

**Meeting Minutes**  
**MERRITT COLLEGE COUNSELING DEPARTMENT**

Date: 2/22/2021

Time: 1:30 pm

Attendees: Salceda, D. Ross, Ciddio, Perez, Moy, E. Ross, Cheah, Scurry, Baez, Clipper-Willis, Alturk, DeVito, Daniel, Pantell, Khoo, Allen, Webb.

Allotted Time	Topic	Person(s) Responsible
1:30-1:35pm	Dean's Corner <i>Introduction of the new career education counselors: Margarita Baez, Kelvin Cheah, and Miesha Clipper Willis. Counselor breakfast to be hosted in March. Tentative date is March 25<sup>th</sup>.</i>	Dean Webb
1:35-1:55pm	Peak Debrief <i>Frances Moy: Reported that peak enrollment went well. Financial Aid and Admissions/Records responded quickly.</i> <i>Stefani DeVito: Recommended to continue offering a combination of appointments and drop-in hours.</i> <i>Super Saturday: Planning is key. Counseling faculty would benefit from participating in the planning meetings. Students would benefit from multiple Super Saturday events. All drop-in hours for Super Saturday recommended.</i>	All
1:55pm – 2:15pm	e-SARS <i>30-minute and 60-minute appointments will be made available.</i> <i>Drop-in feature will be available. It will include the student adding his/her name to the drop-in list.</i> <i>Revisited separate links for special programs. Stefani DeVito, Sara Alturk, and Jose A. Salceda are interested.</i> <i>Derrick Ross and Angela Khoo are not interested in having a separate link.</i> <i>Dean Webb will follow-up with Carlos McLean and Roniqua Cook to ask about their interest.</i>	All

2:15-2:20 pm	<p>High School Counselors Breakfast  <i>Counselor breakfast will be hosted to help with enrollment. Tentative date is March 25<sup>th</sup> from 10:30-12:00 pm. Dean Webb requested participation from special programs. Frances Moy, Jose A. Salceda, Derrick Ross, Rosa Perez, and Rose Allen are available to help.</i></p>	Rosa and Jose
2:20– 2:30 pm	<p>Career Services  <i>Career Center updates were provided. Upcoming events include career fairs on 02/26 (Health) and 03/19 (Food and Essential Industries). Flyers are available on the website. Resume, interviewing, and networking workshops will be offered.</i></p>	Sara Alturk
2:30 – 2:35 pm	<p>SLOAC  <i>Marty Zielke is available to help with Student Learning Outcomes. Availability includes Wednesdays, Thursdays, and Fridays.</i></p>	Rosa and Jose
2:35 – 2:50 pm	<p>Standing Items:</p> <p>Reports from Programs - Puente, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, etc.  <i>Transfer Center: SFSU new representative, Tino Ubungen.</i></p> <p>Committee Reports  <i>CFT: Be mindful with SARS reason codes when meeting with students.</i>  <i>PDC: Mid-semester Flex Day will be on March 18<sup>th</sup>. In need of new members for next year.</i>  <i>Facilities Committee: 1 faculty position available.</i></p>	All
2:35 – 2:50 pm	<p>Announcements:  <i>Taquelia Washington: Mindfulness Training – March 1<sup>st</sup> from 2-2:50pm</i>  <i>PeopleSoft 9.2 Upgrade: Overview March 1<sup>st</sup>.</i></p>	Rosa and Jose