



## *Outreach, Business & Community Development*

### *Non-Credit Instructor Manual*

Brookdale Community College  
Outreach, Business & Community Development  
765 Newman Springs Road  
Lincroft, NJ 07738  
732-224-2315  
[www.brookdalecc.edu/bcd](http://www.brookdalecc.edu/bcd)  
2009

## Important Phone Numbers

Name	Phone	Area of Responsibility
Kelly Cannonico	732-224-2319	Alternate Route, WIRED Grant
Joe Dunne	732-224-2800	Community Education Programming
Helen Elliott	732-224-2178	Educator Training, Language, Interpreting
Dave Grant	732-872-2284	Sandy Hook Programs
Linda Martin	732-224-2079	Summer Camps & Community Education Programming
James McCarthy	732-224-2186	Business Training-Contract Training
Frank McGorry	732-224-2349	Operations Manager
Dee Dee Pitts	732-224-2816	Healthcare Training; Job Placement Assistance
Michele Risley	732-224-2821	Registrations
Lisa Savage	732-224-2348	Operations – Health Care & Computers
Maureen Sherman	732-224-2304	UCC, Tour & Talk
Marian Smith	732-224-2796	Technology Training; SCOPE Program; CETTED Grant
Tracy Smith	732-224-2754	Business Training, Contract Training
Janet Spetko	732-224-2011	Health Care Training
Patricia Tierney	732-224-2996	Operations – Community Education & Business
Riina Van Rixoord	732-224-2130	Community Education Programming & Marketing
Mary Ann Waclawik	732-224-2508	Business, Non-Profit, Certificate Programs
Ruth Wallman	732-224-2740	Payroll, Invoice Issues; Expense Reimbursement
Donna Williams	732-224-2005	Summer Adventure Camps
<p><i>Class Location Information - 732-224-2100</i></p> <p><i>For a pre-recorded message of class locations, up to <b>one (1) week in advance</b></i></p> <p><i>Higher Education Centers - Call the HEC Hotline 732-224-2600</i></p>		

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## I. OPEN ENROLLMENT

### 1. BEFORE YOUR CLASS BEGINS:

- **Pre-Employment Paperwork Required for New Outreach, Business & Community Development (OBD) Instructors**
  - New instructors will receive pre-employment paperwork, that must be completed and returned in person to the OBCD office in the ATC Bldg.
  - You must provide proof of identity as required by IRS and INS regulations.
  - You must complete the pre-employment paperwork in order to receive compensation. If you do not receive the pre-employment paperwork prior to your class, contact Jerry Russell at 732-224-2068 or Ruth Wallman at 732-224-2740.
  
- **Helping to Promote Your Course**
  - Courses will be cancelled if the enrollment is less than the required minimum.
  - OBCD uses an integrated marketing approach to promote courses, including the course catalog, brochures and flyers, website, email marketing, advertising and issuing press releases. “Word of mouth” is also an excellent promotional tool with high credibility
  - You can help promote your course by distributing the non-credit course catalog and brochures, as well as mentioning your course to colleagues, friends and neighbors.
  - Flyers – If you would like a flyer for your course, please contact Rina Van Rixoord, Director of Marketing at [rvanrixoort@brookdalecc.edu](mailto:rvanrixoort@brookdalecc.edu) or 732-224-2130. The flyer will be printed on Brookdale masthead and will also be in a PDF format.
  - Press releases – All press releases for Brookdale courses are issued by College Relations based on the newsworthiness of the course or program. Please contact your Program Administrator if you are interested in a press release to promote your course.
  - **Please note:** All course promotional material must conform to the College’s graphic standards and be produced by the College.
  
- **Communications Before Class Begins**
  - **Instructor Contract**
    - You will receive your instructor contract 2-6 **months** prior to your class start date.
    - Please sign and return your instructor contract and the completed “*course needs information*” *portion* of the contract within 5 business days of receiving your contract. A stamped return envelope is provided for your convenience. Please mark these confirmed dates on your calendar!
  
