

TSO COUNCIL MEETING MINUTES

Wednesday, March 16, 2016, Room 1118, 1:30-2:44 p.m.

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

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

Council members & Committee Chairs absent: Jerry Harkleroad

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

Guests: Steve Denison, Bryan Leyton, Carol Leyton, Jordan McCabe, Ann Thurley

- The meeting was called to order at 1:30 p.m. by Edie Heppler, President.
- Attendees and absentees are noted above.
- The president asked council and committee members and guests to introduce themselves. She noted that four guests were considering TSO council candidacy and that elections would be held from May 23 to 26.

A motion was made by Arlene LaTurner and seconded to approve the minutes of the 2/17/16 TSO Council Meeting. The motion was approved unanimously.

Officers' reports:

1. **President** – Edie Heppler reported the following:

- a. Marketing Committee: Joanne Gainen has agreed to fill the role of Marketing Committee Chair.
- b. Structure of BC division of Continuing Education: Edie and Kathy had recently met with Chris Ma, Executive Director of Operations for CE, and earlier with Faisal Jaswal. Edie relayed to the council what they learned about the CE flow chart and who was responsible for BC building expenses. The structures follow.
 - i. Dean of Continuing Education (Carl Ellis)
 1. Executive Director of Operations for CE (Chris Ma)
 2. Executive Director of Business and Professional Training Instruction (Radhika Seshan)
 - ii. Bellevue College owns the North Campus building.
 1. The CE program resides at North Campus.
 2. BC has programs and administrative space at North Campus.
 3. CE is the revenue earning arm of BC.
 4. CE is exclusively responsible for all expenses generated at North Campus (including programs offered and run by BC).
 5. TELOS is a CE program.
 6. TELOS is well-run, self-sustaining, and a financial contributor to CE.
 7. Parking is an issue. The Year-Up program will expand from 40 to 80 students in the fall. Chris Ma is working on this problem. The best solution at this time for TELOS students, if able to walk, is to park in Marriott Hotel spaces on the back side of the North Campus building.
- c. TELOS Student \$5 course fee: Edie reported that no one contacted her about the new \$5 fee that was added to each student's first course registration for spring quarter. Customer Service received only a few questions and reported that the fee was accepted and not disputed.

2. **Vice President** – Chuck Kimbrough explained to our council meeting guests that the new \$5 student fee would go to the TSO to help fund its presentations, activities and marketing in support of TELOS. In addition, a focus group consisting of himself, Jim Cushing, Edie, Chris Steele and Kathy Shoemaker, who have been meeting with the BC administration for two years to make positive changes to TELOS, was still trying to expand TELOS staff hours to run the program.

3. **Secretary** – Bev Vernon thanked all TSO committee chairs for submitting their meeting minutes promptly.

4. **Treasurer** – Arlene LaTurner reported that there have been no deposits or withdrawals from the TSO account since the 2/17/16 council meeting. The balance as of 3/16/16 is still \$7454.14. We do not yet know how revenue from the \$5 student fee will appear in the TSO account.

Faculty Advisor's report – Virginia reported the following for Angela.

1. As of 3/16, there were 651 spring quarter course registrations.

2. There are 15-20 spring courses with relatively low enrollment half of which may be cancelled. Opinions expressed were that some of the low enrollment courses should be offered again in future quarters and that they should not be scheduled at the same time as our most popular instructors' courses.
3. The quarterly course preview presentations need to be reorganized again. Sometimes there are more instructors than prospective students in attendance, and some instructors' presentations are too long. Angela may ask the instructors to make a 2-3 minute videos about their courses that would be posted on the BCCE website. In addition, TELOS might hold only occasional open houses, not every quarter, where students could meet the instructors. Opinions expressed were that videos might eliminate the personal contact felt at live previews. Others thought the videos would be a great idea.
4. Parking alternatives are being explored. With the Year-Up program expanding from 40 to 80 students, Angela, Faisal and Carl Ellis are exploring possibilities for one or two shuttle vehicles to transport CE students as well as those in OLS and Year-Up programs from some designated parking location to the North Campus. If arranged, this service could be available by spring or fall quarters. Opinions expressed were that there is still plenty of parking available around the two Marriott hotels surrounding North Campus. It is too far for some TELOSians to walk, however. Maybe golf cart chauffeuring could also be arranged.
5. Our long-time instructor of the popular Tai Chi courses will not be teaching after Spring Quarter. Angela is looking for a new instructor.
6. We have 27 courses for summer quarter.

