

# TSO COUNCIL MEETING MINUTES

Wednesday, October 15, 2014, Room 1125, 3:16-5:59 p.m.

**Council members present:** Virginia Binder, Jerry Harkleroad, Tim Hay, Ruth King, Mark Kiviat, Penny Rathbun, Kathy Shoemaker, Bev Vernon, Mona Zimerman

**Council members absent/excused:** None

**Members of Administration present:** Angela Young, TELOS Program Manager

**Other TSO members present:** Edie Heppler, Arlene LaTurner, Chris Steele

The meeting was called to order by the president, Mona Zimerman, at 3:16 p.m.

- All TSO council members were present.
- The ASG (Associated Student Government) students from main campus who had been expected to attend this October meeting will be rescheduled.

Corrections to the drafted minutes of the TSO council meeting of 9/17/14 were submitted.

**Consensus was given to accept, as amended, the draft of the minutes of the TSO Council Meeting of September 17, 2014.**

## Officers' reports:

**President** – Mona Zimerman

1. Mona meets every month with Angela Young, TELOS Program Manager/TSO faculty advisor.
2. Mona sent a "letter from the TSO President" to the TSO database after the first three months of her administration and reported that several favorable responses were received from appreciative TSO members. It appears to have been an effective communication tool.

**Vice President** – Tim Hay – No report.

**Secretary** – Bev Vernon

1. The following documents were created and forwarded to council members over the past month. Mona will give Bev suggestions on ways to format these documents differently.
  - a. TSO Council Meeting Motions (from July 1, 2014 to the present)
  - b. TSO Tabled Items for Future Consideration (from July 1, 2014 to the present)
  - c. TSO Standing Rules (from July 1, 2014 to the present)
2. The TSO Bylaws, completed on 5/1/14 and approved at the 5/6/14 council meeting are scheduled to be signed by the TSO president and secretary today, post-dated to July 1, 2014, the date they became effective.
3. The TSO Contact Roster is being revamped to include columns for (1) date authorization was given, (2) student/instructor/both, (3) committee interests, and (4) areas of expertise. It's almost more information than can logically be shown on 8 ½ X 11" page. A majority of the folks on the roster need to be contacted by email or phone for the additional information. Many are suspicious and wary of these requests, so it will be a long-term project.
4. Under Old Business, Kathy Shoemaker will report on the archiving of TAG and TSO documents.
5. Because the secretary's responsibilities include screening/editing anything that is posted on the TSO website, Bev suggested that this authorization also apply to material sent via the TSO Gmail account, e.g., announcements, flyers, letters, etc. There has been resistance to screening of some marketing materials, in particular. Discussion included concerns about some marketing communication and the length of time needed for screening of imminent materials. It was determined that in general, (1) the communication would be signed by the responsible individual or committee rather than by "the TSO Council", and that (2) a quick turnaround be provided.

**A motion was made by Bev, and seconded, that the posting of items on the TSO Gmail account be screened with the possibility of editing by two or three people consisting of the TSO Secretary, the Alternate Secretary, and one additional person who does not need to be a council member. The motion was approved unanimously.**

**Treasurer – Ruth King**

The following financial report for the combined two accounts, TAG and TSO, #5222641035782, was presented.

Revenue	
2014-15 ASG Allocation	\$4500.00
Donation to TSO (random cash)	5.00
Leftover monies from 2013-14 TAG account	<u>825.00</u>
Total revenue as of 10/14/2014	\$5330.00
Expense	
Park rental for summer picnic	130.00
Copying charges (picnic)	323.60
Food for summer leadership training	152.70
Food for summer picnic	<u>121.52</u>
Total expense to TSO account	\$ 727.82
Balance in TSO account	<u>\$4602.18</u>

A note concerning a \$500 charge for facilitation of the summer leadership training session indicated that it would appear later.

Charges for the summer training session food and printing for the picnic were challenged. It was our understanding that Faisal offered to treat the TSO council members to lunch during the training session. Angela suggested that we ask Faisal for the facts. It was suggested that all committee chairs have copies of the print shop cost structure.

