

TSO COUNCIL MEETING MINUTES

Wednesday, December 16, 2015, Room 1118, 10:30-11:20 a.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

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

Guests: Joanne Gainen, Kintea Bryant (attended the last 15 minutes of meeting)

- The meeting was called to order by Edie Heppler, President, at 10:30 a.m.
- Attendees and absentees are noted above.

The minutes of the 11/18/15 TSO Council Meeting were approved by consensus.

Officers' reports:

1. **President** – Edie Heppler thanked everyone for working together as a unified team during the first half of this academic year and reported that she had received positive words about the TSO and respect from a member of the Administration as we continue moving forward toward our goals.
2. **Vice President** – Chuck Kimbrough echoed Edie's report agreeing that the TSO had experienced both dips and uplifting moments regarding our plight to receive approval for a student activity fee subsidy. He predicted that it would take a year to accomplish this goal.
3. **Secretary** – Bev Vernon reported the following.
 - a. Short business meeting held at Holiday Party, 12/9/15
 - i. Edie introduced council members and committee chairs.
 - ii. Chris Steele was thanked for her initial and continuing leadership in making the TSO successful. She was honored with the presentation of a plaque of appreciation and flowers.
 - iii. A vote of the membership approved an amendment to the TSO Bylaws, Article IV.C.1. The amendment had been approved by the previous year's council on 4/15/15, but through an oversight, was not voted on by the membership at the Summer Picnic and was therefore held until the Holiday Party which was the next gathering of the membership. The approved amendment changed the wording of one sentence under the specific Duties of the President, from the previous, "Appoints committee chairs in consultation with the Council" to the new "Recommends committee chairs with approval of the Council". The amended TSO Bylaws document was signed by the president and secretary and will be updated online.
 - b. The Standing Rules document has been updated and will be posted online. The latest addition was the standing rule on E-meetings that was approved at the 11/18/15 TSO council meeting.
 - c. Two other spreadsheets are kept by the secretary, TSO Council Meeting Motions, and TSO Action/Tabled/Completed Items. Both keep a running record of actions taken each year. After checking with several sources, Bev determined that the spreadsheets should be closed at the end of each academic year and new spreadsheets begun for the following year's council. Tabled items during the previous year may either be dropped or brought up under Old Business during the next year to bring closure to any outstanding topics.
4. **Treasurer** – Arlene LaTurner reported the following TSO account status as of 12/16/15. She reminded us that we can now download our TSO account status at any time in Excel via the following website: <http://www.bellevuecollege.edu/organizations/programs/telos/>. Outstanding items that should show in the January 2016 financial report will include revenue of \$786.00 from Holiday Party donations and a VFW Hall damage deposit refund of \$500.00 which makes today's theoretical balance \$7687.02.

TSO balance, 10/29/2015			\$ 6,401.02
Revenue:	No revenue recorded for Nov. or Dec.	\$ 0.00	
Total revenue			\$ 0.00
Total revenue + previous balance			\$ 6,401.02
Expenses (paid):	No expenses recorded for Nov. or Dec.	\$ 0.00	
Total expense			(\$ 0.00)
TSO closing balance, 12/16/2015			<u>\$ 6,401.02</u>

Faculty Advisor's report – Angela Young reported the following.

1. Winter quarter registrations were going smoothly with 48 courses offered out of which 37 had sufficient registrations with 8+ as the minimum enrollment; 11 courses had 6 or under and were subject to cancellation. She planned to send an email blast to the TELOS population attempting to fill the low courses. As of 12/16, there were 648 course enrollments. It was not known how many individual students that represented.
2. Spring quarter – So far, approximately 43 courses are scheduled, and there will probably be more. Angela continues to interview potential instructors.
3. Diversity recruitment -- Angela had spoken with a leadership business executive coach from a Bellevue consulting firm and gave the council tips on who lives on the Eastside that TELOS might attract taking into consideration countries represented, age, educational level and culture. To begin, a survey should be sent by the TSO using our newly purchased email lists which will reach far greater geographic parameters than BC is allowed to solicit. The TSO Marketing Committee will utilize this new information.

Standing and Special Committee reports

Curriculum Committee – Chris Steele, Chair, reported a number of successful events.

1. Inter-Quarter Seminars and Events during December went well.
 - 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. This class had a full house and well received. Connie’s books sold well: day #1 the books grossed \$120, and day #2 the books grossed \$200. The TSO receives 10% of gross sales.
 - b. Fri., Dec. 11 – “Emergency Preparedness” (regarding safety during catastrophic events) by Sophie Lopez, City of Bellevue, and Kayla Grayson, BC Public Safety Department. The two presenters worked well in tandem. Attendees were informed that because BC is a college, it may be targeted by terrorists. BC is in the process of developing a plan for both Main and North Campuses. The facilitators offered to come and do more training.
 - c. Mon./Tue., Dec. 14 & 15 – “American Polity” by Jim Maynard. These presentations were sell-outs and went very well. Chris will forward by email the Power Point presentation to all attendees.
 - d. Wed., Dec. 16 – Holiday Seasonal Concert to be held off-site at St. John’s Episcopal Church in Kirkland.
2. Coffee & Wisdom 2016:
 - a. Fri., Jan. 8 -- Stephen Kalish, “The Leo Frank Case”
 - 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.
3. Inter-Quarter Seminars during March 2016 -- tentative:
 - a. Wed., Mar. 2 -- Sub-Saharan East Africa safari presentation by Merle and Marty Arnot
 - b. Tue., Mar. 8 – As a promotion for a class presented by four different historical groups, Jane Morton will do an overview of Eastside King County stories.
 - c. Wed., Mar. 9 – “Crow Funerals” – Kaeli Swift, School of Environment & Forest Services, UW
 - d. Tue., Mar. 15 – Barbara Henning will present “Japonisme: How Japanese Art Influenced Western Art in the Late 19th Century”.
 - e. Thurs., Mar. 24 – Ron Hobbs will discuss Pluto.
 - f. 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
 - g. Possibly a couple of other presentations in March.

