

# TSO COUNCIL MEETING MINUTES

Wednesday, September 16, 2015, Room 1125, 3:16-5:25 p.m.

**Council members present:** Virginia Binder, Jerry Harkleroad, Edie Heppler, Chuck Kimbrough, Arlene LaTurner, Nancy Rogers, Kathy Shoemaker, Bev Vernon  
**Standing & Special Committee Chairs present:** Randy Buehler, Jim Cushing, Chris Steele  
**Council members & Committee Chairs absent:** None  
**TELOS Program Manager/TSO Faculty Advisor:** Angela Young (absent)  
**Guests:** None

- The meeting was called to order by the president, Edie Heppler, at 3:16 p.m.
- Attendees and absentees are noted above.

**The minutes of the 8/6/15 TSO Annual General Meeting were approved by consensus.**

**The minutes of the 8/19/15 TSO Council Meeting were approved by consensus.**

## Officers' reports:

1. **President** – Edie Heppler reported that in early September, she, Chuck Kimbrough and Jim Cushing attended a meeting with most members of the BC and BCCE administrative and financial offices. At the table was Jennifer Strother, Executive Director of Finance & Auxiliary Services, and also present were Carl Ellis, Faisal, Hristo Stoyanov, Radhika Seshan, Kintea Bryant, Angela Young and Hollis Rendleman. The only key player missing was David Rule, BC President. Edie asked why the S&A fee of \$5 had not been applied to fall quarter courses for TELOS students. The application of this fee had been previously approved by the Administration. It is a fee that is to be levied against the first TELOS course per quarter per student. It had been our understanding that the approved measure was to be set in motion immediately, hence, fall quarter 2015. Following this meeting Edie emailed Jennifer Strother about the matter. Jennifer responded that Carl Ellis or another designee needed to schedule a meeting with President Rule's staff to review "the proposal" and that because BC had not previously charged S&A fees on CE courses, we needed to inform BC's management team of the "proposed change". After receiving approval from the President's Staff, Jennifer could work with CE staff to set up the fee in the system and with Faisal to direct the funds to an appropriate student program's budget. Chuck, Edie and Jim will schedule a meeting with the President's staff
2. **Vice President** – Chuck Kimbrough reported that "our competition", e.g., Seattle Times "One Day University" recruited a local presenter to speak on Science and Decision Making. Chuck suggested that TELOS or the TSO might also try to recruit this speaker as an instructor or presenter but also reminded us that the Seattle Times would pay more than would TELOS or TSO. Arlene added that some professors need to keep updating their credentials and can earn credits by making such presentations pro bono.
3. **Secretary** – Bev Vernon – No report.
4. **Treasurer** – Arlene LaTurner reported the following TSO account status as of 9/9/15. There was no action in the TSO account since the previous month's report, but the following accruals should appear officially in the October report.

|   |  |                     |                         |
|---|--|---------------------|-------------------------|
| <b>TSO balance, 9/9/2015</b>                |  |                     | <b>\$9523.00</b>        |
| Revenue/Allocation:                         | TSO refund-2015 Botanical Gardens picnic deposit | \$ 50.00            |                         |
| <b>Total revenue</b>                        |  |                     | \$ 50.00                |
| <b>Total revenue &amp; previous balance</b> |  |                     | \$9573.00               |
| Expenses (outstanding):                     | Steele-Holiday Party VFW refundable deposit      | \$500.00            |                         |
|   | Steele-Holiday Party building rental fee         | \$320.00            |                         |
|   | Harkleroad-2016 picnic Botanical Gardens deposit | \$262.50            |                         |
|   | Harkleroad-2015 picnic Botanical Gardens deposit | <del>\$400.00</del> |                         |
| <b>Total expense</b>                        |  |                     | (\$1482.50)             |
| <b>TSO closing balance, 9/16/2015</b>       |  |                     | <b><u>\$8090.50</u></b> |

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

1. Fall quarter enrollments number 806 as of 9/16/15 which is very good.

2. Four courses with ethnically minority instructors have low attendance and will probably be cancelled. This is a real problem that we all want to remedy. Discussion ensued. Angela wants the TSO marketing committee to determine how to make TELOS more culturally diverse. One idea was to take our courses “on the road” holding them in culturally diverse locations. Communities of East Indians get together for events in the Crossroads area. TELOS might offer courses at their events and familiarize attendees with TELOS. Jim Cushing will meet with instructors’ Jay Balakrishnan and Savita Krishnamoorthy to glean their assistance. Chuck will talk with his Indian acquaintances in Rotary. We need to have one TSO person or a committee take on this challenge exclusively. The Redmond Senior Center has an Indian luncheon every month that attracts the senior parents of young Microsoft employees. We should talk with the Crossroads management for ideas.
3. Thirteen fall quarter courses are in danger of being cancelled. The cut-off date for cancellation determination is 9/21.

