SPOTLIGHT ON...

Admission Processing

The Office of Admission Processing is the first point of contact for prospective students, current students and transfer students wishing to apply to Monmouth University. The Department handles all incoming and transfer applications and processes and verifies all supporting documents for each applicant.

Barbara Growney is the Director of Admission Processing and has worked at the University since 1995. No stranger to Monmouth, Barbara is an alumnus, having obtained her Bachelor's Degree in Business Management and a Master of Science in Education along with her New Jersey certification for school counseling. While a student here, she worked in Financial Aid and hence her career at Monmouth began.

As the Director, Barbara oversees and monitors the process, cycle and volume of the department's incoming applications. Her day is filled with lots of meetings and individual problem-solving. She credits the members of her department, whom she says has made huge strides this year while processing over 1000 additional applications than the previous year. “They make my job easier.”

In her first year as the Director of Admission Processing, Barbara is very proud that the Department rose to the occasion and met all deadlines while enrolling the class. Barbara says, “I get so much pleasure in knowing I assisted someone in getting enrolled at Monmouth.”

Barbara resides in Tinton Falls with her husband Sean and their two children, Brooks and Amanda. Without much down time between work, parenting two toddlers and waiting for the arrival of her third baby, Barbara and her family love the beach and swimming. When she gets the opportunity, Barbara also enjoys reading and skiing.

Jaclyn Rizzo, Assistant Director of Admission Processing, is new to the University. Jaclyn began at Monmouth in July and is very impressed with the wealth of knowledge that the Admission Processing department possesses. Jaclyn is a graduate of Kean University, taught pre-K and was in banking before joining Monmouth.

Jaclyn loves being at Monmouth and enjoys being surrounded by students. While still learning and understanding the processes of her Department, Jackie likes the busy pace of each day.

Jackie resides in Matawan and has lots of hobbies. She draws black and white portraits and enjoys bike riding. Her passion is Disney World; she loves everything Disney and visits at least twice a year.

Sally Furman is the Coordinator of Computer Services and is the mainstay of the Admission Processing Department. She has worked at the University for more than 25 years and has a wealth of knowledge along with many stories. Sally views the department as the “Help Desk” for undergraduate and graduate students seeking to apply to Monmouth University.

Her position in the Admission Processing Department is very methodical and detail-oriented. A typical day is quite busy and there is very little down time or a slow season. There are always deadlines to meet and tasks to accomplish. Sally is proud of her longevity with the University.

Sally and her husband Doug reside in Long Branch. Sally loves to cook and has many grandchildren that keep her busy.

Lucille Henning is also an Enrollment Process Coordinator and has worked at the University for 13 years. Lucille is responsible for answering all emails addressed to admissions@monmouth.edu and askadmissions@monmouth.edu. It’s one of her favorite parts of her job because of the diversity of the students and the questions. Many times it’s grade school children writing to ask for information for a report on the history of Wilson Hall. Lucille takes great pleasure in sending the elementary school children banners and books to help out. Lucille also processes graduate, transfer and freshman applications, and international and athletic prospective students’ information.

Lucille and her husband of 33 years, Walter, reside in Hazlet. Lucille likes parks and hiking and enjoys going out to eat and the movies. She also teaches dance, particularly ballet, tap and jazz to children in grades kindergarten through high school. A former dancer herself, she enjoys staying involved in the field.

Karen Talarico is an Enrollment Process Technician and has worked at Monmouth for nine years. Karen really enjoys her coworkers and says they are a great group to work with. Karen is primarily responsible for processing the supporting documents and fees that accompany applications. She also works on special applications such as applicants from Fort Monmouth in addition to applicants who are reapplying.

Karen likes working with and helping the students and finds them very interesting. Karen previously worked in an elementary school and applied for a position at Monmouth because she wanted to
remain in an educational setting.

Karen has two children, Michael and Gina, both of whom got married last year. She likes to knit, crochet, loves to read and plays the piano. Her favorite pastime is to travel. She is currently planning a three-week trip to Italy with her sisters and is very excited as this will be her first time visiting the country.

Wanda Fields, Enrollment Process Coordinator, joined Monmouth University a little over two years ago. She really enjoys being around the students and finds it very exciting when she is able to help them achieve their hopes of attending Monmouth.

Along with the rest of the department, she also handles inquiries of prospective students. On a typical day, Wanda spends a lot of time on the phone helping students and answering questions.

Wanda resides in Neptune with her family. Wanda is also currently a student, pursuing a degree in Social Work.

