

CORRECTED PAGE

The State Board of Regents met at the State University of Iowa on Wednesday and Thursday, February 20-21. Those present were:

	<u>February 20</u>	<u>February 21</u>
Members of State Board of Regents:		
Mrs. Petersen, President	All Sessions	All Sessions
Mr. Bailey	All Sessions	All Sessions
Mrs. Belin	Excused	Excused
Mr. Brownlee	All Sessions	All Sessions
Dr. Harris	All Sessions	All Sessions
Mrs. Jorgensen	All Sessions	All Sessions
Mr. Neu	All Sessions	All Sessions
Mr. Shaw	All Sessions	All Sessions
Mr. Wenstrand	All Sessions	All Sessions
Office of State Board of Regents:		
Executive Secretary Richey	All Sessions	All Sessions
Director Barak	All Sessions	Exc. 11:30 a.m.
Director McMurray	All Sessions	All Sessions
Director Sonnenschein	All Sessions	
Assoc. Director Caldwell		All Sessions
Director Volm	All Sessions	
Ms. Baker, Secretary	All Sessions	All Sessions
State University of Iowa:		
President Boyd	All Sessions	Exc. 2:00 p.m.
Vice-President Bezanson	All Sessions	All Sessions
Vice-President Brodbeck	All Sessions	All Sessions
Assistant Vice-President Small	All Sessions	All Sessions
Assistant to President Mahon	All Sessions	
Assoc. Director Joseph Brisben	All Sessions	All Sessions
Iowa State University:		
President Parks	All Sessions	Exc. 11:30 a.m.
Vice-President Christensen	All Sessions	Exc. 11:30 a.m.
Vice-President Hamilton	All Sessions	Exc. 11:30 a.m.
Asst. Vice-President Madden	All Sessions	Exc. 11:30 a.m.
Asst. to President Henry	All Sessions	Exc. 11:30 a.m.
University of Northern Iowa:		
President Kamerick	All Sessions	Exc. 10:00 a.m.
Provost Martin	All Sessions	Exc. 10:00 a.m.
Vice-President Stansbury	All Sessions	Exc. 10:00 a.m.
Director Kelly	All Sessions	Exc. 10:00 a.m.
Iowa School for the Deaf:		
Superintendent Giangreco	All Sessions	Exc. 9:45 a.m.
Business Manager Kuehnhold	All Sessions	Exc. 9:45 a.m.
Iowa Braille and Sight Saving School:		
Superintendent DeMott	All Sessions	Exc. 11:30 a.m.
Business Manager Berry	All Sessions	Exc. 11:30 a.m.

GENERAL

The following business pertaining to general or miscellaneous items was transacted on Wednesday, February 20, 1980.

APPROVAL OF MINUTES. The minutes of the January, 1980, meeting were approved as distributed. President Petersen stated that any additions or substantive changes could be turned in to the executive secretary.

COMMITTEE ON EDUCATIONAL COORDINATION. a. Master of Science Degree with a Major in Physical Education. The board was asked to approve a request from Iowa State University for a Master of Science degree with a major in physical education with the reservation that an explanation be made how this proposal can be accomplished without additional resources even though a 50% increase in enrollment is projected.

The proposed major reflects an organizational change moving the present Master of Science program in Physical Education from the Department of Professional Studies to the Department of Physical Education. At the January board meeting this matter was referred to the Interinstitutional Committee on Educational Coordination and the Board Office for review. The committee has reviewed the proposal and recommended the proposed program be approved.

Vice-President Christensen responded to the reservation about additional resources by stating that the increase in enrollment would be the result of normal growth and would be taken care of in the normal budgetary process.

MOTION:

Mr. Bailey moved that the board approve the request from Iowa State University for a master of Science degree with a major in Physical Education. Dr. Harris seconded the motion and it passed unanimously.

b. Master of Arts in Anthropology. The board was requested to approve Iowa State University's proposal for a Master of Arts degree in anthropology.

The proposal is to offer the anthropology program as a separate M.A. The university has been offering an M.S. degree in sociology with a specialization in anthropology since 1970. It indicated no additional funds would be needed to support the program.

This matter was referred in January to the Interinstitutional Committee and the Board Office for review. The committee has reviewed the proposal and recommended approval of it. The Board Office also recommended approval.

Regent Bailey asked if this program will be the same as the one offered since 1970. Vice-President Christensen indicated that it is the same program but it would not be identified specifically with the anthropology program.

MOTION:

Mr. Bailey moved that the board approve Iowa State University's proposal for a Master of Arts degree in Anthropology. Mr. Wenstrand seconded the motion and it passed unanimously.

c. Division of Associated Medical Sciences at the University of Iowa.

The board was requested to approve the organization of a Division of Associated Medical Sciences in the College of Medicine at the University of Iowa. This proposal would include the following baccalaureate programs in the division: Physicians' Assistant Program, Physical Therapy Program, Medical Technology Program, and Nuclear Medicine Technology Program. The university indicated it is not intended that these programs be displaced from their present base of operation but that an academic climate be generated to stimulate an interdisciplinary approach to the training of personnel.

The university indicated no additional funds will be required and the necessary components of the program are present now.

The establishment of this administrative unit has been approved by the Medical Council and the Executive Committee of the College of Medicine. The Interinstitutional Committee on Educational Coordination has reviewed the proposal and recommended it for approval.

MOTION:

Mr. Brownlee moved that the board approve the organization of a Division of Associated Medical Sciences in the College of Medicine at the University of Iowa. Dr. Harris seconded the motion and it passed unanimously.

d. Cancer Center of the University of Iowa. The board was requested to approve a proposal from the University of Iowa to establish a Cancer Center.

At the January meeting the board referred this proposal to the Committee for Educational Coordination and the Board Office for review. The committee recommended approval with the understanding that the Board of Regents will not restrict research on tumors to the center and will continue to encourage research in this area by faculty members at other institutions.

The Board Office also recommended approval since the program is well established and the university has indicated it will be supported on soft funds and state appropriations will not be sought if the soft funding deteriorates.

MOTION:

Dr. Harris moved the board approve the proposal from the University of Iowa to establish a Cancer Center. Mr. Shaw seconded the motion.

