

# AGENDA

## Iowa Coordinating Council for Post-High School Education (ICCPHSE)

Wednesday, April 23, 2008

10:00 a.m. – 2:00 p.m.

Iowa Room, Rm 335, Iowa Memorial Union

The University of Iowa

Madison Street

Iowa City, Iowa

1.	Welcome	Bob Paxton, Chair
2.	Call to Order and Introductions	Bob Paxton, Chair
3.	Approval of Meeting Minutes – January 24, 2008 (Will be distributed at the meeting)	Roger Foelske, Recording Secretary
4.	a. Treasurer’s Report – Attachment (January, February, March, 2008) Report of Audit Committee (Audit through 12/31/07) – To be conducted and report sent to the membership when available.	Gary Steinke, Treasurer  Jan Friedel and Ben Allen, Committee members
5.	Panel Discussion on Duplication “How is duplication handled in your sector?” <ul style="list-style-type: none"><li>• Ben Allen</li><li>• Rich Sours</li><li>• Roger Foelske</li><li>• Susan Spivey</li></ul>	Bob Paxton, Facilitator
6.	<b>12:00 noon – Pick up box lunch</b>	
7.	Notices of Intent for ratification – Attachment <ul style="list-style-type: none"><li>a. Programs Submitted Without Concerns</li><li>b. Programs Submitted With Concerns Resolved -- Kaplan University</li></ul>	Diana Gonzalez, Permanent Secretary
8.	Update from College Aid Commission <ul style="list-style-type: none"><li>• Post-Secondary Registration Update</li><li>• Iowa Legislative update on student financial aid</li></ul>	Keith Greiner
9.	Updates <ul style="list-style-type: none"><li>• Proposed Sector Membership for 2008-09</li><li>• Taxonomy</li></ul>	Diana Gonzalez, Permanent Secretary
10.	Proposed By-Laws Revisions -- Current By Laws 2005 (Attachment) 2008 Proposed By Laws Revisions (Attachment)	Bob Paxton, Chair
11.	Confirmation of Chair for 2008-09 – Ben Allen, President, UNI Election of Chair-Elect for 2008-09 – (Independent Sector)	
12.	For the Good of the Order	Bob Paxton, Chair

IOWA COORDINATING COUNCIL FOR POST HIGH SCHOOL EDUCATION

July 1, 2007 - January 31, 2008

	Budget	To Date	Balance
<b>I. Income</b>			
<b>A. Dues</b>			
Board of Regents	\$0.00	\$0.00	\$0.00
Dept./Education	0.00	0.00	0.00
IAICU	0.00	0.00	0.00
IAPBS/IPSSA	0.00	0.00	0.00
ICSAC	0.00	0.00	0.00
IPTV	0.00	0.00	0.00
	\$0.00	\$0.00	\$0.00
B. Interest Income	500.00	127.89	372.11
C. Articulation Cmt. Carry Over	0.00	0.00	0.00
D. ICCPHSE Carry Over	<u>11,392.19</u>	<u>11,392.19</u>	<u>0.00</u>
Total Income	\$11,892.19	\$11,520.08	\$372.11
<b>II. Expenses</b>			
A. Council Meetings Expense	\$2,000.00	\$377.62	\$1,622.38
(Includes meetings via ICN)			
B. Secretarial Expense	250.00	0.00	250.00
C. Treasurer's Expense	100.00	0.00	100.00
D. Program Expense	1,000.00	0.00	1,000.00
E. Articulation Subcommittee	1,000.00	0.00	1,000.00
F. Miscellaneous Expense	250.00	1,109.18	(859.18)
G. Distance Learning Expense	1,500.00	0.00	1,500.00
H. Reserve Fund	<u>5,792.19</u>	<u>\$0.00</u>	<u>5,792.19</u>
Total Expenses	\$11,892.19	\$1,486.80	\$10,405.39
<b>III. ICCPHSE Balance</b>		<u><u>\$10,033.28</u></u>	
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Account Balances 1/31/08			
Iowa State Bank A/C	13,154.72		
Way Up Balance	1,910.77		
Carol Kay Memorial	1,210.67		
ICCPHSE Balance	10,033.28		
<b>Total of All Accounts</b>		<u><u>\$13,154.72</u></u>	

