

TSO COUNCIL MINUTES

Wednesday, October 18, 2017, 3:30 pm, Room 1120

Present: Jerry Bunce, Vice President; Carla Barnes, Virginia Binder, Jim Cushing, Joanne Gainen, Diane Kester, Chuck Kimbrough, Arlene LaTurner, Ron Lebeiko, Bryan Leyton, Sandi Medendorp, Alexa Munoz, Alessandro Regio, Chris Steele

Absent: Edie Heppler, Sue Black, Steve Denison, Kathy Shoemaker

Minutes: Minutes of September 20, 2017 were approved as submitted.

Reports from Officers:

Vice President: Jerry Bunce

Public Service Announcement (PSA) was videotaped at the Bellevue College studio. The taping went well, and was a pleasant experience.

Secretary: Alexa Munoz

It is acceptable to submit draft committee minutes to be included with the Council Agenda, but the final minutes of all committees need to be submitted to the Secretary and Virginia Binder following approval.

Treasurer: Arlene LaTurner

Balance as of October 17, 2017 is \$15,549.17. This includes payment to for catering at Fairwinds.

Faculty Adviser: Alessandro Regio

- a. Melissa Carnahan, Program Director, has resigned and her last day is October 23rd. There is a 30-day period of application for the program director position, and the earliest date the job could be filled is after New Year's 2018.
- b. The Program Director formulates foundation requests, and that is closed until there is a new hire.
- c. There is also a freeze on hiring new instructors. There are 90 instructors available to teach TELOS courses
- d. There are 61 courses being taught during the Fall quarter with 899 enrollees.
- e. Schedule of classes will be ready sometime during the week of October 23rd. TELOS mini-mailer will be available in late November. The proposed TELOS-only catalogue, which requires foundation funding, needs to wait until Spring for the quick timeline. It costs \$3 per household to produce.
- f. The September 16 Faculty Development Day does not apply to TELOS/Continuing Education classes. Class closures are scheduled by Operations. Communication was not clear about class closure on September 16 and resulted in only 4 TELOS classes being held. Future closures will be verified to prevent further disruptions to the TELOS schedule.

Reports from Committees

Curriculum: Chris Steele

- a. The Occupational Life Skills (OLS) department has requested assistance with practice on job interviewing on November 29 from 8-12. They need someone to act as a hiring manager. The OLS class also needs someone to help with Social Skills by attending a session from 9-10 am to chat. Jim, Carla, and Chris volunteered.
- b. Chris and Alessandro met in an impromptu meeting with Chris Stoykov, who discussed the the College fundraising policies with them. To fundraise on campus there is an application and approval process managed by Student Programs that must be followed. Other regulations are

listed on the 2-page handout Chris received and handed out to the Council.

- c. Chris recommended Bellevue College should be petitioned to allow one person to serve on the interview committee for replacement of the Program Director.
- d. Abby Lynn, Event Coordinator and Manager of the Student Programs Office, is revising the student programs video which details requirements, assistance, rules, and procedures. The video will be discussed on November 8 at 3:30 pm at a 1-hour presentation.
- e. AARP Safe Driver Class will be held at North Bellevue College. This is a special event opportunity to market TELOS. An information table will need to be set up for this event.

Marketing: Joanne Gainen

- a. Issues related to the foundation: Winter and Spring quarter postcard promotion of “Taste of TELOS”. Other plans are tentative.
- b. PSA is not ready, completion date is unknown. It was fun.

Events: Ron Lebieko

- a. The student version of Microsoft 2016 is free and available for students
- b. Plans were reviewed for the December Holiday Party. It was decided to pay to set up tables because they are difficult to handle.

Strategic Planning: Jim Cushing

- a. Had the second meeting with the Administrator of the Corporate and Continuing Education Center (CCEC) in Everett. He seemed more interested and focused on the community aspect, and how Vice President Al Lewis has structured it. The program has been presented in a triangular fashion with Bellevue College at the apex, Everett College at the base, and TELOS at the opposing base point. TELOS is the content provider part of the discussion.
- b. Name change: it was agreed by Virginia, Raj and Edie that it can be done in time. The bigger hurdle is the administration making changes.

~It is important to have a support name that accurately reflects 1) outside organizations; and 2) learning is not just for students.

A motion was made and seconded to change the name to TELOS Learning Community (TLC). It was approved unanimously and will be presented to the student body for approval at the Holiday Party.

- c. Communication materials will be furnished to marketing for coordination.

Telescope: Sandi Medendorp

- a. Obtaining Class schedules is key.
- b. Would like schedule of Coffee and Wisdom Seminars.

Old Business

PowerPoint introductory presentation was not loaded on some computers, but where it was available students enjoyed it.

Adjournment: The meeting adjourned at 4:55

Next Meeting: Wednesday, November 15, 2017 at 3:30 pm

Submitted by Alexa Munoz