

TSO COUNCIL MEETING MINUTES

Wednesday, November 19, 2014, Room 1125, 3:18-6:03 p.m.

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

Council members absent/excused: None

Members of Administration present: None

Other TSO guests present: Edie Heppler, Chuck Kimbrough, Arlene LaTurner, Paul Maffeu, Mike Van Schoiack, Peggy York

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

All council members were present. Angela could not attend and asked Virginia to give the faculty advisor report.

The meeting agenda was approved by consensus.

Mona requested several additions and changes to the Oct. 15, 2014 council meeting minutes and pointed out each on the screen.

The draft of the 10/15/14 TSO Council Meeting Minutes, as amended, was approved by consensus.

Officers' reports:

President – Mona Zimmerman reported the following.

1. Two Executive Committee meetings were held in October: 10/3 at Jerry Harkleroad's house, and 10/29 at Ruth King's house.
2. We need to be respectful of the limited number of hours Angela is allowed to work.
3. Spending money out of the TSO account must be coordinated with Treasurer Ruth King and/or Mark Kiviat.
4. TSO governing documents, from the top down, include: Federal, State, local, BC procedures (includes Student Code of Conduct), TSO Charter, TSO Bylaws (structure of organization), Standing Rules (interpretation of bylaws plus currently needed rules), and Roberts Rules of Order (for conducting meetings).
5. Changing Council meeting dates/times: An issue developed over the Executive Committee having tried to change the time of the Nov. 19 meeting. The December meeting date will have to be changed, because it conflicts with the Alessandro Regio seminars.
6. Historical Records Special Committee – we need to replace Kathy Shoemaker as chair.
7. Marketing Committee Chair – Penny will move to Texas in May; replacement chairperson is needed soon.
8. Mona conducted a verbal survey designed to check the pulse of the council by asking how we think we've been doing since July 1. The results showed that we were in general agreement that the TSO is still young and finding its way, that despite problems, things are getting done. The survey prompted some comments, e.g., Virginia wants to develop a structure for using email to conduct some business between council meetings. Jerry agreed that some things can't wait for next month's meeting.
9. Mona showed on the screen an Organization Chart with our TSO committees. Jerry suggested including the chain of command above the TSO council, e.g., Angela, Kintea, Radhika and Leslie Lum. Kathy reminded us to channel comments and requests through our committee chairs who will then take them to Angela.
10. Candidates for 2015-16 term will need to be recruited starting Jan. 2015. All council members need to be involved with recruitment. It was suggested that co-chairs may be easier to find than chairs.

A motion was made by Jerry Harkleroad that an email be sent to all TSO members asking for folks interested in chairing the Marketing Committee; looking for someone with experience in marketing and sales. Interested parties should contact the TSO email address by end of January, 2015. Motion was seconded and approved unanimously.

Vice President – Tim Hay reported the following.

Ruth, Mark and Tim had been delegated to contact Faisal about a \$500 charge to the TSO for the sessions and lunch provided for the June 2014 leadership training course. It had been the TSO members' understanding that Faisal said he would treat us to lunch out of his budget. It is now known that Faisal intended the lunches to be paid out of the \$4500 allocation provided by the ASG to the TSO in July. Faisal doesn't have a budget for things like this. The lesson we've learned from this experience is to question in the future anything that seems unreasonable.

Secretary – Bev Vernon reported the following.

Status of the following reference documents:

1. Standing Rules – Completed in an Excel spreadsheet; sent to Virginia to post on the web.
2. Council meeting motions – Completed in Excel spreadsheet; would probably not be posted on the web.
3. Tabled items from council meetings – Incomplete; spreadsheet is in process.
4. TSO Contact Roster – Incomplete; added more columns for specific data; expect to have column for a member's expertise/talents. This information may take a long time to collect. Edie and Virginia suggested handing out a flyer at the Coffee and Wisdom lectures that tells about TSO committees with the hope that some folks will be interested in expressing their areas of expertise and volunteering to help.
5. Minutes' documents were provided from Bev's files and supplemented by searching through past emails for missing documents. Approved documents were posted on the TSO website by Virginia. This exercise led to the realization that many committee meeting minutes do not contain all of the necessary data or references. It was suggested that Bev create a sample minutes template and send it to committee chairs for future formatting.

Virginia Binder moved that Bev Vernon create a template for the structure of meeting minutes to be distributed to all committee chairs and secretaries of TSO. Motion was seconded and approved unanimously.

Treasurer – Ruth King's report contained the following information.

1. Ruth was unable to obtain TSO financial information from BC for the council meeting. Arlene LaTurner suggested she communicate directly with Hristo Stoykov, in the Student Program Office.
2. Mona will work with Ruth and Mark to establish the treasurer's policies and procedures.
3. Mona will forward to all council members the BC Student Programs Club and Program Policies & Procedures 2013-2014 document.
4. As of 11/16/14, proceeds from the Alessandro Regio Seminar Series were \$1950. While a formal financial report was not available, the TSO account balance as of 11/16/14 should be close to \$6517.18.

Faculty Advisor's report – Angela Young, TELOS Program Manager was absent. Report made by Virginia Binder.