IOWA COORDINATING COUNCIL FOR POST HIGH SCHOOL EDUCATION  
Statement of Income and Expenses  
July 1- January 31, 2008

I. Income

6/30/2007 Balance Forward	\$1,910.77		
7/31/2007	\$0.00	1/31/2008	\$0.00
8/31/2007	\$0.00	2/28/2008	\$0.00
9/31/2007	\$0.00	3/31/2008	\$0.00
10/31/2006	\$0.00	4/30/2008	\$0.00
11/30/2007	\$0.00	5/31/2008	\$0.00
12/31/2007	\$0.00	6/30/2008	\$0.00
<b>Total Income</b>			<b>\$1,910.77</b>

II. Expenses

7/31/2007	\$0.00	1/31/2008	\$0.00
8/31/2007	\$0.00	2/28/2008	\$0.00
9/30/2007	\$0.00	3/31/2008	\$0.00
10/31/2006	\$0.00	4/30/2008	\$0.00
11/30/2007	\$0.00	5/31/2008	\$0.00
12/31/2007	\$0.00	6/30/2008	\$0.00
<b>Total Expenses</b>			<b>\$0.00</b>

<b>III. Way Up Balance 1/31/08</b>			<b>\$1,910.77</b>
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CAROL KAY MEMORIAL

I. Income

6/30/2007 Balance Forward	\$1,210.67		
7/31/2007	\$0.00	1/31/2008	\$0.00
8/31/2007	\$0.00	2/28/2008	\$0.00
9/30/2007	\$0.00	3/31/2008	\$0.00
10/31/2007	\$0.00	4/30/2008	\$0.00
11/30/2007	\$0.00	5/31/2008	\$0.00
12/31/2007	\$0.00	6/30/2008	\$0.00
<b>Total Income</b>			<b>\$1,210.67</b>

II. Expenses

7/31/2007	\$0.00	1/31/2008	\$0.00
8/31/2007	\$0.00	2/28/2008	\$0.00
9/30/2007	\$0.00	3/31/2008	\$0.00
10/31/2007	\$0.00	4/30/2008	\$0.00
11/30/2007	\$0.00	5/31/2008	\$0.00
12/31/2007	\$0.00	6/30/2008	\$0.00
<b>Total Expenses</b>			<b>\$0.00</b>

<b>III. Carol Kay Balance 1/31/08</b>			<b>\$1,210.67</b>
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<b>December Balance of Way Up and Carol Kay</b>			<b>\$3,121.44</b>
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IOWA COORDINATING COUNCIL FOR POST HIGH SCHOOL EDUCATION

July 1, 2007 - February 29, 2008

	Budget	To Date	Balance
<b>I. Income</b>			
A. Dues			
Board of Regents	\$0.00	\$0.00	\$0.00
Dept./Education	0.00	0.00	0.00
IAICU	0.00	0.00	0.00
IAPBS/IPSSA	0.00	0.00	0.00
ICSAC	0.00	0.00	0.00
IPTV	0.00	0.00	0.00
	\$0.00	\$0.00	\$0.00
B. Interest Income	500.00	142.34	357.66
C. Articulation Cmt. Carry Over	0.00	0.00	0.00
D. ICCPHSE Carry Over	<u>11,392.19</u>	<u>11,392.19</u>	<u>0.00</u>
Total Income	\$11,892.19	\$11,534.53	\$357.66
<b>II. Expenses</b>			
A. Council Meetings Expense (Includes meetings via ICN)	\$2,000.00	\$791.66	\$1,208.34
B. Secretarial Expense	250.00	0.00	250.00
C. Treasurer's Expense	100.00	0.00	100.00
D. Program Expense	1,000.00	0.00	1,000.00
E. Articulation Subcommittee	1,000.00	0.00	1,000.00
F. Miscellaneous Expense	250.00	1,109.18	(859.18)
G. Distance Learning Expense	1,500.00	0.00	1,500.00
H. Reserve Fund	<u>5,792.19</u>	<u>\$0.00</u>	<u>5,792.19</u>
Total Expenses	\$11,892.19	\$1,900.84	\$9,991.35
<b>III. ICCPHSE Balance</b>		<u><u>\$9,633.69</u></u>	
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Account Balances 2/29/08			
Iowa State Bank A/C	12,755.13		
Way Up Balance	1,910.77		
Carol Kay Memorial	1,210.67		
ICCPHSE Balance	9,633.69		
<b>Total of All Accounts</b>		<u><u>\$12,755.13</u></u>	

