



## Merritt College Counseling Department

Counselor Meeting Minutes  
November 29, 2010

Meeting convened at 1:30 p.m. In attendance: McLean, Scurry, Ilarde, Allen, Khoo, De Coursey, Pantell, Zielke, Ciddio, Paniagua (intern). Guest: Leilt Seblega, UC Berkeley Admissions

1. UC Berkeley Admissions Seblega reported on admission data and trends at UC Berkeley. At request of VPSS, group discussed recent transfer statistics and possible reasons for apparent drop in numbers. Pantell will document discussion and present to VPSS.
2. SII Schedule Discussion about and arrangements for SII schedule, including hours of operation, triage setup, and other details. Agreements:
  - Pantell will have triage form copied and prepared
  - Pantell will setup entrance sign
  - Khoo will lay colored hallway tape, attempting to match colors of signs currently posted over A&R, Financial Aid, and Cashier
  - Scurry will re-stock portable files and set up in triage reception area
  - Ilarde will check printer currently located in triage reception area and attempt to have repaired or replaced

Meeting adjourned at 3:00 p.m.