

CABINET MEETING COMMUNIQUE  
MEETING OF FEBRUARY 20, 2006

Present: Crew, Dilworth, Hanson, Steve Horton (Guest), Jones, Cecil Knotts (Guest), Moulton, Pierce, Jeremy Thomas (Guest), Webb

- Steve Horton, Chair of the Strategic Planning and Budgeting Council, made a presentation about last Thursday's meeting of the Council. The Council voted that the approximately \$500,000 the Cabinet plans to re-distribute be allocated on a pro rata basis to each vice-president who will be responsible for determining the best means by which to distribute the funds within his/her division. The process should be handled in such a way that faculty and staff have input. Also, the Council agreed that student recruitment and retention should be a priority initiative for the disbursement of any other funds this year, as well as for available funds for next year. The Council recommends that professional development related to pedagogy and distance learning be part of the initiative. The Cabinet concurred with the Council's recommendations.
- Dr. Hanson asked that, consistent with action by the Strategic Planning and Budgeting Council, the Cabinet approve the allocation of an additional \$65,000 in scholarship funds for next fiscal year. The funds allocated for this purpose are significantly lower than this year's allocation, because of the increase in retention among students who received scholarships for this year. The Cabinet granted its approval of Dr. Hanson's recommendation.
- Jeremy Thomas made a presentation relative to the residence hall tutoring initiative funded previously by the Cabinet at \$22,000. Thanks to a new software package at his disposal, he was able to provide substantial information about student participation in this project, as well as its success to this point. Mr. Thomas asked for \$4,635 to increase the hours of several key tutors whose work hours have necessarily been decreased because of earlier budget reductions. The Cabinet agreed to fund up to this amount and asked Dr. Moulton to see if some or all of it might be paid through the Financial Aid Office once funds are re-distributed within the Division of Student Affairs.
- Cecil Knotts provided information as to how other institutions in the UL System handle retroactive sick leave requests during closures. It appears that

approximately half the universities permit such action while the remaining ones do not. The Cabinet concurred with Mr. Knotts' recommendation that Northwestern implement such a policy and that it follow the regular procedure, with supervisors making decisions about whether sick leave requests meet policy requirements, which include a physician's handwritten signature. The Cabinet also determined that the policy should address funeral leave when the employee is eligible for such. Finally, the Cabinet agreed that the policy should become effective with the Thanksgiving closure days in the fall of 2006. Mr. Knotts will prepare a draft policy statement for consideration by the Cabinet.

- The Cabinet approved the recommendations for facility use fees by non-university groups as recommended by Mr. Crew, who chairs the Facility Use Fee Committee.
- The Cabinet agreed that council membership and its chairs should be rotated on a three-year staggered basis. He asked Dr. Moulton to develop a plan for this purpose to present to the Cabinet for review, with the implementation period starting next fall semester. The Cabinet approved Dr. Hanson's recommendation that Mr. Robert Turner, a faculty member, replace Dr. Horton as chair of the Strategic Planning and Budgeting Council, with Dr. Horton continuing to serve as a member.
- Dr. Moulton provided information from Dr. Jim McCrory that indicates Microsoft will no longer support Windows NT and 98 operating systems. There are currently 65 PCs at Northwestern that, because of this, should be replaced at a cost of approximately \$1,000 each. Dr. Webb asked that Dr. Moulton provide Cabinet members information by unit, within division, as to the personnel who are still using these outmoded systems. He asked that vice-presidents allocate reasonable amounts toward the costs of replacing PCs within their respective divisions, so that the University can consider a bulk purchase of the 65 computers.
- Mr. Crew said that Mr. Joe Morris, through grant funds, can provide Think Pads for University Police vehicles and support equipment, provided the University can cover the \$5,000 annual maintenance cost. Because of the potential for enhancing campus security as well as security for our police officers, the Cabinet approved this action.
- Mr. Dilworth reported the status of the movable property inventory as of the February 17th deadline. Although unit heads were more responsive this time, there still are three unit heads who have not completed their inventories. Dr. Webb asked that each vice-president personally address with appropriate unit heads any missing equipment. The Cabinet discussed the possibility of assessing employees who lose equipment or using stewardship of equipment as part of employee evaluations.