SPOTLIGHT ON... The Writing Center

The Writing Center is a free campus-wide resource available to all Monmouth University students who wish to improve their writing. They offer one-on-one writing assistance in all academic disciplines and at all stages of the writing process, from brainstorming ideas to polishing the final draft and reviewing documentation styles. The Center assists students in improving their writing skills through acting as second readers and posing questions that allow students to arrive at answers individually, maintaining ownership of their writing at all times. The aim of the Center is to produce better writers, not just better papers. Additionally, the Writing Center assists non-native speakers of English with their written fluency, students in literature courses with course content, and students interested in internships or graduate school applications with writing personal statements.

The Writing Center staff identifies each student’s particular needs and matches him or her with a Writing Assistant who will best meet those needs. They accommodate walk-ins along with those students who use the TutorTrac system to schedule appointments that best meet their needs and schedule. On-line sessions are also available to graduate students who are unable to get to campus to take advantage of this wonderful support.

Jane DeTullio is the Director of the Writing Center who hires, trains and supervises all of the writing assistants. Jane indicates that there are usually about 35 assistants per semester, drawn from the undergraduate and graduate student population, as well as professionals from outside the University and faculty. She conducts workshops for students, writing assistants and faculty members on the many aspects of writing, including the evaluation of writing. Often times, Jane acts as the intermediary between students and faculty members to increase the dialogue and clarification of particular assignments and students’ challenges. Jane serves on the University Committee on Writing, helping to explain the writing-intensive requirements for faculty members who are interested in teaching writing-intensive courses.

Jane has been at Monmouth for eight years, first teaching as an Instructor in the Department of English before assuming leadership of the Writing Center. Before arriving at Monmouth, Jane taught at Seton Hall University while completing her graduate work. She had also managed a number of bookstores and spent some time in the financial services industry as a stockbroker in New York City. Jane is especially proud of the growth of the Writing Center. The view of the Center as a remedial facility is long gone, and the Center now serves more than 1,500 students each year, 20% of whom are graduate students. Although Jane is excited about the growth of the Center, she adds that “to only look backward would be to miss the opportunities that lie ahead.”

Jane’s love of working with students coupled with her combined background in business and academics make her particularly apt to provide support through the Writing Center. She is especially proud of her part in the success of the students who work at the Center. The experience that the students garner as writing assistants has helped them in their post-academic careers.

Jane and her family reside in western Monmouth County. She enjoys outdoor activities, and in the winter she travels west to ski, while in the summer she likes to kayak and bike ride through her township of Millstone. When not exercising with her outdoor activities, her passion is to read, read and read some more.

Jean Szumera is the Secretary in the Writing Center and has worked at Monmouth for 24 years. She began her career here in 1986 when she joined what was then called the College Skills Center. The Center at that time provided services for students in reading, writing and math. Eventually the department divided, and the math services joined the Math Department and the Writing Center was born as part of the English Department.

(continued on pg. 3)

Questions for the Writing Center?
Visit the Rebecca Stafford Student Center Lower Level
Call the Writing Center: 732-571-7542
E-Mail: writingcenter@monmouth.edu

HOURS
Monday, Tuesday and Thursday: 9:15 am – 5:15 am
Wednesday: 9:15 am – 6 pm
Friday: 9:15 am – 3:45 pm

On the Web:
http://www.monmouth.edu/academics/CSS/tutoring_center/default.asp
Say “Hello” To...

Robert Lowry

Robert returned to Monmouth University on March 1, 2010 in the capacity of Coordinator of Veteran Services and Special Projects after serving as the Director of Resource Management and Logistics for the United States Military Academy Preparatory School at Fort Monmouth for 13 years. Robert earned his Bachelor of Arts in History from Northern Illinois University and has several post-graduate degrees: Master of Business Administration and Master of Social Work from Monmouth University and Master of Computer Science from Fairleigh Dickinson University in Madison. He also served in the Army and Army Reserve for 30 years in enlisted and commissioned officer status, including combat in Vietnam.

Megan McGowan

Megan McGowan was recently named Assistant Director of Student Activities. Megan has worked in the student activities departments of Springfield College, her alma mater, and Springfield Technical Community College, both in Massachusetts, and most recently at Ringling College of Art and Design in Sarasota, Florida. Megan holds a Bachelor of Science degree in Art Therapy and a Masters of Education degree in Psychology, both from Springfield College.