  - **Book Orders/Handouts**
    - All textbook and handout requirements should be discussed with your program administrator **at time of course development**, or at least 2 months prior to the first class. **NEW** – a new non-compete clause has been added to contracts – please read carefully before signing. Call your administrator if you have questions.
    - Hand-outs must be submitted to your program administrator **AT LEAST** two weeks prior to course start date.
    - Discuss with your administrator if students are to purchase their books from the bookstore, an outside vendor or whether they are included as part of the course.
    - If books are included in your course, an Operations Desk Staff member will contact the bookstore prior to class and have all materials sent to the Operations Desk for pick up.

- **Class Registrations**
  - Process Change - Please call the Operations Desk (732-224-2996 or 732-224-2348) two weeks in advance of the course start date to check on enrollment. If your class has not met minimum requirements **PLEASE DO NOT ASSUME** that it will not run. Since registrations often come in at the last minute, please call again 1 week in advance.
  
- **Special Classroom Needs**
  - All requests for specific room locations and numbers, tables, LCD carts, no carpet, open floor space, special lighting, TV, VCR, etc., must be provided to your program administrator **at time of course development**. This will allow sufficient lead-time for scheduling any room needs with the college's scheduling office.
  - Rooms contain white boards with erasers (NO MARKERS), tables or tablet armchairs. Special room requests cannot be guaranteed.
  
- **Classroom Locations**

If you would like to know your classroom assignment before the first day of class you may call (732) 224-2100, up to 5 days in advance to hear a pre-recorded message of classroom locations.
  
- **Course Cancellations**

If you cannot teach a class as scheduled because of an emergency, please contact the Operations Desk Staff or your program administrator **immediately**.
  
- **Course Needs Information: Course Materials, Instructor Packets, Rosters, and Course Evaluations**
  - **Please note that you need to pick up all materials (at the ATC Operations Desk or in the ATC lobby) prior to the first class. If a class is held at a Higher Education Center, all books and materials will be available at the administrative office of the appropriate center.**
  - The course needs information requested on the contract refers to items needed to deliver the course, e.g., textbooks, handouts, materials that must be ordered, etc.
  - If you cannot provide this information immediately, indicate that you will be providing the information at a later date.
  - All pre-approved printing requirements must be submitted to the Operations Desk Coordinator no later than three weeks prior to your course start date. Material can be sent via email or hardcopy that we will scan and forward to the print shop. **Copying requests the day of the course may not be accommodated.**
  
- **Instructor Packet**
  - On the first day of class please pick up your instructor packet at the Operations Desk in the ATC building located off parking lots 5 and 6A prior to 5:00pm, or in the lobby after. There are several 15 and 30 minute parking spots available for your

convenience in both parking lots. (Please note that you can be ticketed if you exceed the posted time limit.)

- If your class is on Friday evening or Saturday the packet will be left on the lobby desk in the ATC building.

**The Instructor Packet will include:**

Cover letter memo; Class roster; Attendance roster (class list to be completed); Registration forms for walk-ins (non-registered participants)- Return form along with payment to the Operations Desk Staff after the first class; Receipts for payments; Handouts requested; Instructor evaluation forms; Student evaluation forms; Certificates (if appropriate); Attendance verification forms (if appropriate); No Smoking Policy.

**\*\*New Policy for those who have NOT pre-registered:**

- Complete a registration form. Give registrant a copy of form.
- They must pay by check: payable to “OBCD-BCC”.
- Forward original registration form with check to OBCD office.
- If registrant did not pay by check, we will bill them.
- Complete a registration form and forward to OBCD office.

▪ **Certificates**

- Students must attend a minimum of 80% of the class and fulfill all course requirements to receive a certificate.
- Certificates will be sent to students when we receive all completed forms at the conclusion of the course.
- **Please return all records within one week of the conclusion of the course so that certificates can be sent in a timely manner.** Students often need the certificate for employment, or to receive reimbursement from their employers.
- Some training classes have alternate certificate requirements. Contact your program administrator for these requirements.

▪ **New Course Ideas**

- New course ideas are always welcome. We encourage you to submit new course proposals directly to the administrator with whom you work. Course proposals can be downloaded from the Business & Community Development website at <http://www.brookdalecc.edu/pages/426.asp>
- We recommend submitting course proposals for professional development of lifelong learning programs by the following timeframes:

Spring Semester (January – May)	August 1
Summer Semester (June – August)	December 1
Fall Semester (September – December)	March 1

**2. WHEN CLASS IS IN SESSION**

Important Change Regarding Sign-Ins – After your first class, please review your sign-in sheet. If there are any individuals signing in and/or attending class whose names are not listed on the pre-printed attendance sheets, please fax the sheet to 732-224-2664 immediately, or call Michele Risley at 732-224-2821 by the following day.

