

TSO COUNCIL MEETING MINUTES

Wednesday, November 18, 2015, Room 1118, 3:15-4:38 p.m.

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

Standing & Special Committee Chairs present: Jim Cushing, Chris Steele

Council members & Committee Chairs absent: Randy Buehler, Nancy Rogers

TELOS Program Manager/TSO Faculty Advisor: Angela Young (absent)

Guests: Carol DeCoursey, Joanne Gainen

- The meeting was called to order by the president, Edie Heppler, at 3:15 p.m.
- Attendees and absentees are noted above.
- The two guests were asked by the President to introduce themselves.

The minutes of the 10/21/15 TSO Council Meeting were approved by consensus.

Officers' reports:

1. **President** – Edie Heppler

- a. **Process for making complaints:** BCCE Customer Service reportedly receives complaints primarily from TELOS students. Could these problematic calls be diverted to TSO members? Suggested ideas follow.

- Educate TELOS students about parking, late fees, forthcoming changing course start times and the \$5 student activity fee. Deliver this information via class hosts, TSO Gmail announcements, TELOScope and flyers.
- Instruct Customer Service to forward complaints to info.telosso@gmail.com. Virginia would respond and forward elsewhere as necessary. She would consolidate such inquiries into Q&A's on the TSO website under the Contact/Help -- FAQ section. If by phone, designate an individual to receive the complaint calls, possibly Edie.
- Our small card handouts giving the TSO website address were hard to read. The TSO website address was too dark to read, so it was fixed with tape and an easy-to-read address. These cards will be phased out soon.
- Council members could park farther away from the building around the hotels freeing up spaces closer to the building.

- b. **OLS donation drive participation by TSO members:** Fund drive to benefit homeless youth.

- The TSO had only one week notice which was not enough to advertise the drive. Donations were due Fri., Nov. 20. New and "gently used" clothes, backpacks, and other items are needed. Melissa Doan is the BC OLS office contact.
- Does the TSO want an affiliation with OLS and Year-Up? Should the TSO appoint a liaison? Should any affiliation between OLS and the TSO be simply to help announce donation drives so people may get involved personally if they wish, or should the TSO as a whole become involved? At this point, the TSO is still getting off the ground itself and may not be in a position to take on outreach of this nature.

2. **Vice President** – Chuck Kimbrough – No report.

3. **Secretary** – Bev Vernon reported that she would have a sign available to hold up at the Holiday Party with the wording of the bylaw to be voted on by the membership.

4. **Treasurer** – Arlene LaTurner reported the following TSO account status as of Thurs., 10/29/15. All income and expense items were current as of that date. We can now download our TSO account status at any time in Excel via <http://www.bellevuecollege.edu/organizations/programs/telos/>.

TSO balance, 10/16/2015			\$ 8,205.80
Revenue:	No revenue 10/16-10/29/15	\$ 0.00	
Total revenue			\$ 0.00
Total revenue & previous balance			\$ 8,205.80
Expenses (paid):	National Data Group (Eastside address lists)	\$ 800.00	
	Harkleroad (Partial Picnic reimbursement)	\$ 262.50	
	Harkleroad (Final Picnic reimbursement)	\$ 742.28	
Total expense			(\$1,804.78)
TSO closing balance, 10/29/2015			<u>\$ 6401.02</u>

Faculty Advisor's report – In Angela Young's absence, Virginia Binder reported that on the opening day of winter quarter registration there were 210 course registrations which is great news.

Standing and Special Committee reports

Curriculum Committee – Chris Steele, Chair, reported:

