

**Sample counseling agendas and minutes showing program presentations - Agenda,  
9-13-2022**

**From:** [Christine Small](#)  
**To:** [Alfonso Guzman](#); [Alyssa Bloomberg](#); [Ana Mora](#); [Anthony Briseno](#); [Ashley Thompson](#); [Chelsea Watson](#); [Devin Mosley](#); [Greg Kost](#); [Jesus Gaytan](#); [Karee Hamilton](#); [Kimberly Blackwell](#); [Melissa Gross](#); [Pamela Campbell](#); [Rachel Barksdale](#); [Rene Mora](#); [Terri Hack](#); [Timothy Allen](#); [Trina Tobey](#); [Jeffrey Welsh](#)  
**Subject:** All-site Counseling Meeting - Wed. 10am - Agenda/Materials  
**Date:** Tuesday, September 13, 2022 3:36:00 PM  
**Attachments:** [Long-term Schedule.xlsx](#)  
[2022 Navigate Intake Survey.docx](#)

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Hello all,

Here is the agenda for tomorrow's meeting.

Meeting in IWV- MB 235 & Zoom:

<https://us06web.zoom.us/j/89417183933>

1. 10:00am – TimelyCare (Jenna Galezniak)
2. 10:30am – Long-term Schedule Changes
  - a. Frank Timpone (Business)
  - b. Matt Jones (Social Science)
3. Other Items
  - a. C-ID website – technical issues
  - b. Majors & SEP Reminder
  - c. Grad Eval Deadlines
    - i. Fall – November 11, 2022
    - ii. Spring – March 10, 2023
  - d. Navigate
    - i. Student App Promotion
    - ii. Intake Survey/Content Update

Thank you,  
Christine

Christine Small  
Director of Counseling & Student Success  
Cerro Coso Community College  
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## Minutes, 2-28-2024

**From:** [Christine Small](#)  
**To:** [Corey Marvin](#)  
**Subject:** FW: Counseling Meeting Materials - Feb. 28, 2024  
**Date:** Tuesday, July 23, 2024 5:34:58 PM  
**Attachments:** [PARA.Rev.FALL2023..Sample Path for Student.docx](#)  
[image001.png](#)  
[PARA.employmentinfo.docx](#)  
[CC\\_Scholars\\_24.pdf](#)  
[FAApplications.pdf](#)  
[PPT\\_campusESP \(1\).pdf](#)  
[Timeline for SummerFall 2024 Priority Registration.msg](#)

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**From:** Christine Small

**Sent:** Wednesday, February 28, 2024 8:45 AM

**To:** Ana Mora <ana.mora@cerrocoso.edu>; Ashley Thompson <ashley.thompson@cerrocoso.edu>; Chelsea Watson <chelsea.watson@cerrocoso.edu>; Devin Mosley <devin.mosley@cerrocoso.edu>; Francisco Verni <francisco.verni@cerrocoso.edu>; Greg Kost <gkost@cerrocoso.edu>; Henry Covarrubias <henry.covarrubias@cerrocoso.edu>; Jamie Alea <jamie.alea@cerrocoso.edu>; Jeffrey Welsh <jeffrey.welsh@cerrocoso.edu>; Jesus Gaytan <jesus.gaytan@cerrocoso.edu>; Karee Hamilton <karee.hamilton@cerrocoso.edu>; Melissa Brandan <melissa.brandan@cerrocoso.edu>; Melissa Gross <mgross@cerrocoso.edu>; Patricia Morland <patricia.morland@cerrocoso.edu>; Rachel Barksdale <rachel.barksdale@cerrocoso.edu>; Rene Mora <rene.mora@cerrocoso.edu>; Terri Hack <terri.hack@cerrocoso.edu>; Timothy Allen <timothy.allen@cerrocoso.edu>; Trina Tobey <trina.tobey@cerrocoso.edu>; Andrew Mullins <andrew.mullins@cerrocoso.edu>; Ivan Ibarra <ivan.ibarra@cerrocoso.edu>

