

TSO COUNCIL MEETING MINUTES

Wednesday, October 21, 2015, Room 1118, 3:15-4:40 p.m.

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

- The meeting was called to order by the president, Edie Heppler, at 3:15 p.m.
- Attendees and absentees are noted above.
- Kathy Shoemaker requested two corrections to the minutes of the 9/16/15 council minutes, as follows:
 - Page 2, Marketing, item #8 about radio stations – clarify that TELOS information would be in the form of a feature story, not an ad;
 - Page 4, “Donation Jar” at Coffee & Wisdom presentations – that before the TSO suggests donations, we wait until 2016 at which time we should know if the Administration has commenced with the collection of \$5 per first course tuition charge each quarter.

The minutes of the 9/16/15 TSO Council Meeting were approved by consensus after making the two corrections requested by Kathy Shoemaker.

Officers' reports:

1. **President** – Edie Heppler reported that the December 16 TSO council meeting would conflict with the Seasonal Concert. All present agreed to change the meeting time to 10:30 a.m. that day. Chris Steele will try to reserve room 1118.
2. **Vice President** – Chuck Kimbrough – No report.
3. **Secretary** – Bev Vernon reported the following.
 - a. The secretary will have a large poster made at FedEx Office with the wording of the proposed bylaw to be voted on by the TSO membership at the Holiday Party. The poster may not need to be mounted on an easel or wall but simply held high enough for everyone to see.
 - b. The Eastside Heritage Center, where TELOS/TAG archives are stored, will retrieve records free of charge for viewing by folks who are affiliated with TELOS/TAG/TSO. There is a charge to anyone for viewing if they are outside of this affiliation. Gloria Campbell recently accessed them for a project she is doing for the TSO Marketing Committee.
4. **Treasurer** – Arlene LaTurner reported the following TSO account status as of 10/16/15. Reimbursement in the amount \$262.50 to Jerry Harkleroad for the picnic is still outstanding.

TSO balance, 7/1/2015			\$ 3,913.00
Revenue/Allocation:	ASG Gift	\$ 4500.00	
	Revenue (Alessandro & Picnic)	2090.00	
Total revenue			\$ 6,590.00
Total revenue & previous balance			\$10,503.00
Expenses (paid):	Steele-Holiday Party VFW refundable deposit	\$ 820.00	
	Harkleroad-Botanical Gardens deposit	\$ 400.00	
	Quick Copy (FL Qtr flyer—classes—to libraries, etc.)	\$ 147.20	
	Alessandro Regio honorarium	<u>\$ 930.00</u>	
Total expense			(\$2297.20)
TSO closing balance, 10/16/2015			<u>\$ 8205.80</u>

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

Diversity networking: Angela attended a Diversity Advantage meeting this morning that was held at the Bellevue City Hall. She had been invited to this program by a contact she made during the TELOS outreach at Crossroads. She was able to network with folks at the City Hall who would represent different aspects of potential for TELOS. The City of Bellevue has an active diversity program which attempts to provide services to the many cultural

groups comprising the city population as well as to involve them in participation and decision making in the various city programs and activities. Apparently, 34% of Bellevue residents were born outside of the U.S. The Diversity Advantage program may be accessed at, http://www.ci.bellevue.wa.us/cultural_diversity.htm, with Mark Manuel, Diversity Outreach and Engagement Administrator, mmanuel@bellevuewa.gov, 425-452-7668.

Standing and Special Committee reports

Curriculum Committee – Chris Steele, Chair, reported:

1. Inter-Quarter Seminars and Events Calendar:
 - a. Tue./Thurs., Dec. 8 & 10 – “Birds in Winter: How birds cope with adverse conditions” and “Waterfowl of Winter: Life is just ducky”, by Connie Sidles
 - b. Fri., Dec. 11 – “Emergency Preparedness” (regarding safety during catastrophic events) by Sophia Le, City of Bellevue, and Kayla Grayson, BC Public Safety Department
 - c. Mon./Tue., Dec. 14 & 15 – “American Polity” by Jim Maynard
 - d. Wed., Dec. 16 – “Holiday Seasonal Concert” will be held off-site at St. John’s Episcopal Church, Kirkland; coordinated by Carol DeCoursey.
2. Adjunct faculty/Instructor pay has increased BC-wide from \$30 to \$33/classroom hour, effective date unknown.
3. The TELOS office is looking for an art instructor to teach drawing and painting.