Employee Activity Committee (EAC) News

On Saturday, March 20th we traveled to New York City to see the new Broadway musical “Come Fly Away”. This musical from visionary director/choreographer Twyla Tharp blends the legendary vocals of Frank Sinatra with a live 19-piece band on stage and 15 of the world’s finest dancers. The weather was perfect for a Saturday in the city and the show was great.

Our event for the month of April was the 3rd Annual American Cancer Society Relay For Life on the campus of Monmouth University. Employees, students, family and friends joined us at the practice field on Friday, April 23rd from 5:00 pm until Saturday, April 24th at 6:00 am. It was a time to honor survivors and also remember all who lost their battle to cancer. We had live bands; face painting for the children; performances by volunteer choirs and a local dance school; Ms. Relay contest and hourly events throughout the night.

The 7th Annual President’s Cup Tournament will be held on Tuesday, May 25th on the lower part of the Great Lawn. Teams will consist of four players, with two players designated to play croquet and the other two players designated to play bocce. It is a single elimination tournament with each team gaining points for each round that they advance. Total team points will determine the winner. The team that tallies the most points in both croquet and bocce will be declared the winner and earn the right to display the President’s Cup in their office for a period of one year.

Once again this spring we will be selling discounted tickets to Six Flags Great Adventure Theme Park, Wild Safari and Hurricane Harbor. The Season Pass for the Theme Park & Safari is $85.00 per pass, the 3 Park Season Pass is $100.00 per pass. We also have the daily admission tickets for the Theme Park and Safari for $28.00 per ticket and daily admission tickets for Hurricane Harbor for $26.00 per ticket. Please stop by Human Resources to purchase your tickets. Great Adventure tickets make great gifts for birthdays, graduation, etc.

We are awaiting confirmation on ticket requests for a Broadway show in May and a Yankee game in August. Information will be e-mailed as soon as we know the details.

Please remember to use Plum Benefits for entertainment discount offers. We also have the Buyer’s Edge discount purchasing program for household items, cars, vacations, etc. Discounted movie tickets are available in Human Resources for $7.00 per ticket. If you have any suggestions please contact Sharon Smith by e-mailing ssmith@monmouth.edu by calling extension 7594.

It’s Time for Performance Evaluations!!!

The annual review cycle has begun for administrators, non-union staff, police and OPEIU members. Supervisors should log in to People Admin at http://jobs.monmouth.edu/hr to begin their evaluations.

Remember that evaluations should be routed to the Next Level Reviewer all of the way to your Vice President, who will send the forms electronically to Human Resources. Once approved, evaluations will be returned to supervisors so that they may conduct meetings with their employees.

If you have any questions, please call Robyn Salvo or Kathy Stein at extension 4445.

Where is it?

(Answer pg.5)
(continued from cover)

Jean manages the Writing Center’s schedule and assists the Director with the coordination of electronic and hard copy resources, scheduling of all workshops and supervision of the electronic report forms that go out daily to faculty about their students’ sessions. Jean is the first point of contact for students seeking help with their writing endeavors and matches the students’ needs to the appropriate writing assistant. Students can use the online TutorTrac system, call or drop in to make an appointment. Jean has been an essential part of the growth of the Center and is proud to have played a role. Jean’s enthusiasm for working with the students is evident. It is her favorite part of her job, and she thoroughly enjoys witnessing the growth of the students. “Every day is as different and unique as the personalities of the students we work with,” says Jean.

Jean grew up in Brooklyn, New York but has spent most of her adult life in Monmouth County. In 2001, she completed the degree requirements and received an Associate of Arts degree from Monmouth. She and her husband of 38 years, Andy, and dog, Cooper, reside in Hazlet. They have two grown children: a daughter, Kristen, and a son, Michael, an alumnus who was recently engaged. Both of her children make their homes in Virginia. The newest addition to the Szumera clan is granddaughter Alexandra, who was born this past January. The mere mention of her name causes Jean to smile ear to ear. In her spare time, Jean enjoys walking on the beach and reading and traveling to Virginia to squeeze Alexandra.