Patricia Conlon, Enrollment Process Coordinator for the past year, credits her department’s cooperative efforts for a great working environment. Pat spends a good portion of the day handling the phone and inquiries from prospective parents and students. Pat enjoys the hands-on learning and the contact with the public.

Pat spent several years working in the Wall Township Schools before coming to Monmouth. Pat resides in Wall with her husband Mike and daughter Erin, who is a sophomore at Wall Township High School. She enjoys reading and traveling – her favorite place so far has been Ireland.

Michele Civello is an Enrollment Process Coordinator too, and joined Monmouth this past June. Her enthusiasm for the University and obvious zest for her job are evident when first meeting Michele. Like her co-workers she enjoys helping the students.

Michele processes all of the online applications. She views the enrollment process coordinators as “jacks of all trades” as they assist in many aspects of the process.

Michele resides in Jackson and loves to read and dissect computers in her spare time. She is an avid animal lover and has many pets. Her pet family currently includes five cats and some very interesting and special parrots: an African Grey, a Senegal and a Cockatoo. Above all else, Michele is a Trekkie and loves all things pertaining to Star Trek.

Mary Fox is one of the newest members of the Admission Processing Department. She came on board in September. Mary is a data entry specialist and is responsible for entering prospective students’ information. She enjoys the fast pace of the department and is amazed by the technology of the process within the department.

Mary resides in Manalapan with her husband Matthew and three children, Ryan, Elizabeth and Edward. In her spare time she enjoys reading, shopping and traveling. Mary spoke of the beauty of the Monmouth campus and how much she has enjoyed being here.

The Department’s most recent addition is Katherine White. She joined Monmouth University as an Enrollment Process Coordinator at the beginning of October. Welcome aboard!

Questions for the Admission Processing Department?
Visit the 4th floor of the Wilson Hall
Call 732-263-5551
URL: http://www.monmouth.edu/admission/default.asp
**EMPLOYEE ACTIVITY COMMITTEE NEWS**

We traveled to Lincoln Center on Saturday, September 29 to the New York City Opera *La Bohème*. Puccini’s classic story of love and art once again delighted the audience with familiar songs and beloved characters.

On October 13 we took our annual ride into the beautiful Pennsylvania countryside for a day of shopping in Lahaska at Peddler’s Village and Penn’s Purchase. We all enjoyed the creative scarecrow competition.

We will be heading back to Broadway on Saturday, November 17 to see the legendary musical *Les Misérables*. This play has been seen by over 53 million people in 38 countries since its first London performance in October 1985. Please join us as we enjoy such scores as “Who Am I?,” “One Day More,” “Bring Him Home” and “I Dreamed a Dream.” Cost will be $70.00 per person which includes ticket to the show and bus fare.

Once again we will be visiting Rockefeller Center during the most wonderful time of the year on Saturday, December 1. The bus will leave from campus at 9:30 a.m. and return to campus at 5:30 p.m. The cost will be $17.00 per person. Plan your own day. It is the best way into the City during the holiday season.

Please mark your calendar for Saturday, March 8 if you are interested in the Broadway show *The Little Mermaid*. Cost will be $62.00 per person which includes the ticket for the show and the bus. We will leave from campus at 10:00 a.m. so we have time for lunch in the City before the 2:00 p.m. show.

Please continue to use the Plum Benefits discount offers as well as the Buyer’s Edge, Consumers Mortgage Corporation offers and the discount movie tickets @ $7.00 per ticket.

If you have any comments or suggestions, please contact Sharon Smith by emailing ssmith@monmouth.edu or by calling extension 7594.

**WHO’S WHO IN THE UNIVERSITY POLICE DEPARTMENT**

- **Dean Volpe**
  - Captain
  - 732-571-3492
dvolpe@monmouth.edu

- **William McElrath**
  - Director/
  - Chief of Police
  - 732-571-3488
wmcelrat@monmouth.edu

- **Ken Walker**
  - Associate Director/
  - Deputy Chief of Police
  - 732-263-5466
kwalker@monmouth.edu
Improved Budget Access Unveiled

For those University employees who work with their Department’s budget, Budget Lookup is now available through WebAdvisor. This new version of Budget Lookup has many new enhancements, including the ability to query more than one account at a time, view purchase order and check information and to export information into Excel. Improvements include viewing encumbered funds and detailed information about purchase orders and vouchers. If you have any questions about how to utilize the new system, please contact the Controller’s Office at extension 3407.

CAUTION!!

Have Your Contract Reviewed Before Signing!