Standing and Special Committee reports

Curriculum Committee – Chris Steele, Chair, reported the following.

1. Quarter Break presentations
 - a. Wed., 3/2 – “A Safari Through Sub-Saharan East Africa”, by Merl and Marty Arnot
 - b. Fri., 3/4 – “Last Rights: Washington State and the Death Penalty”, by Dr. Bill Jaquette
 - c. Wed., 3/9 – “Crow Funerals”, by Kaeli Swift
 - d. Thu., 3/10 – “Eastside King County Stories” – by Jane Morton, Bellevue Historical Society
 - e. Tue., 3/15 – “Japonisme: Japanese Art’s Influence in the Late 19th Century”, by Barbara Hennig
 - f. Thu., 3/24 – “Pluto and the Ice Dwarves”, by Ron Hobbs
 - g. Fri, 3/25 – “Life Through the Rearview Mirror”, by Ed Lincoln
 - h. Wed, 3/30 – “District Court”, by Judge Peter Nault, Issaquah Circuit Court
 - i. To name a few, the following are slated for upcoming Quarter Break lectures: “Feldenkrais”, by Irene Pasternak, “Cro-Magnon Cognitive Archeology”, by Cliff Walters, Anthropologist, “Birding Hotspots on the Eastside”, by “National Retiree Legislative Network (NRLN) Bills in Congress”, by Judy Stenberg, “Mining Asteroids”, by Caitlin O’Keefe, and “Conservation Issues Facing Puget Sound”, by Holly Hayley
2. Coffee & Wisdom presentations
 - a. Fri., 3/4 – “Last Rights: Washington State and the Death Penalty”, by Bill Jaquette
 - b. Fri., 4/1 – “The History and Future of the U.S. Supreme Court as Impacted by Justice Antonin Scalia”, by Fred Silber, TELOS drama and legal instructor (two presentations have been scheduled on the same day to accommodate the sign-ups.)
 - c. Fri., 5/6 – Not yet finalized
 - d. Fri., 6/3 – Not yet finalized
3. Free lectures help recruit TELOS students – Members of the Curriculum Committee think that offering these free lectures and presentations helps expand our program. It keeps people engaged, fills a need, and builds community. Offering free lectures was originally Jim Cushing’s idea, and with the support of Faisal has morphed into a big program. Edie said that if a classroom is not being used, TELOS/TSO may occupy it any time for TSO functions.

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

1. Email campaign – On Feb. 22, an email about TELOS went out to 6000 people in specific zip codes surrounding Bellevue. We had purchased 12,000 addresses last fall; they consisted of individuals over 55 with some higher education. The results from this campaign were poor. Fifteen percent of the addresses were undelivered because they were blocked or incorrect. Few people accessed the messages. Only two out of the 6000 responded, but the campaign will go forward and use the additional 6000 addresses.
2. Student survey – Joanne Gainen sent a combined TELOS and TSO survey to all 500 students who are in the TSO database. The response rate was 50%; results indicated very positive views of both TELOS and the TSO. Joanne has developed a Power Point presentation and one-page summary which will be presented in a meeting with

Chris, Edie, Joanne and Angela on April 21st. One finding of interest is that some who haven't attended various TSO events indicated that they would do so in the future, suggesting that there is room to increase awareness of these programs.

3. TELOScope – A question was asked about who writes the articles about speakers for C&W and Quarter Break presentations. It was pointed out that the TELOScope newsletter is not under the Marketing Committee but is a committee of its own and that Randy Buehler and Sue Black should be contacted about it.

Events Committee – Jerry Harkleroad, Acting Chair, was absent. Chris Steele reported the following.