What’s New at MU? 
WOMEN’S BOWLING TEAM ADDED FOR 2010-2011 SEASON

Hawks Set to Become the Ninth Member of the Competitive NEC Bowling League

Monmouth University Vice President and Director of Athletics, Dr. Marilyn McNeill, has announced that women’s bowling will be added as the school’s 20th intercollegiate-sponsored sport starting in the 2010-2011 season.

“We are excited about the addition of women’s bowling to our varsity sport offerings,” said McNeill. “Bowling is a high-participation sport in the Shore Conference, and we have a very active club on campus. For those reasons, we believe we can be immediately successful in both the NEC and the NCAA.”

Eight teams currently compete in the Northeast Conference, including defending champion Fairleigh Dickinson University, Sacred Heart University, St. Francis College (NY), and Long Island University and associate members Kutztown University, New Jersey City University, Adelphi University, and Saint Peter’s College. The NEC is one of two organized conferences in the country, with the Mid-Eastern Athletic Conference (MEAC) being the other.

Women’s bowling is a non-divisional sport, meaning schools from Divisions I, II, and III can compete against each other. There are no automatic qualifying conferences, so an eight-team at-large selected field qualifies for the NCAA Tournament. A total of 62 collegiate teams (34 Division I members) compete for the NCAA Championship, which is held in April. NEC member New Jersey City University will act as host to this year’s tournament at Brunswick Zone Carolier Lanes from April 8-10.

The NEC, which named bowling its 23rd sport of sponsorship in 2008, will host two regular-season competitions prior to the 2010 NEC Bowling Championship. The NEC will bring its two-day championship tournament, which is set for March 20th and 21st, to Parkway Lanes in Elmwood Park, New Jersey, for the second straight year.

A search has commenced to find Monmouth’s inaugural coach.

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Jersey Call to Service Summit

The Jersey Call to Service is a state-wide nonpartisan movement developed by the Citizens’ Campaign to promote citizen participation in the leadership of their communities. The Citizens Campaign is led by Harry Pozzoki, a former Public Servant in Residence at Monmouth University. This is a very unique initiative with free resources that support citizens becoming leaders. The free June 9th Summit in New Brunswick will be a state-wide gathering of citizens answering the Call to Service.

I hope that you will consider spending a couple of hours to learn how to have more power over your government and become empowered to participate in leadership positions in your community.

WHEN: Wednesday, June 9th, 5:15 p.m. – 8:30 p.m.
WHERE: Rutgers-Douglass College Center, New Brunswick
REGISTER: www.JoinTheCampaign.com

Advanced Registration Required • Seats Are Limited - Free

Come for the whole evening and you get free entry into the Cocktail Party and Celebration. If you come for the Cocktail Party only, the cost is $50.

Thank you for your consideration.

Paul G. Gaffney II
President
Student Employment Q & A

Has your student worker used all of his/her federal work study funds?

As we approach the final weeks of the semester, many students who have federal work study (FWS) awards are nearing their maximum earnings amount.

If you choose to employ students after this point, they must be paid as “student help” and your department’s budget will be charged 100%. Otherwise, students must stop working under the FWS program when they reach their limits.

It is the responsibility of both the student and supervisor to monitor FWS earnings. If you would like to verify a student’s current available balance, please contact the Office of Student Employment at extension 5706.

Students must be registered for summer and/or fall classes in order to work past May 20.

How do I keep the same student workers for next year?

If you would like to rehire your current Federal Work Study students for the 2010-2011 fiscal year, all you need to do is complete a new Student Employment Referral Form for each person.

Both the student and supervisor have sections of the form to fill in. Then it must be submitted to the Office of Student Employment so that arrangements can be confirmed for Payroll.

Act now before your students leave for the summer!

The MAC at Monmouth: Something for Everyone!

You may have purchased items at the University Store or exercised at the Fitness Center, but you can also enjoy the MAC by attending an event there. From athletic events to concerts and community affairs, the calendar for the venue is starting to get filled up!

In fact, there is a new webpage dedicated to information about the MAC. You can find out what’s happening soon, buy tickets and browse photo galleries. Check it out today!

http://www.monmouth.edu/macatmonmouth/default.asp
To Your Health

It is safe to say that we have all experienced the symptoms of stress, whether it’s difficulty sleeping, a nervous stomach or overeating, it is clear that stress is a normal part of life. However, it does affect people differently.

Stress can be placed into two categories: mental stress and physical stress. Mental stress is characterized by worries over money or your job or the health of a family member. Physical stresses include a poor diet or lack of sleep. Both types of stress often involve situations where we over-extend ourselves with too many obligations.