Marketing Committee – Randy Buehler, Chair

1. Mass mailing lists -- Randy has again tried to re-contact the National Data Group, located in Omaha, Nebraska, about providing us with contact information for 10,000 addressees (\$.08 per address) who reside in Bothell, Woodinville, Redmond and Kirkland, all of which are outside of the BC target area. Edie reported that a check has been issued and mailed to this company, but we have not yet received confirmation that the check was received. Randy thinks that it may be a one-man operation, and he trusts that our order will be forthcoming.
2. Marketing survey – Joanne Gainen created a comprehensive, thorough survey that inquires how people have learned about TELOS. The Marketing Committee is pleased with the instrument and will decide the timing for distribution. A question may be added requesting feedback about starting classes at 10:00 rather than 9:30 a.m.
3. “Life Re-Imagined” through AARP – This is a program that encourages seniors to continue growing. Randy will be contacting AARP and reporting his findings.
4. Metro city buses – Three bus routes stop near BC North Campus, at 148th and NE 29th Place, #221, #242 which is a commuter line that only runs early morning and late evening, and #249. Apparently, line #249 that stops closest to the North Campus runs only one way, not back the other direction which is not helpful to people dependent on public transportation. Apparently, a few years ago after BC pursued better service, Metro Transit did provide buses to/from BC Main Campus. This should be a BC concern, not just TELOS, and we should approach Chris Ma, Executive Director of Operations, Continuing Education about it. The matter will be delayed, however, until some higher priorities are resolved.

Events Committee – Jerry Harkleroad, Acting Chair

1. Holiday Party – Scheduled for Wed., 12/9/15, at the VFW Hall in Bellevue, 12 noon to 2:00 p.m. Susan Wilkins will co-chair with Jerry.
 - a. Food options were discussed, dinner menu vs. lunch vs. appetizers. A catered lunch menu with finger foods, beverages and dessert was decided. Jerry will check with Poppinjay’s, Susan Megan who caters for Sacred Heart Catholic Church, and Rosie Dejbani, who frequently catered TAG events.
 - b. Charging vs. no charging at the door was discussed at length. It was agreed that the TSO creates an academic community by promoting TELOS courses, TSO Inter-quarter seminars and Coffee & Wisdom presentations, and we are therefore fostering inclusiveness by bringing people together socially.

A motion was made by Kathy Shoemaker, and seconded, to request a \$10 donation per person for the Holiday Party to cover the cost of facility rental, catering, decorations and advertising. The motion was approved unanimously.

- c. Carole Maynard’s granddaughter, Tessa Viamonte, will be available as a roving portrait photographer who will not expect payment from the TSO. Jerry will find out about charges for individual portraits.
- d. Sue Black will be asked to create a “save the date” flyer and mention the party in the TELOScope newsletter.

Student Fee Special Committee – Chuck Kimbrough, Chair; reported by TSO President, Edie Heppler

1. After making some educated calculations, Edie estimates that at our present rate of active TELOS students, the TSO could conceivably receive \$8000 per academic year via the \$5 fee charged all students individually for their first course registration per quarter. The Administration asked how the TSO would use this revenue. Edie suggested the following list of intended uses.
 - a. Marketing TELOS: Printed marketing materials (posters, mailings); distribution of catalogs to libraries and community facilities; purchase of email lists from national firms to reach residents outside of BC territory; and radio (KUOW is the most frequented station by seniors).
 - b. Speakers: Extracurricular speakers have made themselves available free of charge, but we'd like to expand our vision to also recruit presenters who would expect pay.
 - c. Venue: A larger facility would accommodate more attendees.
 - d. Social: The TSO annual and/or semi-annual general meetings are combined with a summer picnic and a holiday party. Both events are designed to bring the membership together which promotes TELOS as an academic community.
 - e. Scholarships: These would be offered according to BC-ASG directives and could be extended to some seniors who would benefit from taking one or more courses.
 - f. Buy empty classroom seats: The TSO would like to help TELOS do this especially in low-enrolled courses that encourage multicultural diversity.
 - g. Instructor handouts: Some instructors who provide helpful copied materials to students go beyond their quotas. The TSO could assist paying for these worthwhile handouts.
2. Arlene LaTurner spoke with Paul Feavel, BC Director of Foundation Finance and Planned Giving, requesting information on the status of funds available to TELOS from this 501(c3) account. We believe that this information is supposed to be transparent and open. In the past, letters were sent to people outside of BC soliciting funds that were designated to TELOS for development. It is our understanding that approximately \$50,000 was received from donors some while ago. The TELOS account is restricted. Arlene reported that she was disappointed in the lack of information provided by Mr. Feavel and that she was referred to Angela Young for the information she was seeking. Edie has found online the financial records from this account and has indicated that they are open to the public.

