

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

Date: 11/02/2020

Time: 1:30 pm

| Allotted Time  | Topic   | Person(s) Responsible |
|----------------|---|-----------------------|
| 1:30-1:45pm    | <p>Financial Aid Office – Fall Updates<br/> <i>Ernesto Nery reviewed fall updates. PowerPoint presentation will be e-mailed to the Counseling Department.</i><br/> <i>Financial Aid Office plans to offer virtual office hours for special program (i.e. Puente).</i><br/> <i>Zoom drop-in hours are now available to students to consult with a FA specialist.</i><br/> <i>FA Appeal forms will be made available after peak enrollment for Spring 2021.</i></p> | Ernesto Nery          |
| 1:45-1:55 pm   | <p>Dean’s Corner<br/> <i>New adjunct faculty hires include Charlie Morales (Athletics) and Carlos Gonzalez (Centro Latino).</i><br/> <i>Faculty Prioritization- Counseling Department will now be requesting 3 positions.</i></p>   | Dean Webb             |
| 1:55-2:10 pm   | <p>District-wide Counselor Meeting:<br/>           Spring 2021 – Scheduled for March 24<sup>th</sup>, 2021<br/>           List of Trainings: <i>Counselors requested trainings on PeopleSoft, self-care, and Cranium Café.</i></p>  | Jose                  |
| 2:10-2:20 pm   | <p>Program Mapping – Need Volunteers<br/> <i>75 program maps need to be reviewed. Additional volunteers are needed. Please e-mail Co-Chairs if interested.</i></p>  | Jose                  |
| 2:20-2:30 pm   | <p>E-SARS – Check in<br/> <i>Feedback requested from counseling faculty.</i><br/> <i>Zoom links: Certain students are not receiving the link to join the meeting. Co-Chairs will follow-up with the District.</i></p>   | Jose                  |
| 2:30 – 2:50 pm | Standing Items:   | All                   |

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

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|                | <p>Reports from Programs - Puente, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, etc.<br/> <i>Career Center: Sara Alturk provided an overview of the Career Center website, including new internship and employment opportunities.</i><br/> <i>Transfer Center: Angela Khoo reported that UC applications are open. Drop-in hours will be offered for assistance with the UC application.</i></p> <p>Committee Reports<br/> <i>No reports provided.</i></p> |     |
| 2:50 – 3:00 pm | <p>Announcements:<br/> Faculty Prioritization Requests:<br/> <i>Counseling Department will request 3 positions.</i></p>   | All |