



Merritt College Counseling Department

Counselor Meeting Minutes
November 17, 2014

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

1. **3SP:** Discussion about hiring and training process for hourly counselors hired to help w/ 3SP requirements for SEPs. Agreement that all counselors will share in the training process of all new hires but that there should be single point of contact for each counselor. After discussing the 3 counselors to whom an offer has been extended (pending), McLean volunteered to be point of contact for two and Zielke for the other. Thank you to them.
2. **Check-in:**
 - Update on 14-15 evaluation schedule. Counselors reminded about assignments
 - Annual Program Update revisions are due to Pantell by end of the day Monday, November 24th.
 - Audit of completed Department SLO surveys as planned. 12 surveys completed so far during F14 w/ 10 of those noting they had an SEP. Agreement to get 100 surveys completed by end of S15.
3. **Other:**
 - Scurry asked about issues appropriate to bring to Facilities Planning Committee (i.e. restroom doors, heat, handicapped parking etc.)
 - Zielke announced she is doing outreach at local high schools in December (McClymonds, Castlemont, Fremont, and Life Academy) and will work with others who want to do outreach.
 - Pantell/Ilarde reported on presentation of 3 counselor positions and mental health counselor resolution at last week's CDCPD.

Meeting adjourned at 2:30 p.m.