

CABINET ROUNDTABLE ITEMS
HUMAN RESOURCES
September 21, 2011

INFORMATION ITEMS

Cabinet Quiz: When is the use of Personal leave acceptable?

BENEFITS **In support of Matrix item III. Empower One Brookdale**

Impact of Chapter 2, P.L. 2010

Chapter 2 became effective on May 21, 2010 and changed many aspects of the School Employees' Health Benefits Program (SEHBP). Included in these changes were:

- Elimination of multiple coverage
- Reduction in the health waiver program stipend amount effective May 21, 2010

A significant impact of eliminating multiple coverage was seen in the health waiver program. Many employees waived coverage at Brookdale because they were enrolled in a spouse's/civil union partner's SEHBP plan offered by another public employer. With the elimination of multiple coverage, these employees could no longer receive a waiver stipend from Brookdale and be covered by another SEHBP. On May 2010, there were 84 employees participating in the program. The number dropped to 46 participants after Chapter 2 took effective. The College saves 100% of the health benefits costs for employees who previously waived benefits but are no longer eligible for benefits if enrolled through a spouse/civil union partner. The amount for stipend payments in the second quarter of 2010 was \$106,616.67. In the second quarter 2011, the amount was \$62,237.50.

The stipend amount for employees electing to waive coverage on or after May 21, 2010 was reduced to 25% of the amount saved by the employer or \$5,000, whichever was less, further increasing employer savings.

DIVERSITY RECRUITMENT **In support of Matrix item: IV. Engage & Strengthen Our Brookdale's Regional Community**
F. Business / community leaders' engagement

The Monmouth County Human Relations Commission under its new Chair, Dr. John Delaney, NJ Department of Education - Monmouth has voted to continue the *Earl Teasley Humanitarian Award* established last year to recognize the life and service of the former Commission Chair. The recipient will be selected based upon the following guidelines:

- Resident of Monmouth County or contribute substantially to the county efforts on human rights and diversity
- Not a member of the Commission

The members of the 2011 Teasley Humanitarian Award committee are Sondra Cannon, David D'Amico and Carolyn Schwebel. There is no formal application, but a short statement of the reasons for nominating an individual should be presented, along with any other information that would be helpful to the committee. Details on deadlines and procedures for submitting the nomination will follow as an update.

EMPLOYMENT UPDATE

**In support of matrix item: IV. Engage & Strengthen the Monmouth County Community
G. Community engagement**

HR will participate in the Monmouth County Workforce Investment Board 2nd annual job fair to be held at Brookdale Community College on September 22nd. This event is a partnership with the Monmouth County Board of Chosen Freeholders, the Monmouth County Workforce Investment Board, New Jersey Department of Labor and Workforce Development, Monmouth-Ocean Development Council, Jersey Shore Association of Human Resources, LADACIN Network, and Brookdale Community College.

Last year’s fair had 100 registered employers and over 1200 job seekers attending. With the official closing of Fort Monmouth last week and this event being held from 4 PM to 7 PM, a significant turnout is expected.

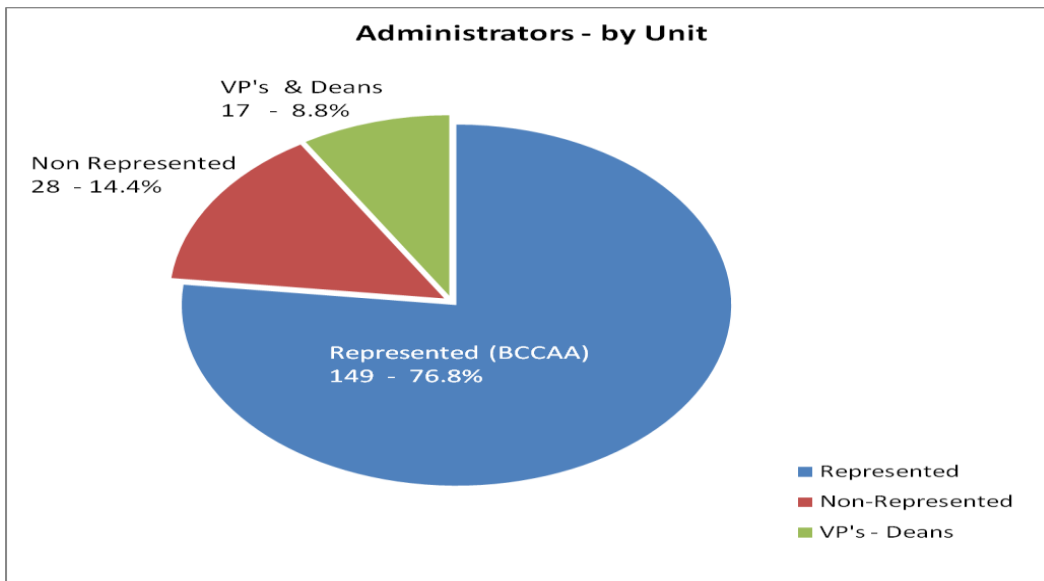
HR is collaborating with the Workforce Investment Board hopefully to launch a job fair to be held in March at Brookdale that would replace the annual spring event that was held at Fort Monmouth.

