

TSO COUNCIL MINUTES

Wednesday, February 24, 2021

Present: Ted Watts, President, Steve Denison, Jerry Harkleroad, Tim Hay, Diane Kester, Chuck Kimbrough, Georgann Lennon, Paul Maffeo, Ray Mathis, Saudi Medendorp, Alexa Munoz, Donna Oberembt, Jan Reha

Absent: Marcia Chase, Paul Schmid

Staff: Jennifer Sohonie, Continuing Education Executive Director

Guests: Jerry Bunce, Ron Lebeiko, Rawlee Ridgway, Chris Steele

Minutes: The Minutes of January 27, 2021 were approved as submitted following a motion by Chuck Kimbrough and seconded by Jan Reha

Report from Staff

Continuing Education Executive Director: Jennifer Sohonie

1. Continuing Education is seeking accreditation that will support instructors and students as recovery prepares for a new focus. A set of benchmarks will provide quality assurance since at present there is no documented process or guidelines. Areas of robust processes with guidelines of learning event design such as outcomes and evaluation will be established.
2. It is still unknown whether there will be in-person attendance for Fall Quarter
3. A three week watch period was established at the end of the sign-up period with one week between the end of sign-ups and the beginning of classes to give time to re-enroll. If there is no activity, the course will be canceled
4. There is to be consistency in communication with staff through the President only

Reports from Officers

President: Ted Watts

1. TELOS needs to support the Mission Statement: "TELOS Student Organization (TSO) is a student organization of Bellevue College formed to represent and enhance the reputation and programs offered by Bellevue College. The TSO program provides support and guidance in selecting courses, encourages diversity in recruiting students and instructors, and fosters a sense of community through social and educational activities designed to support seniors and retired adults."
2. The President received an invitation for an online meeting with Michael Kaptic, Dean of Student Life, for a conference to discuss the Student Activity Fee

Vice President: Chuck Kimbrough

Still working on obtaining instructor and speaker referrals

Treasurer: Jan Reha

Balance is \$18,127

Reports from Committees

Curriculum: Donna Oberembt

1. There are 32 classes with 565 student attending Spring Quarter classes. Ten classes were canceled
2. Four Spring Quarter class seminars are planned for March to boost Spring Quarter enrollment
3. The "Host Duty" lists were completed and distributed
4. The March Seminar calendar was updated and distributed
5. There are six options remaining for Seminars in June

Communications: Sandi Medendorp

1. The frequency of emails to announce and manage seminars are one per week that also highlights the web page, new classes, or various other topics. Contact is through info.telosso@gmail.com
 - a. A motion was made to approve this method of management. The motion passed unanimously
2. Writing the Summer TELOScope will begin soon

Events: Steve Denison

1. The Standing Rules were approved following a motion by Chuck Kimbrough seconded by Jan Reha
2. It is possible that an event could be held in December
3. Recruitment for candidates to fill offices needs to take place. This is the last term for Tim Hay and Paul Maffeo

Marketing: Paul Schmid

1. Goal has been set and tasking to reach that goal
2. The Edmonds private Zoom class features TELOS promotion. May repeat format in San Diego and Wisconsin
3. There is still the option to have Zoom classes and hybrid classes once in-person classes return
4. The digital catalog was very helpful for Spring Quarter enrollment
5. Marketing will increase instructors and offerings

Old Business

Zoom instructor training dates are needed for submission

New Business

Must use own Zoom account for Spring Quarter

Adjournment: The meeting adjourned at 5:15 pm

Next Meeting: The next meeting is **Wednesday, March 24, 2021 at 3:30 pm on Zoom**

Submitted by Alexa Munoz, Secretary