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

#### ***Curriculum Committee*** – Chris Steele, Chair

1. Edie praised Chris and her committee members for the fabulous job they are doing. Chris said that some of the problems that were previously holding back progress had dissipated.
2. Potential Inter-Quarter Seminars and Events Calendar:
  - a. Tue., 12/8 – Birds in Winter: How birds cope with adverse conditions”– by Connie Sidles
  - b. Wed., 12/9 – Holiday Party
  - c. Thurs., 12/10 – Waterfowl of Winter: Life is just Ducky” – by Connie Sidles
  - d. Fri., 12/11 – Emergency Preparedness (regarding safety during catastrophic events) – by Sophia Le, City of Bellevue, and Kayla Grayson, BC Public Safety Department
  - e. Tue., 12/15 – American Polity – by Jim Maynard
  - f. Wed., Thurs., Fri., 12/16, 17, and 18 are being considered for a movie series to be led by instructor Jay Hurwitz.
  - g. March 2016 Inter-Quarter seminar possibilities are now being discussed.
3. Chris thanked the council and committee chairs for sending her their calendar items so she could reserve rooms.

#### ***Marketing Committee*** – Randy Buehler, Chair

1. Mass mailing lists -- Randy has re-contacted the person who is to provide us with contact information for 10,000 addressees. He feels confident that the individual will follow through and charge us only \$.08 per address.
2. Crossroads Mall – The Committee’s community outreach efforts at Crossroads Mall went well. Ruth O’Connell, Dee Koger and Randy Buehler staffed a table outside the Library on Tue., 8/25 and Wed., 9/9 to meet people, promote TELOS and collect contact authorization from interested individuals for the purpose of marketing TELOS. “Goodies” were handed out – pens, identification holders, water bottles, coffee mugs and TELOS bags. For future sessions at Crossroads, we are considering moving events later in the day for seniors rather than at lunchtime which caters more to teenagers.
3. Seattle Symphony ad – Randy has contacted and is waiting to hear what it would take to invest in an ad or announcement about TELOS at the Seattle Symphony.
4. Stickers on catalogs – Angela is going to attach to BCCE catalog covers bright yellow starburst Avery stickers showing page numbers of the TELOS course offerings. There was discussion about also handing out something flashy to help people remember the web address and Facebook.
5. Newspaper articles – Kathy Shoemaker wrote a 350 word feature story on the history of TELOS and sent it to Randy and to Sue Black. Randy did not receive it. Kathy will resubmit and also send it to Chuck Kimbrough.
6. Feedback needed on how people find out about TELOS – It could be asked on instructor evaluation sheets, a survey, class hosts could ask verbally or send around a form with several ways listed for students to check.
7. Flyers – Librarians must have their manager’s approval in order to post flyers; we can’t be sure if the disappearance of stacks of flyers is because people take them or employees toss them.
8. Radio stations – Kathy talked with the program manager of KUOW-NPR, 94.9 news about doing a feature about TELOS on air, not an ad. He seemed receptive, but no fees were discussed. Could also check with KPLU, 88.5-news and jazz. Two years ago, TSO member Wes Zujko did a good job on the BC radio station advertising TELOS.

#### ***Events Committee*** – Jerry Harkleroad, Acting Chair

1. Picnic held on August 6, 2015 – The picnic was a success with 110 attendees. An anonymous donor had agreed to cover costs beyond those that were collected from the suggested \$5 apiece voluntary donation jar. The

previously agreed upon allocation for the entire picnic was \$600 plus rental fee. The substantial picnic cost overrun was due to additional food expense to accommodate 110 people over the projected attendance of 80 plus an additional rental fee and damage deposit for the increased space needed. Likewise, manpower required for the picnic, before, during and afterward was substantial. Subsequently, (1) Jerry recommended that future picnics are catered, and (2) the council favored charging picnic attendees \$10-15 apiece. Following is the 2015 picnic cost summary and a motion to reimburse Jerry.

\$ 400.00 – Facility rental (temporarily paid in advance by Jerry)

780.15 – Picnic expenses (food and materials) – temporarily paid in advance by Jerry

***\$1180.15 – Total cost of picnic***

(400.00) – Facility rental to be reimbursed to Jerry from TSO account

(515.00) – Contributions from attendees toward picnic expenses (to be reimbursed to Jerry)

\$ 265.15 – Remaining expense overage; “anonymous donor (Jerry Harkleroad)” offered to cover this.

***A motion was made by Chuck Kimbrough, and seconded, to reimburse Jerry Harkleroad \$780.15, the total cost of food and materials spent on the 2015 summer picnic. The motion was approved unanimously.***

2. Issuing of credit card to TSO – Hristo Stoyanov, Student Programs Manager, assured us that BCCE does not issue credit cards to in-house organizations. Only Hristo, Nora Lance and Faisal have BCCE credit cards. Whenever deposits are needed, e.g., to reserve facilities, they must be paid in advance by a TSO member personally, then reimbursement requested, and it takes over a month to receive reimbursement from the Student Activities Financial Office. It is a problem for which there seems no alternative.
3. TSO events’ posters must always be placed on main campus as well as North Campus.
4. Holiday party – Scheduled for Wed., 12/9/15, at the VFW Hall in Bellevue. Chris Steele has paid the facility refundable reservation deposit of \$500 which had been approved by the council. She will request reimbursement.
5. Summer Picnic 2016 – Jerry has reserved the Bellevue Botanical Gardens facility for Tue., Aug. 23, 2016, paid the \$400 deposit that was approved by the council and has requested reimbursement from the TSO account. This reservation and deposit was made over one year in advance of the function.