Regent Bailey asked if the center would be involved in research, teaching, and education. Vice-President Brodbeck indicated the activities would be basically in research.

VOTE ON MOTION:

The motion passed unanimously.

e. Policy on Suspension of Entry and Termination of Academic Programs.

The board was requested to approve the proposed policy on suspension of entry and termination of academic programs. The proposal states:

When an institution expresses a desire to terminate an academic program it will present its plans to the Board of Regents for approval. If an institution wishes to suspend or substantially reduce admission to a program, it should report back to the Board its intentions with respect to the program. If it has been decided to terminate the program, the institution will then request approval of its intention to terminate after the last student has completed the requirements of the program. If admissions are to be reopened, no action by the Board will be required.

The Board Office said the above statement with respect to program termination is the same as present policy. With respect to suspension of admission the proposal adds to present policy by stipulating that the board be informed of the desire to suspend admissions. The period following suspension provides an opportunity for faculty and administration to review the situation and take steps to either reopen admissions or to terminate the program.

The policy was worked out between the Interinstitutional Committee on Educational Coordination and the Board Office. It will provide the board with an opportunity to be informed in a timely fashion regarding desire to suspend entry to an academic program.

MOTION:

Mrs. Jorgensen moved the board approve the proposed policy on suspension of entry and termination of academic programs. Mr. Shaw seconded the motion.

Regent Bailey asked for clarification that board approval would be required to terminate a program but its approval would not be required to suspend a program. Vice-President Christensen said this is correct but that the board will be notified so that it will have an opportunity to express any concerns it may have.

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In reply to Regent Bailey's request for a definition of program, Vice-President Christensen said a program is that which leads to a specific conclusion in the way of a major, minor, degree, or special certification. It could be a department.

Vice-President Martin noted the proposed policy would not cover situations in which courses were full making it impossible to enroll some students for that semester. This would not be the same as suspending admission or a program.

Regent Neu asked if the reinstatement of a program after suspension would be brought to the board's attention. President Petersen indicated the institution would not need to tell the board when a program is reinstated. Vice-President Christensen further clarified this by saying that if the board has taken action to terminate a program, an institution is not free to reopen a program without board approval. If admissions are suspended and then reopened, board action will be needed unless the intention to reopen the program is specifically stated at the time the program is suspended. President Petersen noted that suspension is normally due to a lack of personnel or for budgetary reasons. At the time of suspension of a program an institution would note it intends to solve such problems and reopen the program.

VOTE ON MOTION.

The motion passed unanimously.

f. Regent Role in Annual Area School Visits. The board was asked to tentatively approve the proposed change in the operating procedures of the Educational Relations Committee with respect to the area school visits.

The Board Office gave the following background information. The original statute which was the basis for the involvement of the State Board of Regents and the Regent Committee on Educational Relations in the annual visits and evaluations of the area schools has been changed as it relates to the Regents' responsibility and the authority in the annual evaluation and approval of the area schools.

The present statute reads:

Approval standards except as hereinafter provided for area and public community and junior colleges shall be initiated by the area schools branch of the Department and submitted to the State Board of Public Instruction and the State Board of Regents, through the State Superintendent of Public Instruction, for joint consideration and adoption (280 A.33-1).

As a result of this statute, a new Department of Public Instruction (DPI) administrative rule was developed for the approval procedure for area vocational schools and technical colleges. It reads as follows:

To provide this evidence of progress, the institution shall submit by January 1 of each year a report of what improvements

have been made and what changes are planned for the next year. To supplement and verify this annual report, the representatives of the State Department of Public Instruction shall visit each institution at least one day each year. However, acting jointly the State Board of Public Instruction and the State Board of Regents have the discretionary authority to review the approval status of the area schools and authorize such reports and evaluation visits as may be deemed necessary. On the basis of these reports and the visits of the evaluators, the State Department of Public Instruction and the Regent Committee on Educational Relations, acting jointly shall recommend to the State Board of Public Instruction and the State Board of Regents whether or not an institution's approval should be continued or changed. (5.10(2)C)

As a result of the changes in the statute and administrative rules, the Regents no longer appear to have statutory responsibility to visit the area schools annually, but they do have responsibility for "joint consideration and adoption" of the standards for the area schools.

Mr. Barak opened the discussion of this subject by stating this proposal is from the Interinstitutional Committee for Educational Coordination (ICEC) and Educational Relations Committee (ERC) which met to resolve the problem of the educational committee's involvement in visits to area schools. Changes in the statutes no longer appear to provide statutory authority for these annual visits. The committee is suggesting that since its role has been that of visitor on these annual visits that it no longer go on the visits but have a meaningful role in terms of approving evaluation reports at the end of the process.

He said the Board of Regents was being asked for tentative approval of this plan to limit the ERC members activities to those specifically prescribed in the administrative rules. If approved by the board, this proposal will be discussed with the DPI superintendent. The committee will continue to be helpful to area schools and the DPI in any other way it can be of service. It would continue to take responsibility of providing recommendations to the board in changes of area school standards.

Vice-President Christensen said the ICEC was convinced the ERC is not trying to shun responsibility but feels this would strengthen the Board of Regents role. This proposal would not put the board in the position of writing the report and reviewing it. It is also possible to require that additional visits be made if the reports are not satisfactory.

President Petersen asked if it was the feeling of ICEC that this would be a more meaningful way to have cooperation and articulation of joint responsibility of programs. Vice-President Christensen said it was and the ERC would be happy to come in as consultants at any time.

President Petersen noted that one of the benefits of the site visit has been the informal contracts and if these visits are no longer made, it

means the committee may have to work more actively at this articulation. Vice-President Christensen said this conforms to the feelings of the committee. A number of overtures were made to them to help on an ad hoc basis.

Mr. Barak noted that at the suggestion of the committee he met informally with staff from the DPI to get their reaction to this proposal and they were receptive to this kind of role. Mr. Barak thought everyone would feel better towards their respective roles.

Mr. Richey noted the committee has a role with respect to area education agencies and that the Board Office anticipated working with DPI, area schools, ICEC, and ERC to make sure relationships and communications are firmly established in order to act responsibly when a problem is brought to the board's attention.