▪ **Attendance Roster**

- *For single-session courses:* Have students complete attendance roster and **return to the Operations Desk Staff at the conclusion of the course.**
- *For multiple-session courses:* Have students complete attendance roster for each session by initialing or signing-PLEASE NO CHECK-OFFS, and **return to the Operations Desk Staff at the conclusion of the course.**

▪ **Confidentiality-Protecting Student Information**

*As an OBCD instructor it is your obligation to protect and secure student information that is considered confidential. This data includes the following: student grades, class schedules, address, colleague ID, date of birth and social security number. State and federal laws govern protection of this data. If you are in possession of any of this data you should not share it with anyone or any organization. If you have a question about how to handle confidential data please contact your program administrator or Marie Lucier-Woodruff, Executive Director.*

▪ **End of Course Requirements**

At the end of the course, please submit the following completed forms to the Operations Desk Coordinator:

- Attendance roster (*for new process, see Page 6, Section 2*)
- Student evaluations – Outreach, Business & Community Development has implemented a new automated course evaluation process designed to provide better customer feedback in a simple, standardized format. Your instructor packet will contain the new evaluation forms, instructions and an envelope for returning the forms to our office. At the end of your course, please inform your students that their feedback is very important to us and that their evaluations will be confidential. Please ask for a student volunteer to collect the evaluations, place them in the envelope in your instructor packet, seal the envelope and return it to you. You should return the evaluation envelope to: Noreen Costa, Outreach, Business & Community Development, Brookdale Community College, 765 Newman Springs Road, Lincroft, NJ 07738. The evaluations will then be electronically scanned and the results will be tabulated. Your program Administrator will then be able to share the results of the course evaluations with you in an easy and concise manner.
- Instructor evaluations (feedback on the course – please include suggestions for improvement and ideas for additional offerings)
- Attendance verification forms (*if appropriate*)

**NOTE:** For certificate purposes:

- Forward *Attendance Verification form* indicating continuing education hours (CEUs) to the Operations Desk Coordinator
- Forward teaching certificate documentation for our records
- Healthcare/Medical only\*\* forward scores on in-class tests to Janet Spetko
- Course grades are NOT assigned for open enrollment courses

▪ **High Tech High School**

Your class may be assigned to the High Tech High School on the Lincroft campus. Please observe the following guidelines while attending classes in the High School. We at Outreach, Business and Community Development are grateful to the administration of High Tech High School for opening their facilities to our classes.

- Please, no food or drink in the classrooms. Only water is permitted. If the multipurpose room is available, students are welcome to eat and drink in that room only. The janitors can let you know if the room is available.
- Building Security – Doors are unlocked ½ hour before classes begin and locked ½ hour after classes start. If you exit the building during class be sure to make arrangements for someone to let you back in. Please do not prop open the doors. Any student arriving over 30 minutes late should call the instructor's (or a classmate's) cell phone to let them into the building.
- Please leave the room in the condition you found it. If you re-arrange furniture, or use any equipment or supplies, please return them to their original location so the rooms are ready for the high school students at 7:30 am.
- High Tech High School is an open-locker facility. Please do not disturb the student's personal belongings in the halls, classrooms or elsewhere. Also, if an instructor chooses to sit at the teacher's desk, please be considerate of the teacher's belongings on the desk.
- If you have requested AV equipment, it will be delivered to your classroom prior to the start time of your class. Ten minutes before your class ends, please telephone the AV department 732-224-2472 to let them know to come and pick up the equipment.
- NO CHILDREN of OBCD students are allowed in High Tech High School.

