

New Jersey Institute of Technology

Minutes ~ Administrative Affairs Council

April 5, 2006

The meeting was called to order by Dr. Robert A. Altenkirch, chair, at 10:06 AM. Other in attendance were D. Ahluwalia, B. Antes, E. Bishof, R. Calluori, P. Beltran, D. Blackmore, T. Blake, J. Bloom, R. Boynton, F. Deek, C. Dees, E. Deess, U. Gauchat, J. Gentul, D. Hawk, T. Howell, R. Kane, L. Kaplan, K. Kelly, H. Kimmel, D. Knox, G. Mass, H. Mauermeyer, P. Nelson, J. Regencio, D. Reibstein, W. Reynolds, J. Rhodes, H. Ross, N. Rubio, E. Ruiz, D. Sebastian, G. Spak, N. Steffen-Fluhr, H. Stern, R. Sweeney, J. Tartaglia, B. Tedesco, R. Thompson, J. Thompson, and J. Valyo

The minutes of the March 1, 2006 meeting was approved by all present.

Bob Altenkirch discussed the Governor's proposed budget, and stated that only NJIT and Kean University came within the tuition cap last year.

Bob Altenkirch reported that a Budget Task Force was formed to assist with options on managing the budget cuts to the university. Some offensive actions were decided, i.e., non renewal of probationary, vacant, and special lectures positions. Letters were sent out to the appropriate persons informing them of these actions.

Bob Altenkirch stated that if the Governor's proposed deductions hold we probably cannot balance the budget without increasing revenue, reducing expenditures in various areas, and eliminating vacant positions to try and free up some of those funds. We are continuously working with various legislatives to try and have some of the cuts restored.

Denis Blackmore questioned whether it called for dramatic structural changes, and eliminating or merging of programs.

Bob Altenkirch stated that all the structural changes won't free up monies immediately.

Joel Bloom gave an update on enrollment, and discussed new student undergraduate enrollment, and stated that it's important to reach out to students who intend to enroll, but have not yet registered. He asked all program people to reach out to the students, and for advisors to be available to meet with them.

Joel Bloom stated that we are seeing a nice appreciation in the applicant pool which is up by 8% and that more students are applying to more schools, but we need to see a better yield on admitted students. Joel says there is an opportunity to grow enrollment on paid deposits, and that deposits are currently not keeping pace.

Kathy Kelly reported that Dean's Day went very well, and that it helped to kick up the deposits last week. She stated that everyone did a good job, but there is still a significant amount of work to do to maximize the deposits against the admitted pool.

Joel Bloom discussed graduate enrollment and reported that there is a 29% increase in the master's applicant pool, and 29% increase in the admittance. He predicts to see a large increase in master students enrollment.

Perry Deess reported on the alumni survey for Fall 05 and asked that anyone who has surveys in the field to please contact him or his office so that it can be coordinated with his department.

Perry Deess also reported that the response rate of the recent Alumni Survey was 10% and that people were willing and happy to respond by e-mail. He also thanked Bob Boynton for arranging the contacts of alumni.

Ray Calluori stated that over the years in doing surveys, this was the first year that students gave a rating of 4 which is a good sign.

Perry Deess stated that he surveyed alumni that were one, two, and three years out, and that if you go too many years, the percentage of the responses are likely to decrease.

Jack Gentul questioned if any of the breakdown aggregate results year by year, and if any research was done on the 90% of non respondents and why they did not respond?

Ray responded by stating that the survey will be posted on the alumni web page and that he hopes to see it catch on as time goes by.

Ray Callouri also stated that the survey shows that NJIT is very people oriented and it shows the responses are positive about diversity, etc.

Priscilla Nelson stated that it is the duty of all faculty members to participate in graduation, and that everyone should remind their respective units to order their academic attire.

Eladio Ruiz reported that to date; only 5 faculty members have rented their academic attire.

The meeting was adjourned.