MOTION:

Mr. Bailey moved the board give tentative approval to the proposed change in the operating procedures of the Educational Relations Committee with respect to the area school visits. Mrs. Jorgensen seconded the motion and it passed unanimously.

REPORT ON MEETING OF COLLEGE AID COMMISSION. Regent Bailey reported on the meeting of the College Aid Commission. He reminded the board that at an earlier meeting he mentioned whether or not it was the desire of higher education in the state of Iowa for material compiled through the data digest to be on a computer and whether anything should be done until there was a change in the Data Collection Committee's position. The Data Collection Committee had indicated some reservations about this including whether the material was used very much. A survey was made in which 153 respondents said they use the material and 10 said no.

Bob Benton, Superintendent of Instruction, said he felt there would be no problem with this material because, according to his information, the data would be available only to the provider of the data and not to other users. A private computer will be used. Regent Bailey asked for comments and input from the institutions and board on this matter.

Regent Bailey continued his report by noting that the Title VII federal project is in a period of abatement. A program has been reestablished or left funded so it can be active. He felt this is a step in the right direction. Some funds will be available for each state.

With reference to the legislative program with which the commission is concerned, Regent Bailey mentioned some bills that have received the attention of the commission staff. He said he would be happy to have comments on these.

1. There is a bill for 10 seats at \$3,000 per seat for students to attend the Palmer School of Chiropractic. The commission has not taken a position on this bill.

2. There is a bill which would in effect reestablish the loan program for medical students. Loans of up to \$36,000 would be set up with a maximum of 30 loans per year for Iowa residents. The medical school could be anywhere.
3. A bill sponsored by private colleges and universities would provide grants of \$750 to students attending private schools whether or not there is any need. These grants would be phased in.

President Petersen thanked Mr. Bailey for his report.

REPORT ON MEETING OF IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION. Regent Wenstrand reported that the council received a report concerning federal education benefits. The gist of the report was that things start progressing and then programs or benefits are changed. There is an inconsistency in the administration of the total program.

In the past action was taken on reciprocity agreements. The council is waiting for a new migration study which will not be completed until sometime later this year.

The council had applied for funds concerning the Lifelong Learning Project but the proposal was not funded.

Regent Wenstrand indicated there was a good general discussion on legislative concerns among all groups attending the meeting.

Regent Bailey asked if there was any discussion about credit for non-collegiate related institutions and courses. He was concerned about the quality of programs being protected.

President Petersen said there is a clearing house for accrediting programs offered by noncollegiate bodies and the board has associated itself with the New York based body that accredits these programs in order to have a mechanism for accrediting these programs. She said it is a responsible body and this is a valuable kind of program. Such accreditation does not mean Regent institutions must accept the courses but merely says the courses have been evaluated and found acceptable. Institutions will need to review them to see how they meet their standards.

President Petersen noted there are areas, such as labor economics and business, that have educational components within their own bodies. This accreditation is a way of allowing people to have those educational experiences accredited and utilize those learning experiences by institutions if they choose to do so. This is a way for students to get credit and not retake courses.

Regent Bailey asked how the course would appear on a student's transcript and President Petersen said it would appear as being offered by the company or other body.

President Petersen thanked Mr. Wenstrand for his report.

ACCREDITATION OF THE BACCALAUREATE SOCIAL WORK PROGRAM AT IOWA STATE UNIVERSITY. The Board Office gave the following background:

In December, 1979, Iowa State University was notified that the Commission on Accreditation of the Council on Social Work Education (CSWE) re-accredited the Baccalaureate Social Work Program at Iowa State University to November, 1984.

Previous accreditation was from the academic year 1976-1977 until November, 1979. At that time five areas warranting attention in program evaluation and development were noted. These five areas included: 1) micro-human behavior and the social environment, 2) release time for faculty, 3) student diversity, 4) professional advisement, and 5) program visibility.

As stated by Phillip Fellin, chairman of the group making the original visit, the council felt the curriculum predominantly supported "micro" content to the relative exclusion of material on human biology and life cycle personality development theory. It noted additional content was needed on minority affairs and cultural diversity.

In response to this, Iowa State University developed a new required course entitled "Sociology of the Life Cycle." The course is designed to cover four major periods of the human life cycle and is taught by a social worker. It covers the intrapersonal systems, interpersonal systems, and ways in which the cultural and societal context relate to the developmental unfolding of our existential selves.

Additional content on minority affairs and cultural diversity is provided through the life cycle course and another required course, "Race and Ethnic Group Relations."

In the second area, release time for faculty, two changes have been made. The program director's job description has been altered so his time can be devoted exclusively to the social work program and the faculty has been increased by one so more diverse faculty assignments and release time are possible.

In the area of student diversity the Board Office noted that Iowa State University's recruitment attempts are directed to trying to develop more personal and encouraging relationships with "diverse" students in their introductory course. Departmental faculty initiate post-class conversations with target students, invite them to discuss anything during office hours, offer individual assistance on study skills, and take mitigating circumstances into account for scheduling test make-ups and course completion. Alumni or private foundation contributions are used to award tuition and book scholarships to students who have high financial need. It was further noted that it is difficult to recruit men to a female dominated profession and that it is hard to obtain more than the modest increases the program has had in student diversity.

The Board Office noted the Commission on Accreditation questioned the advisory procedures of the department with respect to the professional, career oriented needs of social work students. Mr. Fellin noted that

advisement was handled formally by members of the sociology faculty. He noted social work students were reported to seek out social work faculty for advisement purposes and that the commission had serious questions about the capacity of non-social work faculty to carry out the advising function.

The university has responded to this concern by implementing new procedures so that students are advised by the social work faculty. The social work faculty are continually informed of students' performance and progress and students have on-going access to the social work faculty for advisement.

In response to the need for greater program visibility the institution has provided a description of the social work program in the 1979-1981 ISU Bulletin similar to other program descriptions.

In the current accreditation the commission has indicated it appreciates the significant program developments since its prior review but it is concerned that the program is presented as a major in sociology and that all social work courses are listed as sociology.

MOTION:

Dr. Harris moved the board receive the report on the accreditation of the Baccalaureate Program in Social Work at Iowa State University. Mr. Bailey seconded the motion and it passed unanimously.

