

# TSO COUNCIL MEETING MINUTES

Wednesday, January 20, 2016, Room 1118, 3:15-4:41 p.m.

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

**Standing & Special Committee Chairs present:** Jim Cushing, Joanne Gainen

**Council members & Committee Chairs absent:** Kathy Shoemaker, Chris Steele

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

**Guests:** Tim Hay

- The meeting was called to order by Edie Heppler, President, at 3:15 p.m.
- Attendees and absentees are noted above.

**The minutes of the 12/16/15 TSO Council Meeting were approved by consensus.**

**The minutes of the 1/5/16 TSO Council E-Meeting were approved by consensus.**

## **Officers' reports:**

1. **President** – Edie Heppler reported the following:
  - a. **Petition for greater administrative hours for TELOS office employees:** Edie had written to Carl Ellis, BCCE Dean of Economic and Workplace Development, with copy to Kintea Bryant, CE Community Programs Manager, requesting the granting of more hours to the positions held by Angela Young, CE-TELOS Program Manager and the new TELOS Program Assistant who will replace Hollis Rendleman. Edie suggested that if TELOS continues with substantial registrations over Fall and Winter Quarters it would substantiate the need for greater office hours in both positions. While she is waiting to hear from the Administration, she suggested recruiting more volunteers for the office.
  - b. **Status of \$5 student fee:** Edie has been in communication with both Faisal Jaswal and Kintea who have been working with the BCCE Administration on the TSO's behalf. Kintea reported to Edie via email on Jan. 20, that we could announce the new student fee for spring quarter. Spring registration opens on Mon., 2/22. Because this will be a new added-on fee that will generate questions, we need to start spreading the word ahead of time. Edie will contact Sue Black tonight about getting an article in the TELOscope; class hosts may be asked to make announcements and hand out flyers; Edie will write a President's Letter to TELOS students that will be forwarded by Virginia to the TSO database. To keep students from asking questions of customer service representatives, the TELOS office, and North Campus front desk, students will be referred directly to TSO president Edie.
  - c. **New Marketing Committee Chair:** Randy Buehler has resigned as chair; Joanne Gainen has accepted the responsibility. Randy will continue on the TELOscope subcommittee.
2. **Vice President** – Chuck Kimbrough supported Edie's positive report that the \$5 student fee had finally come to fruition. He reminded us that Jim Maynard deserves much appreciation for his big part in working on this petition early on with the Administration. Jim Maynard will be mentioned with appreciation in a letter from the President that will be sent to all TSO members on record.
3. **Secretary** – Bev Vernon said that last July 2015 when she asked the council if we still needed to convert our letters and Word documents to 97-2003 format, the council asked her to bring up the matter again in December or January. The reason we have converted Word documents is that many of our senior population may still use older versions and would be unable to access attached documents. The council agreed to continue using 97-2003 through June 2016 then convert to the newer version of Word with the new council on July 1, 2016. Most communication is done through the TSO G-mail database which usually does not include attachments and when it does they are converted to pdf.
4. **Treasurer** – Arlene LaTurner reported the following TSO account status as of 1/12/16.
  - a. She reminded us again 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/>.
  - b. Joanne Gainen asked how to obtain funding for marketing. The email marketing campaign is scheduled to begin Feb. 1 and will need funds for ads, and for the services of an email platform to manage distribution of messages and tracking of responses. The service, Go-Daddy, is the lowest-cost provider she has found at \$9.99/month, based on signing up for one year. Joanne needs to talk with Angela and obtain approval. With that first step, no project request form would be required. Hristo

Stoynov would then pay the service fee by check or credit card. The BC Finance Office does not want our members to pay in advance out of our pockets and later ask for reimbursement. However, when necessary, there is a reimbursement request form which Arlene showed the council.

<b>TSO balance, 10/29/2015</b>			<b>\$ 6,401.02</b>
Revenue:	No revenue recorded for Nov. or Dec.	\$ 0.00	
<b>Total revenue</b>			<b>\$ 0.00</b>
<b>Total revenue + previous balance</b>			<b>\$ 6,401.02</b>
Expenses (paid):	Poppinjay's Catering, paid 1/12/16	\$ 1,341.08	
<b>Total expense</b>			<b>(\$1,341.08)</b>
<b>TSO closing balance, 1/20/2016</b>			<b><u>\$ 5,059.94</u></b>

**Faculty Advisor's report** – Angela Young was out sick. Virginia reported that Angela would send the council an email update which would include information about the Westminster Senior Fair on Sat., 3/12/16, status of the student fee, and summer quarter.

