

TSO COUNCIL MEETING MINUTES

Wednesday, July 15, 2015, Room 1125, 3:20-5:00 p.m.

Council members present: Virginia Binder, Jerry Harkleroad, Edie Heppler, Chuck Kimbrough, Arlene LaTurner, Nancy Rogers, Bev Vernon

Council members absent/excused: Kathy Shoemaker (excused)

TELOS Program Manager/TSO Faculty Advisor absent: Angela Young

Other TSO guests present: Jay Balakrishnan, Randy Buehler, Jim Cushing, Joanne Gainen, Alan Rappoport, Chris Steele

- The meeting was called to order by the president, Edie Heppler, at 3:20 p.m.
- Attendees and absentees are noted above.
- Edie announced that the secretary would be recording the meeting, as usual, for accuracy verification.

The minutes of the 6/17/15 Council Meeting were approved by consensus.

Officers' reports:

President – Edie Heppler

1. Welcome to the new council members and guests.
2. Edie and Chuck, VP, have decided to use Robert's Rules of Order only lightly for conducting the TSO meetings particularly in cases of conflict, when people talk too long and when we need to refer to the bylaws.
3. Edie met with Faisal about several issues.
 - a. Faisal suggested that the TSO open a foundation 501c3 account. People could take a tax deduction for their payments to the TSO. It would be a separate account from the TELOS Foundation Account and need \$5000 to open. Who would control the TSO Foundation Account and disburse a check? We'd still have to go through BCCE Finance by filling out a request form, obtaining Angela's signature, and preferably hand-carrying to Hristo. **The trick is to submit way in advance the request for a check.**
 - b. BC Student Programs is doing a space utilization survey. The procedure for making room reservations on main campus will be determined by the results. North Campus is not affected by this project. Obviously, however, the TSO is not on as high of a priority level for classroom requests as are BC classes.
 - c. The TSO will start a Strategic Planning Committee. Faisal supported the idea. First thing is to create a Memorandum of Understanding document.
 - d. The TSO may be able to help some instructors with highway and ferry tolls after it starts conducting fund-raisers.
 - e. Angela is looking into reports of some TELOS students "acting out" in class.
 - f. Angela has trouble making time in her schedule for TSO meetings and has requested more working hours. Faisal suggested that the TSO consider hiring Angela as our advisor and paying her.
 - g. Edie will attend a meeting on 7/16 with Faisal, Hristo, the BC Foundation manager, Jennifer McMillan, Finance Supervisor, and Angela. She will obtain answers to the council's questions.
 - h. Edie announced her choices for committee chairs for the coming year.

A motion was made by Edie Heppler, and seconded, that the following members be accepted as standing and special committee chairs for the 2015-16 academic year: Randy Buehler, Marketing Committee Chair; Chris Steele, Curriculum Committee Chair; Jerry Harkleroad, Events Committee Interim Chair, and Jim Cushing, Strategic Planning Special Committee Chair. The motion passed unanimously.

Vice President – Chuck Kimbrough

Chuck reported on the recent action of the Views of the News Special Committee. He gave a short history of the reason for this group's existence. It was implemented in early 2014 when friction developed between TELOS and the Administration over the attempt to double tuition and the practice of top-down management. A group of five actively involved TELOS students who were not members of the TSO council went to the Administration and eventually the BC Board of Trustees to negotiate for TELOS. As a result, our needs were heard, and TELOS course tuition was not increased. A reasonably good relationship developed and has continued, but because of frequent changes in the Administration, the group may be working with new people in the future. Following are current problems that the VofN committee is pursuing.

1. Classroom space and parking -- Programs meeting at the BC North Campus are OLS with about 25 involved and Year-Up with 40. The size and availability of rooms is important to these programs and also to TELOS. No short term solution, but the VofN Committee is working on it.
2. TELOS instructors' printing needs are being renegotiated.
3. Marketing boundaries – Community Colleges have distinct boundaries within which they can market. BC may market only within Bellevue, Issaquah and Sammamish boundaries. Many TELOS students come from outside of those parameters. The TSO can market outside of those areas, e.g. Redmond, Kirkland, Bothell, Newcastle and Renton but may not use BC nomenclature. We can use the TELOS oak tree symbol brand only.
4. The current Administration wants TELOS to grow. TELOS is self-sustaining financially whereas some of the other BC programs are not. It is believed that part of the earlier-attempted tuition increase was to get TELOS students to help pay for other programs. That attempt was rescinded because the VofN Committee went to the Board of Trustees.

