



## Merritt College Counseling Department

Counselor Meeting Minutes  
November 10, 2014

Meeting convened at 1:30 p.m. In attendance: McLean, Allen, Scurry, Pantell, Ilarde, Khoo, Zielke, Perez, Nelson, Ciddio.

1. **3SP:** Scurry led continued discussion about SEP Workshop planning. Agreements:
  - Front desk will prepare clipboard form w/ name, SID, signature for students to enroll in COUN 501.
  - Completed form/roster will be given to 3SP Counselor (Scurry) who will give to A&R to batch enroll (Scurry will get authorization from AVD Esquivel-Swinson to use roster vs. Add Cards)
  - Students attend orientation (day one) & assessment (day two) & are given numbers after assessment in order that they finish.
  - Students come to Counseling and are seen in priority order (and front desk personnel will note in SARS Comments that they're ASEP students to differentiate from regular drop-ins).
  - After completing ASEP w/ counselor, students go to computer lab for help w/ enrolling by student ambassadors
2. **Annual Program Updates (APUs):** Pantell/Ilarde informed faculty of deadline to complete APUs and components were assigned to all faculty. Deadline to submit is end of day Monday, November 24, 2014. Pantell will send out last year's report and this year's template.
3. Other:
  - Pantell informed faculty that Counseling has a fund allocated to it on the Mainframe which will be terminated as of 11/14/14 if we do not request distribution. Ilarde will spend funds and get receipt to Bursar timely.
  - Pantell announced VPSS request for counselor(s) to stay until 7 p.m. on Tuesday and Wednesday, January 20 & 21, 2015 to welcome students. Zielke (Tuesday, 1/20/15) and Mclean/Ilarde (Wednesday, 1/21/15) volunteered. Also need to confirm w/ VPSS that front desk, Financial Aid, and A&R are all open late those days as well.
  - Pantell/Ilarde reported on presentation of 3 counselor positions and mental health counselor resolution at last week's CDCPD.

Meeting adjourned at 2:50 p.m.