LEGISLATIVE REPORT, 1980 SESSION. The recommended action was that the board accept the legislative report noting especially the recommended position on new legislation introduced (as contained in the Summary Report) and discuss any position a board member desires to change.

Mr. Richey began the discussion on the legislative report by noting that capitation losses have been reported favorably to the full appropriation committees in both houses. The board requested \$1,056,000 to fund estimated losses in federal support for medical education capitation grants.

There has been a hearing before a special subcommittee on fuel and purchased electricity. The board requested supplemental appropriation of \$2,923,000 for both FY 1980 and 1981. The Governor recommended \$1,618,000 for FY 1980 and full funding of \$2,923,000 for FY 1981. The State Comptroller has suggested appropriations for anticipated growth in fuel budgets be made through that office. As a condition to receiving some funds, it is necessary to make a report to the Energy Policy Council. Mr. Richey indicated a booklet has been provided to the special subcommittee and the institutions that contains information about the Regent conservation program. He said the Board of Regents generally is regarded as being in the forefront of energy conservation activity, methodology, monitoring systems, etc. It will be necessary to submit a revised estimate of fuel and purchased electricity to the Governor and General Assembly. This is normally done. It will in effect amend the request made to the General Assembly last fall.

The Board Office listed other areas of supplemental operating appropriations requests and action taking place in regard to them:

In the category of Supplies and Services the board requested an appropriation of \$3,618,000 for FY 1981. The board also requested \$6,600 as a special program adjustment for Iowa School for the Deaf for operating the new vocational addition. Neither request was recommended by the Governor and no action has been taken on them by the Legislature.

In the category of salary increases the Governor recommended an additional 2% for salaries for the second year of the biennium. The cost to the state for Regent employees would be approximately \$4.9 million. A special subcommittee on salary policy will probably handled this matter.

The Board Office listed actions taken in other areas:

The board requested a direct capital appropriation totaling \$20,818,000. The Governor recommended funding of \$9,420,000. The joint subcommittee has taken no action.

The Ten-Year Capital program has been submitted to the Legislature. The Legislature does not need to act on this program since action occurs only in years in which the board seeks expansion of academic bonding authority.

The board proposed a concurrent resolution which authorizes it to sell \$18,000,00 in hospital revenue bonds as partial financing for the South Pavilion--Phase A Project. The resolution has been reported out by the full House Appropriations Committee and is now on the House calendar. It must be adopted by constitutional majority in both houses.

The board has requested an extension of time or reappropriation of \$56,000 of the \$75,000 appropriated in 1978 to the Iowa State University Agriculture Experiment Station. The appropriation was specifically made for a fiscal period ending June 30, 1979. This project needs to continue until June 30, 1980. A request will be made to provide for a time extension to that date.

The appointment of Regent Neu has been confirmed by the Senate. The appointment of Regent Jorgensen and reappointment of Regent Brownlee have been reported out of the investigating committees to the confirmation calendar.

The omnibus education appropriations bill for 1979-80 stated it was "the intent of the General Assembly that the State Board of Regents increase the energy efficiency of their motor vehicle fleets." The bill asked that the board submit a report on progress toward increased energy efficiency of its fleets to the General Assembly by February 1, 1980. The report has been submitted to the General Assembly and to institutional officials. Copies are available for board members upon request.

The Board Office noted there has been very little activity on carryover legislation. Significant action has occurred on the following bills:

House File 18--This bill makes the state documents depository law more flexible by defining state publications as all multiply produced publications regardless of format which are produced by state agencies and supported by public funds. It does not include a) correspondence and memoranda intended solely for internal use within an agency or between agencies; 2) materials designated by law as being confidential; and c) materials excluded from this definition by the commission through the adoption and enforcement of rules pursuant to Section 303a.4 Subsection 1 of the Code.

This bill has passed the Senate and the House and has been sent to the Governor for action.

Senate File 458--This bill originally required public schools which teach about the origin or man or the origin of the earth to teach the concept of creation as reported by scientific evidence. The bill has been amended to say the "concept of creation as supported by scientific evidence may be included." It is currently on the Senate calendar under unfinished business.

House File 687--At the close of the 1979 Session, a conference committee was formed to consider differences between the Senate and House version of a bill to amend the state bribery code or the state gift law. The conference committee issued its report on February 11. The report requires the Governor to issue an Executive Order relating to the reporting of gifts. The Executive Order shall require public disclosure of the nature, amount, date, and donor of any gift made to public officials and employees of the executive department of the state which exceeds \$15 in value in any one occurrence. Public disclosure is defined as a written report filed by the 15th day of the month following the month in which the gift was received.

An official, employee, member of the General Assembly, candidate or legislative employee shall not directly or indirectly solicit, accept, or receive any gift having a value of \$50 or more in any one occurrence. Nor shall a person directly or indirectly make an offer of a gift which has a value in excess of \$50. Failure to make public disclosure of gifts makes the person guilty of a serious misdemeanor.

Mr. McMurray noted that this bill passed the House on February 19. No action has been taken in the Senate.

House File 160--This bill requires the Department of Public Instruction to promulgate rules for identifying and weighting autistic children and develop programs for them. It has been reported out to the calendar by the House Education Committee.

House File 315--This bill provides for a maximum 15-year statute of limitations for any action against an engineer, architect, contractor, or other person who improves real property based on tort and

implied liability measured from the date on which the act or omission of the defendant alleged to have been cause of injury or death occurred. The act shall not be construed to bar an action against any person solely in his or her capacity as owner, occupant, or operator of an improvement to real property or to limit actions relating to fixtures to real property.

The bill passed the House in the 1979 Session and was reported out to the Senate Calendar on February 6 without change. No further action has occurred.

Senate File 500--This bill is intended to cure the discriminatory effect of the Iowa franchise tax law by establishing a tax base for taxable years beginning in 1979 and thereafter, which includes income from Iowa and political subdivisions securities, as well as income from federal securities. The bill only goes to financial institutions and their holdings. It is the result of a 1979 Attorney General's opinion that the State of Iowa cannot lawfully discriminate against federal securities by establishing a tax base for franchise tax purposes requiring the inclusion of income from federal securities and the exclusion of income from Iowa securities.