### 3. DEALING WITH THE UNEXPECTED

#### ▪ Emergency Contacts

Area	Phone	Additional Information
Outreach, Business and Community Development Office, Operations Desk Staff ( <i>ATC Building</i> ) Double booked rooms, set up issues, etc.	ext. 2996	8:30 AM to 5:00 PM Mon-Fri. The OBCD office is not open on weekends. All calls will be handled on the next business day.
Police/Fire/Medical (Call boxes in parking lots)	(Police) 911 or 732-224-2222	Wilbur C. Ray Police Station located on Alumni Drive
College Nurse	ext. 3290	Student Health Center-MAC 112
Audio Visual (Distribution and Technology Services-DTS)	ext. 2472 or ext. 2474	
Electrical/HVAC/Plumbing/ Custodial	732-224-2299 ext. 4444	

#### ▪ Medical Emergencies

In the event of a medical emergency on campus, notify the Brookdale Police Dept at either ext. 2222 or 911. As a second option, you can contact the college nurse at ext. 3290.

**Accidents or Injuries:** In the event of a student accident or injury the Brookdale Police Department must be called to file an incident report.

#### ▪ Changes in Course Schedule

If you need to change class dates due to an emergency NOTIFY THE OPERATIONS DESK COORDINATOR 732-224-2996. We will attempt to contact all registered students AND secure a room assignment for the rescheduled date. Please do not make arrangements directly with the class, without involving us.

#### ▪ Room Conflicts

Between 8:30am and 5:00pm - contact Operations Desk Coordinator, 732-224-2996. When the OBCD office is closed look for an empty room leaving a note for late arrivals. If someone is already in the room scheduled for your class, attempt to get the instructor's name and course title. Report situation to Operations Desk Coordinator on the next business day.

#### ▪ Emergency Closings

Our programs are cancelled when the college is closed. There are a few options available to you: You may phone the main college number at 732-842-1900 or the OBCD office at 732-224-2315 for a recorded announcement, check the college's website: [www.brookdalecc.edu](http://www.brookdalecc.edu), tune into the following radio stations for cancellation announcements: 88 FM; WJBK 90.5 FM; 94.3 FM; NJ101.5; WCBS 880; WOBN 1170; WJLK 1310.

*\*Outreach, Business and Community Development reserves the right to schedule make-up class sessions in the event of emergency closings.*

#### 4. COMPENSATION AND REIMBURSEMENT

- **OBCD Instructor Payroll Payment Process, Payroll Periods**

- Payment for salary/wage compensation is generated in accordance with the process outlined below (provided you have completed your *pre-employment paperwork*). Checks are distributed on the 16<sup>th</sup> and 30<sup>th</sup> of each month.

**Single Day Session:**

If the start date is the 1<sup>st</sup> to 15<sup>th</sup> the pay date will be the end of the month. If the class starts on the 16<sup>th</sup> to the end of the month, the pay date will be the 15<sup>th</sup> of the following month. Examples:

- Class starts and ends on January 8<sup>th</sup>, pay date will be January 31<sup>st</sup>.
- Class starts and ends on January 19<sup>th</sup>, pay date will be February 15<sup>th</sup>.

**Multiple Day Sessions:**

Payment will be prorated into a series of payments over the number of pay dates that occur within the duration of the teaching assignment. The total contracted dollar amount will be divided by the number of pay periods occurring during the time of the teaching assignment. The following example is provided to help clarify the process:

Example: A class runs every Tuesday from January 16<sup>th</sup> to March 6<sup>th</sup>; contract amount is \$850.00. Payments will be as follows:

Session Date	Pay Date	Gross Payment Amount
January 16		
January 23		
January 30	February 15	\$212.50
February 6		
February 13	February 28	\$212.50
February 20		
February 27	March 15	\$212.50
March 6	March 31	\$212.50

*\*\*Please contact your program administrator if you have any questions about this process.*

- **Reimbursement Procedures and Invoice Inquiries**

- Requests to expend personal funds for instructional materials and other expenses (e.g. supplies) must be pre-approved by your program administrator prior to purchase.
- If approved, a *Request for Reimbursement form* should be prepared and mailed with ORIGINAL receipts to your program administrator as soon as possible. Reimbursement for materials will be issued separately.
- According to college regulations, ORIGINAL, ITEMIZED receipts MUST accompany requests for reimbursement. There will be no further exceptions to this policy. Please speak to your administrator before purchasing materials for any class.
- Questions regarding salary requests or reimbursement payments may be directed to Ruth Wallman, OBCD Accounts Payable at 732-224-2740. Please have title & date of class ready when you call.

