



Merritt College Counseling Department

Counselor Meeting Minutes
March 26, 2007

Meeting convened at 1:30 p.m. In attendance: Zielke, Pantell, Shriver, Scurry, Allen, DeCoursey, Blackwell, LeBlanc (intern).

1. **Counseling Department Guidelines** Continued discussion from previous meetings. Focused on which committees should be standing. Agreed on 1) Counseling Department Manual, 2) Internship, and 3) Training. All counselors asked to suggest additional standing committees they think would be useful.
2. **Student Assistant Hiring** Zielke reported on discussion and agreement w/ VPSS that Counseling Department will be actively involved in hiring process of student assistants (though not responsible for supervision once hired).
3. **Orientation Text** Counselors reviewed edits to Orientation text draft prepared by Pantell. Suggestions will be forwarded to Assessment Coordinator Davis.
4. **Hourly Counselor Evaluations Update** Check-in with those present who are on evaluation committees. Note that DeCoursey has replace Scurry on one committee.
5. **Counseling Department Elections** Pantell and Zielke reported that nominations for Counseling Department Co-Chairs are now closed and that elections would start this date. Note to all counselors that ballots will be distributed at Counseling Department meetings and put in mailboxes of each counselor. Elections close at 5:00 p.m. Friday, April 13, 2007. Completed ballots are to be given to Dean Powell who will oversee completion of election process.
6. **New Business**
 - Quick check-in on R Building move. All counselors encouraged to follow move guidelines and bring questions/concerns to move coordinator.
 - Discussion about using COUN 200 as a vehicle to serve Veterans. Agreement that Veterans services were the responsibility of Dean Powell and that Counseling may suggest this to him but that the decision about how and with whom to provide services to Veterans is his.

Meeting adjourned at 3:10 p.m.