**Cc:** Dawn Ward <dawn.ward@cerrocoso.edu>; Kathryn Bachman <kathryn.bachman@cerrocoso.edu>

**Subject:** Counseling Meeting Materials - Feb. 28, 2024

Hello,

Here is information and materials for today's meeting:

Location - MB 235 and <https://kccd-edu.zoom.us/j/83777205721>

### **Agenda**

1. 10:00am - PARA, BSAD, LPSS – Dawn Ward
2. 10:30am - CC Scholars (formerly Promise) & CampusESP – Katie Bachman
3. Other:
  - a. Summer/Fall 2024 Priority Registration Timeline
  - b. High School Advising

Thank you,  
Christine



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COLLEGE**

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## Minutes, 2-28-2024

Counseling Meeting

February 28, 2024

10:00-12:00

IWV Conference Room or Zoom: <https://kccd-edu.zoom.us/j/83777205721>

Attendance: Karee Hamilton, Christine Small, Frank, Jamie Alea, Rachel Barksdale, Andrew, Ana Mora, Missy Gross, Rene Mora, Trina Tobey, Jeff Welsh, Ashley Thompson, Melissa Branan, Greg Kost, Jesus Gaytan

Guest: Dawn Ward, Katie Bachman

### **Agenda**

1. Ivan Ibarra is the new Education Advisor at the Tehachapi/EK campus. Welcome, Ivan!
2. Dawn is the department chair for BSAD and PARA.
  - a. PARA – Dawn shared and reviewed sample pathway for full-time/part-time. Keep in mind if students are working on GE for the degree, that if we plot it out with LPPS in mind that they could earn the LPPS degree as well. Reminder that students who earn the AS in PARA, can also earn the PARA certificate. Dawn encouraged us to mark both on grad eval.
    - i. Starting Spring 2023 PARA C101, C190 and C240 is offered every semester now (Fall/Spring). PARA C101 will be offered in Summer; and PARA C150/C250 may rotate in summer as well.
    - ii. Dawn provided a helpful document about employment opportunities.
  - b. BSAD; BSOT cert and Office Clerk cert are being modified through the IT department right now. The 1-unit classes are being combined into one 3-unit class that covers the different levels (beginning, intermediate, and advanced). Dawn anticipates this will occur in the next few semesters. CIC is reviewing the course.
  - c. PARA C101 students are required to complete an education plan (it's an assignment in class). Keep in mind the rotation of electives (recommend not listing electives in summer due to variables).
  - d. Dawn shared that there is an opportunity with Mesquite High School for Dual Enrollment in PARA.
3. CC Scholars (formerly Promise) & CampusESP
  - a. CC Scholars is more inclusive, not just high school students.
  - b. Any first-time, full-time students may receive up to \$1000 per semester for two full years.
  - c. Encourage students to take LIBR and ENGL course together. Encourage students to take COLL C101 as well.
  - d. Ed plan required, but only one time
  - e. California resident
  - f. Not income based
  - g. Two Applications; one for first year (0-24 units) and one for second year (25-60 units); available when open enrollment begins (April 17<sup>th</sup>)
  - h. First come, first served. The cap is 50 students; but depending on funding, more may be possible.
  - i. Mono/Inyo do have their own foundation scholarships, but students at the ESCC campuses can also apply for CC Scholars
  - j. Changes on website are coming