The University’s contractual obligations policy identifies who can sign contracts on behalf of the University. The purpose of the policy is to protect the assets of the University and to make sure that the University receives the goods/services that it has bargained for in an appropriate and timely manner, and to ensure appropriate remedies are in place should problems arise.

Prior to being signed, all contracts must be reviewed by the Office of the General Counsel with the exception of the following:
· University purchase orders and Quick Orders,
· applications and permits for construction projects, and
· form contracts pre-approved by the Office of the General Counsel.

The Office of the General Counsel reviews hundreds of contracts per year. Each contract is important and deserves appropriate review. Therefore, please keep the policy in mind and allow for sufficient review time. In that way, the interests of the University can be protected.

The contractual obligations policy can be found at: http://www.monmouth.edu/resources/general_counsel/contract_obligs.asp.

If you have any questions about this information, please contact the Office of the General Counsel at extension 3598.

University Website Redesigned

Monmouth University’s new and improved Web site design debuted on Monday morning, July 23, culminating a fourteen-month initiative. Initial planning for the new site included a series of focus groups in which current students and alumni, prospective students, faculty and staff, and members from the community critiqued the old site and offered suggestions on features and services they would like to see on the new Web site.

The Web Site Redesign team, championed by Vice President for Enrollment Management Bob McCaig, reviewed the wide range of suggestions and crafted a design that incorporated the University’s branding message, “Where leaders look forward” with a more technologically advanced look that features multimedia, an expandable global navigation menu to help users find what they are looking for in a faster manner, and integration of the University calendar. In addition, the programming used to build the new site utilizes Web accessibility standards that allow for better readability and navigation for visitors to the site who may be using screen readers and related software due to disabilities.

More than 2,600 Web pages were converted during the final phase of the redesign project. Sarah Savarese, Bob Smith, and Steve LeClaire from the Office of Enrollment Publications and Communications, along with Wendy Savoth from Instructional Technology Services, handled the re-imaging and programming for the new site. At various points during the process, review and feedback were provided by various committees on campus, as well as the Student Government Association.

Find out what you need to know at www.monmouth.edu!
Employee Honor Roll of Donors

The Faculty, Staff and Administrator campaign is progressing well. Since the last fiscal quarter, 46 more employees joined the campaign. We also received over $23,795 in additional contributions. The support of our employees is important and always appreciated. Thank you to all who have made a gift or pledge towards the 2007 campaign. They are as follows:

<table>
<thead>
<tr>
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<th>Cate, Margaret</th>
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<th>Hauck, Lester</th>
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<td>DeAnni, Shari</td>
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<td>Gavin, John</td>
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<td>Gunter, Roseanne</td>
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Once again, thank you for your support and participation. If you are not on this list, the campaign runs until December 31, 2007. For questions or to make a gift, please call the Annual Fund at 732-571-7528.
MAC GROUNDBREAKING
September 8, 2007

MOVE-IN DAY
September 2, 2007
One by One…We are Making a Difference!
2007 Monmouth University Employee Giving Campaign

Campaign Update as of September 20, 2007
Employee Honor Roll of Donors (Continued)

