The Office of Public Affairs was established to expand awareness of Monmouth University and all that it offers. The department strives to achieve these goals through developing and strengthening relations with government officials, reaching out to the local community and communicating University news and current events through media relations and the distribution of press announcements.

Petra Ludwig joined the department of Public Affairs in January 2003 as manager and was promoted to director in October of 2003. The majority of her position entails communicating with reporters and other media relations to relay information about what is happening at Monmouth University. “On a daily basis, our office is calling or sending out press releases to either regional or national media, depending on the news,” explained Petra. For example, the announcement about the creation of the Center for Rapid Response Database Systems was picked up by the Associated Press and featured in Newsday, among other national news outlets. Also, the Office of Public Affairs held a press conference after the symposium held by the Urban Coast Institute this past October which was picked up by NBC news. Petra also works closely with Monmouth University faculty and administration to facilitate opinion articles when the media requests an expert on a particular subject matter. “We will coordinate the interview or arrange a telephone connection with the MU employee.”

Petra finds her job very exciting and intriguing. Articles can vary from student stories to faculty research. “Each day in Public Affairs is different, based on what is happening on campus. There are so many great things going on here that are open to the public, such as: performing arts events, the Two River Film Festival, the Global Understanding Convention, art exhibits, free lectures, and poetry readings.” Petra credits President Gaffney’s influence for many of the positive things happening at Monmouth University. “It makes our job in Public Affairs easier to have such a strong leader out there in the community.” The Neighbor to Neighbor newsletter is another way that MU makes the public aware of all that the University has to offer. This is a team effort between the Office of Public Affairs and the President’s Office. The newsletter is mailed to residents in our surrounding towns such as West Long Branch, theatre. She fell into the job and loved it! “It allowed me to be creative by writing, and gave me the opportunity to work with all different types of people.” Prior to moving to New Jersey, Petra lived in Brooklyn and was the Director of Public Affairs for Adelphi University in New York. She also worked for St. Francis College in Brooklyn as the Director of Public Relations and Special Events. After meeting her husband, Gary, and moving to Monmouth County, she joined MU. She describes her department as a wonderful team who really works well together and enjoys one another. “I look forward to coming to work each day.” In her free time, Petra enjoys playing tennis, skiing and doing yoga. She and Gary met swing dancing. Petra’s newest adventure: learning to play golf!

Counselor to the President, Susan Doctorian, primarily directs the University’s federal and state government
PROMOTIONS
Congratulations!
10/01/2005 - 12/31/2005

Laurie Kuhn
Associate Director of Graduate Admission

Judith Nye
Associate Vice President for the First Year Student Experience

Linda Silverstein
Instructor Librarian

TRANSFERS
10/01/2005 - 12/31/2005

Wendy Loihle
Administrative Assistant to Urban Coast Institute

Janis Palumbo
University Special Services Representative for Human Resources

Do Your Part To Help
Conserve Energy
Turn Off Equipment
When Not In Use

Employee Activity Committee News
The recent Employee Activity Committee trip to the New Jersey Performing Arts Center (NJPAC) in Newark was a wonderful success. We saw a spectacular production of “The King and I,” and the theater and the performance were both outstanding. Many of us felt that it was as good, if not better, than any Broadway show. We look forward to other events at the NJPAC.

Our fourth annual Trip to New York City in December was another enjoyable day in the City during the most wonderful time of the year. There was just enough of a chill in the air and the tree in Rockefeller Center was magnificent.

In January, we saw the Broadway show “Jersey Boys,” which is a new Broadway musical based on the life story of Frankie Valli and The Four Seasons. Everyone enjoyed their hit songs “Sherry,” “Big Girls Don’t Cry,” “Rag Doll,” “Oh! What a Night,” “Can’t Take My Eyes Off of You,” among many others.

We are still in the planning stages for upcoming events. We will be hosting, along with the Department of Athletics, the third annual “President’s Cup” tournament in May. You may want to practice your croquet and bocce ball skills so your team can be competitive!

Also, please mark your calendar for Sunday, May 7th for our annual day at First Energy Park to see the Lakewood Blue Claws minor league baseball team play. Tickets are $8.50 for adults and $6.00 for seniors age 60+ and children age 5-12.

