



Merritt College Counseling Department

Counselor Meeting Minutes
November 13, 2006

Meeting convened at 1:30 p.m. In attendance: Zielke, Pantell, Ciddio, Allen, Blackwell, Westbrook (intern), LeBlanc (intern). Guest: Vice President of Student Services Carmen Jordan-Cox.

1. **Meeting with the VP** Jordan-Cox gave update on move to R Building. Delays have caused the move date to be changed to end of January, 2007. Also discussed plans to launch SARS (networked scheduling program) with launch date of Spring, 2007. Reported that things are on schedule to complete the hiring process for classified position that will function as central point of contact once move to R Building occurs.
2. **Ed Plan Review** Continued review from last meeting. Identified resources that might be needed for Counseling Department:
 - various assessment instruments (MBTI, Strong Interest Inventory, etc.)
 - training on administration and interpretation of instruments noted above
 - promotional material for Counseling Department (pens, pencils, badges, etc.)
 - upgrade to printers (particularly dot-matrix that prints transcripts on one page), computers, and other equipment
 - display files
 - equipment and staff to begin tracking student visits to Transfer Center

Meeting adjourned at 3:00 p.m.