Lowy, Theresa
Loysen, Jennifer
Ludwig, Petra
Lunney, Elizabeth
MacDonald, Anthony
Maher, Kathleen
Maiden, Michael
Maloney, Kathy
Mama, Robin
Mancini, Franca
Manzo, Tom
Manzo, Valerie
Marrero, Lesbia
Martin, Sylvia
Massimino, Roger
Mathbor, Golam
Matsutani, James
Mc Caig, Robert
McCarthy, Marsha
McCluskey, Megan
McCourt, Robert
McDonald, James
McElrath, William
McGroary, Patricia
McHeffey, Sherry
McKay, Jerrilyn
McKittrick, Christopher
McNeil, Marilyn
McQueen, Maryann
Mellish, Debra
Menditto, Irene
Miggins, Sharon
Milberg, Beatrice
Milewski, Allen
Miller, Gerard
Mills, Jeffery
Minton, Kooreen
Miranda, Mark
Mitchell, Donna
Mitchell, William
Moliver, Donald
Monahan, Joan
Montedoro, Lidshma
Montenegro, Maria
Moore, Sarah
Mundie, Sari
Munson, Dolores
Murphy, Gertrude
Murray, Patrice
Nagy, Mary Anne
Nersesian, Roy
Nitzberg, Barbara
Nye, Judith
Ochipiinti, Edward
O’Keefe, Susan
Oliveira, Clotide
O’Neill, Susan
Orr, Timothy
Padron, Douglas
Palladino, Michael
Palmer, Deborah
Papa Babbin, Laura
Paparella, Maureen
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Paskewich, Barbara
Patten, Joseph
Patterson, Michael
Paul, David
Pearson, Thomas
Penta, Kathryn
Perry, Marilynn
Peterson, Camille
Peterson, Veronica
Phoebus, Gary
Pillar, James
Plantamura, Anne
Plantamura, Cynthia
Poracky, Kathleen
Priestly, Beatrice
Pulcrano, Linda
Raffa, Rebecca
Rainey, William
Ramos, Marie
Rawls, Susan
Reagor, Barbara
Rehm, Rhonda
Reineke, Patricia
Reinhard, Eileen
Reme, jim
Reynolds, Donald
Reynolds, Lynn
Ristano, Charles
Rivera, Maria
Rizzo, Jaclyn
Roane, Kevin
Robbins, Thomas
Roberts, Derrick
Rodriguez, Raymond
Rosenberg, Gary
Roshak, Barbara
Roth, Jean
Rothman, Terri
Rowley, Clifford
Salvo, Robyn
Samaras, Virginia
Sarraf, Delaine
Schaad, Suzanne
Seals, Debra
Shea, Dennis
Shenko, Thomas
Shields, Allison
Shumard, Susan
Siciliano, Charlene
Sievers, Linda
Simko, Gene
Sirianni, Ann Marie
Sisom, Maria
Slendorn, Maureen
Smith, Deborah
Smith, Donald
Smith, Nora
Smith, Patricia
Smith, Sharon
Snedden, Kathleen
Sonn, John
Stanton, Laurie
Stapley, Janice
Stark, Sharon
Stein, Kathleen
Stipick, Lynn
Strohmetz, David
Stryker, Kathy
Su, Richard
Swannack, Patricia
Swanson, Don
Swanson, Eleanor
Sweet, Leslie
Swigonski, Mary
Talarico, Karen
Thomas, Jennifer
Tobin, Chris
Tongesayi, Tsanangurayi
Topham, Sheron
Toubin, Judith
Trioano, Mary Ann
Trotman, Frances
Turner, Kristine
Ullmeyer, Barbara
Vaccaro, James
Vaccaro, Karen
Van Note, Andrea
Van Zile, Scott
Vento Cifelli, Lauren
Volpe, Dean
Walker, Kenneth
Wall, Irene
Ward, Marilyn
West, Georgina
West, Kathy
White, Stephanie
Widdis, Linda
Woods-Baxter, Michele
Worth, Maureen
Wulfekotte, Clint
Young, Bonnie

Gifts received between January 1, 2007 - December 31, 2007 will be recognized in the Employee Giving Campaign

Where is This?
Answer on page 12
Direct Deposit Available to All Employees

In August the Payroll Department announced that the Direct Deposit program is now open to all Monmouth University employees. This includes full-time employees, part-time employees and all student workers. With Direct Deposit, your net paycheck funds can be transferred electronically into your checking or savings account. If you are not already signed up, and you would like to participate, you can access the form on the web at http://www.monmouth.edu/resources/services/controller/forms/DirectDeposit.pdf.

The form must be submitted to the Payroll Department with a cancelled check for a checking account or the account number and the ABA number for a savings account. Only original forms with employee signature can be accepted in order to process and the activation can take up to three pay periods. If you have any questions regarding the Direct Deposit program, please call the Payroll Department at extension 3469.

Urban Coast Institute Update

The Urban Coast Institute Director Tony MacDonald is pleased to welcome three new staff members, and a new partner in the Biology Department. “Joining Assistant Director and Professor John Tiedemann and Administrative Assistant, Lorraine Jordan, the UCI now has significant capacity to work with communities to address coastal conservation and management issues,” commented Mr. MacDonald.

Jennifer DiLorenzo, Sustainable Coastal Communities Liaison, began working with UCI in May, 2007. She has been working on coastal policy issues including, coastal zone management, Public Trust Doctrine, ecosystem-based management, and coastal erosion control using “living shorelines.” Prior to joining UCI, Jennifer held positions as Program Coordinator for Nation’s Port, Bureau Chief within the New Jersey DEP’s Division of Watershed Management, and Technology Program Coordinator for the New Jersey Office of Maritime Resources. She holds a M.S. Degree in Marine Environmental Science from SUNY, Stony Brook.

