

## TSO COUNCIL MINUTES

Wednesday, March 23, 2022

Present: Ted Watts, President; Jerry Bunce, Steve Denison, Jerry Harkleroad, Diane Kester, Chuck Kimbrough, Bryan Leyton, Ray Mathis, Sandi Medendorp, Alexa Munoz, Donna Oberembt, Jan Reha

Absent: Georgann Lennon, Alan Stuard

Staff: Michael Kaptik, Dean of Student Life; Jennifer Sohonie, Acting Vice President of Continuing Education; Chris Stoykov, Advisor, Student Programs

Guests: Tim Hay, Charlene Joy, Ron Lebeiko, Paul Maffeo, Rawlee Ridgeway, Frances Simperman, Andrea Smith-Clark, Evelyn Sroufe, Chris Steele

Minutes: Following a seconded motion, the Council approved the Minutes of February 23, 2022 as corrected.

However, there is a backlog of minutes from December 8, 2021 and January 26, 2022 that still need to be approved. The minutes needing approval will be considered at the April 27, 2022 meeting

### **Reports from Officers**

President: Ted Watts

Always remember TELOS purpose as stated in the Bylaws

Vice President: Chuck Kimbrough

- 1, Continues distribution of Spring catalog
2. Attendance at the Pacific Conference Seminars were 76 and 73. The Seminars were approved in February after requiring 3 months of approvals

Treasurer: Jan Reha

Balance is \$14,670 subsequent to \$600 in payments to seminar speakers

### **Report from Staff**

Jennifer Sohonie: Acting Vice President of Continuing

1. Jennifer is soliciting instructors through social media
2. Registration for classes must be in one week ahead of class start.
3. Online cancellations occur 7-days prior to anticipated start of class
4. Staggered start to classes is caused by choosing a date which works best for the instructor. Staggered starts also allow individuals to sign-up for classes in the event the first choice class is canceled
5. Each course must have 12 contact hours of instruction to be profitable
6. Continuing Education is a business model that must be profitable
7. Staffing changes for TELOS have not occurred during the last two quarters. There are 9.5 members in the Continuing Education Department, and each of the staff participate in each program including TELOS

## **Reports from Committees**

### **Curriculum:** Donna Oberembt

1. In order to encourage attendance at the Seminars, The Curriculum committee recommends discontinuing recording the seminars beginning with the Seminars scheduled in June
  - a. If it is feasible that some revenue can be raised from Seminar recordings, they can be continued
2. The roster of Seminars is available at all times on the Events tab of the TELOS website.
  - a. No link is provided because it is possible to be *bombed* if it were listed
3. Loss of instructors is a continuing issue. Andrea Smith-Clark sent personalized 'thank you' notes to instructors
  - a. Particularly needed are instructors in art history, music, sociology, and psychology
4. Many Seminars attract more than 40 individuals, but there is no room at the north campus for that many people. Alternate locations are off-campus at the Redmond Community Center and/or Jewish Temple at Crossroads. Is it feasible to charge for Seminars either through a voluntary donation or a mandatory fee?
  - a. Would book sales by authors be allowed off-campus? Previously, by permission, the College collected a percentage of the sales
5. Nineteen courses are filled for spring. Current registration is 330 plus an additional 50 in unfilled courses

### **Events:** Steve Denison

1. No in-person event possible through the Summer maybe during Winter
2. The election: all officers are selected, but two more Council seats are available. Candidates must be identified by May 1st

### **TELOScope:** Sandi Medendorp

1. Articles for the next issue are due April 15
2. Ted Watts will write an article on the guidelines for registration
3. If a note from Sandi is received, please respond

### **Marketing:** Jerry Harkleroad

1. 150 catalogs are available for distribution
2. Further discussion of the catalog layout is taking place
  - a. Instructions on the registration process need to be included

## **New Business**

*Rise and Shine* breakfast is held on April 20 at Bellevue College to raise funds for student scholarships. Donations range from \$50 to \$10,000

**Adjournment:** The meeting adjourned at 4:57 pm

**Next Meeting:** The next meeting is **April 27, 2022 at 3:30 pm on Zoom**

Submitted by Alexa Munoz, Secretary