WELCOME ABOARD!
10/01/2005 - 12/31/2005

Caryn Aretino
University Police

Daniel Aumack
University Police

David Booth
Network Computing Services

Jewonda Bright
Athletics

John Carey
Disability Services for Students

Edward Conroy
Network Computing Services

Cristina Curiale
Athletics

Ann Dalke-Gisinger
University Police

Scott Day
Athletics

Michelle Fabio
University Police

Kathleen Hardaker
Accounting/Business Law

Christina Johnsen
Polling Institute

Robert McCaig
Enrollment Management

Donald Miller
Network Computing Services

Kenneth Parker
University Police

Victoria Pirher
Athletics

Erin Riordan
Athletics

Maria Rivera
Facilities Management

Milagros Rivera
Facilities Management

Michael Seeley
Network Computing Services

Fernanda Silva
Facilities Management

Joseph Walas
Facilities Management

Clint Wulfekotte
Athletics

Human Resources Update
The Office of Human Resources is pleased to announce the promotion of Maureen Coffey to the position of Assistant Director. She is responsible for employee compensation, human resources information systems, time and attendance, employee events and communications.

What’s New at MU?

NEW PROGRAM UNDERWAY TO ASSESS THE FIRST YEAR EXPERIENCE OF MU STUDENTS

Dr. Judith Nye, Associate Professor of Psychology was appointed as the Associate Vice President for the First Year Experience Program, effective November 1, 2005. The program will support students as they concentrate on developing intellectual and academic competence, establishing and maintaining interpersonal relationships, exploring identity and career development, maintaining physical and spiritual wellness, and improving their multicultural awareness and practice of civic responsibility.

Dr. Nye will develop, in coordination with many University divisions, and implement a comprehensive program to ensure that first-year students will experience the challenges, opportunities and support to succeed in college. The program will work to strike the proper balance between challenging students and supporting them; presenting them with curricular and co-curricular experiences and resources that promote growth and learning in a safe environment; and developing a distinctive Monmouth University experience that will define first-year students as a class and enhance their retention, graduation, and satisfaction.
Founder’s Day — October 12, 2005

Noel L. Hillman, Esq. ’81, Norma Monty (seated), Gloria Monty O’Byrne, President Paul Gaffney, Israel Hadany and Chairman Stephen M. Parks ’68.

President Paul Gaffney and Trustee Marti Egger ’81 present the Distinguished Alumni Award to Noel L. Hillman, Esq. ’81.

Honorary degree recipient Israel Hadany teaches a Master Class in the Art and Design Department prior to the Convocation.

President Paul Gaffney presents Gloria Monty O’Byrne with the President’s Vision Award. Not pictured: co-recipient Norma Monty.

Dr. G. Otubia-Agbajoh-Laoye, Associate Professor, English, and Director of Africana Studies, reading a poem that she composed for the event.
affairs program. In addition, she is a member of the President’s Cabinet and also serves as a public affairs advisor to the President. Her efforts focus on building positive relationships with county, state and federal elected officials and key decision-makers who influence public policy, obtaining funding for specific campus projects and initiatives. She believes the best part of her job is showcasing our school and expanding associations across the state. “For example, when Congressman Rush Holt was first elected to Congress, he approached us to see what he could do for the University,” explains Susan. “This resulted in a summer work program involving faculty members from the School of Education and the School of Science, Technology and Engineering, who worked with our local school districts and corporations in order to bring new and updated knowledge to the teacher, who in turn, was able to share this new knowledge in the classroom. For me, it was a great sense of accomplishment to bring together our Deans and faculty to partner with the federal government, schools, and corporations for a mutually-beneficial program.” More recent successes include funding to begin the Center for Rapid Response Database Systems and the first nursing camp program in New Jersey.

Susan began her career with Monmouth University in August of 1998 and was hired as Director of Public Affairs to develop an office that directed the government relations, community affairs and public relations activities for the University. At that time, President Rebecca Stafford had two important initiatives for Susan to concentrate on: the pedestrian underpass of Route 71 and gaining state funding for the Multi-purpose Activity Center (MAC). She describes the success of the safer crosswalk as “a combined effort of many individuals. Trustees, along with members of Administrative Services and Student Services, gained legislative support for the project and ultimately having the New Jersey Department of Transportation agree that the underpass was a high priority. The outcome has resulted in increased safety for our students crossing back and forth several times a day and something we didn’t anticipate, a psychological feeling of connecting the North and South campus, which is just terrific.” With the help of trustees Cary Edwards and Harold Hodes, Susan was also able to gain state support over a two-year period of $5 million in funding for the MAC.

Today, the Public Affairs office has grown tremendously and remains service-oriented. They assist all divisions across campus, promote the Student Government Association, and work to strengthen our relationship with the surrounding communities and all levels of government.

Originally from Missouri, Susan first became aware of politics and campaigns at the age of ten when her father served in the Missouri state senate. “As an immigrant coming to the United States to attend college, my father never expected to serve in elected office. So through him, I have come to respect public service and those who decide to put their name on the ballot. A giant share of our elected officials serve with integrity and I believe it is so important in today’s climate that we recognize the sacrifice these individuals are making to serve in these elected and appointed posts. We are fortunate to live here in America and have the right to be involved at any level of government. Our most recent election in Monmouth County for Assembly reflected that one vote does matter, so I am constantly urging people to vote and get involved in whatever way they can.”

While in college, Susan worked on the United States Senate campaign for former Senator John Danforth, and interned for Senator Kit Bond. After graduation, she worked for Missouri’s elected state auditor, a member of the Executive Branch, prior to moving to New Jersey. In 1992, Susan worked as the Special Events Coordinator for President Bush’s Campaign in New Jersey. “I thought I would move back to Washington and that this would be the right way to do it. However, other professional opportunities opened up in New Jersey and then I met the man who would become my husband, so I ended up staying here! I’m happy to call the Garden State my home.”

Susan is proud to be a part of the Monmouth University community. “This is a wonderful place to work with a fantastic group of people and it is a privilege for me to be here.” Susan’s passion may be politics, but her first priority is her family. Max is six years old and Georgia is three. She and her husband, Joe, enjoy traveling, and spending time with their children.

Paul Dement has been the Director of Community and Government Relations for the past year. He assists Susan Doctorian with state and federal government relations. They work closely with state and federal legislators, requesting funding for projects and initiatives. His primary role is to enhance the relationship between the University and our neighboring communities. Paul works closely with local elected officials and is on the West Long Branch Liaison Committee, which meets regularly and includes members of the West Long Branch Borough Council. The group discusses ways that the community and University can work together to help the town. Recently, Monmouth University donated three “Welcome to West Long Branch” signs for the town through the committee.

Paul maintains partnerships on behalf of MU with several non-profit and community groups. The University has had a long-standing relationship with the American Heart Association. Many employees and students walk together every September and raise money for the Association through its “Heart Walk”. Another private, non-profit organization that MU has become involved with is 180 Turning Lives Around. This group is dedicated
to ending domestic violence and sexual assault in Monmouth County. Public Affairs recently hosted a press conference to launch the group’s new campaign of coaching boys into becoming men. This event was held in conjunction with 180’s Men’s Task Force, which is comprised of local male leaders in the community. The Men’s Baseball team adopted this task as their community project.

Through the Monmouth County Park System, Paul helped coordinate MU scholarships that would enable youths from the Abbott school districts to attend Monmouth’s summer sports camps. Paul is also a member of the Long Branch Rotary Club, whose motto is “service above self.” He was able to enlist MU students recently to develop a web site for the Rotary Club. “These are all examples of how the University is part of the community, going beyond its physical borders,” explains Paul. “We do all we can to help our surrounding neighbors. For example, during a Hawks football game, following the torrential rains we had this past October, the mayor of Ocean Township, William Larkin, was talking about how hard Poplar Village had been hit during the storm. Together, with the help of the Vice President of Student Services, Mary Anne Nagy and Head Coach, Dave Calloway, the Men’s Basketball team went over to help the senior citizens that lived there.”