Jim Nickels, Marine Scientist, joined the UCI staff in August. Jim has extensive experience in field sampling and technology. Jim will be deploying field data monitoring systems to record “real-time” data for water quality. Prior to joining UCI, Jim held positions as a scientist for Aqua Survey and the New Jersey Marine Sciences Consortium. Jim’s work is being funded by a grant from the Farleigh S. Dickinson, Jr. Foundation.

Jessica Lisa, Research Associate, graduated from Monmouth University with a B.S. degree in Biology this past spring. She also is working with Professor Tiedemann on watershed issues and bacterial source tracking, as well as assisting UCI on public access and sustainable campus issues. Jessica plans to attend graduate school in the fall of 2008.

Michael Witty, Ph.D., Post-Doctoral Fellow, is working on Bacterial Source Tracking. Dr. Witty’s expertise on microbes has enabled him to develop new laboratory techniques for identifying the sources of bacterial contamination within New Jersey’s coastal watersheds. Dr. Witty is also teaches for Monmouth University’s Biology Department.

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 art.

To submit literary works, please send each work as an e-mail attachment in Microsoft Word to Professor Stanley Blair in the Department of English, at sb Blair@monmouth.edu. To submit artwork, please contact Professor Barbara Powderly in the Department of Art and Design at extension 2059. 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 call extension 3619.

Mark Your Calendars!

The UCI will host its 3rd Annual Ocean Future Symposium and Champion of the Ocean Awards on October 31st. This year the focus of the Symposium will be: “The Future of an Ocean Literate Society: Building Communities for Action.” The Symposium includes presentations by distinguished panelists: Dr. Jerry Schubel, President and CEO, Aquarium of the Pacific, and Mr. Steve Mayer, Founder of Atari, Inc.

Following the presentations there will be an Awards Program. Ocean Champion honorees this year include: Champion of the Ocean: Dr. Jerry Schubel, President & CEO, Aquarium of the Pacific and Mr. Ted Ames, Director, The Lobster Hatchery, Stonington, Maine; Coastal & Ocean Leadership Award: Dr. Robert B. Abel; and Volunteer of the Year Award: The Honorable S. Thomas Gagliano, Esq.
Say Hello To . . .

Jacqueline Bartley-Oxley
Jackie was appointed to the position of Associate Vice President of Development this past July, after a very successful tenure at Rutgers University. She brings with her extensive knowledge in capital campaign fundraising management experience. She obtained her Bachelors Degree in Political Science and Philosophy from Boston College and her law degree from Seton Hall University. Jackie also serves as Vice President of the Gift Planning Council of New Jersey.

Kevin Franken
Kevin joined Administrative Services in the newly-created position of Business Manager in August 2007. His career has spanned numerous assignments in finance and information technology. He previously worked for AT&T, Ambrose Video Publishing, Ajilon Finance and Odyssey Pharmaceuticals. Kevin has a Master’s Degree in Management from New Jersey Institute of Technology, a Bachelor’s Degree in Business Administration from the College of St. Elizabeth and a Master’s Certificate in Project Management from Stevens Institute of Technology. He has been a Lecturer in Computer Science for the past eight years and holds a teaching certificate from the State of New Jersey.

Suzette Lawler
Suzette joined Psychological and Counseling Services, in the Life and Career Advising Center (LCAC), as a Psychological Counselor on August 15, 2007. Prior to arriving at Monmouth, Suzette worked for more than ten years providing counseling in individual, group and family sessions. She has trained with FEMA providing counseling services and education to people experiencing trauma from natural disaster. Suzette received her Bachelor’s Degree in English and minor in Elementary Education from Rider University as well as her Master’s degree in Counseling Psychology and Education Specialist Degree in Counseling Psychology.
IMPORTANT DATES

**November**

5  Submission of Tuition Remission Forms for Spring 2008 Semester Begins  
9  Flu Clinic in Anacon Hall 1pm-7pm  
14  Professional Development Workshop: “Thriving in Chaos” 10am-12pm or 1pm-3pm  
15-30  Open Enrollment: Flexible Spending Account (FSA) Program  
15-30  Open Enrollment: Pre-taxing Medical/Dental Payroll Contribution  
15-30  Important Notification Requirement: Full-time employees to notify HR of any dependent children who turned 23 during the 2007 calendar year  
22-23  Thanksgiving Holidays

**December**

1-15  403b Retirement Plan age 50+ catch-up elections due for the 2008 calendar year  
6  TIAA-CREF One-on-One Counseling for 403b Retirement Plan  
14  Employee Holiday Gathering  
20  Medical Voluntary Incentive Program: 2nd Quarterly Payment  
24-31  Holiday Break

**January**

1  New Year’s Holiday  
1  Flexible Spending Account (FSA) Program: Open Enrollment changes take effect  
1  Pre-taxing medical/dental payroll contribution: Open Enrollment changes take effect  
21  Martin Luther King, Jr.’s Birthday Holiday

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**Did You Know?**

**Many offices have been relocated over the summer**

The University has made changes to accommodate the space needs of several growing academic Schools and departments, successful Institutes, and new faculty positions. In addressing these needs, the University has put together a plan for space reallocation that aims to keep department faculty offices in close location to one another.