4. Financial Aid flyer review
  - a. March 2, 2024 priority deadline for Cal Grant (2024-2025)
  - b. FAFSA deadline is June 30, 2024 for the 2023-2024
  - c. FAFSA deadline is June 30, 2025 for the 2024-2025
5. CampusESP – The Coyote Connection. Family Engagement Portal from CampusESP. A pilot program geared towards parents. Important information to keep parents updated/engaged. Also, there is an intake form, if parents want to take a class too. Katie encouraged us to register to see the types of reminders, information, etc.
6. Other:
  - a. Summer/Fall 2024 Priority Registration Timeline; keep in mind the March 8<sup>th</sup> deadline, if orientation, placement, ed plan, counseling is not in Banner, they will not be automatically assigned. If they complete after March 8<sup>th</sup> then we will have to manually assign them a registration date (SFARGRP)
  - b. High School Advising – Frank is requesting assistance in advising at the high schools
    - i. BHS – week of March 18<sup>th</sup>
    - ii. Other high schools are listed on shared google doc
7. Next Meeting
  - a. Access Programs and the referral process for counselors/advisors

## Agenda, 5-01-2024

**From:** [Christine Small](#)  
**To:** [Corey Marvin](#)  
**Subject:** FW: Agenda & Materials for Counseling Meeting 5-1-24  
**Date:** Tuesday, July 23, 2024 5:32:59 PM  
**Attachments:** [IT-Cyber COA Roadmap - NEW Fall 2023 v2.pdf](#)  
[image001.png](#)  
[Non-credit certificates and class list.docx](#)  
[CAS Certificates-F24- Oct 23.pdf](#)  
[2024 Spring Updates.docx](#)

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**From:** Christine Small

**Sent:** Wednesday, May 1, 2024 8:08 AM

**To:** Alyssa Bloomberg <[alyssa.bloomberg@cerrocoso.edu](mailto:alyssa.bloomberg@cerrocoso.edu)>; Ana Mora <[ana.mora@cerrocoso.edu](mailto:ana.mora@cerrocoso.edu)>; Andrew Mullins <[andrew.mullins@cerrocoso.edu](mailto:andrew.mullins@cerrocoso.edu)>; Ivan Ibarra <[ivan.ibarra@cerrocoso.edu](mailto:ivan.ibarra@cerrocoso.edu)>; Ashley Thompson <[ashley.thompson@cerrocoso.edu](mailto:ashley.thompson@cerrocoso.edu)>; Chelsea Watson <[chelsea.watson@cerrocoso.edu](mailto:chelsea.watson@cerrocoso.edu)>; Devin Mosley <[devin.mosley@cerrocoso.edu](mailto:devin.mosley@cerrocoso.edu)>; Francisco Verni <[francisco.verni@cerrocoso.edu](mailto:francisco.verni@cerrocoso.edu)>; Greg Kost <[gkost@cerrocoso.edu](mailto:gkost@cerrocoso.edu)>; Henry Covarrubias <[henry.covarrubias@cerrocoso.edu](mailto:henry.covarrubias@cerrocoso.edu)>; Jamie Alea <[jamie.alea@cerrocoso.edu](mailto:jamie.alea@cerrocoso.edu)>; Jeffrey Welsh <[jeffrey.welsh@cerrocoso.edu](mailto:jeffrey.welsh@cerrocoso.edu)>; Jesus Gaytan <[jesus.gaytan@cerrocoso.edu](mailto:jesus.gaytan@cerrocoso.edu)>; Karee Hamilton <[karee.hamilton@cerrocoso.edu](mailto:karee.hamilton@cerrocoso.edu)>; Melissa Brandan <[melissa.brandan@cerrocoso.edu](mailto:melissa.brandan@cerrocoso.edu)>; Melissa Gross <[mgross@cerrocoso.edu](mailto:mgross@cerrocoso.edu)>; Patricia Morland <[patricia.morland@cerrocoso.edu](mailto:patricia.morland@cerrocoso.edu)>; Rachel Barksdale <[rachel.barksdale@cerrocoso.edu](mailto:rachel.barksdale@cerrocoso.edu)>; Rene Mora <[rene.mora@cerrocoso.edu](mailto:rene.mora@cerrocoso.edu)>; Terri Hack <[terri.hack@cerrocoso.edu](mailto:terri.hack@cerrocoso.edu)>; Timothy Allen <[timothy.allen@cerrocoso.edu](mailto:timothy.allen@cerrocoso.edu)>; Trina Tobey <[trina.tobey@cerrocoso.edu](mailto:trina.tobey@cerrocoso.edu)>

**Subject:** FW: Agenda & Materials for Counseling Meeting 5-1-24

Good morning – one addition to the agenda below.

