

CABINET ROUNDTABLE ITEMS
HUMAN RESOURCES
October 26, 2011

Information Items:

Benefits

In support of Matrix Item: III Empower One Brookdale, E. Comprehensive professional development

Open Enrollment – Timeframe, Rate Increases, and New Health Plans

Timeframe - The School Employees' Health Benefits Program (SEHBP) has designated October 17, 2011 to November 11, 2011 as the Open Enrollment period with a January 1, 2012 effective date.

Action – HR will send a broadcast message announcing open enrollment and offer information sessions to address employees' questions. Susan Gura met with the Faculty, PSA, and A&E presidents to discuss the options and the effect of the additional plans.

2012 Health Plans – The current NJ Direct 10 & 15 PPO plans and the Aetna and Cigna HMO plans will be available for the plan year 2012. Since the plans options will change in 2012, the federal health care options that were previously excluded from the SEHBP will apply, including that children may be covered under their parents' plan until age 26, **even if they are eligible for health care through other sources.**

NJ Direct, Aetna, and Cigna are each offering two additional plans with higher copays, new specialist care copays, higher out-of-pocket maximums, and higher deductibles at lower rates.

Each company will offer one High Deductible health plan. The plans have a \$1,500 individual deductible. Once the deductible is met, the in-network coinsurance is 20%, and after a \$1,000 individual in-network out-of-pocket is met, the plan pays at 100%.

Action – Provide the SEHBP coverage comparison chart for all the 2012 health plans.

Rates –

Plans that mirror the 2011 plan options: The rate increases for the current NJ Direct 10& 15 and the Aetna and Cigna HMOs are: single +12.35%, employee/spouse -0.13%, family +12.35%, and employee/child +18.77%

Plans that include higher copays, higher out-of-pocket maximums, and higher deductibles: The rates range \$40 to \$200 less per month depending on the coverage level.

The high deductible plans: range from \$100 to \$300 less per month depending on the coverage level.

Employees in the faculty, PSA, and A&E associations will continue to pay 1.5% of base salary through June 2013. The Police, non-represented employees, and confidential employees are affected by the new phase-in contribution. Their contribution is based on salary and a percentage of the premium or 1.5% of base salary, whichever is higher. HR has calculated both rates and identified which rate is

higher, assuming no change in coverage. Seven employees will pay the new phase-in since it is the higher rate.

Action – HR will distribute the new rates and provide the SEHBP calculator. In addition, HR will contact the employees impacted by the new phase-in contribution rate to discuss how the new rates will affect how much they will pay, depending on the insurance plan they select.

Analysis of Employee Data

In support of Matrix Item: I E. Assessment and Accountability; outcomes based decision making & reporting

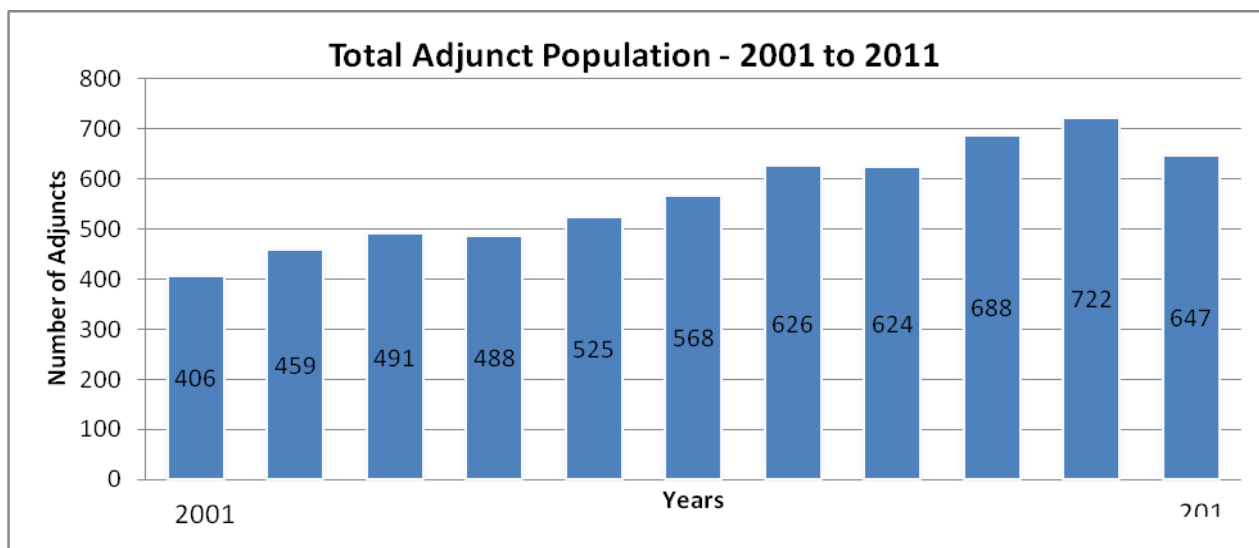
Analysis of the Adjunct Population from 2001 to 2011 for the Fall Semester

