

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

Date: 11/16/2020	Time: 1:30 pm	
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Allotted Time	Topic	Person(s) Responsible
1:30-1:40pm	Dean's Corner <i>Student Equity and Achievement (SEA) Committee: Derrick Ross and Mary Ciddio will be serving.</i> <i>Fruitvale Center: Does not have a lease.</i> <i>Self-care workshop will be made available at a future meeting.</i>	Dean Webb
1:40-1:50 pm	Advising Sheet Update <i>Fall 2021 General Education worksheets were reviewed and updates were highlighted. Updated worksheets will be available on the Merritt College Counselor Site.</i>	Steve Pantell
1:50-2:10 pm	Peak Enrollment – Spring 2021 <i>Requested volunteers from the counseling faculty.</i> <i>Angela Khoo will e-mail her availability.</i> January 19 <sup>th</sup> – <i>Stefani DeVito.</i> January 20 <sup>th</sup> – <i>Sara Alturk, Stefani DeVito.</i> January 25 <sup>th</sup> – <i>Sara Alturk, Mary Ciddio, Stefani DeVito.</i> January 26 <sup>th</sup> – <i>Mary Ciddio, Stefani DeVito.</i> January 27 <sup>th</sup> – <i>Sara Alturk, Stefani DeVito.</i> February 1 <sup>st</sup> – <i>Sara Alturk, Stefani DeVito.</i> February 2 <sup>nd</sup> – <i>Sara Alturk.</i> February 3 <sup>rd</sup> – <i>Sara Alturk.</i>	Rosa and Jose
2:10-2:15 pm	Need Spring 2021 full-time schedules <i>Please submit as soon as possible.</i>	Rosa and Jose
2:15– 2:30 pm	Standing Items:  Reports from Programs - Puente, Sankofa, FYE, Veterans, SAS, EOPS, Transfer Center, etc.	All

	<p><i>Career Center: Resume workshop will take place on 12/01 from 10:00-11:00 am.</i></p> <p><i>Transfer Center: Drop-in hours will be available to students on 11/18 from 9:00-12:00 pm and 11/19 from 1:00-3:30 pm.</i></p> <p><i>Veterans Services: Veterans Day had limited attendance.</i></p> <p>Committee Reports  <i>No reported provided.</i></p>	
2:30 – 2:40 pm	<p>Announcements:  <i>Super Saturday – January 9<sup>th</sup> (9-3:00pm)</i></p>	All