



CLUSTER AGENDA

March 19th

2:00-4:00pm

Lake Worth Campus

Room BA 123

ITEM 1 Selection of New Cluster Chair and Scribe

Discussion: Erin Sullivan was selected as the new SLC cluster chair. Sherry Hall was selected as the new SLC scribe.

Data/data source: N/A

Action: N/A

ITEM 2 P/T Employee Hours (Updates and Discussion)

Discussion: Elizabeth Caulfield and Debra Singleton updated the cluster on the maximum number of hours for OPS tutors, which are anticipated to increase from the current 25 hours to 27.5 hours per week at the start of the summer semester. The cluster is waiting for final confirmation from HR before alerting their part-time staff; however, permanent part-time employees are also anticipated to have a cap of 27.5 hours placed on their positions as of July 1st.

Elizabeth and Debra also explained that any part-time personnel who also teach as adjuncts will not be able to exceed the 27.5 hours per week in their combined roles. The number of hours per teaching assignment was clarified for the scheduling supervisors as follows:

16-week classes 9 hours 8-week classes 18 hours
12-week classes 12 hours 6-week classes 24 hours

However, HR has since amended the information on how adjunct hours will be calculated with the following update:

Number of Weeks	Hours/Week 2 Credit Course	Hours/Week 3 Credit Course	Hours/Week 4 Credit Course
6 weeks	11	16	21
8 weeks	8	12	16
12 weeks	6	8	11
16 weeks	4	6	8

The cluster discussed establishing a minimum number of hours for part-time learning specialist positions, and the full-time learning specialists asked for some time to discuss the options on their individual campuses.

Data/data source: N/A

Action: The full-time learning specialists and managers on the individual campuses will discuss all the options, and the managers will follow up on this issue with Human Resources.

ITEM 3 SLC Website (Update from Dana)

Discussion: Dana Hamadeh updated the cluster on changes to the SLC website that will make the website easier to navigate for students. Dana also asked for a primary contact for changes to the website for each campus.

Data/data source: N/A

Action: Kathryn Darling will serve as the primary contact for Belle Glade, Helena Zacharis, Audrey Lawrence and Elizabeth Caulfield will serve as the primary contacts for Boca Raton, and Marjorie Simon will serve as the contact for Palm Beach Gardens.

**ITEM 4 Connecting with Faculty and Students
Consistency of Information
SLC Awareness Week / Open House**

Discussion: Elizabeth updated the cluster on the initiative to strengthen communication between faculty and the SLC, particularly in terms of promoting the services that are offered in the SLC and posting a consistent message on the SLC website. One other suggestion was to host an SLC Awareness Week on each campus. This event is currently scheduled to be held on the Belle Glade campus in April and has previously been held on the Lake Worth campus. It was proposed that the learning specialists consider hosting a district-wide event at the beginning of fall term.

Data/data source: N/A

Action: The SLC managers will follow up on a draft for the website that outlines possible district-wide guidelines for students and faculty. At a later date, the cluster will discuss holding SLC Awareness Week at the start of fall semester.

ITEM 5 SLC Logo

Discussion: It was proposed that the SLC consider an SLC logo. However, the cluster members explained that marketing will not permit logos for individual departments.

Data/data source: N/A

Action: The SLC will continue using the college's logo on SLC materials.

OTHER.

Attendance:

Steve Arterburn	Paul Estriple	Corinne Licostie	Jesse Rogers	Florence Williams
Yoshua Carhuamaca	Sherry Hall	Bette Miller	Gina Rose	Helena Zacharis
Elizabeth Caulfield	Dana Hamadeh	Ewa Neginsky	Marjorie Simon	
Lyam Christopher	Audrey Lawrence	Espe Noble	David Sims	
Kathryn Darling	Mayetta Lee	Lowrie Osborne	Erin Sullivan	

Submitted by:

Sherry Hall

[name], Scribe

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