Counseling & Psychological Services

The Department of Counseling and Psychological Services at Monmouth University helps students achieve personal growth and greater understanding of self through confidential psychological counseling and mental health crisis intervention as part of the Life and Career Advising Center. Increased awareness of mental health issues campus-wide is achieved through extensive psycho-educational programming and collaboration with many other campus departments. Counseling and psychological support services are available to all Monmouth University students on a first-come, first-served basis and are free and strictly confidential.

Franca Mancini is the Director of Counseling and Psychological Services and has worked at the University since 1985. No stranger to Monmouth, Franca is an alumnus, a member of the graduating class of 1969. Her pride and love for the University is obvious when she speaks of her time spent here both as a student and currently as an employee. After graduation, Franca spent several years in Italy, studying in Rome where she obtained her Doctorate. Franca was extremely busy while in Italy. She worked as a school psychologist and in a chemical dependency center. She had a private practice as well as running a home for delinquent girls. Franca also worked with institutionalized children with severe developmental and learning issues. She taught developmental psychology courses for teachers and worked with the Board of Education. It was in Rome that she met her husband, Vito. Franca and Vito have two sons, Adriano and Roberto, both of whom were born in Italy. The Mancini family returned to New Jersey in 1983 and Franca returned to Monmouth University in 1985 as an adjunct professor. In 1988 Franca began working in the LCAC as a consulting psychologist and academic advisor, which eventually evolved into her current position. The Mancini family is growing as Franca and Vito are expecting their first grandchild in June.

As the Director, Franca oversees the Department which has seen tremendous growth in the last few years. “Five years ago, the Department employed only two part-time counselors and we now have three full-time, state-licensed counselors. Counseling and Psychological Services collaborates with many departments on campus and also various community agencies to provide off-campus assistance. The Department works regularly with Monmouth Medical Center staff to assist people suffering from a mental health crisis through the affiliation agreement established between the Medical Center and the University in the early 1990’s. Franca attributes the growth of the Department to the support of the administration and the dean as well as the nationwide trend to provide additional services for mental health issues.

Franca’s accomplishments are numerous, but there are some that stand out. Her consultation with the Governor’s Task Force on Mental Health garnered the University and its policies the accolade of being used as a “Best Practice Model” within the State of New Jersey. When New Jersey became the first state to certify Disaster Response Counselors, Franca was among the first group to receive certification. Franca would like to believe that the students keep her young and in touch. “Being at Monmouth has brought me full circle.” In May 2006, Franca was the recipient of the Donald Warncke Award for distinguished and outstanding service to the University. “I am so grateful to wake up every day looking forward to my work. I am fortunate and blessed to do what I love and love what I do.”

To relax, Franca enjoys the theater, both local and Broadway, music and concerts. She and her family also love to travel.

Kate Memoli is the senior psychological counselor on staff within the Department. She is also the coordinator for the Alliance for a Diverse Campus. She has worked at Monmouth for the past five years and loves working with students in an educational setting. Her typical day is a full calendar of individual student appointments and consulting with other departments on the behalf of students. Kate is the liaison between the University and the local women’s group “180 Turning Lives Around”. Kate takes a holistic approach with her students and feels strongly about recent tendencies of some physicians to over-medicate.

Kate says she is very proud to be making a difference in students’ lives. She feels students face difficult issues today that were not as prevalent 15 years ago. Issues stemming from the Virginia Tech tragedy have caused a great deal of anxiety for students on campuses across the country. Kate describes herself as an advocate for social change, and that it is an important concern in today’s world. Kate loves to cook and relax with friends and family. She plays the guitar and sings. Kate likes arts and crafts and enjoys working with her hands. Come the spring, she plans to take up golf.

Department continued on Page 2
Tom McCarthy joined the Monmouth as a psychological counselor about nine months ago. Tom completed his undergraduate degree at Monmouth in 1996 and his Master’s degree in 1998. He loves the energy of the students here and the learning environment. “The people in the Department are a great group and fun to work with.”

Tom counsels students daily. The students either seek appointments on their own and some are referred by either a professor, coach or staff member. There is very little “down time” in the Department.

Tom was always drawn to the profession and values the role that he plays in connecting with students and helping them to achieve their goals. He says the educational programming that the Department offers is an integral part of initiating change.

Tom is a sports enthusiast and loves college basketball in particular. He enjoys spending time with his family.

Suzette Lawler is the newest psychological counselor on staff. Suzette received her Bachelor’s Degree in English and Minor in Elementary Education from Rider University before choosing Psychology as a career. She returned to Rider and obtained both her Master’s degree and post-Master’s certificate of Education Specialist in Counseling Psychology. She was previously in private practice for six years before joining the team in the LCAC this past August.