***Student Fee Special Committee*** – Chuck Kimbrough, Chair

This was reported by Edie Hepler under the President’s Report above.

***Email Special Committee*** – Virginia Binder, Chair

Virginia had sent council members a list of potential standing rules for holding email meetings. She suggested that some were overkill and could be narrowed down or omitted. Comments included: (1) With only eight council members, it shouldn’t be necessary to have two people authorize the call for an urgent meeting, (2) the designated facilitator shouldn’t also have to be the time-keeper, and (3) e-meetings should not be held for business considered minutia that could wait for the regular meeting. Council members will send Virginia their suggestions prior to the 10/21 meeting to help her customize the potential standing rules for this issue.

***Strategic Planning Special Committee*** – Jim Cushing, Chair

1. Jim reported at the 8/19/15 council meeting that about 500 senior/retiree lifelong learning programs exist around the country, and he described some of them. He has since winnowed down his research to four schools, one on the East Coast, two in the Midwest, and one in Western Washington. Some of his findings include the following.
  - a. At Saint Xavier University, a small Catholic liberal arts school on the south side of Chicago, the retiree program recently broke away from the college to have complete independence and is now coordinating with another college in the same geographic area and has established 501c3 status. They now hold some classes onsite and others offsite. One reason that the program left St. Xavier is that the nuns weren’t giving it enough classroom access.
  - b. Another retiree program that was operating independently has recently joined with Western Washington State University in Bellingham because it was overwhelmed with the administrative tasks engendered by independence. WWU gives administrative assistance, but the work is combined with a tremendous amount of voluntarism. WWU rents much outside space.
  - c. Only Salem State College in Salem, Massachusetts has no problem obtaining space for classes. This program runs on its own.

- d. Kathy Shoemaker added that CRI (Creative Retirement Institute) of Edmonds Community College uses the college facility for classrooms, and its program manager, comparable to Angela, does everything plus keying all registrations.
- e. Video courses are now being initiated for TELOS. The idea was suggested by Angela and supported by Carl Ellis, BCCE Vice President. Instructors Jim Maynard and Craig Chase have encouraged the plan. Getting it started is taking much of Angela's time. The cost of videotaping equipment and cameras is being paid from the TELOS Development Fund. Cameras will be in some classrooms beginning this fall quarter. For strategic planning purposes, the TSO wants to be involved.
- f. BCCE receives 35% of the TELOS revenue from registrations and BC receives an additional 15%. We're interested in being able to access and have some control of the remaining 50% for various things including the possibility of reducing course tuition.
- g. TELOS could find another location to hold classes, such as Microsoft, but to continue building the retiree academic and social community, we would want all classes to be held in the same facility rather than split between several buildings.

### **Old Business**

**Club applications and approval** -- Nancy Rogers is our TSO club coordinator. The Economic Club has submitted its application and been approved. A Movie Club and Book Club are working on the paperwork. Scheduling of meetings and rooms is on a priority scale with TELOS courses first, committees second, and clubs third.

### **New Business**

1. **TSO Mail envelope** – The secretary, Bev, will provide a new, bigger mail envelope at the right corner of the reception desk. Chris Steele will insert individual folders with names on them of each board member and committee chair respectively. We need to notify the recipients when we leave something for them.
2. **Issue of extending council position of TSO Secretary beyond the three-year limit** – Per the TSO bylaws, any council member who serves for three consecutive one-year terms must step down for one year. The secretary's job is pivotal, and it might be advantageous to keep the same person in the position for several years for continuity. If this issue is to be considered, it would be important to make a bylaw change that could be approved by the membership at the holiday party in December. No decision at this time.
3. **"Donation Jar"** – The issue is whether to advertise "voluntary contributions" at Coffee & Wisdom, Inter-quarter presentations, and other special events or to begin charging a set fee, or do neither. Reference was made to the TSO Mission, and also to the original intent of the extra lectures and presentations. Opinions were strong on all sides of the issue, for example, (1) the "freebie" lectures are in competition with TELOS courses that charge \$79 tuition, (2) a "Suggested or Voluntary Donation" does not obligate anyone to pay but affords the opportunity for people to do so in appreciation for the presentations, (3) collecting donations might be contrary to the original goals of the Coffee & Wisdom program which were to create community, (4) if we started announcing a \$5 donation it might be difficult to eliminate it later, (5) we would need to be sensitive to presenters who are not paid but who then notice that we collect money, and (6) we should wait until next year (2016) before making this decision so we can see what other things develop such as the \$5 student activity fee attached to future course tuition that would go to the TSO.

The meeting was adjourned at 5:25 p.m.

**Next regular council meeting will be held on Wed., 10/21/15, 3:15 p.m.**

Respectfully,

Bev Vernon, TSO Council Secretary