

**MERRITT COLLEGE****COUNSELING DEPARTMENT MEETING MINUTES**

Date: 5/13/2019

Time: 1:30 pm

Location: R 112A

Attendees: Khoo, Ciddio, Moy, Allen, de Vito, Zielke, Scurry, Perez

Allotted Time	Topic	Person(s) Responsible
1:30-1:45	Paralegal (LPA and Courtroom Clerk) <i>Will try to reschedule for fall.</i>	Willis
1:45-2:00	PFT <i>Rep suggested we attend the solidarity rally May 23rd at 8:45am outside the district office. There is also a Day of Action event in Sacramento May 22nd.</i>	Holmes
2:00-2:05	Adjunct Evaluation Due asap - Volunteer needed. <i>No volunteers.</i>	Scurry
2:05-2:10	Mental Health Training Update <i>The training will be June 5th and 6th from 9am-1pm. Those who are scheduled to work their 11th month days on these days will not be able to participate. There may be another session in the fall.</i>	de Vito
2:10-2:25	District wide counseling meeting -Lifting of enrollment holds <i>If the enrollment holds are being lifted, how we will encourage students to see a counselor? One idea is to see if instructors will make seeing a counselor for an ed plan an assignment. Also, there could be a counseling card for Mypath.</i>	All
2:25-2:35	Standing Items: 1. Reports from programs: Puente, Sankofa, FYE, Veterans, SAS, EOPS, Athletics, Transfer Center, Centro Latino, SEA, etc. <i>Transfer: A "next steps" sheet for fall 2019 UC transfer students was distributed. This sheet can be shared with students. Remember June 1st is the deadline for the</i>	All

	<i>statement of intent to register (SIR) and July 1st is the deadline for final transcripts. Tip: tell students to send an official transcripts to themselves and do not open it just in case the UC doesn't receive the transcript from PCCD on time.</i>	
2:35-2:40	Standing Items: 2. Committee reports <i>Budget: Co-chairs provided a brief summary of our budget meeting.</i>	All
2:40-2:50	Standing Item: 3. SLOAC report - SAS 4. SLO Survey follow up	Zielke
2:50-3:00	Announcements -Get your Hunan's order in to Mary today. -Road Trip Nation is on the Merritt homepage.	All