Suzette also counsels students daily and feels a great sense of accomplishment knowing that they leave her office with strategies to deal with their issues, both academic and interpersonal. “I believe it is important to help students experience the gains of therapy without pharmaceutical intervention whenever possible”, says Suzette, who is also an advocate of the holistic approach. Suzette utilizes the well-respected model of Cognitive Behavioral Therapy as well as alternative therapeutic tools of Eye Movement Desensitization Reprogramming (EMDR), Guided Imagery and Visualization. Suzette’s interests also include Neuro-Linguistic Programming (NLP), which is an interpersonal form of communication based on the subjective study of language, communication and personal change as well as hypnosis.

She enjoys meditation and relaxation therapy and yoga. Suzette has also participated in courses through Landmark Education for the past 14 years and is inspired by transformational and motivational speakers and leaders. Suzette was married to Gerard Sankar on New Year’s Eve in 2006.

Patty Smith, Assistant to the Director, has worked at Monmouth University since 1986. Initially employed part-time, she later joined her current department on a full-time basis in 1993. She has experienced the growth of this department first-hand and remembers the days when it was just her and Franca Mancini.

Patty is the initial contact for the department. She oversees the appointment calendars for the four psychological counselors as well as acting as the “point” person for confidential phone calls and referrals. She also coordinates the Department’s semester events and presentations. Patty says, “I am so proud to be a part of this department and our team of caring, untiring and giving individuals.”

Patty loves gardening, traveling, working out and “delicious food”, but is most proud of her daughter, Ali’s accomplishments in life.
How To Hire an individual for short-term services

You need to complete these steps before the work begins.

* Must identify funding source for position (salary and fringe).

[Diagram showing the process of hiring an individual for short-term services]

MONMOUTH UNIVERSITY where leaders look forward™
EMPLOYEE ACTIVITY COMMITTEE NEWS

The Employee Activity Committee will be hosting several Lunch and Learn sessions in the coming months. Faculty members from our School of Nursing will be offering tips on nutrition and wellness.

Everyone enjoyed our annual trip to Rockefeller Center on December 1. The weather was perfect for spending a day in the City during the most wonderful time of the year.

Our next trip is on March 8 to the Broadway show *The Little Mermaid*, which is sold out. Cost is $62.00 per person, which includes the ticket for the show and the bus. If you are interested, we can put you on the wait list, should we have a cancellation.

Please continue to use the Plum Benefits entertainment discount offers as well as the offers through the Buyer’s Edge and Consumers Mortgage Corporation. We also have discount movie tickets and will be selling discounted tickets to Great Adventure once again this spring.

We are looking into various trips for the upcoming months. If you have any suggestions please contact Sharon Smith by emailing ssmith@monmouth.edu or by calling extension 7594.

What’s New at MU?

On-line Paycheck Statements

On-line access to view pay information is now available for all employees. This web portal is protected by the latest advances in security and has several layers of built-in application and database protection.

The site can be accessed at https://ultipro.monmouth.edu. Your username is your social security number without the dashes and your first-time password is your birthday mmddyyyy. Once you have logged in, you will be prompted to change your password.

To view your paystub, choose “Myself” on the left side and then “Pay”. Although not all fields are currently in use, additional personal information on file with HR can also be viewed along with University information under the “My Company” tab.
There are five (5) easy steps to use when planning an event on campus. To ensure your event’s success, plan as follows:

**STEP 1: PLAN FOR PARKING**

If you are expecting more than 30 off-campus guests who require parking, please complete an online parking request form. The online form can be found at: http://bluehawk.monmouth.edu/~mupd/ParkingRequest.htm. You will receive response via email confirming whether MUPD has parking available for your guests.

**STEP 2: RESERVE THE ROOM**

Check on room availability and reserve a meeting room online. The online Room Reservation Request is directly linked to the online calendar published on the University’s website. When completing your Room Reservation Request, ensure that the EVENT NAME, EVENT TYPE (internal meeting, students only, public welcome), and event START TIME are accurate. Internal business meetings are not published on the online calendar. Kindly reserve meeting spaces online at least 72 hours in advance.

**STEP 3: PLAN YOUR ROOM LAYOUT**

Requests for set-ups must be submitted to Facilities Management via an Online Service Order 10 days prior to the event. For events in Anacon Hall, requests for set-ups must be submitted in writing to the Office of Student Activities 2 weeks prior to the event.

**STEP 4: PLAN FOR FOOD SERVICE**

ARAMARK is our exclusive food service provider. No outside food is permitted for any event, meeting or program. All food/beverage requests should be submitted directly to ARAMARK at ext. 2701 two weeks prior to the event date. Last-minute requests can be accommodated based on availability.

**STEP 5: PLAN FOR MULTI-MEDIA**

Multimedia technicians and equipment must be arranged through the Help Desk by emailing: helpdesk@monmouth.edu.