IOWA COORDINATING COUNCIL FOR POST HIGH SCHOOL EDUCATION  
Statement of Income and Expenses  
July 1- February 29, 2008

I. Income

6/30/2007 Balance Forward	\$1,910.77		
7/31/2007	\$0.00	1/31/2008	\$0.00
8/31/2007	\$0.00	2/28/2008	\$0.00
9/31/2007	\$0.00	3/31/2008	\$0.00
10/31/2006	\$0.00	4/30/2008	\$0.00
11/30/2007	\$0.00	5/31/2008	\$0.00
12/31/2007	\$0.00	6/30/2008	\$0.00
Total Income			\$1,910.77

II. Expenses

7/31/2007	\$0.00	1/31/2008	\$0.00
8/31/2007	\$0.00	2/28/2008	\$0.00
9/30/2007	\$0.00	3/31/2008	\$0.00
10/31/2006	\$0.00	4/30/2008	\$0.00
11/30/2007	\$0.00	5/31/2008	\$0.00
12/31/2007	\$0.00	6/30/2008	\$0.00
Total Expenses			\$0.00

III. Way Up Balance 2/29/08	\$1,910.77
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CAROL KAY MEMORIAL

I. Income

6/30/2007 Balance Forward	\$1,210.67		
7/31/2007	\$0.00	1/31/2008	\$0.00
8/31/2007	\$0.00	2/28/2008	\$0.00
9/30/2007	\$0.00	3/31/2008	\$0.00
10/31/2007	\$0.00	4/30/2008	\$0.00
11/30/2007	\$0.00	5/31/2008	\$0.00
12/31/2007	\$0.00	6/30/2008	\$0.00
Total Income			\$1,210.67

II. Expenses

7/31/2007	\$0.00	1/31/2008	\$0.00
8/31/2007	\$0.00	2/28/2008	\$0.00
9/30/2007	\$0.00	3/31/2008	\$0.00
10/31/2007	\$0.00	4/30/2008	\$0.00
11/30/2007	\$0.00	5/31/2008	\$0.00
12/31/2007	\$0.00	6/30/2008	\$0.00
Total Expenses			\$0.00

III. Carol Kay Balance 2/29/08	\$1,210.67
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December Balance of Way Up and Carol Kay	\$3,121.44
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IOWA COORDINATING COUNCIL FOR POST HIGH SCHOOL EDUCATION