***A motion was made by Tim, and seconded, that Ruth King, Mark Kiviat and Tim Hay inquire of Hristo Stoynov and Faisal as to the source of charges for printing from the picnic, presentations and lunch for the council training session. The motion was approved unanimously.***

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

1. TSO members mentoring other BC organizations: Angela received an inquiry from the BC Outreach and Navigation Program about whether the TSO retiree/seniors group might like to mentor/mentee younger student groups from main campus. Contact person is Miranda Tamnkang.
2. Classroom charge: Angela met with Jerry Harkleroad about TSO events and mentioned that student organizations on main campus using classrooms for events other than meetings are charged \$160/hour minimum for four hours and \$40 for each additional hour. In our case, the TSO is not charged for regular council meetings but it could possibly be charged for lecture series' or other events. She will check on it.
3. TELOS post cards: Angela proposed to the BC marketing director that post cards be sent to geographic areas outside of usual BC zip code parameters. Apparently, Radhika had said earlier that it would be beneficial to market outside of BC territory, but we need to observe BC rules. TELOS pays for these post cards, not TSO.
4. TELOS brochure: The re-establishment of the TELOS Brochure should be approved soon. The previous hues will change to reflect BC colors. Angela is waiting to see final proof of brochure.
5. She received approval to run an advertising ad for TELOS in the Eastside Senior Housing & Health magazine.
6. Current number of Winter Quarter courses is 43.

**Committee reports**

**Curriculum Committee** – In the absence of the Interim Chair Dee Koger, the President Mona Zimmerman, initiated the report by referring to the minutes of two Curriculum Committee meetings, 9/18 and 10/3/14. Mona had alerted us earlier that she would need to leave at 4:00 p.m., and it was already past that time, so the meeting leadership was turned over to the Vice President Tim Hay.

Tim asked if anyone had questions or concerns. It was noted that a recent curriculum committee meeting was contentious, and that some issues needed to be discussed. At this point, going into closed or executive session, declaring a confidential topic, or waiting until after the meeting to discuss matters was suggested. However, no vote was taken on this suggestion. Some of the following concerns were voiced.

1. Without a permanent chair, running the committee by volunteers is unacceptable.
2. Since June, the president has approached four or more individuals asking them to consider chairing the committee. All have refused. The general feeling by council members is that at least two other TSO individuals would be qualified to serve as chair, but they are not being asked by the president.

3. At an earlier committee meeting the attendees were asked to prioritize the tasks needed for an effective program. The priorities were divided by instructor, student and administration issues.
4. Interpretation of the wording in our TSO bylaws has created disagreement and dissention. The primary problem is that the bylaw states that the president “...Appoints committee chairs in consultation with the Council.” Council members, however, do not feel that they have been consulted with regarding committee chair appointments.
5. Because bylaws cannot conveniently be changed before June 2015, it has been requested that a Standing Rule be established to clarify the meaning of “in consultation with”. The current statement is vague and unclear. A Standing Rule would include discussion during a council meeting.

***A motion was made by Kathy, and seconded, that a Standing Rule be approved: “President appoints Committee Chairs in consultation with the Council” means a discussion of and majority decision regarding potential appointees is concluded during an Executive Session. The motion was approved with 5 yeas, 1 nay, and 2 abstentions.***

6. Moments after approving the above motion, its wording was challenged as not clear or correct, and therefore, a second motion was made to retract the first one, as follows:

***A motion was made by Kathy, and seconded, that the previous motion be reconsidered and disapproved. The motion was approved with 6 yeas, 1 nay, and 1 abstention.***

7. Kathy Shoemaker then volunteered to chair the Curriculum Committee.

***A motion was made by Mark, and seconded, that Kathy Shoemaker, be the Curriculum Chair for the duration of this Council’s term. The motion was approved with 7 yeas, and 1 nay.***

At this time, two items of business on the agenda were moved up because the individuals reporting them had to leave early. To keep them in the order originally intended, however, they will be recorded in the order that is noted on the agenda.

***Marketing Committee*** – Penny Rathbun, Chair, did not attend the 10/8/14 marketing meeting and asked Virginia Binder to deliver the following report.