For an EMS training sheet, last-minute meeting room request, online calendar or questions regarding the above information, contact ext. 2199 directly. It’s that easy! Five Steps to Event Success!

*Thank you for your cooperation.*
Clockwise from top left: President Paul G. Gaffney II presents Distinguished Alumni Award to Patricia Millines-Dziko ’79

Immediate Past Chairman of the Monmouth University Board of Trustees Stephen M. Parks ’68 speaks after receiving an Honorary degree

The Platform Party

President Paul G. Gaffney II, Convocation Speaker Larry J. Sabato, Ph.D., Patricia Millines-Dziko ’79, Trustee Stephen M. Parks ’68, and Maurice Pollak Award for Distinguished Community Service recipient John A. Brockriede, Sr.

Say Hello To . . .

Bobby Acosta

Bobby joined the Athletic Department on December 10 as the Assistant Athletics Academic and Compliance Director. During the past year, he was the assistant football coach at the University of Delaware and coached in the 2007 NCAA Division I Football Championship Subdivision title game. Bobby has taught Health and Physical Education at Monmouth Regional High School, where he was also Head Football Coach. He received a Bachelor of Arts degree in Health and Exercise Science from Rowan University where he also was a defensive back for the University’s football team.

Jennifer Harris

Jennifer returned to Monmouth on December 3 as the Associate Director of Alumni Affairs. She completed both her Bachelor’s degree in Business Administration and Marketing and her Master’s degree in Corporate and Public Communication at Monmouth. Jennifer was previously employed for two years as an Administrator in Monmouth’s Office of Residential Life in addition to serving as student help in Conference and Program Services.
EMPLOYEE HOLIDAY GATHERING

DEC. 14, 2007

Facilities Management Shops are in the Spirit
EMPLOYEE HOLIDAY GATHERING

DEC. 14, 2007
Have you Read Monmouth University’s Integrated Retention Plan for 2007-2012?

Background
In 2006, the Middle States Commission on Higher Education re-accreditation report included among its recommendations the development of a retention plan, which would include a comprehensive analysis of current retention efforts and an outline of steps to target improved retention. As a result of this suggestion, and an already extant movement at Monmouth to strategically improve retention, the crafting of this Integrated Retention Plan began.

The Enrollment Management Retention Committee conducted student focus groups, meetings, and interviews with administrators across campus and evaluated results of the National Survey of Student Engagement (NSSE) and Faculty Survey of Student Engagement (FSSE) in an effort to collect information about retention practices and concerns at Monmouth. Based upon this data, a report was generated and submitted in January 2006. That report was shared with the Enrollment Planning Committee (EPC) as the foundation for a more extensive conversation about intentional, integrated, and holistic change to our retention efforts.

Over the course of the next nine months, EPC had vigorous conversations—including a full-day retreat in the summer of 2006—about retention efforts across all divisions of the University. EPC discussed at length many recommendations for improving the student experience and ultimately retention; three separate panels of students met with EPC to discuss topics of specific concern. In the end, six goals were formulated as the foundation of the Integrated Retention Plan:

1. Increase student engagement and connectedness from the point of recruitment through and beyond graduation.
2. Increase the level of academic challenge and opportunity both within and beyond the classroom.
3. Continue to improve the quality, availability and accessibility of advising and other academic support services.
4. Develop ad hoc initiatives for at-risk populations, including transfer, commuter and underrepresented students.
5. Cultivate a campus-wide culture of shared responsibility to value, respect and serve each of our students as a first priority.
6. Conduct, share and store data analyses germane to retention and use these data to inform decision making.

The Enrollment Planning Committee Members:
- Claire Alasio, Associate Vice President for Enrollment Management and Director of Financial Aid
- William Craig, Vice President for Finance
- Dr. Frederick Kelly, Dean of the School of Business Administration
- Dr. Robert Mc Caig, Vice President for Enrollment Management, Chair
- Dr. Marilyn McNeil, Director of Athletics
- Mary Anne Nagy, Vice President for Student Services
- Dr. Datta Naik, Dean of the Graduate School
- Dr. Judith Nye, Associate Vice President for the First Year Experience
- Susan O’Keefe, Associate Vice President for Academic Administration and Registrar
- Dr. Thomas Pearson, Provost and Vice President for Academic Affairs
- Dr. David Strohmetz, Associate Vice President for Academic and Institutional Assessment
- Lauren Vento-Cifelli, Director of Undergraduate Admission

Where is This?
Answer on page 11
## IMPORTANT DATES

**February**

- 14 TIAA-CREF Representative on Campus
- 18 Lunch & Learn “Nutrition”
- 25 Lunch & Learn “Wellness”
- 27 Professional Development Workshop “Personal Productivity”

