



**MERRITT COLLEGE COUNSELING DEPARTMENT
MEETING MINUTES**

Date: 03/27/2017	Time: 1:30 pm	Location: R 112A
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Attendees: Pantell, Scurry, DeVito, Ciddio, Ross, Salceda, Perez, Moy, Zielke, Ilarde

Allotted Time	Topic	Person(s) Responsible
1:30-2:00	<u>PCCD District-Wide Counseling Meeting:</u> <ul style="list-style-type: none"> • Feedback from all: Counselors appreciated having the packets with brochures about our programs. Food was excellent (Jordan’s Creative Catering, Hayward). Counselors felt time can be better balanced, some presenters seemed to have more time than others, for example A&R made references to items on the web but did not have time to show us how to find them and have a discussion about it. 	All
2:00-2:10	Department Chair nominations <ul style="list-style-type: none"> • One form was prepared with the names of the pair of co-chairs who will work in 2017-2018: Scurry and Zielke. 	Zielke
2:00-2:10	Faculty Senate: <ul style="list-style-type: none"> • Fundraiser: See’s Candies are being sold to raise 1K for Faculty Senate funded student scholarships. FYE/Puente students helped sell almost \$500. If you need candy please see Marty. • Monthly deductions: together with the candy we are encouraging faculty to sign for monthly deductions. Two counselors filled out the forms during today’s Counseling department meeting. 	Zielke
2:00-2:10	Technology Committee update <ul style="list-style-type: none"> • Email transfer to Cloud-based Microsoft Office 365 will take place over the next three months. You will get an email a week before it’s your turn to migrate. • District IT working on eliminating reporting to State for funding purposes through SARS and instead use Peoplesoft. There was a fall out from the last MIS reporting that prompted this. • Help desk takes a long time to respond because only 1 ½ people “at” the helpdesk. • We are several major versions behind in upgrading PeopleSoft. IT is in the process of upgrading to 9.2 but this will take a while because we have to adapt our needs to its capacity so there will be changes we will have to adjust to. We last upgraded to 9.0 in 2013. 	Scurry

<p>1:45-2:30 pm</p>	<p><u>Chair Update Summary:</u></p> <ul style="list-style-type: none"> • SLOs: <ul style="list-style-type: none"> a. Counseling department: 100 surveys goal reached !!!! We'll tally next week. b. Coun courses: 6/10 courses done (60%). Cook-Greene, Salceda and Perez meeting this month or early next month with Zielke to enter results in TaskStream. • 11th month contracts: No update from VPSS yet. Angela checking with union. Tanya offered to check too. • Evaluations: <ul style="list-style-type: none"> a. Ilarde – (Scurry): 90% done b. Leticia Perez – (Zielke): On hold, Leticia says there was one done in Sp/16 in Calworks when dean Garcia was at Merritt. Stefani offered to check with Claire to find out more information. • Schedule for Fall 2017 : Coun 57 (FYE) and Coun 203 (DSPP) are showing in online schedule already! Coun 57 still has some changes needed. 	<p>Zielke</p>
<p>2:30-3:00</p>	<p>Other updates:</p> <ul style="list-style-type: none"> • Jose Salceda: Puente club having their 12th annual Cesar Chavez celebration this Wed 03/29 at 12 noon in R-110. There will be free food and Puente items for sale. Also, he attended a national Puente conference last week in Riverside focused on transfer-going culture and using art as inspiration. • Ilarde: Budget Committee update: As part of the Integrated Budget and Planning process, administrators will be presenting their 2017-2018 discretionary budgets to the College Budget Committee on Tuesday, April 4th from 1-5 pm in R29. Everyone is welcome to attend. The Budget Committee will then meet for a special meeting on April 5th to review the discretionary budget and move it forward to the College Council. 	<p>All</p>

Merritt College Mission:

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy