

# New Jersey Institute of Technology

## Administrative Affairs Council Minutes

May 2, 2007

The meeting was called to order at 10:07 AM by Dr. Robert A. Altenkirch, Chair. Others in attendance were: B. Antes, E. Bishof, J. Bloom, F. Deek, E. Deess, C. Dees, R. Federici, U. Gauchat, N. Gehani, J. Gentul, H. Gopal, D. Hawk, T. Johnson, R. Kane, K. Kelly, H. Kimmel, M. Kirk, D. Knox, E. Lerner, J. Llewellyn, H. Mauermeyer, G. Mass, D. Misra, S. Morgan, P. Nelson, J. Regencio, J. Robertson, D. Reibstein, W. Reynolds, H. Ross, A. Saadeghvaziri, J. Schuring, D. Sebastian, G. Spak, H. Stern, R. Sweeney, J. Tartaglia, B. Tedesco, P. Teklinski, J. Thompson, N. Tworischuk and D. Ullman

The minutes of the April 18, 2007 meeting are pending approval.

Chairman's report:

The budget materials are currently available on the web, but chairman Altenkirch reviewed a section of faculty separation program that will allow salary funds to be reallocated. The deadline to apply has past. There will be a slight cost after you add everything up for '08, and for '09 no obligations are made to the funds as it stands.

Jones Lang LaSalle, master developers, has hired Elkus Manfredi Architects as the master planners. They have extensive experience in this area of work. A website will be set up to watch the site as it goes along. A survey will also be posted as well so that they get a feel for what would work best in the environment.

Bob Altenkirch stated he will turn things over to Joe Tartaglia to discuss the recent tragedy at Virginia Tech and to answer any questions on our own security. As requested, NJIT has submitted a report to the Governor on our public safety plans.

Joe Tartaglia discussed the organization, mission statement, and structure of the public safety department. He stated that the university currently has agreements with surrounding agencies and reviews the various security systems currently in place.

Joe stated that they generate an annual student satisfaction survey and that ratings have been good, and students are pleased with the way things currently function. The university uses the Information Reporting System under the Jean Clery Disclosure Act that is in place to inform students.

Chief Mike Kirk discussed public safety's organization and employee statistics and provided a chart with the breakdown on race, gender and how they make up of the department expresses diversity and makes the department function better.

He discussed the current supply of public safety equipment utilized on campus, which consists of 3 vehicles, 3 scooters, 16 bikes, and 7 defibrillators. The department uses St. Michael's Hospital for its training and certification. They also work closely with Rutgers on training, which helps because of the close proximity in case of emergency. Joint patrols with Rutgers are also practiced. Mike Kirk also discussed the incident reporting system.

Urs Gauchat stated that he feels that public safety does an outstanding job but suggests that the current 911 service calls be looked at to obtain a better response and he pointed out one recent, problematic incident.

A question was raised on whether there is currently a lock down procedure in place? There is some controversy with such procedures, and it all depends on the situation and a college campus is different than a high school environment because the campus has multiple buildings.

Joel Bloom discussed with Jack Gentul counseling and at what point does information on students in counseling get released when there are signs of possible threat to others? We currently have a fairly liberal policy on students who express a threat to themselves or others. We will assess a student, send the student out on leave to seek medical care, and require clearance for return.

Jean Llewellyn stated that she feels 7 defibrillators are a low number for campus.

Chief Kirk answered that there are enough scooters in place so they can easily be transported to wherever needed.

With no more business to discuss, the meeting was adjourned.