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

**Curriculum Committee** – Chris Steele, Chair, was not present. The following Items were discussed.

1. **Fund raiser** – Alessandro Regio special lectures are scheduled for Fri., 1/29, "21<sup>st</sup> Century Threats" and Sat., 1/30, "The Year of the Migrant". As of 1/20, reservations numbered 58 for Friday and 45 for Saturday with no wait lists. Maximum may be cut off at 60. Checks were being received through 1/25/16. It was projected that payment to Alessandro would be \$400, and the TSO would receive \$1000+ from the series.
2. **Budget needed for Curriculum Committee** – Chris and Edie had spoken prior to the meeting and agreed that a budget was needed for Committee expenses like a Post Office Box for one year, copying materials, speaker payments, etc. Each sub-committee would be responsible for its individual bookkeeping.

***A motion was made by Edie Heppler to budget \$1000 to the Curriculum Committee for the current fiscal year, prorated back to July 1, 2015. The motion was seconded and approved unanimously. .***

**Marketing Committee** – Joanne Gainen, Chair, reported the following.

1. **Bellevue Reporter advertising** -- The TSO approved three small ads in the Bellevue Reporter that will be printed in three inserts over the next year. The first ad will be included in the "Living Better" insert in a forthcoming issue of the Bellevue Reporter (mid-to-late February). The insert has expanded distribution to Mercer Island. We have also submitted a historical article about TELOS written by Gloria Campbell; however, there is no guarantee it will be published.
2. **Email Campaign** – The dates for the Spring Quarter distribution will be adjusted to coordinate with Spring registration and the Course Preview. GoDaddy has been selected as the platform due to its extremely competitive pricing.
3. **Student Survey** – The first emailing of the student survey was sent to 500 students on January 12 and received 190 responses. The second emailing was on January 19 and received 40-50 responses. A detailed report will be presented at the Marketing Committee meeting on March 2. Respondents offered many helpful comments. Two were related to parking:
  - a. Because parking is so often an issue, a committee member suggested that the Course Hosts encourage students to park at the Marriott Hotel.
  - b. One student wrote that more handicapped parking spaces around the North Campus building are needed.

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

1. **The Holiday Party, 12/9/15** – Final cost breakdown:
  - a. Facility (VFW Hall) -- \$850 (\$500-damage deposit) = \$350
  - b. Poppinjay's Catering -- \$1491.08 (\$150 discount given for inadequate quantity) = \$1341.08
  - c. Flyers -- 500 printed = \$30
  - d. Donations received from attendees at \$10/apiece = \$786
  - e. Net loss = \$935.08
2. **Council member elections for 2016-17** – A letter announcing the upcoming elections was sent on 1/17/16 to the TSO database. The Elections Sub-committee is already operating, about three weeks ahead of schedule.

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

Jim reported that Carl Ellis's recent response to the TELOS and the TSO was positive and supportive. It is clear that the Administration has shifted its position. The Committee will meet next week to advance issues and discuss what was learned from Edmonds Community College's Creative Retirement Institute (CRI). It will also be looking soon to meet again with the BCCE Administration.

**Old Business**

1. Special email addresses for council members – Per the TSO Standing Rules, in order to conduct E-Meetings, each council member needs a special email address. Edie sent her address for us to use as a sample, as follows: [edie.heppler.telos.tso@gmail.com](mailto:edie.heppler.telos.tso@gmail.com). Committee chairs do not vote in the council, so they do not need these special addresses. The new addresses are to be sent to Edie and Bev as soon as they are created.
2. Proposed "Virtual Village" for the Eastside – Joanne Gainen reported that the Eastside Village Planning Group met on Tue., January 19 and that 14 people attended including several TELOS students. Alex O'Reilly, City of Bellevue Human Services, summarized results of the 2015-16 Human Services' Needs Assessment with a focus on older adults. Alex suggested assigning a liaison between the Village and the Outreach Committee of the Bellevue Network on Aging. Another resource for the Village that could also be useful for TELOS is the City of Bellevue's Neighborhood Outreach program, which maintains a list of neighborhood associations. The next Village meeting will be held on Tue., February 23, 1:30-2:30 p.m. at the Bellevue Library. It will feature TELOS instructor Ellen Berg speaking on the development of villages and her experience as a member of the Wider Horizons Village in Seattle.
3. Tracking of volunteer hours through Senior Corps of Washington – This is a national organization that has a system for tracking volunteers' hours. It's a valuable tool when showing the Administration how many hours go into making TELOS/TSO successful. An organization signs up and fills out the paperwork. The CRI program at Edmond's Community College already participates in this organization. Angela received an email about it. Chris Steele recommends our involvement. Nancy Rogers will research and report.

**New Business**

1. Appointment of a Volunteer Coordinator – Edie suggested the creation of a new position within the TSO committees, that of Volunteer Coordinator. Consensus of the council was that this should be done.
2. Used car requested by Nora Lance – Jerry reported that Nora had asked him to announce to the TSO council that a used car was needed by a student. It was suggested that the student contact the First Presbyterian Church Auto Angels. Apparently, that referral had already been tried unsuccessfully.

The meeting was adjourned at 4:41 p.m.

**Next regular council meeting will be held on Wed., 2/17/16, 3:15 p.m., room V1118.**

Respectfully submitted,

Bev Vernon, TSO Council Secretary