

# TSO COUNCIL MEETING MINUTES

Wednesday, March 18, 2015, Room 1118, 3:18-5:43 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  
**Faculty present:** Angela Young, TELOS Program Manager & TSO Faculty Advisor  
**Other TSO guests present:** Edie Heppler, Chris Steele

The meeting was called to order by the president, Mona Zimmerman, at 3:18 p.m. All council members and the faculty advisor were present.

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

**Approval of the previous meeting's minutes:**

Correction was requested to the draft of the 2/18/15 council meeting minutes, e.g., page 2, Standing Curriculum Committee report, point #1, that the CRI is affiliated with Edmonds Community College, and the LLC is an independent Seattle based program.

**The amended 2/18/15 Council Meeting Minutes were approved by consensus.**

**Officers' reports:**

**President** – Mona Zimmerman – No report.

**Vice President** – Tim Hay – Report is covered under New Business.

**Secretary** – Bev Vernon – No report.

**Treasurer** – Ruth King gave the following financial report.

<b>Beginning balance, 2/1/2015</b>		<b>\$6,544.67</b>
Revenue:		
No revenue	\$ .00	
<b>Total revenue &amp; previous balance</b>		<b>\$6,544.67</b>
Expenses:		
Printing-Alessandro	\$ 500.00	
Poppinjay's-Holiday Party	\$ 1240.77	
<b>Total expense</b>		<b>\$1740.77</b>
<b>Closing balance, 3/1/2015</b>		<b>\$4803.90</b>

Pending payments	BC-CE-TELOS	Mktng Fund
Marketing Fund Allocation		\$1000.00
Harkleroad-Great Decisions bks	\$ 583.59	
Harkleroad-Printing	45.00	
Harkleroad-pens/paper-Dec.	10.74	
Cushing-Coffee & Wisdom cups	\$ 100.00	
Business cards		\$ 50.00
Table covering		400.00
Banner		850.00
Future mugs for C&W		200.00
<b>Total outstanding expense</b>	<b>\$ 739.33</b>	<b>\$1500.00</b>

**Faculty Advisor's report** – Angela Young, TELOS Program Manager, reported the following.

1. As of 3/18/15, there were 591 enrollments for spring quarter.
2. Thirteen courses needed more enrollments in order to be held.
3. The TSO still has time to apply for 2015-16 funding from the ASG (Associated Student Government) which will be distributed after June 30.

4. A survey was sent to the TELOS database requesting feedback regarding the possibility of attaching a Student Activity fee of up to \$5 per student to the first course enrollment of each quarter which would be added to the TSO fund for TSO-sponsored lectures and activities. The outcome showed 75% yes, 25% no.

#### **Standing and Special Committee reports**

**Curriculum Committee** – Kathy Shoemaker, Chair, reported the following.

1. Should Virginia Binder be asked to try to contact students who have dropped out of courses and whose reasons have not been collected via end-of-course evaluations? Angela said that she receives many emails from disgruntled students mid-course, and those reports are taken into consideration along with results from the evaluation forms. Some are sensitive, and she advised not trying specifically to reach these students.
  - a. Could a study be initiated to contact a cross-section of 100 students per quarter to tally their reasons for dropping a course?
2. The Committee is seeking consideration for subsidization of I-520 bridge tolls and possibly air mile gifts to obtain certain instructors. Discussion elicited some skepticism, but it is a valid issue. No decision.
3. TSO/ASG co-sponsor to obtain some speakers: Would it be worth exploring? No decision.
4. An additional \$10 charge has been added to some course registration fees to cover the cost of handouts. It was challenged as too high and suggested that those instructors offer to forward the materials by email so students could download their own.
5. Further information may be found in the Curriculum Committee meeting minutes of 2/6, 2/27, and 3/13 all of which will be posted on the TSO website, once approved.

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

1. Business cards – Still working on getting them printed with the tree logo. Angela will help with the project.
2. Table and equipment for May 16 Active Senior's Fair at Westminster Church in Bellevue:
  - a. Table covering with TELOS tree on it – Tim was able to secure a good price for the table covering. Angela had the artwork approved by BC Marketing and made the purchase. BC-CE-TELOS will pay, not the TSO.
  - b. Banner over exhibit table – Tim Hay has designed and will construct the framework for an elevated banner. BC-CE-TELOS will pay, not the TSO. Tim is in charge of this project.

***Motion was made by Kathy Shoemaker, and seconded, to reimburse Tim Hay for materials to complete the TELOS banner project, not to exceed \$150, to be completed by April 30, 2015. Motion carried unanimously.***

3. Disability issues: Instructors need training in how to handle disability issues. Donnelly and Bob Wilburn are willing to write an article about how the BC North Campus building meets their specific needs.
4. Press releases: Sue Black and Penny are working on the most efficient way to process press releases.
5. Kathy Shoemaker suggested that the Marketing Committee look into advertising TELOS in the local newspapers that are free of charge, e.g., the Redmond Reporter, etc.