HR UPDATES

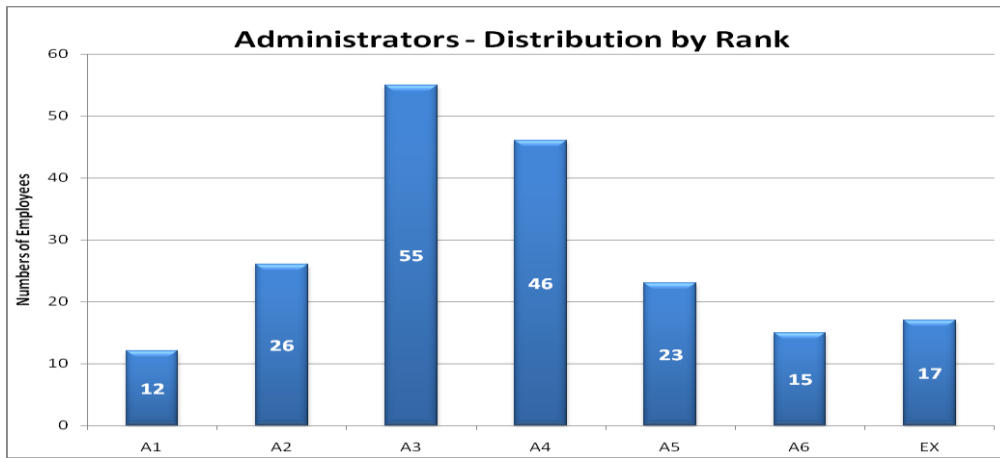
**In support of Matrix item III Empower One Brookdale
D. Diversity in all dimenstions**

Demographics of the Faculty Unit were presented in the last RT. The following charts represent the demographics of the Administrative unit as we begin the new academic year.

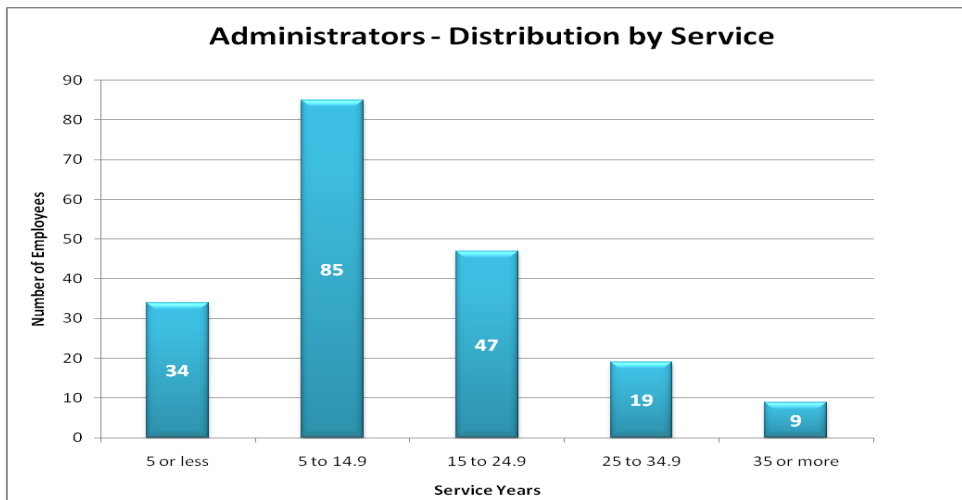
The Administrative unit is represented by three groups, (1)Exec Vice Presidents, Vice Presidents, and Deans, (2) Represented Administrators (BCCAA), and (3) Non-Represented employees. The following chart shows the numbers and percentages of these groups.