1. A potential new member, Gwen Bevard, attended the 10/8 marketing meeting. Also, Carl Ellis, BC Interim VP, Economic and Work Force Development, who happened to be in the building at the time was invited to meet the committee members. He was introduced, gave his background and indicated his interest in detail.
2. The TSO website is making progress. Members working on it are Sue Black, Virginia Binder and Chris Steele. It will be reviewed by council members prior to being previewed at the 11/17 council meeting.
3. The tagline, “Lifetime learning. Lifelong friends.” Is used by the TELOS office. The TSO marketing committee decided to also use it temporarily then reconsider continuation sometime before the end of the current fiscal year.
4. A tentative timetable has been set up for three upcoming events – the holiday party, Alessandro Regio seminar, and Great Decisions. The timetable consists of columns for the task, responsible party, and due date.
5. A tentative timetable has also been set up for the Coffee and Wisdom speaker’s series on the first Friday of the month, from November through April.
6. Angela had reported that she was moving ahead with new postcards and brochures for Winter Quarter and was waiting to hear from the administration about a printing schedule. BC Marketing has requested verification of postage for these publications.
7. Angela has noted that the formerly entitled “Open House” will henceforth be called, “New Course Previews” and that the next “...Preview” is scheduled for Fri., Dec. 12, 2014, from 1-3 p.m.
8. Sue Black, who had chaired the 10/8 Marketing Committee meeting, had assembled a list of marketing ideas and opportunities that had been circulated on the web by various members of the Committee. These topics will be discussed at a future meeting.

***A motion was made by Penny, and seconded, that the TSO Marketing Committee develop a flier with information about the TSO for the TSO website. The motion was approved with 7 yeas, and 1 nay.***

***A motion was made by Penny, and seconded, that the TSO Marketing Committee develop a speaker's program, "Coffee and Wisdom" to be led by Jim Cushing. The motion was approved unanimously.***

***A motion was made by Penny, and seconded, that the TSO Marketing Committee share the TELOS tagline, "Life-long learning. Lifetime friends" for the time being and that the Marketing Committee revisit the issue before the end of the current fiscal year. The motion was approved unanimously.***

***Events Committee*** – Jerry Harkleroad thanked his committee members for their work (Susan Wilkins, Lynda Fox, Arnold Kern) and offered special thanks to Angela Young, Chris Steele, and John Billington for their help. Because of the hour, Jerry then reported on only seven of the following events planned by this committee. The additional events were in the written report earlier submitted to the council and are mentioned here as well.

1. A Holiday Party will be held either the first or second Thurs. or Fri. of December (12/4, 5, 11 or 12), from 11 a.m. to 2 p.m. It will be held either at the Unitarian Church (\$375 rental fee, plus food, wine, decor) or at BC North Campus using 2-3 rooms (no rental fee, Poppinjay's catering, \$8-12/person). No alcohol will be served at either location; coffee, tea, and soft drinks only. They are unsure how to pay for this function at this time. It will be a TSO sponsored event.
2. Alessandro Regio Seminar Series will be held during the break between fall and winter quarters, on MTWTh, Dec 15, 16, 17, 18. There will be four morning sessions on the "Middle East Today", and four afternoon sessions on "Human Rights", each lecture two hours long. We will charge \$20 for each of the 4-session series' which is equivalent to \$5/lecture. If 30 people attend each session, it will bring in \$600 for each series, or \$1200 for both series. Alessandro will charge \$31/hour and teach for a total of 16 hours. We would probably pay him \$496 for the eight lectures, and we would earn \$704 profit. This will be a TSO sponsored event.
3. Museum of Flight -- To be sponsored by the TSO in November. Docent will be Ron Hobbs, TELOS instructor. Attendees will provide their own transportation so BC doesn't incur liability responsibility.
4. Book Club – A book club already exists under TELOS' sponsorship, not TSO. The Event's Committee thinks it should stay as is and not be transferred under the TSO. To reverse the sponsorship, the TSO would have to make application for it in order to exist.
5. Current Events – Two Views of the News courses exist through TELOS. The people in these courses want to continue meeting during semester breaks and are already doing so unofficially at Crossroads where they rent a meeting hall. If the TSO wants to sponsor this course between quarters, it can simply make application and see what happens.
6. The "Coffee and Wisdom" once/month lectures by select TELOS instructors is already scheduled. It is not under the Events Committee but rather the Marketing and Curriculum Committees.
7. Great Decisions forum – This is an 8-session discussion group that would be held twice per month from mid-January through May on the Great Decisions of World Events. There is a book charge, and the course fee would be \$20. Chris Steele presented the idea and will follow up on it. The TSO would sponsor this program, not TELOS.
8. Woodinville Winery tours – The Committee will look into the idea of winery tours. Questions arose regarding BC's policy over sponsoring such an event when liquor is involved.
9. Taco Time coupons – Dee Koger has presented a proposal to sell these coupons as a fund raiser. The coupons are free of charge. The TSO would sell them for \$1 each, and the buyer would have \$10 worth of discounts at Taco Time.
10. Issaquah Village Theater – Lynda Fox is looking into ticket prices for groups for a TSO sponsored event attending one or more productions. More on this later.
11. TSO Council Spring Elections – The Events Committee was charged with handling council elections. The committee thought it could run the election but felt inadequate regarding familiarity and competency in recruiting candidates for office. Kathy Shoemaker volunteered to help look for candidates. The committee will discuss this further with the Council.

