

TSO COUNCIL MINUTES

July 26, 2023

Present: Jerry Bunce, President, Steve Denison, Tim Hay, Sandi Medendorp, Alexa Munoz, Jan Reha, Barb Warburg, Ted Watts

Absent: Bryan Leyton, Donna Oberembt. La:ura Stanley, Chris Steele

Staff: Liz Hollerman; Dean of Business Technology and Continuing Education; Lisa Corcoran, Operations Manager, Mike Kaptik, Dean of Student Life Chris Stoynov, Student Programs, Advisor

Guests: Ron and Carol Lebeiko, Bette Murphy, Andrea Smith-Clarke

Reports from Officers

President: Jerry Bunce

1. Recited and reminded Council of the group's purpose
2. Jerry Bunce met with Ted Watts, Chris Steele, and Liz Hollerman to discuss and review attendance spreadsheets from 2018 to 2023. The sheets show a significant decline in attendance
3. Steve Denison and Bette Murphy worked on a survey of the email list in order to determine interests that would boost attendance. Results will be shared with Bellevue College

Treasurer:: Jan Reha

\$8,025 is the current balance. Rollover of funds is possible

Reports from Staff:

Liz Hollerman: Dean of Business Technology and Continuing Education

1. The print schedule will occur no later than August 7
2. A welcome event/open house is being planned for September 12 and hopefully will refresh TELOS. The event will be held from 10 am to 12 m., and will be an introduction to TSO as a supplement to TELOS
3. Classes are open for registration
4. Lisa will report on the similar Edmonds model which has the same issues as TELOS: shorter classes, lower numbers with some classes not filling, and cancellations. Eight week courses are offered, but split into two parts—part I and part II, even though the hours and course content are almost the same, each segment is charged separately. Edmonds registration is 3 weeks prior to start of class while Bellevue College is 8 weeks before class start
5. Volunteer fundraising during registration can be accomplished through donation during class registration. While the College cannot process cash payments for classes, perhaps Student Programs could accept responsibility for monitoring the cash donations collected
6. The time needed for course proposal preparation needs to be extended
7. Enrollment services director, Brad Huggins will attend the August 23rd Meeting
8. Dr. May, the College's new President, values the student college experience. Dr. May is revising the administration so the Vice President for Student Affairs reports directly to the President and before the provost for Academic Affairs

Lisa Corcoran: Operations Manager

- a. Bette Murphy and Steve Denison met with Creative Retirement Institute Instructors who are hired as contractors for 4-week or shorter courses at Edmonds Community College. The goal was to learn how to operate a successful program
- b. Shorter 4-week classes could be tried during Winter/Spring
- c. Faculty contract possibilities have to go through bargaining. The faculty contract offers more inclusion in Continuing Educations. Separate contracts for each group of instructors who will have to be interviewed, course skills evaluated, and background checks accomplished

Reports from Committees

Events: Steve Denison

- a. Survey is is meant to show desires of student
- b. Should an on-campus event be held or should it be off-campus?
- c. Parking procedure is still an issue, It is best to use the app since the kiosks don't work
- d. Planning for the December annual meeting starts now
- e. Encourage people to attend with,, "*Bring a friend*" slogan

Curriculum: Andrea Smith-Clarke

1. Five classes with 72 students are being held this summer. Two classes have an enrollment of 2 students less than required
2. Seminars are scheduled beginning September 13 with an in-person program on retirement living and concluding on September 20 with a seminar on Excavating Dinosaurs by Jane Shakleton

Adjournment: The meeting adjourned at 4:38 pm

Next Meeting: The next meeting is **Wednesday, August 23, 2023 at 3:30 pm on Zoom**

Submitted by Alexa Munoz, Secretary