**March**

- 8 EAC Trip to Broadway “The Little Mermaid”
- 13 Medical Voluntary Incentive Program: 3rd Quarterly Payment
- 14 Spring Holiday
- 20 TIAA-CREF Representative on Campus
- 26 Professional Development Workshop “Managing Performance Appraisals”

**April**

- 14-30 Open Enrollment: Medical, Dental, Vision and Voluntary Incentive Program
- 16 Staff Appreciation Breakfast
- 16 Employee Benefits Fair
- 17 TIAA-CREF Representative on Campus
- 23 Professional Development Workshop “Effective Interviewing”
- 24 Children to Work Day
- 29 Tuition Exchange Workshop
- 30 New Administrators Supervisory Training

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**Did You Know?**

**Notify HR if an Employee is Out Sick More than 3 Days**

It is the responsibility of department heads or supervisors to notify the Office of Human Resources when an employee, including full-time faculty members, are out of work or expected to be out of work for more than three (3) days, due to personal illness or the illness of a family member. This information is required in order for the University to comply with leave notification procedures required by the Family Medical Leave Act of 1993 (FMLA) and the New Jersey Family Leave Act (NJFLA). Failure to properly notify Human Resources can result in inadvertently extending the time period an employee is away from work.

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**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 sblair@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.

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**Employee Professional Development Training in Action**
Monmouth University offers two (2) Tuition Exchange Scholarship Programs (TESP) in which eligible employees may apply (employees who have completed seven (7) years of full-time continuous service with the University). The Tuition Exchange (TE) is a non-profit association of colleges and universities that participate in a reciprocal scholarship program. The Council of Independent Colleges Tuition Exchange Program (CIC-TEP) is an association of independent colleges and universities willing to accept, tuition free, students from families of full-time employees of other CIC-TEP institutions.

The TE program is based on an import/export exchange. In order for Monmouth to send our employees’ dependents to participating colleges and universities, we must maintain an equal balance of imports and exports. Monmouth University may limit the number of Tuition Exchange exports in the TE program to five (5) students per year, i.e., at any given time the maximum number of students enrolled in the program is twenty (20). Monmouth University reserves the right each year to further limit the number of applicants in the program, if the number of applications would result in a future imbalance in the program. Because scholarship slots are limited, Monmouth University holds a lottery every October to determine which employees will be eligible to apply for a scholarship through this program.

The CIC-TEP program allows participating institutions to export eligible students without limit, as long as the institution agrees to import at least three new students each year on the same admission basis that is applicable to other students. Because this program does not have a balance requirement, all eligible employees will be able to apply for a scholarship through this program.

While an employee may be eligible to apply for a Tuition Exchange scholarship award through either or both of these programs, it is up to the hosting institution to make the decision of granting a scholarship award to an applicant, therefore, there is no guarantee of any scholarships on the part of Monmouth University. All applicants are required to be admitted to the school in compliance with their normal admissions requirements. The applicants will then be subject to the scholarship determination process established by each institution to which they have applied and been accepted. Each institution has its own guidelines for determining the number of scholarship awards it provides annually, and to whom those awards will be provided. Therefore, the University cannot guarantee placement of any employee’s dependent under either program. It is the responsibility of the employee to ensure that they have met all admissions and Tuition Exchange application requirements and deadlines for the institutions to which they are applying.

Should an applicant receive a Tuition Exchange scholarship award through either program, the award will cover full time undergraduate education tuition only, for IRS-dependent children only. The actual amount of the tuition grant is determined by the host school.

If you would like additional information or a copy of the Tuition Exchange Policy, please contact Kathy Stein in the Office of Human Resources by e-mailing kstein@monmouth.edu or by calling extension 4445. Also, you are encouraged to attend the information session for an overview of the program which will be held on April 29 from 3:30 am – 10:30 am in Howard Hall, Room 226.

**2008 Mileage Reimbursement Rate**

The IRS recently announced the standard mileage rates for 2008. Based on this information, the University's mileage reimbursement rate for business use of personal vehicles will be increased to 50 cents per mile for 2008. This increase is effective on January 1, 2008. For travel before that date, reimbursement will continue at the current rate of 48 cents per mile. Detailed information on reimbursable expenses is included in the University Travel Policy.

**Answer to Where is This?**

These larger-than-life photographic murals hang from the rear of the Kessler Field bleachers. To get a better look, you can drive past the front of the Boylan Gymnasium and the baseball field adjacent to the commuter lot at the Larchwood Avenue entrance to campus.

Visit the MU Athletics website at [http://www.gomuhawks.com/](http://www.gomuhawks.com/) to find out more about the Monmouth University/WindMill “Top Dog of the Week”, Hawk Vision on-demand and live video and audio, and MU Hawk Mobile wallpapers and ringtones.