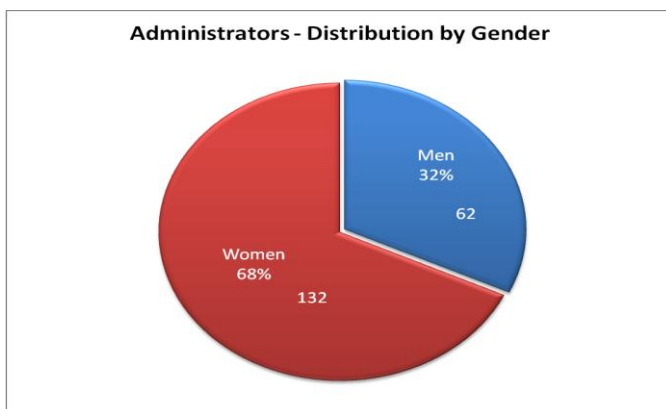
The following chart shows the distribution of the Administrators by rank.



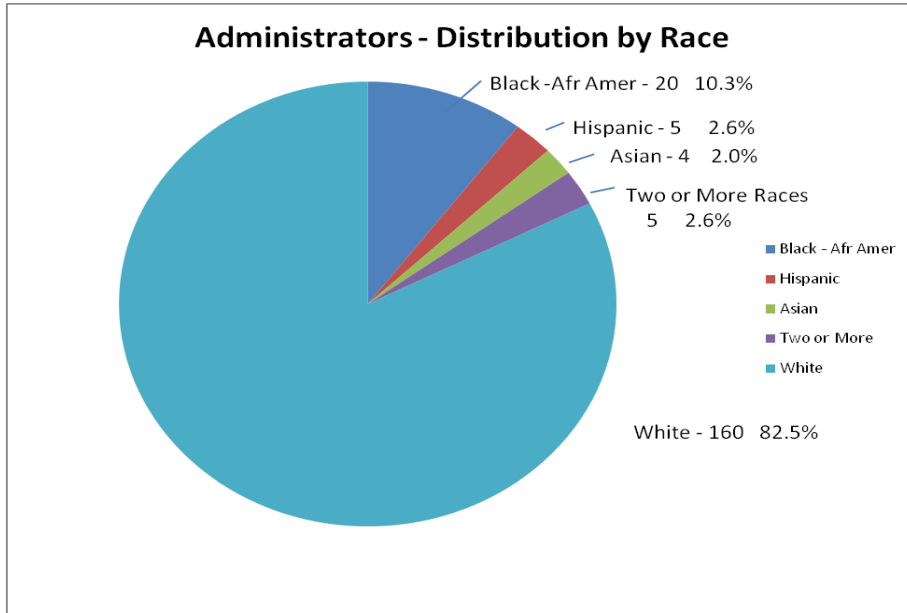
The service years for this population show that 61.3% have less than 15 years at the college. Those with over 25 years of service represent 14.4% of the population and 4.6% have 35 or more years of service at the College.



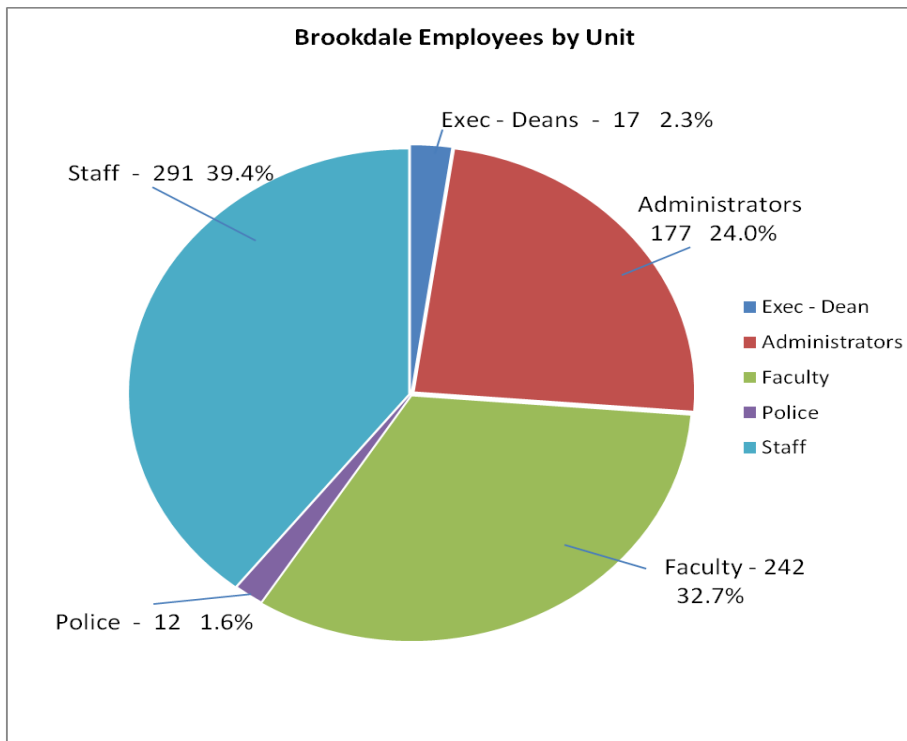
The distribution of the Administrative groups shows that women represent 68% of the population while men represent 32%.