The best part of Paul’s job is the satisfaction he receives by improving people’s lives. “I grew up in this area and am very familiar with people that live here. When the University is able to better the community in some way, that is very fulfilling to me.” Paul has previously worked for Congressman Frank Pallone for 12 years, starting as a volunteer in 1992. He held many jobs for the Congressman, most recently as District Director, managing three New Jersey offices. “It was a natural transition to my current role in Public Affairs at MU, because of my background and relationships with local community groups and local elected officials.” Paul becomes very involved with community projects. This past May, MU was a sponsor for the Michael Thorne Scholarship Race. Michael is a fallen firefighter whose family organizes a four-mile race through West Long Branch every year. Paul participated in the race, and now enjoys running as a regular hobby.

The University photographer is Jim Reme, who has been at MU for the past twelve years. The focus of his position is to record and document the history of Monmouth University. Jim feels very fortunate to have inherited great, historical prints from Ralph Binder, who was in Jim’s position from 1963 until retiring in 1996. “We have created archives of this collection and transferred them into electronic form. These include the Guggenheim estate and Wilson Hall from when the Parsons lived here.” In addition to being responsible for capturing the many University events, Jim must also record changes and additions made to Monmouth’s historic campus via new buildings and renovations. He also provides all of the images needed for the hundreds of publications that Monmouth produces each year. Jim dedicates significant time to the Athletics department, which is necessary for programs and media guides and also submits many items for our website.

Jim has been a photographer for his entire career. “I learned from my dad, who was in the same field while in the Air Force.” His passion for the art started at an early age. When he was twelve years old, Jim was paid for a picture from a St. Rose High School basketball game. “I always felt like I was creating magic when I was developing in the dark room.” Jim worked for the National Football League for twenty-three seasons and in 1991, he won the 23rd Annual Pro-Football Hall of Fame Contest with a photograph of Giants head coach Bill Parcells in a victory embrace with linebacker Lawrence Taylor during Super Bowl XXV. “I still get the best feeling when a neighborhood child comes to my door asking me to autograph his NFL pro-set football card.”

Jim performed freelance work for many years and owned a private studio in Spring Lake prior to working for MU. “The best part about working here is that each day is different, offering a wide variety of fun assignments, and the benefits are great. Tuition remission has been very valuable to my large family; at least five of my children have some credits here.” Currently, Jim’s daughter Lindsey is a junior at MU, majoring in communication. Another daughter, Lauren, graduated last May with dual degrees in finance and accounting.

In addition, Jim has worked on a variety of books and publications for the NFL and Monmouth University. Two of his publications are available in the University Bookstore: Monmouth University, which was written with Tova Navarra, about the history of MU, and Great Steps, a pictorial. He is currently working on a new football book and hopes to complete it within the next few years.

The Public Affairs Coordinator, Valerie Manzo, joined the department in March 2004. Primarily, Val arranges meetings for departments within Monmouth University to meet with state and federal agencies that specialize in their respective fields. For example, the Social Work department works with various charitable and non-profit organizations such as the Monmouth County Child Advocacy Center and Prevention First. “The Public Affairs Office is a true advocate of bringing the University and community together,” explains Valerie. Another part of her job is coordinating visits for VIP guests who are coming to the campus. “We want to present Monmouth University in the proper light and make the visit a memorable one.” Additionally, Valerie manages the budget for the department and advertisements in non-profit ad journals. She also assists with requests for donations that MU receives from charitable organizations.

“We receive many requests, and try to donate to those

Department continued on page 10
EMPLOYEE HOLIDAY GATHERING
DECEMBER 16, 2005
Vice President for Enrollment Management Appointed

Monmouth University welcomes Dr. Robert McCaig, who was named Vice President for Enrollment Management effective November 28, 2005 after a competitive national search.

Dr. McCaig comes to Monmouth University from Penn State Abington where he worked for more than 19 years. For the last nine years, he was the director of enrollment management and retention. During his tenure, he led a successful enrollment program which increased admission numbers, academic quality, and ethnic diversity. He also spearheaded the redesign of all external admission publications, advertising promotions, and campus web site. In addition, he was also a faculty member at Penn State Abington and has been recognized both for outstanding teaching and for his commitment to students beyond the classroom.

