculty Advisor's report – reported by Virginia Binder, TELOS Volunteer, for Angela Young

- Both Angela Young and Hollis Rendleman were absent due to their needed presence at a new instructor orientation scheduled at the same time.
- As of 11 a.m. on August 20th, there were 74 course registrations for the fall.
- Angela will be on vacation next week. Contact Hollis if you need anything from the Program office.
- Angela requested help from TSO for the September 5th open house and for distribution of the fall catalogs with special labels directing readers to the pages for the retiree program. Tim agreed to again coordinate the help for the open house and Penny agreed, on behalf of the marketing committee, to handle the catalog distribution.

Committee reports

Picnic

Dee Koger who was in charge of the picnic was not at the meeting. There were 57 in attendance at the picnic and there would have been 77 if all those who had indicated they planned to come had done so. Kathy pointed out that we may need to seek a new venue next year since the Pavilion at Grass Lawn Park is designed for 30, and she was gently reminded of that fact by the Park Ranger.

Standing Rules and Robert's Rules Committee – Penny Rathbun and Mona Zimmerman

Penny indicated that she and Mona had developed three documents, (1) a cheat sheet called *Parliamentary Procedure at a Glance* for members to aid in utilizing Robert's Rules during meetings, (2) a 40 page condensed version of Robert's Rules to become the official version to be used by the TSO council, and (3) a set of standing rules. Penny further summarized the differences between bylaws and standing rules. Kathy questioned how literally the cheat sheet was intended to be used during meetings, i.e. should we address Mona as "Madame Chairman." Kathy pointed out that during our training we had been encouraged to use Robert's Rules informally. Mona indicated the cheat sheet was provided as assistance, not as a requirement.

While Mona displayed the standing rules on the overhead screen, the question was asked whether the standing rules could be approved as a body or individually.

A motion was made, seconded and passed to look at each standing rule individually.

Penny moved, and it was seconded, that the following item should be a standing rule. Notice of additional council meetings must be made 72 hours before the meeting. Notice must be given to the secretary in time to get the notice out 72 hours in advance. The motion passed unanimously.

The next standing rule involved the meeting time and considerable discussion ensued about the merits of a 1:30 vs. a 3:15 p.m. start time. The key issues involved transportation problems for several members concerning the 3:15 start time vs. lack of accessibility and openness to all TELOS students if the meeting were to be held at 1:30 which coincides with a number of classes.

Virginia moved, and it was seconded, that the following item should be a standing rule. Regular council meetings for the 2014 – 2015 fiscal year will be held on the third Wednesday of the month at 3:15 p.m. on Bellevue Campus North in the largest classroom available. The motion passed with five yeas, one nay, and one abstention.

The next standing rule involving requirements for chair and officer positions generated the need for clarification of the time frame involved and the definition of "active" student.

Penny moved, and it was seconded, that the following item become a standing rule. A candidate for chair and officer positions must have attended a class for two quarters and must commit to being an active student during tenure. With a vote of five yeas, one nay, and one abstention this was returned to the Standing Rules and Robert's Rules committee for review.

Penny moved, and it was seconded, that the following item become a standing rule. Records will be passed on to succeeding secretaries. The secretary will keep the board apprised of the records' location. The motion passed unanimously.

Penny moved, and it was seconded, that the following item become a standing rule. Committees that were formerly known as ad hoc, pro tem or temporary committees shall now be known as special committees. The motion passed unanimously.

Penny moved, and it was seconded, that the following item become a standing rule. The secretary will provide each committee chair a list of committee guidelines including copies of Robert's rules, standing rules, bylaws, original committee charge and any additional new duties. The motion passed unanimously.

The next standing rule raised the issue of how effective a council member could be if away from TSO business for a long time.

Penny moved, and it was seconded, that the following item become a standing rule. A member may request an excused absence for 3 consecutive meetings in order to remain on the council. This motion was unanimously returned to the Standing Rules and Robert's Rules committee for reconsideration.

Penny moved, and it was seconded, that the following item become a standing rule. A student who is also an instructor may be on the council as a member-at-large or parliamentarian. The motion passed with one abstention.

Marketing Committee -- Penny Rathbun

Penny reported on the meeting just held on Monday, August 18, 2014.