1. Everything in the TELOS program is moving along well.
2. The TELOS office acknowledges difficulties with the BC website and is working with BC to improve it. There is no quick and easy solution.

Standing and Special Committee reports

Curriculum Committee – Chair Kathy Shoemaker

Angela outlined and answered questions. Angela asked the TSO to help her find five new instructors for spring quarter. The deadline for spring instructor application is Monday, December 8. Chuck said that the meeting minutes would be sent to Kathy but that he had some issues with them.

Marketing Committee – Penny Rathbun, Chair, reported the following.

1. "Coffee and Wisdom" – Jim Cushing said that the 11/7/14 lecture by Audrey Becker about brain function was well attended and positively received. Jerry challenged the set-up of room 1125 for the lecture. There were a few glitches in the reservation, seating and room process. Those problems will be corrected. The Friday, 12/5 speaker will be Gerri Haynes, on the subject of medical work in Gaza.
2. Angela will soon be circulating a letter to all TELOS folks inviting them to the Winter Quarter Course Preview which is scheduled for Friday, 12/5, 1-3 p.m. With the Gerri Haynes lecture in the morning, from 10-12 noon, that day will be full.
3. Via a motion, the Committee approved the purchase of eight BC mugs from the BC book store, at \$10/each to give as honoraria to each speaker. At the next committee meeting, Penny will make a motion for the Committee to ask the council for approval to spend \$80 on this purchase.
4. Virginia was honored by an ovation for her outstanding coordination of the reservation system for the Coffee and Wisdom lectures, the Holiday Party, Alessandro seminars and the Great Decisions Discussion Group.
5. Tim will look into having a TSO booth at the Westminster Senior Fair in March. He will inquire of the process to secure a table with a 3-sided skirt with "TELOS" printed on it and an aluminum structure overhead supporting a TELOS banner.
6. Penny suggested that the TSO partner with another campus student organization, possibly the Occupational Life Skills (OLS) group, on a charitable project. She talked with Marci Muhlestein, Director of BC's OLS program about their backpack collection for homeless teenagers. The OLS sponsors a charitable event every quarter.

7. Penny also suggested forming a scholarship fund to benefit TELOS' or other BC students.
8. Website: Virginia Binder, Chris Steele, and Sue Black have created our TSO website. Virginia gave a demonstration explaining the tabs, dropdown menus and showing examples of the postings. Photos were selected by Virginia, and much material was designed and written by these ladies. It's a beautiful piece of work, represents an enormous amount of work and time, and is finally a reality. Virginia was thanked appreciatively and received an ovation. The website address is <http://studentweb.bellevuecollege.edu/telos-tso/>. Everyone should bookmark it. A broader announcement about it is forthcoming.
9. Penny reminded us that we need to look for her replacement on the Marketing Committee as chair.

Events Committee – Chair, Jerry Harkleroad reported the following.

1. The Holiday Party will be held on Thursday, 12/11, between 11 a.m. and 2 p.m. As of 11/16, 40 people have registered to attend. It will be held in room 1125 plus two additional rooms. Susan Wilkins is chairing the event with Lynda Fox as assistant. There will be finger and fork food served by Poppinjay's; a CD player with holiday music; decorating will be cedar and fir boughs with tree holiday balls. Set-up and decorating will be done the previous day on Wed., 12/10. Help is needed. Budget is set at \$10-\$12/person, but the TSO will pay 100%. People attend free of charge. It's a party!
2. Alessandro Regio Seminar Series will be held Dec. 15-18 with two lectures per day. Cost is \$20 total for each four day session: The Arab Spring, from 10-12 which is at capacity with 60 reservations; Human Rights from 1-3 p.m., which had 38 reservations as of 11/16; \$1920 was collected and deposited as of today.
3. Museum of Flight – The date was postponed until Fri., 1/23/15, There will be two tours in the morning and two in the afternoon. Docent for the morning tour will be Ron Hobbs, TELOS instructor. There will be no sponsored transportation by the TSO. Attendees will provide their own transportation, so BC will not incur liability responsibility. Method of payment is still uncertain – individually, or all on one credit card. A cancellation announcement is needed in the event of snow. TELOS follows the Bellevue School District decisions, not BC's.
4. Book Club – A book club already exists under TELOS' sponsorship. It is not part of the TSO.
5. "Coffee and Wisdom" once/month lectures have started. The 11/7 lecture was successful with capacity attendance. These lectures are not under the Events Committee but rather the Marketing and Curriculum Committees. For future speakers, Chuck Kimbrough suggested Robert Gates, former U.S. Sec. of Defense, who now lives in Mt. Vernon, WA. Bev suggested Chris Steele with pictures/stories of her Amazon River trip.
6. Views of the News courses exist through TELOS during regular terms. There has been some confusion about whose responsibility it is for the Views' courses that have been held off campus during the weeks between quarters. They cannot be claimed by the TSO because they are related to a TELOS course and cannot be funded for room rental because the class is held off campus. Jerry thanked Dee Koger and Chris Steele for their help explaining the history of TELOS and these View's courses.
7. Great Decisions forum – This 8-session discussion group program which will be held twice monthly from February through May has attracted enough people to hold it. The required book costs \$22, but was advertised at \$20, which is what people are paying. The TSO will cover the excess. The TSO will sponsor this program, not TELOS.
8. Jerry announced three new Event's Committee members: Katherine Reinleitner, kathydayphd@gmail.com, Diane Kester, diane.kester@yahoo.com, and Judy Dowling, jadowling@comcast.net.