Marketing Committee – Randy Buehler, Chair, reported the following.

1. Purchased email list -- The Marketing Committee will be launching a three-pronged email campaign starting the first week of February 2016.
2. Marketing survey – A student survey created by Joanne Gainen is scheduled to begin January 12, 2016.
3. Bellevue Reporter Special Issue – The Committee decided to purchase ads in three special issues of the Bellevue Reporter throughout the year, 2016. The cost will be between \$955 and \$1000. Randy’s experience is that such ads in special issues work better than some other types of ordinary newspaper ads.
4. Westminster Senior Fair, March 12, 2016 – We will participate in this event with Bill Greaver as lead.

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

1. The Holiday Party took place on Wed., 12/9/15, at the VFW Hall in Bellevue, from 12 noon to 2:00 p.m.; Jerry chaired; Susan Wilkins, co-chaired. Out of 81 advance reservations, about 71 attended. (90 attended the

previous year's party.) The facility charged us \$820 (\$500 damage deposit, and \$320 rental). A refund of the \$500 damage deposit is forthcoming. Holiday themed ambiance with the table arrangement and decorations was attractive. Jerry and Susan used their own personal decorations, so there was no cost. People mixed well. Photography by Tessa, the Maynard's granddaughter, was a big hit. About 75 photos were taken and sent to Jerry afterward some of which may be used on the TSO website and/or in other media; no charge for photography unless someone wants to order prints. The caterers, Gert and Karen, from Poppinjay's provided attractive food but far too little even though the order was for more individuals than attended. Several attendees missed having any food. Three requested refunds; a total of \$786 was received from the requested donation of \$10/apiece. Afterward, Jerry informed Poppinjay's that the shortage of food and problem with plates that stuck together was unacceptable and requested a cost adjustment or refund. Gert did not comment and no bill had yet been received. This was the second year in a row of food shortages. A different caterer will be used in the future.

2. Council member elections: To be addressed at the January meeting.

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

In November, Edie sent an email to the BCCE Administration requesting the status of the TSO's proposed \$5 fee per each student's first registration each quarter. Kintea Bryant reported that BCCE had approved the fee, that it had been sent to the BC Administration for final approval, and that the fee may be implemented spring quarter.

Strategic Planning Special Committee – Jim Cushing, Chair

On Monday, Dec. 7, Edie, Chuck, Kathy, Chris and Jim met with five core members of Edmonds Community College's Creative Retirement Institute (CRI) to learn from one another about what each program is doing well. Following are points and comparisons.

1. CRI has over 100 active volunteer students who perform on 12 committees. Incoming students are asked their particular skills which are subsequently used in recruiting. Their 12 committees are similar to our committees and sub-committees.
 - a. Program volunteers are given credit for their contributions, and they also keep track of their hours. Angela has information and documents about recording volunteer hours and will give it to Edie who said that these hours could be tracked on our smartphones.
1. CRI charges slightly less course tuition per instruction hour than TELOS charges.
2. CRI pays instructors \$35/hour which is slightly more that TELOS pays.
3. All instructors are vetted by their Curriculum Committee members. The Committee makes all curriculum decisions.
4. CRI's advertising consists of 500 printed brochures each quarter which costs \$3000.
5. CRI has the same challenges as TELOS has in attracting diversity. They hold a "Cultural Potpourri" occasionally where international students from Edmonds Community College meet with CRI members.
6. CRI has inadequate classroom space, so classrooms are scattered in various buildings all over Edmonds.

These key players from both colleges will meet again in six months. Both will consider shared criteria for strategic planning purposes. Edmonds Community College has a woman president who is an advocate of lifelong learning and highly supportive of the CRI program. There is noticeable trust between CRI and the Edmond's College Foundation and even a "Friends of CRI" program out of which contributions have been used for scholarships, paying special speakers and purchasing audio visual equipment.

Old Business – None

New Business

Kathy mentioned the problem of some students receiving cell phone calls during class or asking too many questions. Angela said that instructors are responsible for classroom management and should mention the rules at the beginning and write them on the board. Some instructors invite questions. Each situation is different.

The meeting was adjourned at 11:20 a.m.

Next regular council meeting will be held on Wed., 1/20/16, 3:15 p.m., room V1118.

Respectfully submitted,

Bev Vernon, TSO Council Secretary