

# TSO COUNCIL MEETING MINUTES

Wednesday, September 17, 2014, Room 1125, 3:18 to 4:28 p.m.

**Council members present:** Virginia Binder, Jerry Harkleroad, Tim Hay, Ruth King, Penny Rathbun, Mona Zimmerman  
**Council members absent/excused:** Mark Kiviati, Kathy Shoemaker, Bev Vernon (bereavement)  
**Members of Administration present:** Faisal Jaswal, Hollis Rendleman, Angela Young  
**Other TSO members present:** Edie Heppler, Gloria Kern, Arnold Kern, Chuck Kimbrough, Dee Koger, Arlene LaTurner, Carol Maynard, Jim Maynard, Chris Steele, Peggy York

The meeting was called to order by the president, Mona Zimmerman, at 3:18 p.m.

**The revised agenda was approved by consensus.**

Request for approval of minutes of August 20, 2014 council meeting

**Consensus was given to accept the draft of the minutes of the TSO Council Meeting of August 20, 2014.**

## **Officers' reports:**

**President** – Mona Zimmerman

- Mona meets monthly with Angela Young, TELOS Program Manager.
- She also reminded everyone to turn in any invoices to Ruth King, Treasurer.

**Vice President** – Tim Hay

- Mona Zimmerman and Tim Hay met with six officers of the BC Associated Student Government (ASG) on August 20<sup>th</sup> to discuss common interests.
- On September 8<sup>th</sup>, Mona, Tim, and Dee Koger gave a tour of the North Campus to five ASG officers. Issues facing each group were discussed.
- Stassney Obregon, Student Trustee Board member, will be alert to TELOS/TSO issues at Trustee meetings.
- A member of ASG will attend the October TSO Council meeting to give a presentation.
- The TSO members may be asked to participate in the BC peer to peer mentoring program.

**Secretary** – Virginia Binder, Alternate, reporting for Bev Vernon

- Currently, the TSO records from July 2013 through the present are kept on Bev's computer and in her home. When the TSO website is established, copies of council and committee meeting agendas and minutes will be posted there and will also be archived there in a timely fashion. The paper records may be passed on to succeeding secretaries.
- When all are available and the time is right, the secretary will provide committee chairs with the following documents. We are awaiting a point of readiness to do this.
  - Committee guidelines
  - Roberts Rules
  - Standing Rules
  - Bylaws
  - Original committee charge and any additional new duties
- When the time is right, Bev, as secretary, will try to coordinate with a special committee to examine TAG and TSO documents and meet with the East Side Historical Society to determine how the documents may be preserved.
- Also, retro July 1, 2014, the secretary will begin keeping a document containing matters that are tabled for future meetings or indefinitely.
- Virginia Binder, as Alternate TSO Secretary and now also TELOS Office Volunteer Coordinator, has been helping greatly with communication to council members and all TSO contacts. Our genuine appreciation is extended. The spirited fall announcements and charts showing the status of courses have undoubtedly encouraged the increased registrations within the deadline period.

Treasurer – Ruth King –no report

**Report from Special Committee on Student Fees** – Jim Maynard, Chuck Kimbrough, Faisal Jaswal

- Jim Maynard and Chuck Kimbrough met with Faisal Jaswal, Assistant Dean of Student Programs, on August 28<sup>th</sup> to discuss the feasibility for TELOS students to be assessed a Services and Activities (S&A) fee with the collection of tuition fees. The purpose of the S&A fee would be to support the TSO activities that add to the enrichment of TELOS students beyond specific course experiences. S&A fees are collected from all Bellevue College students enrolled in credit courses. The funds raised accrue to the Associated Student Government and are allocated by committee to specific student activities. S&A fees may not be used to pay salaries or financially support overhead costs.
- There is currently no precedent for the collection of such fees for non-credit students of the BC Division of Continuing Education, of which TELOS is a part. However, the by-laws and regulations of the College do not formally define course credit as a criterion for the collection of an S&A fee and, therefore, do not preclude the possibility of such collection for non-credit students. In principle, Faisal indicated that given the proper framework for financial management and fund distribution, it should be possible to establish such a system of S&A fee collection for TELOS students. The fact that the TSO, according to its by-laws, represents all TELOS students, thereby giving it characteristics of an associated student body, makes it an appropriate vehicle to model the introduction of S&A fees for non-credit students at Bellevue College.
- A brief discussion was held on possible specifics of the model. It was observed that such a fee would be small (probably no more than a dollar or two) and would be most easily collected with each course registration and tuition payment.
- Faisal explained that other entities of BC (such as the sports program and Nursing) receive varying amounts from the S & A funds and reminded the TSO members that for this current year, the TSO had received \$4500 from the S&A fees. An appeal must be made annually to the ASG board to receive such funding and Faisal had made the case for the TSO this year. Faisal also answered other questions about the Funds from members of the Council and guests.
- There will be a subsequent meeting, to be arranged by Faisal, of the special committee with Radhika Seshan and Jennifer Strother, Bellevue College Director of Finance, to further advance discussions.

