



## Merritt College Counseling Department

Counselor Meeting Minutes  
February 13, 2006

Meeting convened at 1:30 p.m. In attendance: Zielke, Pantell, Scurry, Shriver, DeCoursey, Taylor, Allen.  
Guest: Cy Bracy, LVN/CAN/Medical Assistant Director.

1. **Meical Assistant Program** Bracy gave an update on program. Joint grant and sponsorship among Merritt College, Unity Council, La Clinica de La Raza, and other community agencies. 18 week coursework (18 degree-applicable units) plus 160 hour unpaid externship in physician office or clinic (back office only--no front office paperwork or patient contact). Leads to certificate of completion. Prior to coursework, go through 2 week orientation at Unity Council where learn some paperwork and customer service skills. Next program starts 2/27/06 (for 2 week Unity Council orientation) and 3/13/06 for coursework. 25 available spots for next class. Must have all assessment Reading score of 60, immunizations, fingerprinting, and CPR completed to start. Unity Council has drop-in orientations 2/2, 2/9/, 2/16, & 2/23 at 10:00 a.m. If go through Unity Council, may be eligible to receive books, childcare, transportation costs, etc. May not be funded again so can't promise program will be repeated. Refer students to Unity Council for assessment and other information (510) 535-6101. ,
2. **Artic Report** Pantell covered issues noted in artic report of this date.
3. **District-wide Counseling Meeting** Pantell and Shriver gave update. 5 confirmations so far with responses about preferred agenda items. Shriver looked into food and beverage costs. Will continue to monitor responses from counselors throughout district.

Meeting adjourned at 2:45 p.m.