The Board Office noted preliminary indications are that the Board of Regent bonds might be affected 10 to 25 basis points interest-wise if this legislation is passed.

The bill remains on the Senate Calendar from the last session and no action has occurred in the current session.

Senate File 470--This bill deals with retainage on public construction contracts. It is anticipated that an amendment will be substituted for this bill because it contains language that both the contractors and the public agencies find objectionable. See further discussion under H.S.B. 596.

Some of the new legislation being followed by the Board Office is:

House File 2037--Senate File 2019--These bills raise the maximum amount of repairs to public lands and buildings which may be made without complying with bid procedures to \$20,000. The current limit is \$10,000 which was imposed in 1923. The Board office recommended favoring any increase from the \$10,000 level.

House File 2098--Senate File 2184--These bills are not companion measures but both deal with sick leave payouts to state employees. House File 2098 changes current language in 79.23 of the Code which currently reads:

...commencing July 1, 1977, when a state employee, excluding an employee covered under collective bargaining agreement which provides otherwise, retires under the provisions of the retirement system, etc. the number of accrued days of active and banked sick leave of the employee shall be credited to the employee.

The new language would read

...commencing July 1, 1977, when a state employee, excluding an employee covered under collective bargaining agreement which does not provide for payment for accumulated, unused sick leave as provided in this section, retires under the provisions of the retirement system..."

The issue revolved around the fact that the collective bargaining agreement for faculty at the University of Northern Iowa does not provide for payment for accumulated, unused sick leave.

The House bill is an attempt to add clarification to the Code. The Senate file is an attempt to include those employees in the bargaining unit under the provisions of this act. The Board Office indicated House File 2098 as written is needed and recommended opposing the Senate bill as this matter is not part of the collective bargaining agreement with the faculty at the University of Northern Iowa.

President Kamerick said Representative Brandt has asked the Attorney General for an opinion on this legislation and that under these circumstances it might be better for the board to postpone taking a position on this legislation until the Attorney General has made a decision. He noted it was difficult to track the language in the bill to determine its meaning.

Mr. Richey advised the board it should state that it wants to maintain the contract with the United Faculty based on the understanding at the time the bill was drafted. That is that the sick leave payout upon retirement does not apply to members of the United Faculty organization. The sick leave payout was granted to employees in exchange for cutting down the amount of sick leave from 30 days per year to 18 days per year. In terms of collective bargaining with the United Faculty, that unit did not propose any change in sick leave and the contract basically reflects this without specifically stating it. The board should make it clear that it is opposed to any amendment that would change the understanding of the contract.

In response to President Kamerick's belief that it is doubtful the statute says what it is intended to say, Mr. Richey said House File 2098 would clarify the situation. He said he was advised legally that the Senate change should be opposed. He said if there was a clear indication from the board that it doesn't claim anything by the statute, action can be taken as necessary. President Petersen said this understanding existed among the Regents and would leave the board free to respond when the Attorney General's opinion is received.

Regent Harris noted it would be important to have consultation between the Board Office and the Attorney General's Office. Regent Shaw noted it would be poor policy to determine collective bargaining situations in this way. President Kamerick suggested the contract with the United Faculty should be renegotiated.

House File 2117--This bill prohibits the board from employing graduate students who are not citizens of the United States to teach undergraduate courses at the three state universities before they pass an oral English examination. The bill provides and prescribes methods of development of the examination and performance requirements in administration of the examination.

The Board Office recommended opposition of the bill.

Vice-President Christensen said Representative Pellet, sponsor of the bill, contacted Iowa State University to ask if action has already been taken on this problem. In his answer to Rep. Pellet, Vice-President Christensen said these students are screened at the departmental level before they are employed. Appropriate action is taken for those who have difficulty after screening. He indicated complaints about this problem have disappeared over the last two years. Vice-President Christensen said Representative Pellet was satisfied with this explanation and as far as he was concerned the institutions can deal with this problem on their own.

The University of Iowa and the University of Northern Iowa indicated they had not been contacted by Representative Pellet but were prepared to respond to his questions.

House File 2201--House File 2452--These bills deal with administrative rules. Currently, administrative rules become effective 45 days after the Legislature is in session, unless an administrative rule is disapproved by a joint resolution passed by both houses and approved by the Governor. Under present procedures the Administrative Rules Review Committee can delay the effective date of a rule for the 45-day calendar period upon a vote of 2/3 of its members.

House File 2201 changes this procedure to provide that a rule would not become effective unless it was approved by a joint resolution.

House File 2452 provides that a rule could be disapproved if a resolution was passed by one house.

The Board Office recommended opposition of these bills because the procedures would unduly complicate the rules filing procedures and would in effect give the Legislature an absolute veto power over rules. Delays in rule passage would become lengthened under this process.

House File 2209--This bill prohibits the Board of Regents from requiring or providing a retirement program which requires that an employee retire at a specific age. The bill is at variance with the provisions of the federal law and with the Board of Regents policy with respect to retirement by persons not members of IPERS.

House File 2280--Current interagency agreements must be filed both with the Secretary of State and recorded with the county recorder of the county in which they are effective. This bill removes the requirement for the county recorder filing. The Board Office recommended supporting this bill because it would cut read tape.

House File 2308--This bill repeals the Iowa probate code and enacts in lieu thereof the uniform probate code. This bill is currently under review by the insitutions.

House File 2310--Senate File 2073--These bills establish an Iowa tuition differential grant to be administered by the College Aid Commission. The grant would be up to \$750 per year for all full-time and up to \$375 for half-time resident students attending private colleges and universities in Iowa. The tuition differential grant may be in addition to the tuition grant or a state scholarship and shall not be included by the commission in determining financial need of a student for receipt of a tuition grant or state scholarship.

This bill has been reported out of the Senate Education Committee and is currently in the appropriations committee. The Board Office recommended the board take no position on this matter.

House File 2384--This is a companion bill to Senate File 90 which provides for a compact on midwestern regional education. The board reaffirmed its opposition to membership in the compact at the January board meeting.