Stress manifests itself in physical conditions when your body or mind cannot strike a balance in response to the extra stress. An isolated incident can produce increased heart rate or difficulty breathing, but stress can easily turn into distress when a person remains in a heightened state for many hours each day. Your body cannot sustain this type of stress without some side effect such as a tension headache, troubled sleep patterns or muscle aches. If the stressors cannot be reduced, health problems such as high blood pressure can result.

The National Mental Health Association recommends the following steps to help reduce and/or cope with the stressors in our life.

- Learn to ask for help when you cannot handle the work load
- No one is perfect, so get rid of the superman/superwoman persona
- Take one thing at a time; looking too far ahead can be overwhelming and stressful
- Exercise is a great stress reliever
- Good nutrition makes a difference
- Communicate and share your feelings with someone
- Volunteer to help others
- Get a massage

And of course, eat chocolate!

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Did You Know?
ON-LINE PAY INFORMATION

Pay information is now accessible on-line through a web portal located at https://www.monmouth.edu/ultipro using the directions listed below:

**Your user name** is your employee ID # with the leading zeros (it should be nine-digits). **Your password** (the first time) is the last four digits of your SSN and your four-digit birth year – i.e. xxxx1980. **After you login** once, you will be prompted to change your password. **To see your pay stub** information (past or present) – choose “Myself” on the left side, and then “Pay”.

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<thead>
<tr>
<th>Topic</th>
<th>Call</th>
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<tbody>
<tr>
<td>Logging In</td>
<td>Helpdesk x3539</td>
</tr>
<tr>
<td>Pay Information</td>
<td>Payroll x3469</td>
</tr>
<tr>
<td>Personal Information</td>
<td>HR x3470</td>
</tr>
</tbody>
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Where is it?
(answer from pg. 2)

This magnificent painted tile work is located in the lower level of Wilson Hall in the "new" ladies room. It formerly housed a locker room, which was part of a cypress-paneled gymnasium in the days of the residence, and exited onto a nine-hole golf course on the Great Lawn.
The Office of Human Resources Invites You To Join Us For Employee De-Stress Yourself Day

Tuesday, May 4, 2010
Anacon Hall
10:00 a.m. - 2:00 p.m.

### Something for Everyone:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Chair Massage</td>
<td>10:00 am—2:00 pm</td>
<td>Anacon Hall</td>
</tr>
<tr>
<td>10-minutes chair massage offered on first-come first-served basis. Sign up available on site only.</td>
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</tr>
<tr>
<td>Time Management Seminar</td>
<td>10:00 am—11:00 am</td>
<td>Student Center Room 202B</td>
</tr>
<tr>
<td>Discover roadblocks that prevent you from managing your time while learning helpful tools to assist in better time management. Pre-registration required.</td>
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<tr>
<td>Carpal Tunnel Education</td>
<td>11:00 am—12:00 pm</td>
<td>Student Center Room 202A</td>
</tr>
<tr>
<td>Learn the causes and cures of carpal tunnel syndrome in this hour long workshop. Pre-registration required.</td>
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<tr>
<td>Integrated Energy Therapy</td>
<td>11:00 am—12:00 pm</td>
<td>Anacon Hall</td>
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<tr>
<td>Learn how to feel and interpret energy patterns in yourself and others in the self-healing process. Pre-registration required.</td>
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<tr>
<td>Ballroom Dancing Demonstration</td>
<td>12:00 pm-1:00 pm</td>
<td>Anacon Hall</td>
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<tr>
<td>Watch and learn the gracefulness of ballroom dance. No registration required.</td>
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</tr>
<tr>
<td>Reiki</td>
<td>12:00 pm—12:45 pm</td>
<td>Anacon Hall</td>
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<tr>
<td>Feel relaxed and empowered with the help of a certified Reiki master and learn the body-mind connection to inner peace. Pre-registration required.</td>
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<tr>
<td>Weight Watchers At-Work</td>
<td>12:45 pm-1:45 pm</td>
<td>Student Center Room 202A</td>
</tr>
<tr>
<td>Get the details of being part of a weight-loss program on campus. No registration required.</td>
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<tr>
<td>Tai Chi</td>
<td>1:15 pm—2:00 pm</td>
<td>Anacon Hall</td>
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<tr>
<td>The ancient art of tai chi uses gentle movements to reduce the stress of today’s busy lifestyle. Pre-registration required.</td>
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<tr>
<td>Posture &amp; Gait Analysis</td>
<td>10:00 am-2:00 pm</td>
<td>Anacon Hall</td>
</tr>
<tr>
<td>Receive a gait analysis and learn if your posture or walking pattern is causing stress on your body. No registration required.</td>
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Rebecca Stafford Student Center
May 4, 2010