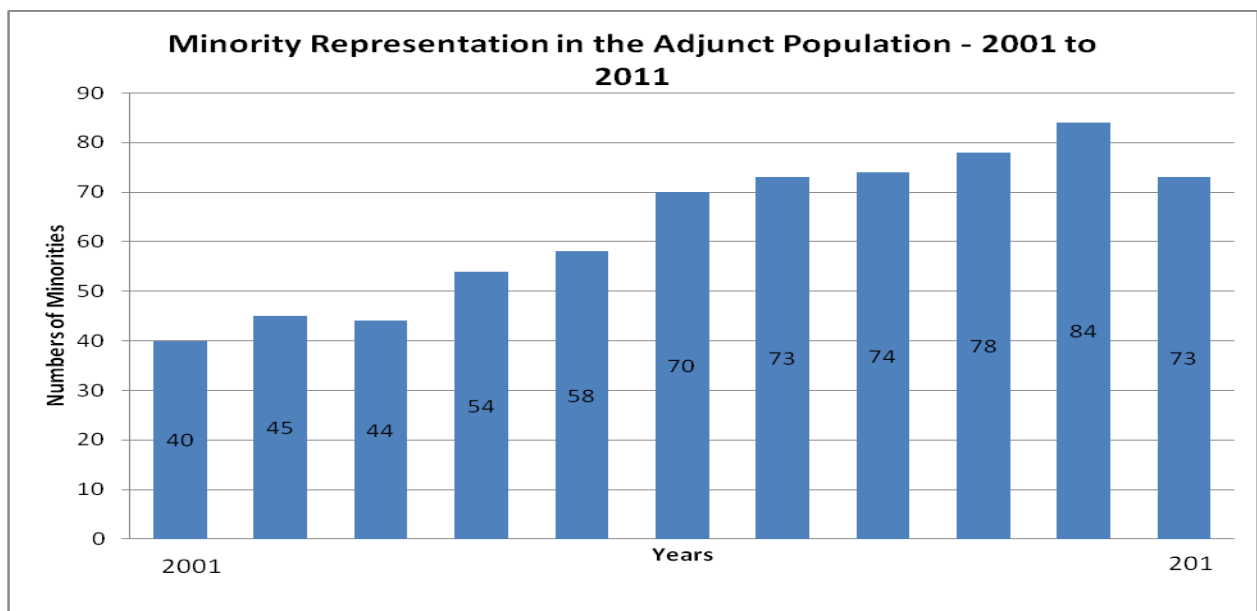
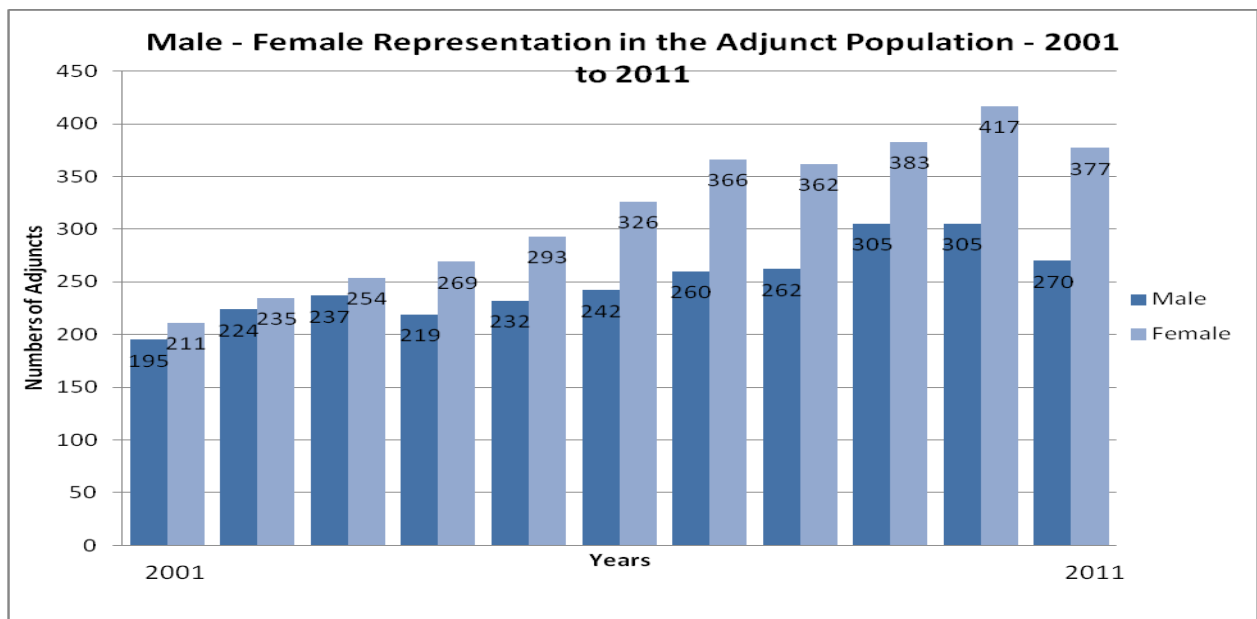
(Note: The numbers presented do not include Brookdale Faculty or Staff working as Adjuncts)