**Events Committee** – Jerry Harkleroad, Chair, reported the following.

1. Elections Special Committee – Arnold Kern, Chair, will hold an informal meeting on Wed., 3/25, for candidates to discuss the responsibilities of each council position.
2. Postponed a tour to the Washington State Legislature in Olympia until next year. Bus transportation was issue.
3. Fri., 3/20, 11:15 a.m., \$7/ea. – BAM tour, Knock on Wood Exhibit; Laura Dillaway, docent.
4. Fri., 4/17, 11:15 a.m., \$7/ea. – BAM tour, Read My Pins: Madeleine Albright Collection; Laura Dillaway, docent.
5. Fri., 5/15, 10:30-11:30 a.m. – BC Planetarium tour; Ron Hobbs, facilitator; \$145 (later learned it was \$150) rental fee because the event is not sponsored by BC itself but instead by a subsidiary organization.
6. August – Summer Picnic; Cindy Coopersmith, Chair. Need covered area for picnic. Looking at new locations, possibly Newcastle Beach Park.
7. Additional tour suggestions:
  - a. Bill Gates Foundation
  - b. Dale Chihuly or local glass museums
    - i. Tacoma – “Museum of Glass” features many glass artists’ works as well as “Bridge of Glass” by Chihuly
    - ii. Seattle Center – “Chihuly Garden and Glass”, exclusively Chihuly

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

**Historical Documents Archiving Special Committee** – Bev Vernon, Chair

John and Bess Billington and Bev met on Tue., 3/10, with Sarah Frederick, Collections Manager, Eastside Heritage Center and agreed to donate historical TAG records to the Center. Bev will move the boxes of materials from the storage closet at North Campus to the Center. The Billingtons will personally deliver their five albums to the Center. Chris Steele volunteered to help Bev identify additional TAG materials in the closet that should also go.

***Motion was made by Bev Vernon, seconded, and amended that the TSO Council approve the disposition of albums belonging to John and Bess Billington to the Eastside Heritage Center. Further, that historical records be moved to Eastside Heritage and that other items be cleaned out of BC closets. The motion was approved unanimously.***

**Using E-mail for TSO Business Special Committee** – Virginia Binder, Chair, reported the following.

Committee members Virginia Binder, Marilyn Chase, and Bev Vernon, met for three hours on Thur., 3/12, to discuss the goals and timeline for setting up procedures for using e-mail to conduct TSO business. Materials discussed were from the web and Robert's Rules of Order (RRO). The following outline was proposed.

1. Write a new bylaw permitting the use of electronic/digital materials for TSO communication, and recommend using the latest version of RRO which includes material about electronic meetings. Submit for council approval at the 3/18/15 council meeting
2. Write standing rules including how to use e-mail for minutes and meetings. Submit for consideration at 4/15/15 council meeting. These rules would be ineligible for activation until the bylaw is approved by the TSO membership.

***Motion was made by Virginia Binder and seconded that under conditions to be identified in the standing rules, electronic/digital means of communication may be used to facilitate, conduct, or enhance discussion both during and between meetings. Seven yeas, one nay, no abstentions. The motion was approved.***

**Sign-up Sheet Special Committee for Collecting Expertise Data** – Tim Hay, Chair, reported the following.

Tim indicated that his proposed earlier letters to collect this information from TSO members were not approved. He therefore announced that this idea would be dispensed with this year.

**Announcements**

Parking spaces at North Campus are at a premium. It will be worse during fall quarter when the Year-Up program commences.

**Old Business**

1. Guidelines for TSO Web postings – Postings are to be academically-oriented events which may be of interest to lifelong learners; not religious or political events.
2. Tagline name for the TSO – No decision has been made yet on Boomers and Seniors.
3. Coffee mugs as gifts for TSO guest speakers: Edie Heppler reported that the preferred 16 oz. size would be \$3/apiece with an order of 100; gray background with blue lettering to match BC colors, and the cups must be microwavable.

**New Business**

1. Annual General Meeting – Various opinions were expressed about when to hold this meeting and what to discuss.
  - a. Per the bylaws, elections will take place between Mon., 5/18 and Fri., 5/22.
  - b. The regular June meeting will be held on Wed., 6/17. It will double as the Annual General Meeting.
  - c. Per TSO Bylaws, any amendment approved by the council for consideration by the TSO membership would be voted on at the Annual General Meeting on Wed., 6/17.

***Motion was made and seconded to hold the General Annual Meeting at the June TSO meeting. The motion passed unanimously.***

***Motion was made by Tim Hay and seconded that the TSO establish a Judiciary Committee. It would meet as needed, and its functions are to be defined in the Standing Rules. The motion passed unanimously.***

2. ASG funding – Tim reported that Faisal encouraged the TSO to apply for ASG funding again for next year and that the application needed to be submitted by Mon., 3/23. Mona will assist Angela in filling out the paperwork and submitting it.

***Motion was made by Tim Hay and seconded that the TSO request the maximum funding available from the next distribution of Student Activities Fees. The motion passed unanimously.***

3. Response to the “Watchdog” newspaper after a particular cartoon about seniors/retirees was published – Mixed opinions had been expressed earlier, and a letter and suggestion written by Chris Steele had been submitted for the TSO to consider sending to the Watchdog. The matter had been turned over to the Marketing Committee, where it was rejected by the Chair. It was now too late to consider sending the letter.

***Motion was made by Tim Hay and seconded that the TSO initiate a contact with the “Watchdog” newspaper. A Watchdog reporter may visit a TELOS class and interview students. The motion did not pass and was instead moved back to the Marketing Committee.***

***A motion was made by Mark Kiviat, seconded and approved to adjourn the meeting.***

The meeting ended at 5:43 p.m.

**The next council meeting will be held on Wed., 4/15/15, 3:15 p.m.**

Respectfully submitted,  
Bev Vernon, TSO Council Secretary