## 5. MAIN CAMPUS SERVICES

### ▪ **Security**

The Wilbur C. Ray Police station is located on Alumni Drive. The college police enforce traffic and criminal statutes, as well as college policies and regulations. Tickets issued for parking and traffic violations are Middletown Township tickets. In case of emergencies on campus, the college police can be reached by calling 911. In non-emergency situations, call (732) 224-2222. There are also many yellow emergency callboxes located throughout the campus parking areas (look for blue lights). (See enclosed map). College security officers are also assigned to each of the higher education centers.

### ▪ **Parking**

Parking permits are not utilized at Brookdale and parking spots are available for both instructors and students on a first-come, first-served basis. Every parking lot has several spots that are reserved for the handicapped (with appropriate license plate or temporary permit). There are several 15 and 30 minute parking spots located in parking lots 5 and 6.

### ▪ **Donald D. Warner Student Life Center (SLC)**

The Student Life Center houses the Jersey Blues Dining Room, Scroll & Pen College Store, Paddock Convenience Store and the Navesink and Twin Lights conference rooms.

### ▪ **College (Book) Store**

The Scroll & Pen Store located in the Student Life Center, is the source for textbook purchases (and buy backs) and also offers a variety of school supplies. During fall and spring terms hours of operation are Mon /Tues - 8 AM to 7 PM, Wed/Thurs - 8 AM to 6 PM, Fri - 8 AM to 5 PM. Summer hours and between terms hours are Mon – Fri, 8 AM to 5 PM.

### ▪ **Cafeteria/Vending Machines**

The Jersey Blues Dining Room located on the first floor of the Student Life Center building, serves breakfast/lunch/dinner Monday-Friday. During the fall and spring semesters hours of operation are typically from 7:30 AM to 7 PM except Fridays, when they close at 2 PM. Food vending machines are also located throughout the campus, as well as at our Higher Education Centers in Neptune, Long Branch, Wall, Sandy Hook, and the Western Monmouth Campus in Freehold. Lounge areas with seating areas accompany all the vending machines in the Main Academic Complex (MAC), ATC, and Larrison Hall.

### ▪ **Convenience Store**

The Paddock Convenience Store located on the first floor of the Student Life Center, is a full service convenience store with newspapers, magazines, snacks, cold drinks, candy, ready to eat sandwiches and microwave soups, freshly brewed coffee, pastries, etc. Hours of operation are Mon –Thurs 8 AM to 8 PM, Fri 8 AM to 5 PM, Sat/Sun-Closed. Summers hours and between terms are Mon-Fri 8 AM to 5 PM, Sat/Sun-Closed.

## 6. HIGHER EDUCATION CENTERS

Policies and procedures for teaching at a Higher Education Center are the same as for teaching on the main campus. Reproduction requirements should be forwarded to the Operations Desk Staff at least 3 weeks prior to the first class. All materials (reproduction, books, etc.) including class rosters will be sent to the appropriate center. Please pick up all your materials and class roster at the designated site on the first day of your class.

### **WESTERN MONMOUTH CAMPUS AT FREEHOLD**

**3680 Route 9 South**

**Freehold, NJ 07728**

**Phone: 732-625-7009 Fax: 732-625-0425**

**Email: WMInfo@brookdalecc.edu**

Anita Voogt	Dean, Branch Campus	732-625-7005
Shirley Sesler	Daytime Campus Assistant	732-625-7002
Gerry Saada	Evening Campus Assistant	732-625-7003
Campus Security		732-625-7000

The Western Monmouth Campus is located on Route 9 South, ½ mile south of the Freehold Raceway Mall and Route 537 (West Main Street), behind the Bank of America.

**From the WEST - NJ Turnpike** - Take Exit 8, Route 33 East towards Freehold. Right after the intersection of Route 33 and Millhurst Road the road will split. Stay to the left and take the 537-East exit. Take 537 East and make a right at the second light onto Route 9 South and follow the directions below.

**From the North - Garden State Parkway** - Take Exit 123 - Route 9 South (second exit after the Raritan toll) - Travel on Route 9 South approximately 18 miles. After the Freehold Raceway Mall, proceed approximately 4/10 mile past Pine Belt Chevrolet and Freehold Animal Hospital to the U- Turn sign before the light. Enter the Bank of America bank entrance (in the U-turn) following signs to Brookdale Community College. Stay in the far right lane past the drive-up lanes to the building in the rear.