1. **New business cards:** Chris has received a new batch of blank-named cards and will be keeping them at her home because they seem to disappear when kept on campus.
2. **New instructors for spring quarter 2016:**
 - a. Bellevue Essentials, a course that highlights the structures and inner workings of city government in many arenas, will not be teaching for TELOS.
 - b. Eastside history (4-week course) has been lined up tentatively by Bob and Donnelly Wilburn.
 - c. History of Rock & Roll – potentially have a gentleman to teach this course.
 - d. Shakespeare – potentially have a woman with an impressive resume to teach.
3. **Coffee & Wisdom 2016:**
 - a. Fri., Jan. 8 -- Stephen Kalish
 - b. Fri., Jan. 22 – Karen Strudwick, blind student will share information about herself and guide dogs.
 - c. Fri., Feb. 5 – No one is scheduled yet.
 - d. Fri., Mar. 4 – No one is scheduled yet.
4. **Inter-Quarter Seminars and Events Calendar during December** – all presentations are at 100% reservation capacity with waiting lists. This indicates that there is a need for these activities during busy Decembers.
 - 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 Sophie Lopez, City of Bellevue, and Kayla Grayson, BC Public Safety Department
 - c. Mon./Tue., Dec. 14 & 15 – “American Polity” by Jim Maynard
5. **Inter-Quarter Seminars during March 2016** -- tentative:
 - a. Sub-Saharan East Africa safari presentation by Merle and Marty Arnot
 - b. Tue., Mar. 8 – A woman will share Eastside King County stories.
 - c. Wed., Mar. 9 – “Crow Funerals” – Kaeli Swift, School of Environment & Forest Services, UW
 - d. Barbara Henning will present “When East Meets West in Japanese Art”
 - e. Fri., Mar. 25 -- Ed Lincoln, former owner of Lincoln Towing (identified by big pink toe in Seattle) will talk about a book he has written
6. **“Holiday Seasonal Concert”**, Wed., Dec. 16, will be held off-site at St. John's Episcopal Church, Kirkland and coordinated by Carol DeCoursey. This event is sponsored by the TSO, and the TSO is helping advertise it. Carol indicated that the singers have incurred a \$500 expense for their accompanist. She requested financial help from the TSO. Ambivalence was expressed about the expense when it had been introduced and advertised as a free concert. Discussion included:
 - a. The singers are members of the church that has graciously offered, free of charge, the facility and refreshments/beverages served by church members.
 - b. A contribution jar should be available marked, “Donations Welcome”. It should be managed by Carol who would use the funds to reimburse the music team's expenses. If the TSO were involved with the money it would have to be deposited into the BC-TSO account and checks written from it indicating that this was a TSO sponsored function which would be incorrect. One TSO member has kindly already donated \$100.
 - c. The TSO should send special announcements/invitations to the BC OLS and Year-up programs, the BCCE Administration, and the BC Music Department.
 - d. As of Wed., Nov. 18, there were 44 reservations made from TSO folks for the event.
 - e. See more ideas about the concert under Marketing Committee (below).

Marketing Committee – Edie Heppler reported for Randy Buehler, Chair

1. **Marketing survey** – Joanne Gainen created a comprehensive, thorough survey that asks how people have learned about TELOS. Joanne has posted the instrument online at https://az1.qualtrics.com/jfe5/preview/SV_72jtdARAKsOUMYZ, and invites council members to take it. The Marketing Committee is pleased with the instrument. Because recently there have been so many emails circulating about academic and social events scheduled in December, the survey implementation has been

postponed until after the first of the year, probably January, but sometime before March. Information collected from the survey will be valuable for both TELOS and the TSO.

2. **Purchased email list:** The address list ordered from National Data Group has arrived. The list targets 12,000 residents over age 55, with some higher education, living in Bothell, Woodinville, Redmond, and Kirkland. The purpose of the email list is to recruit new students for TELOS. Joanne Gainen and Sue Black are putting together an email campaign to kick off our new usage of this database. More information may be found online. Our target date to start this campaign is 2/1/2016. Thereafter, we may do the campaigns quarterly.
3. **Winter Quarter fliers at Holiday Concert:** Chris Steele will copy/paste into one document the course and instructor names, days, dates, times and course descriptions. About 100 copies could be handouts at the concert. Virginia Binder said that this information may also be accessed on the TSO website using the path, Courses/Links to Winter Courses/the day. Carol DeCoursey was asked to make an announcement at the concert about the TSO's affiliation and support for the concert. This was equated with the benefactors' who are announced at the Seattle Symphony and other cultural events.

Events Committee – Jerry Harkleroad, Acting Chair

Holiday Party – Scheduled for Wed., 12/9/15, at the VFW Hall in Bellevue, 12 noon to 2:00 p.m. Susan Wilkins is co-chairing with Jerry.

1. Poppinjay's is catering the event and will bill at \$13 a head. Menu is meatballs, sliders, bread sticks, cheese, vegetable and fruit trays, two types of cakes, coffee, tea and punch. The caterer provides plates and plastic utensils, so our huge supply of both of these items in storage will not be used.
2. Fliers were distributed and announcements made in classes. Virginia sent the flier to the TSO email database. As of 11/18/15, she had received 46 reservations. Deadline for responding is Tue., 12/1.
3. Invitations will be sent to instructors, the BCCE Administration, the Board of Trustees, and certain administrative assistants. Jerry will compose this special invitation and send to Virginia for forwarding.
4. Virginia will send a reminder to everyone about one week prior to the party.
5. A \$10 donation per person is suggested. Donation jar will be at check-in. The possibility of not charging members of the faculty was again brought up and again denied. Instructors will have an opportunity to make a donation like everyone else. The Curriculum Committee may initiate some kind of appreciation luncheon for these folks at a later date.