Dr. McCaig received his bachelor degree from Penn State University, master degree from Arcadia University, and doctoral degree from Temple University. He resides in Asbury Park.

Did you Know?

As a member of New Jersey Business and Industry Association (NJBIA), Monmouth University is eligible to offer its employees the opportunity for lower, more competitive automobile, homeowners and renters insurance coverage through New Jersey Manufacturers Insurance Company (NJM).

New Jersey Manufacturers’ track record includes:

- an A+ (superior) carrier rating by A.M. Best Co.
- the lowest rate of valid complaints since 1987 against companies insuring more than 100,000 cars
- statewide premium comparisons that prove that NJM’s rates are attractive
- dividend payments to policyholders each year since 1918.

To find out more information, call: 1-800-232-6600, or visit www.njm.com on the web.

You will need the following information:

Policy: NJRG00405
Employer#: 575894
NJBIA Membership#: 17496

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You will need the following information:

Policy: NJRG00405
Employer#: 575894
NJBIA Membership#: 17496
Clint Wulfekotte

Clint was selected as the Associate Athletics Director for Major Gifts effective November 21, 2005. He was previously the Director of Marketing and Sales for United States Military Academy, Army Athletic Association in West Point, New York. Prior to that, Clint was the Director of Production and Marketing Manager for the Lakewood BlueClaws, and also worked for the Atlanta Braves. Clint obtained an M.S. in Sports Administration from Georgia State University in Atlanta, and a B.S. in Physical Education from the University of Delaware in Newark.

John “Skip” Carey

Skip was appointed Director of Disability Services for Students on December 5, 2005. He has a strong background in public education and was the Supervisor of Guidance and Lead Guidance Counselor for Ramapo-Indian Hills Regional High School District in Oakland, New Jersey. Skip has also held positions on a child study team as a social worker, and has been a special education teacher and counselor. He holds an M.A. in Counseling from Montclair State University in New Jersey, and a B.A. in English and Psychology from Marist College, Poughkeepsie, New York.

Robyn Salvo

Robyn became the Manager of Employee Benefits for the Office of Human Resources on January 9, 2006. She was previously the Human Resources Manager for Empire Technologies, and the Compensation and Benefits Specialist for CentraState Healthcare System, both in Freehold. Robyn graduated Cum Laude from the College of New Jersey and holds a B.A. in Mathematics. She has recently earned certification as a Professional in Human Resources (PHR), and is an active member in the Society for Human Resources Management.
groups who will make the biggest difference in the community.”

Valerie truly enjoys her job. “I like being an ambassador on behalf of the University and introducing others to MU, showing them what an asset it is to the community.” She believes every West Long Branch resident should visit the campus to see this first-hand. “The West Long Branch borough clerk visited Wilson Hall recently, and couldn’t believe how beautiful it is.” Valerie and her husband Tom both became involved with MU prior to working here. They were very involved with fundraising for Athletics. “Our son, TJ, who is now fourteen, has been the Men’s Basketball ball boy since he was four years old.” TJ recently traveled to Alaska with the Hawks for the Great Alaska Shootout. The Manzo family also traveled to Ireland with the Women’s Basketball team last May. Their daughter, Maria, worked for the All-Sports Camp here this past summer. Maria wants to attend MU next year.

Prior to working for MU, Val was a substitute teacher for the West Long Branch school district. When this position became available, she thought it would be a good fit for her background and schedule. “I love people and have always volunteered in the community. Being part of Public Affairs is very fulfilling; our team works extremely well together.”

The Assistant to the Office of Public Affairs is Mary Ellen Lonergan. She has been with Monmouth University almost seven years, and joined Public Affairs in April 2005. She was attracted to the department because the work was different and she could use skills that she had not used before. Mary Ellen acts as a receptionist, answers calls and provides general support to the office. For example, she often gathers information and prepares drafts for press releases. Mary Ellen also searches newspapers and the Internet daily for any articles regarding the University. She reports that the best part of her job is having such great co-workers and interacting with the public.