Student Fee Special Committee – Jim Maynard submitted a report which Mona read aloud.

In late August 2014, this committee of two, Chuck Kimbrough and Jim, met with Faisal Jaswal to discuss the possibility of initiating a student activity fee for registering TELOS students. Such a fee has never been assessed at BC for non-credit students, but there were no governing rules that precluded such action. Faisal supported the concept of a student activity fee and agreed to pursue the matter with several other officials in the BC administration, including Radhika Seshan. His attempts to arrange such a meeting have been unsuccessful, probably partly because of the recent changes in high level personnel. Faisal revisited the request with Radhika on 11/10, and she was positive about arranging a meeting with the Interim VP, Carl Ellis and the Interim Dean of CE, Leslie Lum. Jim will notify the TSO council with any new information.

Robert's and Standing Rules Special Committee – Mona reported.

Two motions made at the 8/20/14 council meeting that had been returned to this committee for review or reconsideration were discussed by Mona and Penny in September, and it was decided that neither motion would be pursued further. The subjects of the two motions were:

1. ***It was proposed 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. This***

motion was returned to the Standing Rules and Robert's Rules committee for review. In September 2014, the Committee decided not to pursue this motion further.

- 2. It was proposed 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 returned to the Standing Rules and Robert's Rules committee for reconsideration. In September 2014, the Committee decided not to pursue this motion further.*

Views of the News Special Committee – Chuck Kimbrough, Chair

Chuck reported and invited input from Edie, Heppler, Kathy and Mona. The Committee met on Tue., 11/18/14 with Carl Ellis, Leslie Lum, Radhika Seshan, Kintea Bryant, and Angela Young. The meeting was positive and they reported that the management is open to working with the TSO. An official report of the meeting will be provided.

1. No blockbuster changes are anticipated; tuition should remain reasonable.
2. Space at the North Campus will be an issue. BC expects to hold additional BC programs there, and TELOS has hit its limit holding three classes/day up to five days/week. TELOS is a community center, not a profit center, and is only breaking even. Carl and Leslie support TELOS growing, and as a result, they are looking for additional space in offsite buildings. Angela is doing a good job of outreach. More TSO assistance will be needed and accepted by the TELOS office. Key is that TELOS is recognized as a social community of seniors that need to be held together, not separated into different buildings.
3. Carl and Leslie suggested holding quarterly meetings with the TSO Views of the News Special Committee.
4. Leslie asked the TSO to send a letter to her about the good job that Angela is doing with TELOS and the TSO's good relationship with Angela. The letter will be posted on a BC blog. Mark Kiviat was asked to write the letter. Jerry suggested a complimentary letter also be written about the building receptionists who provide such positive support to instructors, students and the TSO. Jerry was asked to write that letter.

Virginia Binder moved that Mark Kiviat write a letter thanking Angela Young and the BCCE TELOS staff for their work. Motion was seconded and approved unanimously.

Virginia Binder moved that Jerry Harkleroad write a letter thanking the front desk staff. Motion was seconded and approved unanimously.

Old Business

TSO Website – Covered by Virginia Binder under Marketing Committee report.

New Business

1. Holiday party invitations to Management – Mona will write, have edited, and send personalized invitations by email on decorative stationery to all members of BC-CE management up through Carl Ellis, Interim VP, including Faisal Jaswal and Nora Lance and also the North Campus receptionists. Poppinjays needs an accounting of the total number expected. Invitation RSVP deadline will be Monday, Dec. 1.
2. A date change is needed for December council meeting because it conflicts with the Alessandro lecture series.

Mona Zimmerman moved that the time for the December meeting be 1:30 p.m. on Wednesday, Dec. 10. Motion was seconded and approved unanimously.

3. TSO Strategic Plan – Leslie Lum asked for the TSO's strategic plan by the end of January. Mona will round up a cross-section of TSO folks to serve on this special committee. These folks should represent history, instructors, fresh new folks, etc.
4. Digital recorder – Faisal suggested that the TSO buy a digital recorder for our meetings. The remaining council members at this late hour of the meeting (two had left) did not think such a recorder was needed. Individuals have personal recorders, if needed.

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

The meeting ended at 6:03 p.m.

The next council meeting will be held on Wed., 12/10/14, 1:00 rather than 1:30 p.m., in a smaller room.

Agenda items that were not addressed because of the late hour:

1. Historical Documents Archiving Special Committee report – Bev Vernon

2. Motion to have been made by Tim re the TSO authorizing \$150 to pay for the printing of two flyers – the recent TELOScope, and another flyer that was to have been sent out within the following two weeks.
3. Procedures for changing standing rules
4. Email voting?
5. Do we want to request ASG funding for next year?

Respectfully submitted,
Bev Vernon, TSO Council Secretary