From 2001 to 2010 there was a dramatic increase in the Adjunct population as it grew from 406 to 722 in the Fall semesters. This was a 77.8% increase in the Adjunct population for this 10 yr. period. From 2010 to 2011 there is a decline from the high of 722 to 647. This is the first significant decrease in the period and it represents a 10.4% decline.

The Minority population grew at a rate that exceeded the general increase of the total population. Minority representation grew from 40 in 2001, to a high of 84 in 2010. This is an increase of 44 for the period and this represents an increase of 110%. The percent of minorities to the total population increased from 9.9% in 2001 to 11.6% in 2010. It has been in the 11 to 12% range for several years. Unfortunately, the decline in the general Adjunct population resulted in a decline of 11 minorities (84 to 73), a 13% decrease, and minorities now represent 11.3% of the total Adjunct population.

The male-female distribution of employees from 2001 to 2010 grew from 195 to 305 or 56.7% for males, and from 211 to 417 or 97.6% for females. In 2001, the percentage of the total Adjunct population for males was 48% and females 52%. By 2010, the percentage of males was 42.2% and females 57.8%. From 2010 to 2011 the decline in the overall population resulted in a decline of 11.5% for males and 9.6% for females. In 2011, the male population is 41.7% of the total Adjunct population and the female percentage is 58.3%.





RECRUITMENT

IV. Engage & Strengthen the Monmouth County Community G. Community engagement

Human Resources and Outreach Business and Community Development will participate in the HireAVeteran Job Fair to be held on November 9th at the PNC Reception Center. This event is to assist the large number of troops returning home and seeking employment, and is being sponsored by the Greater Media Newspapers and Dr. Ron Rotem (a local NJ Dentist). All proceeds from registration will benefit the G.I. Go Fund.

While HR has limited number of positions available, assistance in resume writing and interviewing skills information will be provided. OBCD will offer information to veterans considering programs to update

skills, retraining, and/or certificate programs. Also, information regarding the College's Veterans Services will be distributed.

PROCEDURES FOR TRANSITIONAL SABBATICALS FOR FACULTY

Last year, for the first time, more than 2 faculty members expressed an interest in transitional sabbaticals, which provide an opportunity for the faculty member to receive ½ pay for a one year leave in exchange for completing a project assigned by the College and approved by the Board. Contractually, only 2 transitional sabbaticals may be considered in any year.

To ensure that all requests for such leave are considered each year, the following procedure has been put in place for the faculty:

1. The faculty member shall send a letter to the Academic Division Dean, copied to the Department Chair and Executive Vice President of his/her interest in a transitional sabbatical by November 15* (in 2011, the date is extended to December 15) of the academic year prior to the time of the anticipated leave.
2. Transitional sabbatical projects are designated by the College. The faculty member will work with the Academic Division Dean and Department Chair to discuss an appropriate project for the year-long leave.
3. The faculty member's formal proposal detailing the goals, objectives, strategies and anticipated outcomes of the proposed project, and any ancillary costs that may be incurred, will be submitted to the Executive Vice President no later than December 15* (in 2011, the deadline is extended to January 31, 2012) by the Academic Division Dean with his/her endorsement and/or concerns.
4. If the Executive Vice President supports the proposal, the EVP will send it to the President for his/her determination and recommendations to the Board.
5. The EVP and/or President may suggest revisions as a condition of support.
6. An irrevocable letter of resignation, contingent upon the Board's acceptance of the sabbatical request, must accompany proposals recommended by the President to the Board. Transitional sabbaticals will generally go to the Board for approval not later than the regular March meeting.
7. The faculty member will sign a promissory note upon entering the period of the transitional sabbatical, agreeing to complete the approved project and providing appropriate periodic and final reports and/or work products to the College.
8. If the faculty member does not complete the project for which the transitional sabbatical was approved, the College shall require the return of all monies paid to the faculty member during the leave. Such payment shall be made within twelve (12) months following separation from the College.

* In FY12 (7-1-11 to 6-30-12), the deadline date for the initial letter of interest shall be December 15; the formal proposal shall be due January 31, 2012. The November 15 and December 15 dates will go into effect in FY13.