E-mail Meeting Special Committee – Virginia Binder, Chair

1. Distributed prior to the council meeting were proposals for seven standing rules regarding E-meetings. Kathy Shoemaker questioned some of the provisions and consented to work on ways to change or more clearly state the following proposals and send her suggestions to Virginia after the council meeting.
 - a. Standing Rule Proposal #2, "Requests for e-meetings may be made during a regular meeting, if a council member feels a topic needs discussion before the next regular meeting. Requests for e-meetings may also be made by a council member on an urgent basis between meetings. Only topics which the majority of the council would define as urgent should be discussed in e-meetings."
 - i. Kathy's comment: If council members exclusively discuss matters and vote by e-mail, the public would be excluded from participating prior to arriving at decisions. Meeting minutes would not be provided until after votes were taken.
 - ii. Kathy's comment: If it takes only one person to call an E-meeting on an urgent basis, could that provision be abused, or could the council be bullied, etc.

Strategic Planning Special Committee – Jim Cushing, Chair

Jim reported that he would be holding a meeting the following week and would share more information at the November council meeting. He said that the above discussion about the BC Foundation of Finance and Planned Giving is helpful.

Old Business

Parking: While working toward expansion of the TELOS program, parking becomes a greater problem. Legally, the building has enough handicapped spaces, two under the building and three outside. Outside of those designated spaces, Chuck reported that BC North Campus is allowed to use all parking spaces surrounding the building including those for the two nearby Marriott hotels (Residence Inn, and Fairfield).

New Business

1. Student Orientation-Course Preview – The ratio of students to instructors in attendance has been opposite of that intended. There should be more students than instructors. A change is needed. The Winter Quarter New Student Orientation-Course Preview is already scheduled for Thursday, Dec. 3. Trying something different, a

new student orientation will be held first, from 12-1 p.m. (information about TELOS, TSO, committees), followed by refreshments, then from 1-3 p.m. course previews. Ideas for spring and succeeding quarters include:

- a. Purpose: attract new students; introduce new instructors and their subjects; all instructors invited.
 - b. Change name to "Sneak Peak".
 - c. Hold function on the day that course registrations open.
 - d. Provide volunteers (or BC employees) immediately after previews who can register folks.
 - e. All information would need to be available early enough to be printed in TELOScope prior to Preview.
 - f. Consider holding one course preview per year rather than four. Which quarter? Fall?
 - g. Handouts at second class session that would give definitions for TELOS, TSO, and Committees.
2. Potential course time changes – Partly because of morning rush hour traffic, and the fact that instructors and students have complained about the early hour, the Administration is considering changing class times to 10 a.m. to 4 p.m. Ideas discussed at the TSO council meeting included:
 - a. Start at 10 a.m. with 15 minute breaks between classes (10-11:30, 11:45-1:15, 1:30-3:00)
 - b. Provide coffee on the first floor during the 15 minute breaks. Contract with Poppinjay's to have a cart in the hallway or a room, or have the TSO provide coffee in a room at the end of the hallway that was offered to Bill Stephens for this purpose during his tenure.
 3. "Coffee and Wisdom" – As of January 2016, the sponsorship for this program will be moved from the TSO Marketing Committee to the Curriculum Committee.
 4. Virtual Village – As a result of Ellen Berg's Coffee and Wisdom presentation on local programs for seniors, the Virtual Village aging in place concept has become of interest to the TSO. The program provides vetted professional services to seniors who want to continue living in their homes and neighborhoods. Currently, there are three of these programs operating in the Seattle area, and they are already connecting with senior centers. It seems likely that at some point the TSO and Virtual Village may collaborate. Edie suggested that we invite a representative from Virtual Village to attend TSO council meetings so that they and we could become reciprocally familiar with one another. TELOS could be the academic resource providing brain stimulation via online courses; bus services could be established; combined databases could benefit all entities.
 5. Diversity Advantage program -- We might also invite leaders from the Diversity Advantage program to attend TSO council meetings.

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

Next regular council meeting will be held on Wed., 11/18/2015, 3:15 p.m.

Respectfully,

Bev Vernon, TSO Council Secretary