Call the Office of Human Resources at 3470 to pre-register for any workshop
DO YOU HAVE A QUESTION ABOUT BENEFITS? JUST...

Ask Kathy?

What happens if I am injured on the job?

If you are an eligible employee and become injured on the job, you should report the incident to your supervisor immediately and go to the University Health Center for assessment. Obviously, if the injury occurs when the Health Center is closed, you should report it to the Health Center as soon as it reopens but certainly within 24 hours. If your injury is severe enough to warrant emergency care, the University Police department should be contacted so that arrangements may be made to send you to the nearest emergency room.

The Health Center will assess and initially treat your injury, and may recommend follow-up treatment by one of our workers’ compensation carrier physicians at the Meridian Occupational Health Care Centers. It is very important for employees and supervisors to report an injury that occurs involving an employee in the course of their work to Human Resources as soon as possible, so that the employee’s medical treatment, if required, will be covered under the Workers’ Compensation law. If the employee does not report the injury to Human Resources, and/or visits a physician not approved in advance of treatment by the University worker’s compensation carrier, the employee may be responsible for the cost of their care under the workers’ compensation law. Any questions regarding Workers’ Compensation should be directed to Robyn Salvo or Kathy Stein in the office of Human Resources at extension 4445.

Community Garden

Coming Soon!

The Center for Human and Community Wellness and the School of Social Work have partnered to create the Monmouth University Community Garden at the corner of Beechwood Avenue and Brockwillow Avenue in West Long Branch.

The community garden is an innovative project which will integrate the University and surrounding community. In working together to grow produce, much of which will be donated to local organizations and individuals in need, they are also growing a community of active citizens who will work towards the betterment of their local and global environment.

The goals of the garden range from promoting mental and physical wellness to promoting environmental sustainability, from educating both youths and adults about gardening and nutrition to supporting initiatives to combat hunger issues. Sean asked for our support, contributions, and participation in this ever growing project. Grow local, eat fresh, be healthy! For more information contact Sean Foran at sean.foran@gmail.com.

The Center for Human and Community Wellness: Community Campus Partnerships for Health co-Directors are Dr. Bojana Beric, Assistant Professor, School of Nursing and Health Studies and Dr. Fran Trotman, Professor, Department of Psychological Counseling.
Hawk Walk Employee Brick Pledge Form

Buy a brick and build the Hawk Walk! A walkway to honor and remember our alumni, employees, and parents of students is being constructed at Monmouth University. Put your name, the name of your favorite alumnus, or the name of someone special on a brick. 100% of the profits from your tax-deductible donation go directly to support the students at Monmouth University.

Your inscription must fit into the white boxes below, 1 character per box. Each brick can have a maximum of 16 characters per line. A character is defined as a letter or number, a space or punctuation mark. Please do not use special characters.

4” X 8” - $200

8” X 8” - $300

Order Details:

☐ 4” x 8” brick - $200  ☐ 8” x 8” brick - $300

Total = $

Your Information: (Required)

Name: __________________________
Address: _________________________
City: _____________________________
State: _______ Zip: _____________
Home Phone: _____________________
Work Phone: _____________________
Email: __________________________

Method of Payment:

☐ Check - Make payable to Monmouth University
☐ Credit Card
  ☐ Visa ☐ Mastercard ☐ AMEX ☐ Discover
  Name on card __________________________
  Card Number __________________________
  Exp. Date _____________ CID __________

Payroll Deduction (Please see attached form):

☐ Payroll Deduction

For questions or concerns about brick purchases, please contact the Office of the Annual Fund at (866) 4MU-1933. Monmouth University - University Advancement - 400 Cedar Avenue - West Long Branch, New Jersey 07764-1898
Student Employee Appreciation Day

Benefits Fair

Staff Appreciation Day

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Campus Connection 9