



Merritt College Counseling Department

Counselor Meeting Minutes
November 28, 2005

Meeting convened at 1:30 p.m. In attendance: Zielke, Blackwell, Pantell, Scurry, Wong, MacEwan, Taylor, Shriver, White, Allen, DeCoursey, Cannady.

1. **Scheduling** Shriver asked all full-time general counselors to submit their S06 schedules to him asap. Also led discussion about 11th month days. Available dates are January 3, 4, 5, 6, 7(5 hours only), 9 10; May 30, 31; June 1-2, 5-9, 12-16, 19-23, and 26-30. Again, get requests to Shriver asap. Also discussed Operating hours for early S06: M-Thurs, 8 a.m. to 7 p.m. from 1/2/06 through 1/19; Fridays 8-5. Will be open for Assessments & Orientation Saturdays 1/7, 1/14/ & 1/21 from 9 a.m. to 2 p.m.
2. **Hosting PCCD Counseling Department Meeting** Agreement to host 6-hour meeting on March 1, 2006. Committee of Blackwell, Taylor, Shriver, and Pantell will work on agenda and logistics. Blackwell will send out e-mails inviting other colleges and asking for agenda items. Possible agenda items are establishing ongoing PCCD Counseling Department meetings, COUN class scheduling, and SLOs.
3. **Counseling Department Chair Elections** Continuation of previous discussion. Shriver reported submission of formal letter to Academic Senate and administration confirming him and Zielke as co-chairs for S06. General discussion about policies and procedures of Counseling Department and Counseling Department Chair, including scope of duties, length of term, election process, and the like. Refer to Counseling Department archives for agreements and voting record.
4. **New Business**
 - Holiday gathering for Counseling Department to be at Italian Colors (2220 Mountain Blvd., Montclair) on Monday, December 12, at 1:00 p.m. Everyone is to bring a gift valued at no more than \$10 and wrapped to disguise contents.

Meeting adjourned at 3:00 p.m.