***A motion was made by Jerry, and seconded, that the TSO host a holiday party not to exceed \$1500. Details to be decided by the Events Committee. The motion was approved unanimously.***

***A motion was made by Virginia, and seconded, that the Alessandro Regio Lecture Series be held December 15-18 at the North Campus. There would be a charge for admission to the lecture series. Cost to be determined. The motion was approved unanimously.***

***A motion was made by Virginia, and seconded, that a tour of the Museum of Flight in Seattle be held on a date to be determined in November. The cost will be the Senior or Group rate payable at the Museum door. Ron Hobbs will be our tour guide. The motion was approved unanimously.***

***A motion was made by Virginia, and seconded, that the Events Committee is authorized to make application to the administration for approval to hold the book club, Current Events with John and Dee between terms, Coffee and Wisdom, and the Great Decisions group. The motion was approved unanimously.***

***Student Fee Special Committee*** – Jim Maynard was not present. No report was given.

***Eastside Heritage Center (aka, Historical Society) Special Committee*** – Kathy Shoemaker reported. Kathy Shoemaker is working with John and Bess Billington to examine and archive historical TAG and TSO documents and will meet with the East Side Historical Society to determine how to preserve these valuable pieces.

***Views of the News Special Committee*** – Kathy Shoemaker reported. Most members of the committee, Jim Cushing, Edie Heppler, Kathy Shoemaker, and Chris Steele met to develop an agenda to present to the Administration on Tuesday, 10/21. Committee Lead, Chuck Kimbrough was out of state but in communication with Jim. All members are aware of the underlying issues as are both new members of the BC Administration, Carl Ellis, Interim VP, Economic and Work Force Development, and Leslie Lum, Interim Dean, Continuing Education. Another V of N committee meeting with all members present is scheduled for Thurs., 10/16, 3:30 p.m. to prioritize and plan for the meeting on 10/21. Carl Ellis expects to be present at the 10/21 TSO/BC “progress report” meeting. No mention whether Leslie Lum would also be present.

#### **Old Business**

***Update on picnic reimbursements*** – No report was given by Tim Hay.

#### **New Business**

***Planetarium event at BC*** – Bev Vernon asked for approval of the Council to forward to the TSO contact list an advertisement received from Angela Young about Free Public Planetarium Shows 10/17/14 to be held at the Willard Geer planetarium on the BC main campus at both 7:00 p.m. and 8:30 p.m.

***By consensus, the council members approved the request to forward to the TSO contact list an advertisement about Free Public Planetarium Shows 10/17/14 to be held at the Willard Geer planetarium on the BC main campus at both 7:00 p.m. and 8:30 p.m.***

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

The meeting ended at 5:59 p.m.

Respectfully submitted,  
Bev Vernon, TSO Council Secretary