July 1, 2007 - March 31, 2008

	Budget	To Date	Balance
<b>I. Income</b>			
A. Dues			
Board of Regents	\$0.00	\$0.00	\$0.00
Dept./Education	0.00	0.00	0.00
IAICU	0.00	0.00	0.00
IAPBS/IPSSA	0.00	0.00	0.00
ICSAC	0.00	0.00	0.00
IPTV	0.00	0.00	0.00
	\$0.00	\$0.00	\$0.00
B. Interest Income	500.00	144.59	355.41
C. Articulation Cmt. Carry Over	0.00	0.00	0.00
D. ICCPHSE Carry Over	<u>11,392.19</u>	<u>11,392.19</u>	<u>0.00</u>
Total Income	\$11,892.19	\$11,536.78	\$355.41
<b>II. Expenses</b>			
A. Council Meetings Expense	\$2,000.00	\$791.66	\$1,208.34
(Includes meetings via ICN)			
B. Secretarial Expense	250.00	0.00	250.00
C. Treasurer's Expense	100.00	0.00	100.00
D. Program Expense	1,000.00	0.00	1,000.00
E. Articulation Subcommittee	1,000.00	0.00	1,000.00
F. Miscellaneous Expense	250.00	1,109.18	(859.18)
G. Distance Learning Expense	1,500.00	0.00	1,500.00
H. Reserve Fund	<u>5,792.19</u>	<u>\$0.00</u>	<u>5,792.19</u>
Total Expenses	\$11,892.19	\$1,900.84	\$9,991.35
<b>III. ICCPHSE Balance</b>		<u><u>\$9,635.94</u></u>	
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Account Balances 3/31/08			
Iowa State Bank A/C	12,755.13		
Way Up Balance	1,910.77		
Carol Kay Memorial	1,210.67		
ICCPHSE Balance	9,635.94		
Total of All Accounts		<u><u>\$12,757.38</u></u>	

IOWA COORDINATING COUNCIL FOR POST HIGH SCHOOL EDUCATION  
Statement of Income and Expenses  
July 1- March 31, 2008

I. Income

6/30/2007 Balance Forward	\$1,910.77		
7/31/2007	\$0.00	1/31/2008	\$0.00
8/31/2007	\$0.00	2/28/2008	\$0.00
9/31/2007	\$0.00	3/31/2008	\$0.00
10/31/2006	\$0.00	4/30/2008	\$0.00
11/30/2007	\$0.00	5/31/2008	\$0.00
12/31/2007	\$0.00	6/30/2008	\$0.00
Total Income			\$1,910.77

II. Expenses

7/31/2007	\$0.00	1/31/2008	\$0.00
8/31/2007	\$0.00	2/28/2008	\$0.00
9/30/2007	\$0.00	3/31/2008	\$0.00
10/31/2006	\$0.00	4/30/2008	\$0.00
11/30/2007	\$0.00	5/31/2008	\$0.00
12/31/2007	\$0.00	6/30/2008	\$0.00
Total Expenses			\$0.00

III. Way Up Balance 3/31/08	\$1,910.77
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CAROL KAY MEMORIAL

I. Income

6/30/2007 Balance Forward	\$1,210.67		
7/31/2007	\$0.00	1/31/2008	\$0.00
8/31/2007	\$0.00	2/28/2008	\$0.00
9/30/2007	\$0.00	3/31/2008	\$0.00
10/31/2007	\$0.00	4/30/2008	\$0.00
11/30/2007	\$0.00	5/31/2008	\$0.00
12/31/2007	\$0.00	6/30/2008	\$0.00
Total Income			\$1,210.67

II. Expenses

7/31/2007	\$0.00	1/31/2008	\$0.00
8/31/2007	\$0.00	2/28/2008	\$0.00
9/30/2007	\$0.00	3/31/2008	\$0.00
10/31/2007	\$0.00	4/30/2008	\$0.00
11/30/2007	\$0.00	5/31/2008	\$0.00
12/31/2007	\$0.00	6/30/2008	\$0.00
Total Expenses			\$0.00

III. Carol Kay Balance 3/31/08	\$1,210.67
December Balance of Way Up and Carol Kay	\$3,121.44

**PROGRAMS WITHOUT CONCERNS**

**PROGRAMS TO BE LISTED ON AGENDA FOR APRIL 23, 2008 ICCPHSE MEETING**

**Grand View College, Des Moines**

Academic Major in Physical Education (K-12)  
Baccalaureate Degree major  
CIP #13.1314  
On campus -- Des Moines