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**From:** Christine Small

**Sent:** Tuesday, April 30, 2024 4:07 PM

**To:** Alyssa Bloomberg <[alyssa.bloomberg@cerrocoso.edu](mailto:alyssa.bloomberg@cerrocoso.edu)>; Ana Mora <[ana.mora@cerrocoso.edu](mailto:ana.mora@cerrocoso.edu)>; Andrew Mullins <[andrew.mullins@cerrocoso.edu](mailto:andrew.mullins@cerrocoso.edu)>; Ivan Ibarra <[ivan.ibarra@cerrocoso.edu](mailto:ivan.ibarra@cerrocoso.edu)>; Ashley Thompson <[ashley.thompson@cerrocoso.edu](mailto:ashley.thompson@cerrocoso.edu)>; Chelsea Watson <[chelsea.watson@cerrocoso.edu](mailto:chelsea.watson@cerrocoso.edu)>; Devin Mosley <[devin.mosley@cerrocoso.edu](mailto:devin.mosley@cerrocoso.edu)>; Francisco Verni <[francisco.verni@cerrocoso.edu](mailto:francisco.verni@cerrocoso.edu)>; Greg Kost <[gkost@cerrocoso.edu](mailto:gkost@cerrocoso.edu)>; Henry Covarrubias <[henry.covarrubias@cerrocoso.edu](mailto:henry.covarrubias@cerrocoso.edu)>; Jamie Alea <[jamie.alea@cerrocoso.edu](mailto:jamie.alea@cerrocoso.edu)>; Jeffrey Welsh <[jeffrey.welsh@cerrocoso.edu](mailto:jeffrey.welsh@cerrocoso.edu)>; Jesus Gaytan <[jesus.gaytan@cerrocoso.edu](mailto:jesus.gaytan@cerrocoso.edu)>; Karee Hamilton <[karee.hamilton@cerrocoso.edu](mailto:karee.hamilton@cerrocoso.edu)>; Melissa Brandan <[melissa.brandan@cerrocoso.edu](mailto:melissa.brandan@cerrocoso.edu)>; Melissa Gross <[mgross@cerrocoso.edu](mailto:mgross@cerrocoso.edu)>; Patricia Morland <[patricia.morland@cerrocoso.edu](mailto:patricia.morland@cerrocoso.edu)>; Rachel Barksdale <[rachel.barksdale@cerrocoso.edu](mailto:rachel.barksdale@cerrocoso.edu)>; Rene Mora <[rene.mora@cerrocoso.edu](mailto:rene.mora@cerrocoso.edu)>; Terri Hack <[terri.hack@cerrocoso.edu](mailto:terri.hack@cerrocoso.edu)>; Timothy Allen <[timothy.allen@cerrocoso.edu](mailto:timothy.allen@cerrocoso.edu)>; Trina Tobey <[trina.tobey@cerrocoso.edu](mailto:trina.tobey@cerrocoso.edu)>

**Subject:** Agenda & Materials for Counseling Meeting 5-1-24

May 1, 2024

Counseling Meeting

Location - MB 235 and <https://kccd-edu.zoom.us/j/83777205721>

Agenda:

1. Valerie Karnes
  - a. IT/Cyber
  - b. CAS Certificates
  - c. Non-credit classes
2. Calculus Placement
3. CIC Spring Updates
4. Fall 2024 Conferences (if costs are associated, we can register after July 1)
  - a. Ensuring Transfer Success (UC) Conference -  
[https://admission.universityofcalifornia.edu/counselors/events/ets.html?mc\\_cid=d6b56e718e&mc\\_eid=73b573e4ac](https://admission.universityofcalifornia.edu/counselors/events/ets.html?mc_cid=d6b56e718e&mc_eid=73b573e4ac) (virtual is free)
  - b. CSU Counselor Conference [2024 Community College Counselor Conferences](#)
5. CC Scholars (formerly CC Promise program)