The distribution of the Administrators by Race is shown below. The total minority representation is 17.5%.



The following chart shows the numbers and percent representation of each major unit that make up the regular full-time and regular part-time Brookdale population. In this case, Administrators both represented (149) and non-represented (28) are combined as are the represented Staff (PSA - 282) and Confidential non-represented Staff (9).



PROFESSIONAL DEVELOPMENT

In support of Matrix Item III Empower one Brookdale
E. Comprehensive professional development

Notice was sent to PSA staff about the upcoming Performance Recognition program. Notification included a reminder of the September 30th deadline to have the application to the HR office, eligibility criteria, information session times/location, and directions on locating the application on the HR website and portal. Supervisors were copied as well.

The technology programs offered through HR for September are filling fast. The description and schedule of the new course, Transition to Microsoft Office 2010, follows:

*Discover the key new features of **Microsoft Office 2010!** Many of the new enhancements to the **Office 2010 Suite** will be addressed, with specific concentration on new features in **Word, Excel, and PowerPoint.** Learn about the new **Backstage View** where you save, print, and manage your files, and more! See how **Paste Preview** makes pasting text and graphics easier and more effective. Create single-cell charts, call **Sparklines**, in Excel. Experience new **Transitions & Animations** in PowerPoint as well as convert your slide show to a **Video.** Other features such as the **Navigation Pane** and new **Text Effects** in Word, the **Screenshot/Screen Capture** feature, and new **Picture** and **Artistic Effects** will also be addressed.*

© 9/19	9:00AM - 12:00PM	}	IT Training Room – BAC Building 1 st Floor
© 9/23	1:00PM - 4:00PM		
© 9/27	1:00PM - 4:00PM		
© 9/30	9:00AM - 12:00PM		

ADJUNCT DEVELOPMENT

In support of Big Ideas #4

The Labor Relations and Human Resources Affinity Group (LRHRAG) met on Friday, September 16 for its first meeting of the year. Dr. Steve Rose was present for the meeting and provided helpful advice regarding the President's charges to the Group related to Adjunct Development.

The intention of the Presidents is to expand the adjunct pool by providing information to master's prepared individuals with no prior teaching experience who may be interested in teaching or who have never considered teaching. In either case, the President wish to establish a support system for these individuals – in the form of a professional development “credential” that would prepare them for the classroom, orientation for new adjuncts, mentoring, and ongoing professional development for current adjuncts. LRHRAG is the lead affinity group on this project with support from Academic Officers.

Dean Sensi has already met once with the Ed Services Dean's group and will be meeting again soon with Dean Kegelman, Dr. Phillips, and Dr. Milstein to collaborate on the coordination of work between the two affinity groups and moving this project through implementation.

The LRHRAG group created 6 subcommittees to work on different aspects of their charge. A preliminary report is due to the Council on October 20th with initial plans & strategies identified.

Another initiative of the LRHRAG is to provide support to the Council for the repeal of Chapter 88, which requires adjuncts to enroll in the ABP. This law went into effect in January 2009 and has been a challenge for the county colleges to implement. In addition, the state has not, to date, reimbursed the county colleges for the 8% employer contribution. The issues with this law came to a head recently when the State issued a certifying officer letter notifying colleges that ABP retirees would not be considered retired if they returned to work in a reduced capacity. This resulted in a outcry from the higher education public employers who rely on retirees to provide adjunct and other part time work.

The Division is trying to determine how to resolve this situation and the Council of County Colleges has been communicating with the Division to advocate a reasonable position, including the possible appeal of adjunct eligibility for ABP. As Chair of the LRHRAG, Dean Sensi has provided the Council with the Group's summary of the issues that need to be addressed, has spoken directly with the Division's Assistant Director, has provided estimated costs that have been incurred as a result of this legislation, and will be providing recommended action if repeal becomes a possibility.