**From the South - Garden State Parkway** - Take Exit 98 - Follow the signs to I-195 West. Take 195 West to Exit 28B - Route 9 North. Travel on Route 9 approximately 6 miles and take the U-turn after Schanck Road across Route 9 (past Dunkin Donuts) directly into the entrance of Bank of America. Follow signs to Brookdale Community College in the far right lane past the drive-up lanes to the building in the rear.

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### **EASTERN MONMOUTH HIGHER EDUCATION CENTER AT NEPTUNE**

**60 Neptune Blvd.**

**Neptune, NJ 07712**

**Phone: 732-774-3363 Fax: 732-988-3543**

Charanne Smith	Center Administrator	ext.1227
Maria Maccanico	Center Assistant	ext.1221
Evening Center Assistant	Lenise Young	ext.1222
Security		ext. 1

**From the Garden State Parkway** - Take Exit 100, following signs for Route 33 East. Follow Route 33 East to Neptune Boulevard (the first light after Jersey Shore University Medical Center). Turn left onto Neptune Boulevard, and the Center is on your right, opposite the Neptune High School in the Board of Education Building on the first floor.

**From Route 18** - Take Exit 10A for Route 66 East to Neptune Boulevard. Take the first right for Neptune Boulevard. Continue on Neptune Boulevard until you see the Neptune Board of Education Building on your left and Neptune High School on your right. We are on the first floor in the Board of Education Building.

**From Route 35 North/South** - Take Route 35 North/South to Route 33 West. Turn right onto Neptune Boulevard. The Center is on your right, opposite the Neptune High School in the Board of Education Building on the first floor

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### **NORTHERN MONMOUTH HIGHER EDUCATION CENTER AT HAZLET**

**One Crown Plaza (off Union Avenue)**

**Hazlet, NJ 07730**

**Phone: 732-787-0019 Fax: 732-787-3375**

Allison Fitzpatrick	Center Director	ext. 4003
Ruth Malkiewicz	HEC Assistant/Day	ext. 4001
Tarin Lorincz	HEC Assistant/Evening	ext. 4002
Security		ext. 4004

**From the Garden State Parkway** - Take Exit 117. Bear right after toll onto **Route 35 South**. Follow Route 35 South to Union Avenue (by Dearborn Farms). Take the jug handle crossing Route 35. About 3 blocks on your right is Crown Plaza. Make a right and we are the first building on the left.

**From Route 36 North/South** - Take Route 36 to the Union Avenue turn off. About 1.3 miles on your left is Crown Plaza. Make a left and we are the first building on the left.

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### **LONG BRANCH HIGHER EDUCATION CENTER**

**213 Broadway (corner of Third Avenue)**

**Long Branch, NJ 07740**

**Phone: 732-229-8440 Fax: 732-571-2474**

Ed Johnson	Center Director	ext. 1504
Carolyn Dennis	HEC Assistant	ext. 1500
Security		ext. 1

**From the Garden State Parkway** - Take Exit 105- Route 36 East until you see a right hand turn onto Broadway (approx. 3 miles). Take Broadway approximately 2 miles all the way through town until Third Avenue (McDonald's on left). The Center is the next building on the corner of Third and Broadway. Parking is located in the rear of the building.

**By Bus or Train-** The Long Branch Center is accessible by public transportation. Buses 831 (Long Branch to Red Bank) and 837 (Long Branch to Asbury Park). The NJ Transit Long Branch Train Station is located just 4 blocks away. Call 1-800-772-2222 for more information.

**Wall Higher Education Center (NJ Coastal Community)**  
**800 Monmouth Boulevard**  
**Wall, NJ 07719**  
**Phone: 732-280-7090 Fax: 732-280-3729**

Center Director	Candice Maclusky	ext. 6007
Alyse Scally	HEC Assistant-Day	ext. 6006
Carol Tomazic	HEC Assistant-Evening	ext. 6019
Security		ext. 1

**From Route 18 South** - Take Route 18 South to Exit 7A. Make a right turn at the stop sign onto Marconi Road. Proceed for 1/4 mile and make a right turn onto Monmouth Boulevard. Travel 1/4 mile and make a left turn onto 6th Street. Parking will be on your right.