Thank you,  
Christine



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## Minutes, 5-01-2024

Counseling Meeting

May 1, 2024

10:00am-12:00pm

Location - MB 235 and <https://kccd-edu.zoom.us/j/83777205721>

Attendance: Christine Small, Missy Gross, Frank Verni, Chelsea Watson, Alyssa Bloomberg, Karee Hamilton, Henry Covarrubias, Melissa Brandan, Timothy Allen, Ivan Ibarra, Rene Mora, Trina Tobey, Jamie Alea, Jeff Welsh, Greg Kost, Terri Hack, Patricia Morland, Ashley Thompson, Jesus Gaytan, Ana Mora, Rachel Barksdale, Andrew Mullins

Absent: Devin Mosley,

Guest: Valerie Karnes

Agenda:

1. Valerie Karnes
  - a. IT/Cyber
    - i. Cyber Security Technician changed for 2023-2024
  - b. CAS Certificates
    - i. BSOT is being phased out.
    - ii. Microsoft Application Specialist (COA) is still being approved at the state.
      1. More about software than the BSOT program. Potential jobs opportunities: Help Desk Tech; no repair, no industry certification required.
    - iii. CAS COA/AS will begin in Fall 2024.
    - iv. CompTIA. New software, only \$99.
    - v. Medical Assisting will need to be modified for the new 3 unit Word and Excel classes
  - c. Non-credit classes
    - i. Six classes, not approved at state level. Will start in Fall 2024, Valerie will teach two classes at the Senior Center in Ridgecrest. No test, no homework, and no cost.
  - d. Cyber Security Bachelor degree update: sent response to CSU regarding their objections about duplication of courses issue.
  - e. Advise students to take 3 units versus 1-unit classes (Word, Excel, etc.) if starting in Summer/Fall 2024. The CAS certificate is not approved, and we cannot advise students on non-approved programs. However, if CAS not approved, then we can do an exception for the 3 unit courses to count for the three levels of Word, Excel, etc.
2. Calculus Placement
  - a. New changes under AB1705 coming as of July 2025.
    - i. AB1705 the newest reiteration (July 2025), students on the STEM path cannot be placed in prerequisites and need to be placed directly into Calculus.
    - ii. We cannot force students to take MATH C141 and MATH C142 as of July 2025.
  - b. Current legislation states that students cannot repeat coursework they have already completed, for placement.



- i. Ask for AP scores: if they took the exam and didn't pass or took the class and didn't take the exam, send any requests to Christine who will submit to the math department.
    - ii. Regardless, if they are pursuing MATH degree, they will need MATH C151.
3. CIC Spring Updates (Missy), see attached.
4. Fall 2024 Conferences (if costs are associated, we can register after July 1)
  - a. Ensuring Transfer Success (UC) Conference -  
[https://admission.universityofcalifornia.edu/counselors/events/ets.html?mc\\_cid=d6b56e718e&mc\\_eid=73b573e4ac](https://admission.universityofcalifornia.edu/counselors/events/ets.html?mc_cid=d6b56e718e&mc_eid=73b573e4ac) (virtual is free)
  - b. CSU Counselor Conference [2024 Community College Counselor Conferences](#) (virtual on October 8<sup>th</sup>)
5. CC Scholars (formerly CC Promise program)
  - a. Program updates.
  - b. Flyer is being created and then will be given to us to promote.
  - c. Currently Promise students get to apply first until the May 10<sup>th</sup> deadline.

Open Forum:

Request to use Teams versus Canvas. Karee will contact Tanner to see if this change can happen over the summer.