

TSO COUNCIL MINUTES

Wednesday, November 15, 2017, 3:30 pm, Room 1120

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

Absent: Sue Black, Kathy Shoemaker

Minutes

- a. Minutes of October 18, 2017 were approved as submitted.
- b. Minutes of September 20, 2017 were unanimously approved as amended.

Reports from Officers

President: Edie Heppler

- a. Kathy Shoemaker's contributions to TELOS will long be remembered. She will be deceased as of November 18th, and her Memorial Service will be held on December 2nd.
- b. Committee budgets need to be submitted.
- c. Faisal Jaswal, Dean of Student Programs has resigned. With so many administrative vacancies: Dean of Student Programs, Dean of Continuing Education, and Program Director, orderly decision-making has become more difficult. At present the voice of TELOS is in the background, so patience is advised; we are a long standing program and are well situated.
- d. Alessandro Regio will be unable to attend the TSO Council meetings because he is restricted to working only 20 hours per week, and the Council meetings cause him to exceed this time limit. Virginia Binder will convey his reports; please submit any questions in advance for Alessandro.
- e. Funds collected at the Annual Meeting and Picnic cannot be labeled as a "donation" or as restricted "voluntary". These funds can be spent by TSO without the usual restrictions, but the \$5 fee is to certain expenditures.

Treasurer: Arlene LaTurner

Balance is the same as October's; \$15,549.17

Faculty Advisor: via Virginia Binder

- a. Required information not submitted by the deadline prevented classes being taught by a certain instructor from being listed in the catalogue.
- b. Registration for Winter Quarter is 389.
- c. Online course offerings are 68.

Reports from Committees

Curriculum: Chris Steele

- a. Capacity for room 1125 is restricted to 45 due to the rules of occupancy for public buildings. In order for the capacity to be increased to 60, a second door accessing the hallway would have to be installed.
- b. December 1 is the deadline for Spring Quarter class submissions.
- c. The TELOS instructor forum will be the second week in January, and will discuss administration related to instructors.
- d. Instructor evaluations for classes outside of TELOS are required to respond online. While the Curriculum Committee will devise forms applicable for evaluating TELOS instructors, TELOS classes can use the same forms; they will not be computerized.

Events: Steve Denison

- a. Tasks for organizing the Annual Meeting on December 6 are occurring. These are:
 1. signing up volunteers;
 2. arranging a program;
 3. setting up a board with TSO to TLC name change voting information;
 4. Jerry Bunce volunteered to take photos;
 5. the caterer has arranged for meal service at \$20 per person;
 6. funds can be collected, but cannot be labeled as a donation rather as “*cost is \$10 to defray expenses*” or “*pay \$10 to defray costs*”.
- b. The North Bellevue Community Center can only be reserved 8 months in advance. August 11 or 18—both Saturdays—are potential dates for the Picnic.
- c. Beginning to work on the host appreciation event.

Marketing: Joanne Gainen

- a. Jerry Bunce moved and it was seconded and passed that the committee name is changed to *Community Outreach*
- b. A draft of the student survey was presented. It is an objective survey, and the intention is to distribute it on a generic online link which would include all TELOS students.
- c. The Community Outreach Committee will meet after the Annual Meeting on December 6 at the North Bellevue Community Center.

Strategic Planning: Jim Cushing

- a. The Administrator of the Corporate and Continuing Education Center (CCEC) was much more interested in TELOS as a satellite at Everett rather than focusing on CCEC.
- b. Sharing financials especially aroused the Administrator’s interest.
- c. The Administrator also recognized the community aspect of TELOS.
- d. TELOS would be licensed by Bellevue College (BC) to CCEC. BC would receive incremental revenues.
- e. CCEC will have access to TELOS—an alreadybuilt program that can be plugged into the Everett Community.
- f. Curriculum can be developed collaboratively with the Curriculum Committee and with instructors.
- g. Opportunity for Community Outreach to shape program as desired.
- h. Next step is at the Vice Presidential level.

Telescope: Sandi Medendorp

Telescope is a marketing tool for TELOS; paid for by TELOS.

Website: Virginia Binder

- a. The section on use of scents has been expanded.
- b. Contributions including opinions from students and instructors are being planned.

Adjournment: The meeting adjourned at 5:07 pm

Next Meeting: December 20, 2017, 1 pm

- a. Abby Lynn, Event Coordinator and Manager of the Student Programs Office, will give a presentation on Student Programs at 1 pm.
- b. The TSO Council Meeting will convene following the Student Programs presentation

Submitted by Alexa Munoz, Secretary