Student Fee Special Committee – Edie Heppler reported for Chuck Kimbrough, Chair

Per Edie, the \$5 student activity fee being added to the first course registration per quarter per student was approved by the BCCE Administration in an October meeting. That approval, however, was verbal, not in writing. It was suggested that announcement based on verbal information may be misleading. There were two additional meetings of the Administration during Oct. and Nov. to which TSO representatives were not invited. A third meeting will be held on Thurs., 11/19, to which Edie, Chuck Kimbrough and Jim Cushing were invited. Therefore, no updated information was available for today's council meeting.

E-mail Meeting Special Committee – Virginia Binder, Chair

1. After the 10/21/15 council meeting, Kathy Shoemaker worked with Virginia Binder to incorporate a few changes to the proposed Standing Rules for E-meetings. They were incorporated, and the revised document was proposed for approval. Virginia made a motion. Chuck requested that several "should" statements be changed to "shall" and that the wording be changed in another area. The wording of the original motion was hence modified.

A motion was made by Virginia Binder to accept the proposed Standing Rules for TSO E-meetings that were written by Virginia and her committee. Modification of some wording was requested by Chuck Kimbrough, primarily changing "should" to "shall". The modified motion was seconded and approved unanimously.

2. Edie announced that council members would soon have specialized BC email addresses and that those addresses would be used for e-meetings as well as other TSO communication. Virginia has already posted on the TSO website instructions for setting up these addresses.

Strategic Planning Special Committee – Jim Cushing, Chair

1. Jim reported that his committee met two weeks ago, and that the members are working toward memorializing decisions and agreements in writing rather than reporting conclusions that are verbal and could be misleading.

2. The Committee will be meeting on Monday, Dec. 7 with representatives from Edmonds Community College's Creative Retirement Institute (CRI) to learn from one another about what each is doing well.

Old Business

1. Virtual Village – Joanne Gainen talked about the Eastside Village Informational Meeting that was held on Tuesday, 11/17 at the Eastside Community Center on NE 148th St. It was a successful meeting. Out of 35 attendees, 8 signed up to be on a planning committee. The featured speaker was Dori Gillam, from Seattle Senior Services. Joanne also spoke as did Lorene Sheppard, both from TELOS. Among other advantages, the Village concept promotes one-call access to neighborhood help, discounts on vetted service providers, etc. More venues are needed to hold additional informational meetings to continue promoting the Village on the Eastside. Libraries and community centers were suggested. Joanne felt that the best source of reaching the public about this meeting was through Nextdoor.com, a private, free, social media network for neighborhood communities.
2. Student Orientation and Course Preview – Angela has asked for TSO council members and committee chairs to attend the Student Orientation on Thurs., Dec. 3, 12-12:45 p.m., and for a few to give brief talks. After some discussion, it was determined that Edie would give a brief introduction about the TSO -- the student organization that supports TELOS by providing community and many peripheral academic and social programs and activities outside of the regular courses. It was determined inappropriate to try to solicit TSO committee volunteers at this initial orientation.

New Business

1. Business held at Holiday Party – Arlene LaTurner said that she thought it was inappropriate to discuss business at a party. This opinion was respected, but when there are matters that must be voted on by the entire membership, it is easier to incorporate them at regularly scheduled parties than to try to schedule a special meeting some other time. Also, it was added that most organizational parties have someone stand up to welcome attendees, make introductions, offer thanks to various people, and make announcements, so taking a quick vote could also be appropriate.
2. Bylaws re council members' absenteeism: In the TSO Bylaws with Addendum, Adopted August 6, 2015, it states under Article VI.C.1. Vacancies and Removals, "If a Council member is unable to attend three consecutive meetings, that member shall be deemed to have resigned." Council members expressed concern about the word "consecutive" and suggested that "three meetings during a term year" might be more appropriate. Also, perhaps there could be some mention in the bylaws that council members are expected to take on responsibilities, perform them, and report progress.
3. Elections – The Events Committee will be responsible for finding candidates for next year's council to replace three members (Bev, Kathy, Virginia) who will have completed their third year on the council and will have to sit off for one year.

The meeting was adjourned at 4:38 p.m.

Next regular council meeting will be held on Wed., 12/16/15, 10:30 a.m. to 12:00 noon, room V1118. (This is a different time than usual, changed because no classes will be held on that day.)

Respectfully submitted,

Bev Vernon, TSO Council Secretary