House File 2426--This bill substantially expands the scope of negotiations in public employment collective bargaining to include such matters as student discipline, definition of vacancy, criteria of staff reduction, work rules, work year, just cause for discharge and discipline, definition of bargaining unit work, preparation time, class size, and assignments. The Board Office noted the board has taken a position of opposition in the past to similar measures.

Senate File 2053--This bill requires the Board of Regents and boards of directors of area schools to promulgate rules allowing Iowa residents 60 years of age or older to attend courses at Regent institutions and area schools on a non-credit, space available basis by paying only administrative costs.

The Board Office said its research showed that not many people would take advantage of this.

Vice-President Martin said there is some sentiment in favor of extending opportunities to people of a mature age and that this legislation has some appeal because it would provide funds.

Mr. Richey noted that this could be viewed as reverse age discrimination. President Petersen said there is a possibility a person of pre-earning years might take legal action against a program for someone who is through their earning years. She also noted that the board wants to preserve its right to charge a reasonable tuition.

Senate File 2063--This bill requires state agencies to submit requests for federal funds to the legislative fiscal committee for review prior to their submission to the federal government. Federal funds would not include project grants for research and funds for student aid programs carried on within institutions under control of the board.

Mr. McMurray noted that the House Appropriation Committee has approved a resolution which established a study group by the fiscal committee during the interim for the purpose of determining an effective method for legislative oversight of appropriated funds. Regent Bailey asked if this was the same thing as reappropriation. Mr. McMurray said no, there is a bill, H.F. 303, that provides for appropriation of funds by the Legislature. S.F. 2063 provides for review and changes in federal fund grant application. It is the Board Office's understanding that neither bill will advance in this Session pending study committee review to be completed by February, 1981.

Senate File 2181--This bill provides changes in the tuition loan fund program administered by the College Aid Commission. The commission would be allowed to approve up to 30 loans per year to residents of Iowa studying to be physicians or osteopaths. The students must agree to become general practitioners and practice in Iowa in a doctor shortage area. If the student fulfils the promise to practice in Iowa, one-half of the loan principal and all the accumulated interest would be forgiven.

Senate File 2196--This bill establishes a coordinating research committee for the purpose of providing a formal procedure for state institutions of higher learning to perform comprehensive research projects for members of the General Assembly and committees of the General Assembly. The committee would consist of the director of the Legislative Service Bureau and one person representing each institution of higher learning under the board.

Mr. Richey indicated that further study will be made on this bill to learn more about it.

The Board Office presented information on several study bills:

H.S.B. 559/S.S.B. 2076--These bills provide that the salary of the superintendent of Public Instruction shall be determined by the State Board of Public Instruction. Currently that salary is determined as part of the comprehensive statutory salary authority of the Legislature and Governor.

H.S.B. 563/S.S.B. 2071--These bills authorize the State Educational Radio and Television Facility Board and nonprofit foundations authorized by the board to accept and administer trusts.

H.S.B. 595--This bill requires the superintendent of printing to establish a state letterhead for use by all state agencies and to establish design criteria for identification of the agency across the bottom of the stationery. This was a recommendation made by the Governor's Economy Committee.

The Board Office recommended opposing this measure. The University of Iowa has a standard letterhead and any possible savings have already been enjoyed. There is a question of institutional identity and whether there are any further savings to be gained by the proposal.

H.S.B. 596--This bill deals with retainage on public construction contracts. The current law provides for a ten percent retainage. Under a complicated series of determinations, retainage can be reduced after 50% of the improvement has been completed. This bill reduces retainage to 5% but keeps the complicated language of the present code.

The Board Office noted a number of meetings were held during the summer with representatives of the construction industry to try to reach a better understanding on the retainage question. In the past two years contractors have made efforts to change this law to provide for escrow accounts on retained funds.

An amendment which is a satisfactory compromise has been filed in the House which basically provides for a straight 5% retainage, removes the complicated language on reduction of retainage, and limits the escrow account provisions to heavy construction. It is anticipated that this amendment will substitute for Senate File 470.

Mr. McMurray noted that an answer to a question posed by a board member at the January board meeting on what private industry utilizes on retainage was provided in the Legislative Report. It appears that retainage runs anywhere from 0 to 10% depending on the owner's experience with a particular set of contractors. An architect will usually recommend retainage but there is no standard rate or recommendation. Private industry does not allow escrow on retained funds as far as the Board Office can determine. There are variables in private industry which impact upon decisions on retention the board does not have. It appears that the Board of Regents position on retention is not at variance with the position of private business.

The report noted that an ad hoc committee has been named to work on recommendations and implementations of recommendations found in the Governor's Economy Committee Report.

Mr. Richey added to the Legislative Report by saying he was informed a study bill was introduced to transfer the governance of the Iowa School for the Deaf and the Iowa Braille and Sight Saving School to the Department of Public Instruction.

Mr. Henry, who is a member of the legislative liaison of the board, said it appears the Session is on schedule and the Legislature may adjourn in late April. He said any comments should be given to the liaison quickly because things are moving rapidly. He indicated the board is in a very good position on legislation the liaison are following, although a few questions haven't yet been addressed.

Receiving no objections, President Petersen accepted the Legislative Report on behalf of the board.

1978-79 RESIDENCE SYSTEM REPORTS. The board was requested to accept the Residence System Report for 1978-79; accept the University Residence System Reports for 1978-79; and accept the University Five-Year Planning Statements and quantitative indicators. It was noted that acceptance of the Five-Year Planning Statements does not change required reviews and actions normally taken on operating budgets, rate structures, or facilities development.

The Board Office noted the 1978-79 university reports included a narrative report on the 1978-79 year, as well as one on the 5-year planning period; a 5-year plan of selected performance indicators; a multi-year comparison of revenues, expenditures, and fund balances; a 1978-79 report on operations by program; a table of definitions of selected terms; a multi-year summary of dormitory and apartment occupancy; a 2-year comparison of enrollment and occupancy by class and gender; a history of basic dormitory rates; a table of dormitory housing services offered; a comparison of selected food prices paid; a table of long-term debt outstanding; a summary of recent events of historical interest; and a report on actual and planned major repairs, replacements, and renovations.

The 1978-79 board report compiles, consolidates, and analyzes information for all three university reports on a selective basis and also draws upon support documentation where appropriate.

