



Merritt College Counseling Department

Counselor Meeting Minutes
August 25, 2014

Meeting convened at 1:30 p.m. In attendance: McLean, Allen, Scurry, Pantell, Perez, Zeilke, Khoo. Guests: VPSS Cedillo and Dean Hotep.

I. Discussion w/ VP & Dean: Department faculty talked w/ VP & Dean about the following concerns and next steps:

- . 11th Month Contract: VP will look into authorization for 8 remaining days (for 14-15) and report back.
- . SEP workshops: Counselors will continue workshops this week until last day to add for F14. VP will look into possibility of providing student ambassadors for support for workshops in future. 3SP Committee will re-convene in F14 and take lessons/suggestions from F14 workshops for future planning. VP is hoping to prepare future budget to include administrative support and hourly counselor coverage of counseling floor while full-timers are running workshops.
- . Financial Aid Appeals: Agreement to standardize, coordinate, and communicate procedures between all Student Services units, particularly during peak. VP/Dean need list of issues and concerns from Counseling to communicate to Financial Aid (e.g. financial aid appeals not processed in counseling, no FA SEPs developed w/ counselors during peak enrollment, creation and publication of flyer for students, etc.).
- . Advocacy: Counselors stated, and VP/Dean affirmed that they were the voice and advocates for counselors to rest of campus. This is a natural outgrowth of conversations and relationships between VP/Dean and counseling faculty.
- . Student complaints: VP heard complaints from two specific students whose CHDEV certificate petitions were filed timely in S14 and were not yet issued. This delay is affecting their employment status and may jeopardize their continued employment. VP asked for and got names/contact information for both students and committed to make contact w/ both by the end of the day to inform of status. (certificate processing)
- . Veterans services: VP/Dean assured counselors that veterans' services were very high on their radar and that they would continue to keep those services (particularly certifications) on high priority. Confirmed that Margie Rubio is to be given enough time to do certifications. Mentioned vision/goal of having a veterans center to provide full range of services.
- . "Career Center" issues: VP/Dean heard about signage, staffing and computer usage concerns. Dean agreed to post password for all computers so students could log in w/out interrupting counselors. Will also eventually be staffing the front desk w/ student ambassadors (mentioned goal of October, 2014). In the meantime, will post sign directing students to Counseling, Fin Aid, or A&R if no one is at desk.
- . Student Athletes: Heard concerns about coaches/AD giving unnecessary mandates to students for full SEPs during peak. Will work to improve communication between AD, coaches, and

counselors (particularly student athlete counselor) so students are served timely and appropriately.

- . Mental Health Services: Confirmed working to fill position. Stated Merritt isn't only college in district trying to fill position w/ combination Nurse/MFT.
- . Dismissal Petitions: VP stated he will strongly consider the recommendation of counselors in making final determination. Also confirmed don't need supplemental letter from student since information is already contained in petition.
- . Dean asked if he could submit wrap-around schedule for S15 to include same combination of assessment/orientation/SEP workshops as was done F14; confirmed by counselors (though continued discussion of future plans in re-convened 3SP Committee).

Meeting adjourned at 3:15 p.m.