1. Council member elections for 2016-17 – The Election Committee has recruited several potential candidates for the positions of secretary and members-at-large on the TSO Council for next year. Following is the election schedule.
 - a. Thurs., 4/21, 3:45 p.m. – Meeting for candidates to learn about the responsibilities of each position.
 - b. Thurs., 4/28, 11:30-12:00 and 1:30-2:00 – “Meet the Candidates”, informal sessions held between classes for folks to drop in and talk with the candidates
 - c. Mon-Thurs, 5/23-26, 11:30-12:00 and 1:30-2:00 each day – Voting at ballot boxes. Monitors will be needed for each of these eight half-hour intervals.
 - d. Thurs, May 26 – Arnold will notify the winning candidates. The outcome will be reported to the TSO.
 - e. Wed., June 15 – Last council meeting for outgoing council members.
 - f. Fri., July 1 – New council takes over.
2. Summer Picnic – The picnic will be held on Tue., Aug. 23, at the Botanical Gardens of Bellevue. We have the facility from 10 a.m. to 3 p.m. which includes set-up and take-down. Sue Black will design a “Reserve the Date” invitation. Focus of the picnic will be a celebration of the 40th anniversary of TELOS (1976-2016). A different outside caterer will be engaged. The Committee is still deciding whether or not to charge a fee for the picnic. The picnic will be advertised on the website. Marketing will be kept in the loop.

Strategic Planning Special Committee – Jim Cushing, Chair; no report.

Website Committee – Virginia Binder, Chair, reported that after she sent a notice to the TSO database encouraging folks to look at the “What’s New” page, there was a little increase in the number of people accessing our TSO website, <http://studentweb.bellevuecollege.edu/telos-tso>. Virginia and Chris keep it current. Chris manages the Calendar. Virginia adds articles that might be “useful”, such as the history of TELOS, photos and biographies of our instructors, registering for courses online instructions, links to quarterly course lists, etc.

TELOScope Committee

Articles should be sent to Randy Buehler and Sue Black. Joanne reported that Ellen Berg may be doing a piece for the publication.

Old Business

1. Proposed “Virtual Village” for the Eastside – Edie gave an introduction for our council visitors stating that the Virtual Village is a concept of aging in place – living in your own home as you grow older. Seattle already has three separate Virtual Village communities. Joanne Gainen is getting one started on the Eastside. The TSO may want to collaborate with the program. It could offer academic stimulation to these residents. Joanne reported that there would be a visioning meeting on Sat., 5/7 at the Issaquah Library Service Center. The program already has a steering committee. It hopes to bring in new people and ideas about what the village should be demographically and how to best accommodate Bellevue residents.
2. RSVP program (Retired Senior Volunteer Positions) – Nancy Rogers reported that the Edmond’s Community College CRI (Creative Retirement Institute) indicated it had collected a total of 3200 volunteer hours in one year. It reports the hours to RSVP monthly. The information may be used for reimbursement in some cases and also for political reasons to show how much time is needed to make a program successful. Much paper work is required. Angela thinks it would be beneficial for TELOS to collect and report TSO volunteer hours, but the council as a whole would have to agree to participate. The RSVP program is a recognized practice. Some people find it easy to keep track of their hours; others do not. It was questioned whether the time cost was worth the benefit. The matter was tabled.
3. Book Club calendar – Kathy Shoemaker reported that Charlie Lyter, Book Club Chair, would be talking with his group about their forthcoming calendar at the next meeting.

New Business vs. Announcements

1. Confusion whether something is New Business or an announcement – Edie stated that New Business needs to be followed up at the next meeting. Announcements do not usually require follow-up.
2. The Westminster Senior Fair was a success. Bill Greaver will be thanked for coordinating it.
3. Instructor evaluation results – Arlene and Chris reported that Richard Young asked why instructors weren't able to see the evaluation forms at the end of their courses. Chris notified Angela and Laurie that they need to give instructors directions for accessing this information online. It is simple.

Announcements – There were no announcements.

The meeting was adjourned at 2:44 p.m.

Next regular council meeting will be held on Wed., 4/20/16, 3:30 p.m., room V1118.

Respectfully submitted,

Bev Vernon, TSO Council Secretary