



Merritt College Counseling Department

Counselor Meeting Minutes
October 25, 2010

Meeting convened at 1:30 p.m. In attendance: Scurry, Ilarde, Allen, Pantell, Khoo, Zielke, De Coursey, Ciddio, Paniagua (intern). Guests: Brandon Pangburn and JaDonna Thibodeaux, PCCD Single Stop

1. **Single Stop** Pangburn presented on services now being offered. AT Merritt Thursdays (in R-105) from 9 to 5; same hours Monday at BCC, Tuesdays at COA, and Wednesday/Friday at Laney. Has student screening form available at R-105 that students can list their needs/requests and Pangburn will get back to them. Re: health services, limited services have begun at Laney only (i.e. TB testing). Single Stop largely a benefits referral service--will refer students to resources in community for financial counseling, loan service, tax prep, and assistance benefits. McLean suggested tabling in the R Building to build awareness.
2. **Online Counseling Task Force** Pantell led discussion of preliminary recommendations of task force--asking for feedback prior to presentation at district Counseling meeting 11/17. Goal is for each campus to provide feedback to task force so that unified recommendation can be given to VPSSs. Took some preliminary comments and will continue reviewing at next meeting (and possibly one after). Pantell will e-mail recommendations to all counselors.
3. **Transfer Center Report** Ilarde reported on SFSU Transfer Day. Will send out notes to all.
4. **New Business**
 - Pantell led discussion about assignments for hosting district Counseling meeting, as follows:
 - Room reservation and setup: Allen/Pantell
 - Minutes: Zielke/Ciddio
 - Food: Ilarde/McLean
 - Sign-in sheet, name tags, markers, etc.: Scurry
 - Equipment/Technology (mike, LCD projector, internet access, computer, etc.): Khoo

Meeting adjourned at 3:10 p.m.