**From the Garden State Parkway** - Take Exit 98. Take NJ Route 138 (US Route 195) East to Route 18 North to Exit 6C. Make a right turn onto Monmouth Boulevard. Stay on Monmouth Boulevard, going straight at the stop sign. Continue on Monmouth Boulevard for 1/4 mile and make a right turn at the gate near the Brookdale Community sign. Parking and main entrance is on the south side of the building.

**From Route 195** - Take Route 195 to Route 18 North to Exit 6. Make a right turn onto Monmouth Boulevard. Stay on Monmouth Boulevard, going straight at the stop sign (Belmar Boulevard). Continue on Monmouth Boulevard for 1/4 mile and make a right turn onto 6th Street. Parking will be on your right.

## **7. LIBRARY: THE BANKIER LIBRARY**

### **General Overview**

On campus, the *Bankier* Library provides a variety of internet-based, book and periodical support. Books can be placed on “reserve” at the distribution desk. Access to the library is unrestricted. Anyone can enter and use computers or books/magazines on location. Book borrowing privileges are limited to BCC valid ID holders, High Tech High students, alumni, County residents and special patrons. Procedures are detailed on our website: <http://www.brookdalecc.edu/library>.

### **Library Hours**

Open Monday through Thursday, 7:15 AM to 10 PM, Friday from 7:15 AM to 7 PM and on Saturday from 10 AM to 4 PM. The library is closed on Sundays. For further information please call (732) 224-2706.

### **Information Services**

- Reference Materials
- Online Database Access/Searching
- Library book/periodical loan

## **II. SUMMER ADVENTURE CAMPS**

If you are employed by the summer camps, you will receive all pertinent information shortly before the start of camps and at time of orientation.

### III. CONTRACT TRAINING

#### ▪ **Instructor Packet**

Upon confirmation of your appointed contract assignment, your account representative will prepare and forward an instructor packet. The packet will contain specific instructions regarding duplication needs, forms to complete and key contacts.

Specifically, it includes:

##### • **Instructor Contract**

This contract will include the name and location of the client, proposed date(s) and salary. Please return your signed instructor contract within five business days of receiving your contract. Please mark these confirmed dates on your calendar! At this time you may specify any room arrangements, handout reproduction, book orders, flip chart, AV requirements, etc.

- **Sign-in Sheets** – In order to keep accurate and timely records of attendance (and to prepare certificates), a sign in sheet must be completed for each date of your session. **Please return to your account representative within 1 week of the conclusion of your course.**

- **Contractor Invoice** – Sign and submit to your account representative at the conclusion of your course.

- **Course and Instructor Evaluation Forms** – Please ensure that all participants complete course evaluations and submit to your account representative at the conclusion of your course. Copies of the evaluations will be sent to the client.

- **Non-Credit Registration Forms Contract Training** – Important for our records. Please ensure that all participants accurately complete and submit the entire set to your account representative at the conclusion of your course.

#### ▪ **Duplicating Course Materials**

- All course materials, whether reproduced by the client or Brookdale, must be pre-approved by your account representative.
- Provide your account representative with your handout reproduction requirements **at least two (2) weeks in advance of training where possible**. Materials can be emailed, mailed or delivered to your account representative. Upon completion, you are required to pick up all materials in the ATC building. ***Please do not include your company name, address, phone, fax or email on any course materials.***

#### ▪ **Book Orders**

- Several weeks prior to the start of your course please review any book orders required for your course with your account representative.
- Complete the book request section of the instructor contract to include the Title, Author and ISBN number for any supplemental materials required for your course.
- We will process the book order and have the books delivered either to the client directly or to the ATC building for pick-up prior to your class.

#### ▪ **Course Cancellations/changes in course schedule**

In an emergency, or if the client needs to change the class schedule, please inform your account representative of any adjustments to your delivery schedule immediately.

- **Payment Procedure**
  - **Within one week of the conclusion of your course**, sign and submit the *contractor invoice, sign-in sheet(s), evaluations, and non-credit registration forms*.
  - Your contractor invoice will be approved and forwarded to OBCD accounts payable.
  - Checks are distributed on the 15<sup>th</sup> and 30<sup>th</sup> of each month.
  - Questions regarding payments may be directed to Ruth Wallman at (732) 224-2740.
  - Requests to expend personal funds for instructional materials and other expenses must be pre-approved by your account representative (e.g. supplies). If approved, a Request for Reimbursement form must be submitted with ORIGINAL receipts to your account representative. Reimbursement for materials will be issued separately.
  
