



Merritt College Counseling Department

Counselor Meeting Minutes
October 20, 2014

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

1. 11th Month Contract: Discussion about how to proceed w/ Administration in pursuing receiving add'l 8 days for full 11th Month Contract for 14-15. Agreement PFT representatives will take issue to President (and probably VPSS) and report back.
2. 3SP: Scurry led continued discussion about SEP Workshop planning. Some confusion about sequence of orientation, assessment, & counseling (COUN 501 for SEPs) and signatures on old Matric form. Agreement that Mclean will get Matric form template and Zielke will revise for new procedures (add "SEP" to counselor signature line and replace Social Security Number with SID). Given that first day new students can add classes expected to be first week December, agreement to see new students before then through existing procedures (drop-in counseling and advising) and that COUN 501 SEP Workshops will be scheduled for December 3 & 4 and 10 & 12 (to coincide with orientations & assessments).
3. SARS Reason Codes: Pantell collected group's recommendations for old Reason Codes for MIS reporting. Will report to MIS.
4. Front Desk Operations: Group discussion about scheduling protocol and customer service/professionalism for front desk staff. Agreement that co-chairs will bring issue to VPSS for further action.

Meeting adjourned at 3:05 pm.