DISCUSSION ITEM:

New Jersey First Act

Several weeks ago, a Board Brief was provided to the Cabinet, including a list of positions that were proposed for the New Jersey First Act Exemption Report. At the recommendation of the Council of County College's Legal Counsel, the list was broad – including all faculty positions and 39 administrative positions. Since this Report was created, the Council's Legal Counsel provided further clarification that the list should be as broad as it can be with proper justification that goes beyond an educational credential. We are in the process of revising the list accordingly and would like Cabinet input. The list and the related chart are attached.

Cabinet Quiz Answer:

Although each labor agreement differs slightly in the wording, Personal leave may only be taken for personal purposes that cannot be attended to except when the employee is scheduled to work. It may not be taken immediately before or after a scheduled College holiday nor for recreation or vacation purposes.

BROOKDALE COMMUNITY COLLEGE

NEW JERSEY FIRST ACT

EXEMPTION REPORT BY JOB CATEGORY

The job categories listed below require a minimum of master's level or significant technical expertise. Failure to exempt these positions would seriously impede the ability of Brookdale Community College to compete successfully with similar colleges in other states. (See attached for specific titles)

All teaching faculty positions	Faculty positions require subject matter credentials, including master prepared individuals, and often require additional expertise within a discipline.
Counselor positions	Counselor positions require master prepared individuals, and often require/prefer additional expertise and certification.
Librarian positions	Librarian positions require master prepared individuals and often require/prefer additional expertise in technology and/or research
Administrative titles requiring a master's degree	We often encounter recruitment challenges when searching for positions that require a master prepared individual. In administrative titles where this is the case, we often also look for individuals with relevant experience, further narrowing the pool of candidates. Although the vast majority of our employees live in NJ, we need the flexibility of hiring qualified candidates who live in contiguous states when necessary.
Administrative titles requiring credentials in Engineering, Architecture, Information Technology, or Nursing	These are technical positions that make the candidate highly marketable. Placing residency restrictions on these titles will impact the College's ability to compete.
Registrar	This is a technical position that makes the candidate highly marketable. Placing residency restrictions on this title will impact the College's ability to compete.
Associate Registrar	This is a technical position that makes the candidate highly marketable. Placing residency restrictions on this title will impact the College's ability to compete.
Director, Financial Aid	This is a technical position that makes the candidate highly marketable. Placing residency restrictions on this title will impact the College's ability to compete.
Associate Director, Fin Aid	This is a technical position that makes the candidate highly marketable. Placing residency restrictions on this title will impact the College's ability to compete.
Temporary Titles	These are positions that do not require a long term commitment on the part of the employer or the employee. The law identifies such positions as exempt from the residency requirement.
Hourly Titles	These are positions that do not require a long term commitment on the part of the employer or the employee. The law identifies such positions as exempt from the residency requirement.

BROOKDALE COMMUNITY COLLEGE
NJ FIRST EXEMPTION REPORT - TITLES

The job categories listed below require a minimum of master's level or significant technical expertise. Failure to exempt seriously impede the ability of Brookdale Community College to compete successfully with similar colleges in

Executive/Administrative Titles

President
Executive Vice President- Educational Services
Executive Vice President-Admin., Operations & Info Tech Svcs
Vice President-Business & Finance
Vice President-Outreach, Business & Community Development
Vice President- Development, Governmental & Comm Relation
Academic Division Dean-Arts & Communications
Dean-Academic Affairs
Dean-Enrollment Development & Student Affairs
Dean-Human Resources
Dean-Communiversity and Higher Education Centers
Registrar
Executive Director - Facilities Management & Engineering
Executive Director-Planning, Assessment & Research
Executive Director - Facilities Planning & Construction
Executive Director-Information Technology Services
Executive Director-Business & Community Development
Executive Director-Library
Director-Student Development Services

Director-Financial Aid
Director, Student Affairs & Support Services
Director-Student Services HEC
Director, Advisement & Counseling Services
Director-Teaching & Learning Center
Director-Athletics & Recreation
Director-Institutional Research & Evaluation
Director-Adult Basic Education
Director-Small Business Development
Director-Transfer Resources/Articulation
Associate Director-Financial Aid
Senior Analyst-Market & Survey Research
Senior Human Resources Analyst
Manager-Educational Services Systems
Manager-Student Records Systems
Manager-Information Commons & Library S
Manager - Health Care Training
College Nurse
Associate Registrar
Web Developer

Faculty Titles

Professor
Associate Professor
Assistant Professor
Instructor
Student Development Specialist (Counselor)
Librarian
Adjunct

Other Exempt Titles

Temporary Titles
Hourly Titles