- **Competing Services**
  - It is our policy that ALL engagements for facilitation of client instruction be arranged through our organization.
  - DO NOT discuss new opportunities directly with the client. **You must inform your account representative of any new opportunity**, and you must include your OBCD account representative in all communications with our client prior to session commitment.
  - ***If you choose to work directly with clients, we will not be in a position to support or recommend you for future opportunities.***
  
- **Instructor Responsibilities**
  - Complete *pre-employment paperwork and instructor contract*.
  - Engage with client for on-site visit to review requirements.
  - Prepare course outline for proposal if applicable.
  - Prepare materials for review and duplication.
  - Deliver training.
  - Provide feedback to account representative.
  - Ensure appropriate forms are completed and returned to your account representative **within one week of the conclusion of your course**.
  
- **OBCD Responsibilities**
  - Client engagement; initial consultation; needs assessment; curriculum recommendations.
  - Instructor engagement
    - Select and evaluate instructors based on client requirements.
    - Develop, review and approve proposal based on course outlines provided by instructor.
    - Clarify requirements and scheduling with the client.
    - Prepare instructor contract and process payment to the instructor.
  - Ongoing account management.
  - Private pay proposal preparation.
  - State Grant application process management.
  - Project management with client and instructor(s); scheduling and logistics planning.
  - Billing direct to the client.
  - Approve and forward *contractor invoice* to OBCD accounts payable for processing.

#### IV. DIRECTIONS TO THE LINCROFT CAMPUS

From North or South Jersey, use the Garden State Parkway. *If you are coming from North Jersey take the "Local Exits" lanes after the Raritan Toll Plaza, not the "Express" lanes.*

**Southbound:** To avoid the congestion of Exit 109-Red Bank, use **Exit 114**.

Keep right - pay the toll -and make a right onto Red Hill Road. Then make a left at the next light onto Crawford Everett Road. (St. Catherine's Church). Follow to the end - and at the T make a left onto Route 520 (Newman Springs Road). Head East on Route 520 past Christian Brothers Academy (on the left) and Thompson Park (on the right) - Brookdale will be on your right at the traffic circle.

If you use **Exit 109-Red Bank:** at the bottom of the exit ramp, turn right onto Route 520 West (Newman Springs Road). Stay west on Route 520 about two miles; the College entrance, marked with a traffic circle, is on the left just past the town of Lincroft.

**Northbound:** Use Exit 109-Red Bank, and merge to the far left at the bottom of the Exit ramp. Make a left onto Route 520 West (Newman Springs Road). Stay west on Route 520 about two miles; the College entrance, marked with a traffic circle, is on the left just past the town of Lincroft.

**From Western New Jersey,** take Route 33 towards the Halls Mills Road - NORTH exit. This becomes Kozloski Road; follow north until the intersection with **Route 537**. Turn right and continue east on 537 until it intersects with Route 34. Turn left onto **Route 34 North**. At the next traffic light, turn right onto **Phalanx Road**; stay on Phalanx about 3 miles. The entrance to Brookdale will be on the left after crossing the Swimming River Reservoir Bridge.

**From Route 18 North:** Exit at 15A-Wayside Road. Follow to Route 537 to Laird Road to Phalanx Road where you will see the college Entrance on the left after the reservoir.

**From Route 18 South:** Use the Route 520 East exit and follow to the College.

Once at Brookdale:

- Counseling, Admissions & Registration (CAR) - Lots 5 and 6
- President's Office, Alumni & Foundation, College Relations -Lot 3
- Collins Arena, Athletic Fields - Lots 6 and 7
- Warner Student Life Center -Lots 6 and 7
- Performing Arts Center, Center for the Visual Arts, Monmouth Museum, Larrison Hall - Lots 1 and 2
- Outreach, Business & Community Development - Lots 5, 6 and 6A
- Purchasing, Facilities, Human Resources - Lots 3, 5 or Visitor's
- Main Academic Complex (MAC, MAN, MAS), Bankier Library - Lot 5
- Advanced Technology Center (ATC) - Lots 5, 6 and 6A
- Gorman Hall, Fitness Center - Lot 4