Academic Major in Biotechnology  
Baccalaureate Degree major  
CIP #26.12  
On campus -- Des Moines

Posted to Listserv 3/5/08; 20<sup>th</sup> day = 3/24/08

**Grand View College, Des Moines**

Innovative Leadership with Majors in Business, Education and Nursing  
M.S.  
BSAD 52.0299 Business Administration & Management, other  
EDUC 123.0101 Education, General  
NURS 51.1601 Nursing (R. N. Training)  
On campus – Des Moines

Posted to Listserv 4/2/08; 20<sup>th</sup> day = 4/21/08

**Vatterott College**

Information Systems Security  
Diploma  
CIP #11.1003  
On campus – Des Moines

Posted to Listserv 4/3/08; 20<sup>th</sup> day = 4/22/08

**PROGRAMS WITH CONCERNS RESOLVED**

**PROGRAMS TO BE LISTED ON AGENDA FOR APRIL 23, 2008 ICCPHSE MEETING**

**Kaplan University**

Criminal Justice

Bachelors of Science

CIP #43.0104

Locations: Cedar Rapids, Cedar Falls, Mason City, Des Moines

IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION  
BYLAWS  
Revisions Approved in May 2005

**PURPOSE OF THE COUNCIL**

The main function of the Council is to provide an effective means of voluntary cooperation and coordination among the various boards and institutions which are ultimately responsible for post-high school education in Iowa. Its principal responsibilities are to:

1. Provide for review of all proposals for new academic programs and the offering of existing programs at new locations and provide advice and counsel to the Iowa College Aid Commission on those proposals. The authority of the Council to review new academic program proposals may be delegated by the chairperson to the executive committee or a special subcommittee with approval of executive committee, with reporting to all council members of their actions.
2. Provide a forum for the systematic gathering of data and conducting studies of issues pertaining to post-high school education in Iowa and making recommendations to governing boards, institutions, and to the public which will aid in the development of statewide coordination.

**MEMBERSHIP**

The general membership of the Council shall consist of all colleges and universities in Iowa that participate in State-supported student financial aid programs administered by the Iowa College Aid Commission and constituent agencies, boards, and associations.

❖ Representatives:

There shall be 25 voting members distributed as follows:

1. Appointed by the Board of Regents, State of Iowa:
  - A. Three representatives appointed by the Board of Regents, State of Iowa
  - B. The president of the University of Iowa, Iowa State University and the University of Northern Iowa.

IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION  
BYLAWS  
Revisions Approved in May 2005

2. Appointed by the State Board of Education:
  - A. Three representatives of the State Board of Education
  - B. Three representatives from the community colleges
3. Appointed by the Community Colleges:
  - A. Two CC Presidents
  - B. Two CC Trustees (One of these members may be from the CC Trustees Office staff)
4. Appointed by the Iowa Association of Independent Colleges and Universities:
  - A. Three representatives of boards of trustees of IAICU institutions;  
and
  - B. Three presidents from independent colleges and universities.
5. Appointed by College Aid Commission:
  - A. One representative from the Commission, or the Executive Director.
6. Appointed by the Iowa Public Broadcasting Board:
  - A. One representative from the IPTV Board
7. Appointed by the Iowa Private for Profit Schools:
  - A. One president of a private for profit school;
  - B. One administrative representative of Iowa Private for Profit Schools.
8. Appointed by the Chairperson of the Council:

Three student representatives – the student representatives shall be full-time students in good standing at colleges or universities in the sectors represented by the current Chair, Vice Chair, or immediate past Chair of the Council.

IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION  
BYLAWS  
Revisions Approved in May 2005

There shall also be five non-voting (ex officio) representatives as follows:

1. Director of Department of Education. (If the Director is named a member of the Council, then the Director may designate an assistant to serve in this capacity of consultant.)
2. President of the Iowa Association of Independent Colleges and Universities.
3. Executive Director or designee from the Board of Regents staff who shall serve as the Permanent Secretary.
4. Executive Director of the Iowa Association of Community College Trustees.
5. Executive Director of Iowa Public Television, if not appointed as the IPTV representative.