Mr. Richey indicated that the Board Office report was not a final copy and was subject to further editing. He said that through this analysis some concern was expressed that voluntary reserves be kept at a level that protects the system in terms of anticipated and unanticipated needs to take care of any contingencies that might arise because of fluctuations in enrollments. He noted rates have been rising at a much lower rate than costs and urged institutions to be careful not to understate rates in the future. He believed the rates proposed by Iowa State University and the University of Northern Iowa were too low. These rates are quite low when it is considered that prices go up for the system at about half the rate of price inflation.

Regent Bailey noted that at the University of Iowa there is a proposal to remove 377 beds from Quadrangle to comply with the fire marshal's requirements. The cost of this is less than \$1,000 per bed and it does not seem to be very good economics.

Vice-President Bezanson said this proposal was still in the consideration stage and it was being considered in conjunction with the larger and long-term question of planning for projected declines in occupancy in the 1980s. He said the residence system operating capacity needs also must address the fire marshal's report and its cost implications.

Regent Bailey said there was an indication that tripling up in rooms would have to continue and President Petersen asked where the beds would be taken from. Vice-President Bezanson said these things would depend on factors that are presently unknown.

Regent Jorgensen asked why the University of Iowa has a lower percentage of students in their housing system than the other institutions. Dean Hubbard responded that the University of Iowa has a large size post baccalaureate enrollment and a small number of these students choose to live in residence halls. President Petersen said the differences in the number of freshmen at the institutions would also have an effect on this.

Regent Shaw made the general observation that the institutions appear to be in good shape. They provide a good service, have a good rate structure, and have relatively moderate debt.

President Petersen accepted the report on behalf of the board and said she was pleased to see the historical context of decisions made in the past years included in the report.

STATE COMMUNICATIONS ADVISORY COUNCIL ACTIVITY. Mr. Richey indicated the report on the activities of the State Communications Advisory Council was prepared at the request of Regent Belin but that it had interest for everyone. He said the council had been in existence for several years and has been fairly active in the last 12 months. He noted the Governor's Economy Committee has recommended the formulation of a state department of communication about which the board has some concerns. He said the mechanism of the Communications Advisory Council, which is a voluntary approach, is the best way to handle communications because the board does not want any control over its programmatic operations.

The report was prepared to provide information on activities of the council since the last report to the board in April, 1979. A brief review of the history of the council was given.

In August, 1977, a study was initiated to determine from a technical and managerial perspective the current status of telecommunications within state government and make recommendations for improvements related to the provision of telecommunication services. When this study was initiated, the Board of Regents decided to oppose any proposals for comprehensive central authority for planning, implementing, and operating communications systems.

The study was completed in June, 1978, and recommended limited centralization of state telecommunications management except in those situations where the central communications agency already had clear cut authority and responsibility. The study recommended that "the keystone for telecommunications management is the State Communications Advisory Council which will be supported by and support the Division of Communications and several task forces."

The Board Office noted the recommendation of the consultant which envisioned voluntary participation by the various state agencies. This is consistent with the position taken by the board at the June, 1978, meeting.

The council initiated implementation of the recommendations of the study by establishing task forces and by formulating goals and responsibilities for itself and its task forces.

The Board Office reviewed some of the action taken by the council. The council established as its first objective to develop a state of Iowa communications plan. The task forces have reviewed inventories of current communications capability, identified problems, formulated needs and priorities and made recommendations to the council. The Planning and Budgeting Task Force recommended that a work statement for joint-use communications system design be prepared for solicitation of proposals by consulting firms. The recommendation stipulated there should be no limitation on the communications alternatives or the procurement alternatives.

These recommendations are included in a report entitled "Initial Recommendations for an Iowa Communications Plan, September, 1979." The general recommendations of the Planning and Budgeting Task Force were approved by the council and the report was accepted.

The State Communications Advisory Council recommended that the Department of General Services submit a request for appropriations in the amount of \$250,000 as a one-time expense to support the employment of a consultant to develop a coordinated system design which will become the base of the Iowa Communications Network. It recommended that \$41,760 be appropriated to continue the work of the council and its coordinator.

The council recommended the Department of General Services request appropriations of \$351,164 to support a proposed interim shared data communication service which would allow immediate integration of separate agency networks into a more cost effective configuration.

Neither of these requests has been included in the Governor's budget recommendation.

A work statement entitled "Specifications for a Proposal for State-Wide Integrated Communications Systems," dated November 2, 1979, was prepared by a coordinated effort of the Division of Communications, the State Communications Advisory Council coordinator and the Planning and Budgeting Task Force. In the report proposals were requested to develop and engineer a statewide integrated communications plan which meets the needs of all state departments and agencies. The request for proposal stated as an objective "to provide data to the Communications Advisory Council to support a budgetary request for an appropriation to fund the project."

The Planning and Budgeting Task Force found Spectra, Inc., Cedar Rapids, Iowa, to be the lowest price bidder at \$204,555 with the highest rating on its technical proposal and in full compliance with procurement requirements.

On February 5, the joint appropriation subcommittee on state government considered a motion to appropriate \$246,315 to fund a consultant at

\$204,555 and the coordinator including expenses for the council and its task forces of \$41,760. The motion was passed by the Senate subcommittee but defeated by the House subcommittee.

The State Communications Advisory Council agreed to support a bill which abolishes the Police Communications Review Committee and establishes a Legislative Communications Review Committee to review the state use of communications. The Police Communications Review Committee is said to be no longer needed. Inasmuch as communications crosses over all state agencies, the State Communications Advisory Council viewed it as desirable to have a legislative communications committee to represent communications needs.

The proposed bill sets forth duties of the committee as follows:

The committee shall review the present and proposed uses of communications by state agencies and the development of a statewide communications plan, including a review of the work of the state communications advisory council established in section eighteen point one hundred thirty-six (18.136) of the Code.

The Board Office noted concern has been expressed by the Broadcast Task Force regarding the function of a legislative communications review committee to review the use of communications regarding its potential impact on programs of state agencies including the Board of Regents. The Board Office recommended that the above statement of duties be amended to add the words "The committee shall not be authorized to review the programs of each of the state agencies."