Mary Ellen began her career with MU in the department of University Advancement, and was in a support role there for four years. Next, she joined the Human Resources department as a University Special Services Representative. In that role, she was assigned to University offices and departments to fill in for clerical employees who are on leave or vacation, or when a position is vacant and a hiring search is underway. “I felt this was the best way for me to see all the areas of the University,” explained Mary Ellen, who added that it was a great growing experience for her. She was assigned to the Public Affairs office when the position opened full-time, and she knew she had found a new home.

Prior to working at MU, most of Mary Ellen’s career was in the investment banking industry in New York. She had also worked at Fort Monmouth for a contractor. “My position had just ended there when I was lucky enough to find another local job at MU.” Mary Ellen truly enjoys working in academia. “It is very different from corporate America. The campus is beautiful, the people wonderful and the students are very respectful. I feel very fortunate to be here.”

Rochelle Ritacco is the part-time assistant to the University photographer, Jim Reme. She is responsible for processing and distributing all of the photographs shot by him. The images must be organized, titled, captioned and coded with keywords. Another part of her job is troubleshooting: cropping, color correcting and re-touching. “I beautify by removing telephone poles, ugly signs and opening closed eyes in many group portraits.” She has helped to create a new digital archiving system to aid in maximizing the department’s extensive photography library. Avoiding unnecessary re-shoots saves time and money. Rochelle is also taking part in future innovation of the office; they will soon have a photography web site available for the campus community. She reports the best part of her job is working with Jim. “I am learning so much from him; we get along very well and can discuss anything. Jim is very supportive.” She joined the Public Affairs team in March 2005.

Rochelle was a Communications/Fine Art major in college and received a certificate in Filmmaking from New York University. After working in animation for a short time, Rochelle moved into philanthropy, working for a feminist organization that educates organizations awarding grants on women’s issues. She also worked in the financial planning industry before returning to the art world. She most recently obtained a certificate in Digital Art, which nicely fits her position in Public Affairs. Rochelle is a trustee of the Belmar Arts Council, a group that creates and supports art in a variety of forms. Her husband, Mick, is a musician and the focus and joy of their lives is Dolcinea, their four-year-old daughter.
$ EARN CASH $ 
BY RECOMMENDING NEW HIRES

Who is eligible to participate in the Employee Referral Program?

You are eligible to participate in the Employee Referral Program if you are a full or part-time administrative, staff, facilities management or police employee below the level of Vice President.

Do all positions qualify for a bonus?

The applicant you recommend must be hired for a regular full-time or part-time administrative or staff position, i.e., not a temporary position (i.e., employees will not receive a monetary bonus for individuals hired for the summer, vacation/fill-in, or for a specific project of limited duration, temporary employees, grant assignments, etc.). This program only applies to individuals hired from external sources. Employees recommending individuals who have been referred to the University by an employment agency do not qualify for a bonus.

How do I know which positions are open to external candidates?

The position vacancy announcements, job opportunity hot line: 732-571-3513 and website: http://www.monmouth.edu/resources/hr/employment will alert you to positions that are available. Monmouth University will continue to internally post appropriate positions for the purpose of internal promotion.

How much can I earn?

A University employee(s) who recruit(s) a regular full-time or part-time employee who is offered and accepts employment by the Office of Human Resources and who successfully completes his/her probationary period, will be awarded a monetary bonus. A referral of $750 will be paid for administrative position grades D and above; $500 will be paid for an administrative position grades A through C; and $250 will be paid for all staff positions including those in Facilities Management.

How do I refer a candidate?

To be eligible for the award, an employee must submit the name of the individual he/she is referring on an Employee Referral Form, which is available in the Office of Human Resources, PRIOR to the date the individual’s employment application is completed. An Employee Referral Form must be completed for each position for which the referral candidate applies. Referrals will not be accepted or paid if it is completed after the employee is offered a position.

What if more than one employee has recommended the same applicant that is hired?

When two (2) or more employees recommend an applicant who is subsequently hired, the bonus will be divided equally. Questions regarding entitlement must be presented to Human Resources, in writing, within fifteen (15) days from the date of hire.