An official alternate representative shall be named by each appointing body to serve in the absence of the appointed representative. This alternate shall be kept fully informed of all work of the Council. Only the official alternate can vote.

The Council shall follow Robert's Rules of Order. A quorum shall be twelve members, which must include at least one member from three of the seven segments of the Council.

❖ Terms of Council Members:

At the pleasure of the appointing body.

❖ Advisory Committees:

The Council may establish such Advisory Committees as it deems desirable.

❖ Officers:

The Council shall elect a chairperson and vice-chairperson and other officers, and for terms as it may determine. There shall be a recording secretary, a treasurer, and a permanent secretary who may be a Council member or may be a staff member.

The officers serving as Executive Committee of the Council shall select staff and appoint subcommittees as may be necessary.

IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION  
BYLAWS  
Revisions Approved in May 2005

❖ Meetings:

Meetings shall be held at least two times each year at time and place determined by the Council.

❖ Policies and Procedures:

The Council shall develop a manual of policies and procedures to assist the Council and its members to achieve the Purpose of the Council.

❖ Reports:

The Council shall make an annual report containing a summary of the work of the Council, its accomplishments, its problems, its recommendations, and such factual data as seems appropriate. This report shall be available to the public.

The Council shall generate such studies, reports, and recommendations as are deemed necessary to assist post-high school educational institutions in better serving the needs of lowans.

❖ Finance:

The Council, as a voluntary association of all facets of post-high school education in Iowa, shall be financed by an assessment of its own members. Each assessment of members shall be shared on a per vote proportionate basis, excluding only the votes of student members.

The Council shall be authorized to accept contributions, gifts, and grants from other sources when available, unless such involve commitments which are inconsistent with the Purpose of the Council.

The Council shall pay expenses of its members and staff as authorized by the Council.

IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION  
Current BYLAWS  
Revisions Approved in May 2005

**PURPOSE OF THE COUNCIL**

The main function of the Council is to provide an effective means of voluntary cooperation and coordination among the various boards and institutions which are ultimately responsible for post-high school education in Iowa. Its principal responsibilities are to (Identify opportunities for statewide cooperatives which):

Will be beneficial and cost effective for all sectors of post secondary education in Iowa.

2. (Discuss and offer suggestions) on proposed state and federal legislation that reflect the best interests of the mission and programs of the institutional members of the Council and the constituencies served by these institutions

~~4.3.(1)~~ Provide for review of all proposals for new academic programs and the offering of existing programs at new locations and provide advice and counsel to the ~~Iowa College Aid Commission (governing boards)~~ on those proposals. The Council also provides feedback regarding institutions seeking registrations in the state of Iowa to the Secretary of State through the Iowa College Student Aid Commission. The authority of the Council to review new academic program proposals may be delegated by the chairperson to the executive committee or a special subcommittee with approval of executive committee, with reporting to all council members of their actions.

~~2. 4.(2)~~ Provide a means for the systematic gathering of data and to make such data available in usable form to the colleges, their boards, and all other agencies in need of such information.~~forum for the systematic gathering of data and conducting studies of issues pertaining to post-high school education in Iowa and making recommendations to governing boards, institutions, and to the public which will aid in the development of statewide coordination.~~

**MEMBERSHIP**

The general membership of the Council shall consist of all colleges and universities in Iowa that participate in State-supported student financial aid programs administered by the Iowa College Aid Commission and constituent agencies, boards, and associations.

❖ Representatives:

There shall be 25 voting members distributed as follows:

1. Appointed by the Board of Regents, State of Iowa:

A. Three representative(s) (members of the Board of Regents State of Iowa, one of these representatives may be from the Board of

IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION  
Current BYLAWS

Revisions Approved in May 2005

Regents Office Staff; and appointed by the Board of Regents, State  
of Iowa

- B. The president of the University of Iowa, Iowa State University and the University of Northern Iowa.

IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION  
Current BYLAWS  
Revisions Approved in May 2005

2. Appointed by the State Board of Education:
  - A. Three representatives of the State Board of Education, (one member may be from the Department of Education staff and at least two members should be from the State Board representing Pre-K – 12 education).
  - ~~B. Three representatives from the community colleges~~
3. Appointed by the Community Colleges:
  - A. Two CC Presidents
  - B. Two CC Trustees (One of these members may be from the CC Trustees Office staff)
4. Appointed by the Iowa Association of Independent Colleges and Universities:
  - A. Three representatives of boards of trustees of IAICU institutions (One of these members may be from the IAICU office);  
and
  - B. Three presidents from independent (not-for-profit Iowa) colleges and universities.
5. Appointed by College Aid Commission:
  - A. One representative from the Commission, or the Executive Director.
6. Appointed by the Iowa Public Broadcasting Board:
  - A. One representative from the IPTV Board
7. Appointed by the Iowa Private for Profit Schools:
  - A. One president of a private for profit school;
  - B. One administrative representative of Iowa Private for Profit Schools.

IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION  
Current BYLAWS  
Revisions Approved in May 2005

8. Appointed by the Chairperson of the Council:

Three student representatives – the student representatives shall be full-time students in good standing at colleges or universities in the sectors represented by the current Chair, Vice Chair, or immediate past Chair of the Council.

IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION  
Current BYLAWS  
Revisions Approved in May 2005

There shall also be five non-voting (ex officio) representatives as follows:

1. Director of Department of Education. ~~(If the Director is named a member of the Council, then the Director may designate an assistant to serve in this capacity of consultant.)~~
2. President of the Iowa Association of Independent Colleges and Universities.
3. Executive Director or designee from the Board of Regents staff who shall serve as the Permanent Secretary.
4. Executive Director of the Iowa Association of Community College Trustees.
5. ~~Executive Director of Iowa Public Television, if not appointed as the IPTV representative.~~

An official alternate representative shall be named by each appointing body to serve in the absence of the appointed representative. This alternate shall be kept fully informed of all work of the Council. Only the official alternate can vote.

The Council shall follow Robert's Rules of Order. A quorum shall be ~~twelve~~ fifteen voting members, which must include at least one member from three of the seven segments of the Council.

❖ Terms of Council Members:

At the pleasure of the appointing body.

❖ Advisory Committees:

The Council may establish such Advisory Committees as it deems desirable.

❖ Officers:

The Council shall elect a chairperson and vice-chairperson and other officers, and for terms as it may determine. There shall be a recording secretary, a treasurer, and a permanent secretary who may be a Council member or may be a staff member.

The officers serving as Executive Committee of the Council shall select staff and appoint subcommittees as may be necessary.

IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION  
Current BYLAWS  
Revisions Approved in May 2005

❖ Meetings:

Meetings shall be held at least ~~two~~ three times each year at time and place determined by the Council.

❖ Policies and Procedures:

The Council shall develop a manual of policies and procedures to assist the Council and its members to achieve the Purpose of the Council.

❖ Reports:

The Council shall make an annual report containing a summary of the work of the Council, its accomplishments, its problems, its recommendations, and such factual data as seems appropriate. This report shall be available to the public.

The Council shall generate such studies, reports, and recommendations as are deemed necessary to assist post-high school educational institutions in better serving the needs of lowans.

❖ Finance:

The Council, as a voluntary association of all facets of post-high school education in Iowa, shall be financed by an assessment of its own members. Each assessment of members shall be shared on a per vote proportionate basis, excluding only the votes of student members.

The Council shall be authorized to accept contributions, gifts, and grants from other sources when available, unless such involve commitments which are inconsistent with the Purpose of the Council.

The Council shall pay expenses of its members and staff as authorized by the Council.