

**Joint Cabinet/Leadership Team  
Iowa State University  
MINUTES  
May 17, 2005**

**1. Approval of April 5 Minutes**

Minutes of April 5 meeting were approved with no changes.

**2. Update from Deans' Council**

Dean White reported on one item from Deans' Council – a proposal for negative raises.

**3. Internal Committee Assignments, and any reports/updates**

a. Proposal for College of Human Sciences Convocation

Roger Smith reported that CY Stephens is reserved for Friday night of graduation weekend for the CHS convocation. Refer to attachment to agenda for results of survey sent to parents and students.

b. Name of this group – Cabinet? Leadership Team?

Following discussion it was agreed to call the group Cabinet.

c. Committee on Committees Report – Discussion

Discussion centered on number of committees, how the college can combine committees, and whether all committees are needed. Dr. White indicated there are three separate groups working on Governance Document.

Questions centered on combining recruitment and retention into one committee. Also, combining Curriculum and Outcomes Assessment Committee. It was felt that outcomes assessment would be done at departmental level, and then discussed within curriculum committee

Undergraduate student representatives would be designated by Student Council; Dayle Nickerson and Michele Lee will serve as co-advisers next year.

d. Information Management Report – refer to May 16 e-mail

e. Space Report (Mary Gregoire)

f. Signage Outside Lago and MacKay

Margie Tabor, Facilities, joined the group for discussion of outside signage for College of Human Sciences buildings. Margie will work with Facilities signage people and will share summary of discussion and further suggestions with Cabinet.

g. Faculty Trust Memo – no discussion at this meeting.

**Additional items:** Dr. White reported on a meeting with Jerry Thomas, Margie Tabor, and Jim Ziebold regarding mail service and delivery. History of charges for Mail Service is that years ago a base budget transfer from colleges was done to support sorting within colleges. College of Education participated in the budget transfer and currently receives 9 sorts. CFCS did not participate and has used Dean's office staff time to sort the mail for all of the department/units housed in MacKay/LeBaron/HNSB. In the future mail for MacKay/LeBaron/HNSB, which includes AESHM, FSHN/CDFIN, Extension, Alumni and Communications, will need to be sorted by Mail Service. Cost is \$6.40 per stop per day; this is roughly \$1650 per sort per year. HDFS currently has one mail stop in Palmer. It will be critical that faculty and staff use the 4 digit Zip Code that follows the 50011 Zip Code, as this determines the mail sort. Another change is that MacKay/LeBaron/HNSB would receive one delivery per day; buildings with Dean's offices receive two deliveries a day. Discussion was held on how to cover the cost. No final decision was made. Dr. White indicated that the Provost's office has granted \$50,000 in one-time monies in response to request for funds for

brochures, etc. This \$50,000 is designated for use for alumni letter/survey, t-shirts, and banners. Departments will need to cover costs of stationery and business cards.

**4. Fall Faculty and Staff Convocation, Thursday, August 18**

Topics: Governance Document (committee structure) and Strategic Plan

**5. Other items previously identified/addition of any more**

Uniform annual reporting system

Development issues; Donor relations; Ring of Life; Scholarships – at college level

Legislative Relations – Jon Murphy (Washington, D.C. liaison)

Dean's portraits/art collections