Secretary – Bev Vernon

Bev reminded the members that for the past couple of years, we all have converted Office Word and Excel documents into Office 97-2003 to accommodate our folks who do not have updated software systems. Some documents in this older version of software respond with pop-up boxes indicating that the old version is no longer supported and may not convert accurately. Bev asked if we were ready yet to consider giving up the old version and using the newer one which is the default. Jay Balakrishnan reported that pdf documents are the standard documents of the day, and they should work for everyone including people who have older software. He also mentioned that Sun Microsystems has a program, OpenOffice, which may be downloaded free of charge, is very versatile, and easy for anyone to use. For now, we'll stick with using Office 97-2003. Bev will bring up this subject again around December/January.

Treasurer – Arlene LaTurner

TSO Beginning balance, 6/1/2015			\$3913.48
Revenue/Allocation:			
	Services & Activities (S&A) allocation for 2015-16 year	<u>\$4500.00</u>	
Total revenue & previous balance			\$8413.48
Expenses:	None	\$ 0.00	
Total expense			(\$0.00)
TSO Closing balance, 7/1/2015			<u>\$8413.48</u>

At this time, payment receipts toward the Alessandro Regio seminars to be held in July are around \$1100 out of which \$930 will be paid to Alessandro.

Faculty Advisor's report – In Angela Young's absence, Virginia Binder reported the following.

1. Summer 2015 enrollments are 394. Last year summer enrollments were 229.
2. Angela has been too busy to report more.

Standing and Special Committee reports

Curriculum Committee – Chris Steele, new Chair, reported:

1. The two seminars held in June were successful: (1) Geoff Garrett, "Basic Estate Planning/Elder Law", plus "Long-term Care and Asset Protection", and (2) Brian Sonntag, "The Role of the Auditor in Keeping Government Accountable to the People".
2. Two of the three lecture series by Alessandro Regio, being held in July are filled to capacity: (1) "ISIS and Extremism" and (2) "American Foreign Policy 2: Now and Beyond". Space is still available for (3) "Cyber-security and Cyber-warfare".
3. Angela asked the Curriculum Committee to try to recruit only 3-5 new instructors for winter quarter which is fewer than usual.
4. Photocopying for instructors has become an issue in Angela's office because of the amount of time it takes Hollis, and sometimes there's a lineup at the copier. The amount of paper and ink are secondary. Five instructors require large amounts of copying (Jim Maynard, Doris Totten, Naseem Hines, Sue Black, etc.). The TSO might recruit a volunteer to do this regularly for the TELOS office. Chris will speak to Jim and Doris about

alternatives. The office might be able to email Jim's students the weekly syllabi prior to class. Doris Totten has been asked about posting her students' art and poetry on the TSO website rather than assembling scrapbooks to present at the end of the course. Chris will have the Curriculum Committee resolve the issue.

Marketing Committee – Edie Heppler, Acting Chair, reported:

1. Marilyn Chase has offered to post TSO/TELOS information to 12 online calendars – events, class previews, classes with low enrollment, etc.
2. We've been asked to present to Factoria Rotary.
3. Talked about visualization which is more of a TELOS project versus social media which is for the TSO. Joanne Gainen is looking into setting up a Facebook page for the TSO.
4. In future surveys, a drop-down box will ask where students heard about TELOS courses – posters, flyers, the newsletter, the web site, etc.
5. Demographic directories: Angela will be purchasing a directory of Bellevue/Issaquah households. It will encompass approximately 14,000 homes, with over 55, and some higher education. These folks could be emailed as often as needed. The return is estimated at about 125 new students. TELOS needs to consider buying directories for Mercer Island and Sammamish which are also within BC's boundaries. The TSO will check on purchasing directories for Kirkland, Bothell and Woodinville. Cost is approximately \$2000. We want this to use for fall quarter, so the pressure is on to accomplish this quickly.

Edie Heppler moved, and it was seconded, that the TSO, in coordination with TELOS, purchase demographic directories for Kirkland, Bothell and Woodinville for the TSO Marketing Committee to use. The motion carried unanimously.

Events Committee – Jerry Harkleroad, Acting Chair, reported

Summer picnic, August 6 – Email invitation/notices have been sent to all TSO folks. Fliers are almost ready. The location, Bellevue Botanical Garden Visitor's Center has one, two or three rooms that can be opened for the event. The menu is planned. Kathy Shoemaker has a food handler's permit; Jerry will get one also. Seven helpers will be needed between 10:30 and 2:30. Invitations will be sent to members of the Administration with whom we've worked (Angela, Hollis, Kintea, Radhika, Carl Ellis, Faisal, Dave Rule, Nora, Chris Ma, and Kyra Olson). Angela will be asked to send invitations to the instructors who are not on the TSO mailing list. Voluntary \$5 admission contribution upon arrival. As of July 15, 51 reservations had been received. A few spaces are open for the docent-led garden tours. Deadline for RSVPs is Friday, July 31.

