



## Merritt College Counseling Department

Counselor Meeting Minutes  
October 6, 2014

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

### 1. Discussion regarding 11-month contract, paycheck discrepancies & unpaid stipends:

- Scurry, Khoo & McLean had \$500 discrepancies in their paychecks.
- Khoo has not been paid her Child Development stipend, but she is in contact with Christine Olsen. Perez has not been paid her stipend for the College Success Institute in Summer 2014 and Adelante classes in Summer 2014. The English instructor has already been paid. McLean recommended contacting Denise Woodward(?) regarding ePAF since the budget code would have been the same for English instructor. McLean also suggested contacting the union.
- Scurry wanted to know if administration could change our 2014-2015 11-month contract dates. McLean and Ilarde indicated that administration should honor the dates circled and approved on our contracts.
- Scurry said our PFT union representative would be coming to an upcoming meeting, so we can address our issues regarding our 11-month contract.
- FOLLOW-UP: Ilarde will inform the VPSS regarding these payment discrepancies during meeting on 10/8.

### 2. 3SP:

- Scurry reported that she and the VPSS discussed the possibility of hiring a 3SP Coordinator.
- Orientation & Assessment Schedule: Extensive discussion regarding the need for communication, collaboration, and early planning when developing the orientation & assessment schedule. McLean presented the orientation & assessment schedule, which was submitted for the Spring 2015 schedule. The first assessment is scheduled on October 15th, and neither the website nor schedule of classes will have any 3SP information, particularly the group counseling sessions. Ilarde expressed her concern regarding how the Counseling Dept. has always had to be reactionary with our staffing and dealing with students who have not been informed regarding the appropriate steps (e.g., group counseling immediately after orientation). Follow-up: Ilarde will share the department's concerns with the VPSS and ask for involvement in scheduling 3SP components.
- Group Counseling: Ilarde asked the group if we are conducting group counseling beginning October 15th, as we will need to adjust our counseling schedules. Scurry indicated she didn't think we would be providing group counseling until January. However, during the District 3SP meeting, Scurry reported that Merritt is the only college not offering a COUN course and that all the other colleges are emphasizing FTES generation, including COUN 501. Discussion regarding the logistics required for COUN 501 (e.g., batching enrollment). The group decided that we need to ask the VPSS what he would like us to do. If he wants us to provide group counseling, then we will need to ask for additional Counselors. Zielke recommended starting to gather a list of part-time Counselors and/or potential Counselors who we would recommend. Ilarde agreed that we have to be proactive. If the VPSS decides we do not have to offer group counseling, we still

need to ask him regarding hiring additional Counselors during peak. **Follow-up:** Ilarde will ask VPSS what model he would like us to follow beginning October 15th. McLean will check how Laney is successfully enrolling students to COUN orientation courses despite matriculation hold.

- Other Supplies/Info Needed: Group Counseling and/or 3SP information should be included in the orientation & assessment schedule, daily print outs of available classes during peak group counseling, triplicate (or at least duplicate) SEP forms especially during group counseling, Passport/how to enroll must be included in the orientation (at least handouts in orientation folders), assessment results must be printed out on a daily basis and compiled in a binder for use during group counseling and clearing milestones.

3. Next Week's Meeting: Since the Transfer Day college representative lunch will be in R112A, the 10/13/14 Counseling Department meeting will be in R-106.

Meeting adjourned at 3:05 pm.