***Tim moved, and it was seconded, that Jim Maynard and Chuck Kimbrough's report on the status of student fees be accepted and that the committee move ahead with discussions with the committee and other BC officials. The motion passed unanimously.***

#### **Faculty Advisor's report** –Angela Young

- Angela noted her dual role as TELOS Program Manager and the TSO advisor. Regarding TELOS, she reported that 38 of the originally proposed 41 courses would launch. Seven courses had between 8 and 11 students enrolled, but because of the generally large enrollment in other courses, exceptions were made. She felt the term was off to a good start and it appeared that many new TELOS students enrolled. Though the final winter schedule is not definite, it currently includes 44 courses.
- In her role as the TSO advisor, Angela attended the Marketing Committee meeting on Monday, September 15. She is eager to go all out to market for TELOS/TSO and will meet with Faisal and Paul Feavel, Director of Foundation and Planned Giving, to determine exactly which marketing items qualify for use of the "Development" Funds.

#### **Committee reports**

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

***Mona moved, and Penny seconded, the motion that The University of British Columbia's Robert's Rules of Order as Modified be adopted as TSO's document. The motion carried unanimously.***

##### **Marketing Committee** – Penny Rathbun

- The TSO Marketing Committee met Monday, September 15, 2014.
- TELOS Program Manager Angela Young met with the marketing committee. Angela is working with Assistant Dean of Student Programs Faisal Jaswal and Director of Foundation Finance and Planned Giving Paul Feavel to work out how TELOS development funds may be used. Those uses may include promotional materials regarding TELOS classes to be offered, marketing handbills, postcards, business cards and banners.
- Angela will also work on organizing the Bellevue College Continuing Education website registration page.

- The TSO website is still in limbo. Bellevue College IT staff no longer provides training on Word Press. Tutorials are available on the BCCE website. Virginia Binder & Sue Black are still working on going live with the website and developing policies on how things get posted and edited.
- Jim Cushing is working on the TSO speakers program. He is confirming availability of speakers for November, December and January. It was the committee consensus that the speakers program should promote TELOS instructors.
- Jim Cushing and others are working on a TSO promotional package for instructors and/or class hosts to encourage membership on various TSO committees to be distributed for the winter quarter.
- The new meeting time for the Marketing Committee is the second Wednesday of the month at 3:15 p.m.

#### **Events Committee – Jerry Harkleroad**

- Jerry announced the results of the meeting on September 4<sup>th</sup> indicating that Lynda Fox, Susan Wilkins and Arnold Kern are the members of the committee to date.
- The committee plans to meet with John Billington at Poppinjay's Café at 1:30 on Friday, September 19<sup>th</sup> to get a sense of history regarding past events.
- The committee is focusing on three types of events – (1) special events such as the summer picnic, elections and the holiday party; (2) tours and visits to places throughout the Greater Seattle area such as museums, The Fred Hutchinson Center Research Center, the Gates Foundation, Paul Allen's WWII airplane museum, the Northwest Trek, and (3) a speaker's bureau.
- The logistic of arranging tours, such as getting tickets and setting up carpools without violating Bellevue College rules was noted. In addition further exploration of the Speaker's Bureau led to intended collaboration with Jim Cushing and the Marketing Committee.
- The committee also solicited other ideas for tours from the members present and answered questions such as whether the functions would be profit oriented.
- Once an agenda is set, the committee will set up a monthly schedule to be posted and/or distributed to TSO members. This schedule would also include notices of other events (non-TSO) of interest throughout the area.

#### **Special Committee on Infrastructure – Mona Zimmerman**

The charge to the elections committee which had been tabled from the last meeting was discussed including emphasis on the extensive amount of work involved in setting up elections.

***Mona moved, and it was seconded, that the charge for the Events Committee be accepted as presented. The motion carried.***

#### **Announcements**

- Mona Zimmerman noted that members of the ASG would give a presentation at the October meeting. By consensus, the Council members agreed to this October agenda item.
- Dee Koger wanted to personally thank the Council for the certificate of acknowledgment and the Barnes and Nobel Gift card, both of which were presented to her at the picnic. She also appreciated the lunch bag she received from BCCE.

#### **Old Business**

- Eastside Heritage Center (Historical Society) – As a follow-up to the special committee set up last month, Kathy Shoemaker will work with Bev Vernon to find out how the photo albums and historical documents accumulated in Bill Steven's office can be transferred to the Eastside Heritage Center.
- Development Fund. At present there are no candidates for the special Development Fund committee. That committee will be tabled until it is decided if there is a need after Angela meets with the relevant parties and reports to the Marketing Committee.
- Motion to Amend a Standing Rule. Bev Vernon requested an amendment to the following standing rule that had been approved at the August meeting: ***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.***

On behalf of Bev, Virginia moved, and it was seconded, that ***Notice of additional council meetings must be made at least 72 hours before the meeting. Notice must be given to the secretary in time to get the notice out at least 72 hours in advance to the entire TSO membership. The motion carried unanimously.***

- Person to person outreach brochure. Tim had raised the issue of producing a brochure to be used as an outreach tool. He no longer wished to have this item as a separate brochure, but instead wished it to be incorporated with materials produced by the Marketing Committee.

#### **New Business**

- Update contact spreadsheet. It has been requested that the contact spreadsheet needs to have more specific information about the individuals listed such as the date they were added to the list and consistent information about committee interest and student/instructor status. Due to the changing nature of the contact list over time it is not possible to obtain this information without re-contacting each individual to get additional information. What information is wanted, including the possibility of special skills, as well as how to collect it could be delegated to a special committee. This process would probably involve Bev Vernon, the TSO secretary, and will be tabled until her return.

***A motion was made by Tim Hay, and seconded, that the meeting be adjourned. The motion was approved unanimously.***

The meeting ended at 4:29 p.m.

Respectfully submitted,  
Virginia Binder, TSO Council Alternate Secretary