When do I receive payment for referring a new hire?

Immediately following the probationary period the Office of Human Resources will process the employee’s referral award. Each employee will receive a referral check in the amount previously set forth (minus appropriate taxes). Contributions to the employee’s pension fund or other benefits will not be made on referral amounts. Advances or hand-cut checks for referrals will not be provided under any circumstances.

Where Is This?

A stylish window in the recently renovated 800 Gallery. Originally constructed in the late 1920’s as a carriage house, the building is currently used by the Art and Design department to host exhibitions.

BENEFITS INFORMATION AVAILABLE ON-LINE

The Office of Human Resources now offers on-line benefits information for employees. Summaries about the following topics can be easily accessed with links to providers’ websites, where applicable:

- Medical
- Prescription Coverage
- Medical Voluntary Financial Incentive
- Dental
- Vision
- Life Insurance
- Supplemental Life Insurance
- Travel Accident Insurance
- Disability
- Flexible Spending Accounts
- Retirement Annuity
- Employee Assistance Program
- Vacation
- Sick Leave
- Holidays
- Personal Days
- Tuition Remission
- Tuition Exchange

From Monmouth University's home page, click on University Resources, Human Resources and Employee Benefits Information, or use this URL: http://www.monmouth.edu/resources/hr/benefits/default.asp

Please call extension 7594 or visit the Office of Human Resources for additional information.
Do you have a question about benefits?

Just... **Ask Robyn.**

**WHAT IS THE EMPLOYEE ASSISTANCE PROGRAM AND HOW CAN IT HELP ME?**

The Employee Assistance Program is designed to help full-time employees and their families address problems that can compromise personal satisfaction and, sometimes, job performance. Monmouth University has contracted with Horizon Behavioral Services to provide you and each of your eligible dependents with access to professional counseling. The following are some examples of some problems and conflicts that the EAP can help with:

- Difficult periods in your relationships with others
- Stress arising from marital difficulties, separation or divorce
- Pressures associated with work or career
- Family turmoil associated with a troubled child or adolescent
- Illness or death of someone close
- The use of alcohol or drugs to resolve issues
- A need for guidance with a child’s school problem

As provided by law, use of these services is confidential. Treatment information will not be shared with anyone without your written permission. Professionals are located near your home and place of employment. Appointments are available at times that fit your schedule.

Monmouth University has arranged with Horizon Behavioral Services to provide up to eight sessions for employees and eligible family members at no cost to you. To access HorizonCare services call: 1-800-865-3200.

In addition, effective January 1, 2006, several new features have been added to the program, which include legal and financial consultation as well as access to Horizon’s EAP website.

The legal services include an initial office or telephone legal consultation for each separate legal matter, coordinated through Horizon Health. After the initial legal consultation, 25% discounted rates are available for subsequent hours with a network legal provider. Virtually all types of legal matters are eligible for these services, excluding work/employer-related issues.

The financial services available include a telephone consultation for each matter, coordinated through Horizon Health. Typical subjects involve: credit counseling, debt and budgeting assistance, tax planning, and retirement and college planning.

Employees and their dependents have access to a website that provides an on-line library of health and wellness information and access to EAP services, such as the ability to search for EAP counselors in any area. To access the site, go to: [www.myeap.com](http://www.myeap.com) The Login ID is: **complete**.

If you would like additional information or a copy of the EAP brochure, please contact the Office of Human Resources.

**Monmouth Review Call for Submissions**

The Monmouth Review is the University community’s literary and art magazine, published twice a year. All employees are invited to submit for consideration poems, short stories, essays, fiction, drama, interviews, photography, drawings, computer-generated art, and other forms of two-dimensional art.

To submit literary works, please send each work as an e-mail attachment in to Professor Stanley Blair in the Department of English, at sblair@monmouth.edu. To submit artwork, please contact Professor Karen Bright in the Department of Art and Design at x3523. Please include information about how you may be contacted, as well as a brief biographical note of up to fifty words.

If you have any questions about the Monmouth Review, please contact Dr. Blair at his office, Wilson Annex Room 505, or phone x3619.