The 700 Building will be razed in order to build the University’s Multi-Purpose Activity Center (MAC). When the MAC is completed, in addition to housing the Bookstore, Fitness Center for students and employees, locker rooms for all sports, a performance gymnasium and indoor track, it will also provide a number of general purpose conference and meeting rooms and classrooms.

As a result, the following relocations have taken place:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>OLD LOCATION</th>
<th>NEW LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Study Hall &amp; Advisors</td>
<td>700 Building</td>
<td>Athletics Building/Temp Trailer</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Howard Hall 1st floor</td>
<td>Howard Hall 2nd floor</td>
</tr>
<tr>
<td>Grant and Contracts</td>
<td>McAllan Hall 18</td>
<td>Library Room 005</td>
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<tr>
<td>Institutional Research Board</td>
<td>McAllan Hall 7</td>
<td>Library Room 006</td>
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<tr>
<td>Math Tutoring Center</td>
<td>HH543</td>
<td>HH532</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Howard Hall 2nd floor</td>
<td>Howard Hall 1st floor</td>
</tr>
<tr>
<td>Outcomes Assessment</td>
<td>HH520</td>
<td>Library Rooms 209 &amp; 220</td>
</tr>
<tr>
<td>Philosophy/Religious Studies</td>
<td>700 Building</td>
<td>Howard Hall</td>
</tr>
<tr>
<td>Writing Center</td>
<td>700 Building</td>
<td>College Skills Center</td>
</tr>
</tbody>
</table>
If you participate in both healthcare and dependent care, you have set aside, then you will forfeit the remaining balance during the year to receive a refund of all the funds that you have elected to set aside. If you do not incur enough expenses, you must be careful that you do not set aside more than you will be able to spend during the calendar year (with a 2 ½ month extension). If you do not incur enough expenses during the year to receive a refund of all the funds that you have elected to set aside, you will forfeit the remaining balance. If you participate in both healthcare and dependent care spending accounts, you can not transfer money between the two accounts. You should be very diligent in determining the amounts that you may need for the year.

The following options will be available to you:

1. **Healthcare Flexible Spending Account** can be used to cover your out of pocket un-reimbursable healthcare expenses. You may elect to set aside any amount for the calendar year between $100 and $2,500. The amount you elect will be withheld equally over the 26 pay periods in the calendar year. These funds can be used for medical, prescription, dental and vision expenses such as co-pays, deductibles, as well as the amounts that you pay for un-reimbursed co-insurance, eyeglasses, contact lenses and solutions, laser eye surgery, orthodontia, and many over-the-counter medications necessary for medical care including antihistamines, allergy and pain medications, and even smoking cessation products. A more detailed listing is available in the Office of Human Resources.

2. **Dependent Care Spending Account** can be used to cover your out-of-pocket expenses for child care or elder care incurred while you work. You may elect to set aside any amount for the calendar year between $100 and $5,000 (limited to $2,500 if you are married but file a separate federal tax return; for all participants, further limited to the lesser of your earned income or your spouse’s earned income). The amount you elect will be withheld equally over the 26 pay periods in the calendar year. These funds can be used for the care of a dependent child under the age of 13 for nursery schools, pre-school or day care centers; care for any member of your household who is physically or mentally incapable of caring for him/herself and for whom you can claim an exemption, or care for an elderly dependent family member who lives with you and qualifies as a tax dependent. A more detailed listing is available in the Office of Human Resources.

The open enrollment period for Monmouth University’s Flexible Spending Account Plan is the last two weeks of November each year for a January 1 effective date. If you have any questions regarding this plan, please call the Office of Human Resources at extension 3470.

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**Answer to Where is This?**

This mysterious combination of a Spanish Renaissance ship and a Greek or Roman-themed fireplace mantle can be found in the Office of Human Resources on the third floor of Wilson Hall. Stop by and see if you can further identify this work of art!