Student Fee Special Committee – Jim Maynard, Chair, was not present. Edie relayed his report.

Jim has asked Faisal several times for a meeting with other members of the Administration to discuss attaching a \$5 fee each quarter to the first TELOS course registration per person. Faisal has not responded with a meeting date. Edie will be talking with these members of the Administration on July 16 and will discuss the matter then.

Email Special Committee – Virginia Binder, Chair

This committee consists of Virginia, Marilyn Chase and Bev Vernon. The objective is to be able to conduct business legitimately by email between meetings when things come up that need immediate attention and decision. Approval of a proposed bylaw is needed before this method of communication can be initiated. The bylaw will be voted on by the entire TSO membership at the picnic.

Strategic Planning Special Committee – Jim Cushing, Chair

Jim will pick up from the work already accomplished by Chuck, Edie, and Chris. The first item of business will be to draw up a Memorandum of Understanding between the TSO and the Administration.

Old Business

No old business on the agenda.

New Business

1. Clubs – Per Faisal's directive, Edie has created a club charter application that includes the following sections -- BC Student Programs mission and vision statements, the proposed club's mission, vision and goals, the club's main contacts and how to reserve rooms. The charter will be signed by one club representative and one TSO Council representative. The charter form will be posted on the TSO website under the tab, "TSO Council", then "Forms and Documents". The TSO will serve as a filter for the formation of a club, but thereafter, the club will run itself and not be overseen by any TSO committee. However, business that requires approval will be

petitioned to the TSO council. Room reservations will be requested through Chris Steele, who arranges for all TSO-related room reservations. The TSO website "Calendar" tab shows all scheduled activities, so there should be no problem with duplicate room bookings on given dates.

- a. Should club members be required to be TELOS students? The following opinions were expressed: (1) must have been a TELOS student within the prior two years, (2) not necessary to be a TELOS student at all. No decision was made at this time; to be revisited in six months (December/January).
- b. Each club will have a budget. Edie said that money has been set aside in the TSO budget for clubs.
- c. Club chairs are: Book Club – to be determined for fall quarter; Movie Club – Alan Rappaport; Economic Club – Mona Zimmerman.

Motion was made to accept the TSO club charter application form. The motion carried by consensus.

2. Fundraising ideas: Tabled for future meeting discussion.
3. Committee budgets – Edie asked for each committee to estimate its monetary needs over a particular period of time (through Dec. 2015, or through June 2016), for items, events and projects, and submit their requested budget to her before the August 19 council meeting. It would be beneficial to give each committee assurance that it has funds available and would alleviate the necessity of petitioning the council each time that money is needed.
4. Special TSO email addresses – Edie proposed creating special email addresses for each council member and committee chair via a Google app (Gmail account) so that all TSO communication is under one major account. It would be legally auditable by WAC regulations. This is considered a highly efficient way for organizations to communicate and conduct business. The account manager, Edie, would assign specific addresses and passwords to each member. When the manager's term of office is expired, all previous communication would be placed in a "Stored" folder. If the council agrees, Edie will complete this process prior to the August council meeting.

Motion was made to establish Gmail accounts for each TSO council member and committee chair. The motion carried by consensus.

5. Short Annual General Meeting at picnic – A short meeting must be conducted at the picnic for the purpose of voting on acceptance of a new bylaw that would allow handling business via email. Wording for the motion will be written on two easels. Jerry will find out if the Botanical Garden building has easels, or he will look in the TSO storage closet or will borrow from Angela. Bev will be responsible for providing wording of the bylaw motion in large print to be displayed on two easels. Voting of the membership will be done by raised hands.
6. A discussion about the way minutes are written resulted in recommending that committee meeting minutes give detail so all creative ideas are captured rather than lost. Committee reports at council meetings will be summarized into presenting just the decisions. For the council meeting minutes, the secretary will record the highlights reported by committees. Outline form is preferred in all minutes' documents. The actual way minutes are recorded will depend on the style of the minute-taker.
7. Chris asked if each council member had decided on which committee they would serve. Arlene indicated that she would be involved with the Curriculum Committee. No other responses.
8. Edie asked if the meeting was successful and was responded to with applause.

A motion was made and seconded to adjourn the meeting. The motion carried unanimously.

Meeting ended at 5:00 p.m.

Next regular council meeting will be held on Wed., 8/19/15, 3:15 p.m.

Respectfully submitted,
Bev Vernon, TSO Council Secretary