- Sue Black is working to get the TSO website up as soon as possible. Virginia Binder will train with the college IT staff to update the website and keep it current.
- Sue Black distributed to committee members flyers advertising the Sept 5th open house.
- Penny Rathbun and Sue Black are working on the fall edition of the TSO/TELOS newsletter. It will be out in early September.
- Jim Cushing is working on organizing a TSO speakers program. The plan is to hold it on the first Friday of the month in classroom 1125 (which is the largest available at the North Campus) at 10 or 11 am beginning in October or November. Speakers will be BC instructors or staff, or members of the community at large. Jim is seeking suggestions for speakers. The fall catalog has an announcement about this program.
- The committee is working on having generic TSO business cards printed for members to distribute to anyone interested as a way to generate interest in becoming a part of TSO.

Penny introduced two motions generated by the Marketing committee.

It was moved and seconded that the council authorize the marketing committee to use its best judgment in creating the TSO web site.

It was also moved and seconded that the council authorize the marketing committee to design a business card, after the web page is operational, which it will order and distribute, not to exceed \$50.

Both motions passed unanimously.

Two additional items listed on the agenda under the Marketing Committee, the Bulletin Board and the Expert Database were not discussed.

Events Committee – Jerry Harkleroad

Though Jerry was unable to attend, he sent word that his committee will need members and requested the listing of those who have expressed interest when signing the TSO contact list. Bev will be asked to send that list to Jerry.

Special Committee on Infrastructure – Mona Zimmerman and Tim Hay

Tim moved, with a second, that the TSO Council establish 3 standing committees, the events, marketing, and curriculum committees, together with their duties as prescribed in a committee charge. The motion passed unanimously.

Mona presented the charges to the three standing committees.

Mona then moved, and it was seconded, that the charges to the Curriculum Committee be passed as presented. This motion was agreed to unanimously.

The charges to the Events committee were extensive and included fund raising and the tasks performed by the previous Elections Committee in addition to the scheduling of many events. It was argued that the chair of the Events Committee should be present to give input before those charges are approved.

Mona moved, and it was seconded, that the charges to the Events Committee be passed as presented. This motion was tabled by consensus.

Mona moved, and it was seconded, that the charges to the Marketing Committee be passed as presented. This motion was agreed to unanimously.

Announcements – As of June 28, 2014 Angela Young is the official TSO Faculty Advisor.

Old Business

- Instructor Database. There was considerable discussion about the purpose and merits of this plan.

Tim moved, and it was seconded, that the TSO create its own Database of instructors along with their areas of expertise. This motion was tabled by a vote of six to one.

- Views of the News transition. Chuck Kimbrough stated that the committee is scheduled to meet again with the administration on October 22, 2014. Topics for further discussion at that meeting include, (1) the number of sessions for the Tai Chi classes, and (2) possible exceptions to the dictum that twelve students is the minimum number for a course to be conducted. Whether this group wishes to be a committee of the TSO has yet to be fully discussed by the members of the committee as there are mixed opinions.
- Development Fund.

It was moved and seconded, that the TSO Council create a special committee to get more information on the development fund and for what it can be used. The motion passed unanimously.

- Moral Code. Mona explained that the issue of courtesy during meetings had been mentioned at the training sessions, but since those present were unaware of the specific nature of this topic, it was tabled for a future meeting.

New Business

- Archiving photo albums and historical docs from Bill Steven's office.

Virginia moved and it was seconded, in a wording provided by Chuck Kimbrough, that a special committee in coordination with the Secretary be directed to examine documents and then meet with the East Side Historical Society to determine how they can be preserved. The motion passed unanimously.

- Use of Bellevue College student fees.

It was moved and seconded that the TSO establish a special committee to be chaired by Jim Maynard to investigate possibilities for establishing student fees to accrue to the TSO as part of registration and tuition collection and to report at the next Council meeting. The motion passed unanimously.

- Person to person outreach brochure. Tim raised the issue of producing a brochure to be used as an outreach tool. The discussion that followed focused on the nature of the brochure, duplication of existing efforts and cost.

Tim moved, and it was seconded, that the marketing committee produce a brochure to be used as a person to person outreach tool. The motion was tabled unanimously.

- Several additional items were introduced by Council members and guests. These included (1) consolidation into one committee the issues related to finance (fees, use of the development fund), and (2) focus on the standards used for selecting courses (making sure they are of college caliber and not proselytizing for a specific or unscientific view.) These topics, though important, were set aside for future meetings.

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

The meeting ended at 4:18 p.m.

Respectfully submitted,
Virginia Binder, TSO Council Alternate Secretary