Regent Jorgensen asked for a definition of program. Mr. Richey said it could be a program on the radio, it could be an administrative program, or a communications system such as is used for ambulances.

Mr. Richey said a problem would be that someone who has no responsibility for the management of institutions would be making decisions for the board and activities of the board would be subject to their decisions, whims, and criteria. Their criteria may be different from the board's. He strongly advised the board to resist any kind of encroachment on its authority to develop programs.

Regent Brownlee said the TV and Radio Facilities Board has a lot of the same concerns, particularly in regard to the Economy Committee recommendation. Governance would become more concerned with mechanisms of administration and not with programs. Regent Jorgensen clarified that all state agencies would be affected by this, not just Regent institutions. Examples of other agencies that would be affected are area community colleges and IPBN.

The report of the consultants pointed out that the Code of Iowa provides an inadequate, confusing definition of existing telecommunications management responsibilities and relationships. An Attorney General's opinion was requested regarding several questions including "Are the rules

relating to state communications and standard communication procedures and policies mandated by Section 18.135 binding on 'all departments and agencies of state government' or merely advisory?" The Solicitor General responded that "...a clear answer to the question of whether or not rules relating to state communications and standard communications procedures and policies are binding on all departments and agencies of state government or are merely advisory is by no means clear."

The Legislative Police Communications Review Committee has requested the Director of the Division of Communications to draft a rewrite of Chapter 18 of the Code. The Planning and Budgeting Committee has appointed a subcommittee to also draft a rewrite of the chapter and will review both drafts and make a recommendation to the State Communications Advisory Council.

The Board Office indicated it has taken the position that it is premature to consider changes in the Code that pertain to the Division of Communications because the development of a statewide communications plan for facilities, operations, and maintenance may change the language needed. Moreover, communications have too much variety and complexity to develop specific language in the Code. The Board Office believes the current language in the Code that establishes a State Communications Advisory Council is sound because the council is in a position to recommend solutions to the Department of General Services and its Division of Communication as communications problems arise.

The Governor's Economy Committee recommendation stated that a new department of communications is needed to formulate and enforce a comprehensive, cost-effective plan for state communications.

The recommendation regarding the radio and TV communications section is of particular importance to the board and states "Plan, program, and disseminate information to the state's citizens via radio and television. All public radio and television stations would be under its jurisdiction." and "...the Educational Radio and Television Facility Board would serve as an advisory group."

The Governor did not include this recommendation in State of the State message. The State Communications Advisory Council has not addressed the recommendations. The Board Office intends to organize a study group to determine the implications to the Regent institutions and propose a course of action.

There are several task forces of the council which have been active. Information on these activities is available in the Board Office.

MOTION:

Dr. Harris moved that the board request that the proposed bill to establish a legislative communications review committee be amended to add the words "The Committee shall not be authorized to review the programs of each of the state agencies." Mr. Shaw seconded the motion.

Regent Bailey asked if any of the institutions wanted to express an opinion on this. President Kamerick said the institutions were in favor of the motion.

VOTE ON MOTION:

The motion passed unanimously and the report was accepted.

PERSONNEL POLICIES FOR PROFESSIONAL AND SCIENTIFIC EMPLOYEES.

The board was requested to review and accept proposed institutional and Board Office personnel policies for professional and scientific employees including consideration of compatibility in six areas and to approve the personnel policies proposed for the professional staff (other than directors) at Iowa School for the Deaf, Iowa Braille and Sight Saving School, and the Board Office.

The Board Office noted that while uniformity in personnel policies at all five institutions is neither necessary or desirable, compatibility of the major elements of such policies is important. Therefore, the proposed policies have been reviewed for compatibility in six areas. These areas are:

1. designation of kinds of appointments established to meet the needs of the institution
2. requirements for a reasonable probationary period prior to the granting of rights associated with a status implying permanent or continuing status
3. the nature of such employment rights and privileges
4. requirement for the periodic review of performance
5. provision of an appeal procedure for the resolution of differences in an orderly and timely manner
6. specification of positions that are excluded from coverage under the policies

The Board Office noted the proposed policies for the Board office, Iowa School for the Deaf, and Iowa Braille and Sight Saving School provide for definitions of kinds of appointments and probationary periods.

In the area of employment rights and privileges just cause and due process protection is given against arbitrary dismissal. If a position is eliminated because of departmental reorganization or lack of funding,

the affected staff member must be notified as soon as reasonably possible and for one year be considered before other applicants for any vacancy that might occur in a position comparable to the one eliminated.

Provisions are made for annual written performance evaluations and an appeal procedure is provided in the policies. A listing of positions to be excluded from coverage of the policies is also included.

Regent Shaw indicated he felt the use of the word "permanent" to define status was inappropriate and suggested the word "regular" would be more appropriate.

MOTION:

Mr. Brownlee moved that the board approve the proposed personnel policies for the professional staff (other than directors) at Iowa School for the Deaf, Iowa Braille and Sight Saving School, and the Board Office and that the term "permanent" be replaced with "regular." Mrs. Jorgensen seconded the motion and it passed unanimously.

A copy of the personnel policy is on file with the permanent minutes.

Discussions on personnel policies for the three universities can be found under the sections on each institution.

The following business pertaining to general or miscellaneous items was transacted on Thursday, February 21, 1980.

CASUALTY LOSS POLICY. This was deferred until the March board meeting. President Petersen asked that institutions turn in any comments on the proposed policy by Friday, February 29, 1980.

REPORTS ON AFFILIATED ORGANIZATIONS. a. Iowa State University 4-H Club Foundation. The board was asked to receive the report on the Iowa 4-H Foundation. The Board Office noted the Iowa 4-H Foundation serves as a resource development vehicle to fund 4-H and youth programs and projects for which tax moneys are either insufficient or are not eligible. The major project of the foundation has been the development of the Iowa 4-H camping center near Madrid.

President Petersen said the board was very appreciative of the work the foundation does to support developing areas and in other 4-H projects under the auspices of extension.

President Petersen received the report on behalf of the board.

b. Iowa State University Foundation Annual Report, 1980. The board was asked to receive the report on the Iowa State University Foundation for 1980.

IOWA SCHOOL FOR THE DEAF, IOWA BRAILLE AND SIGHT SAVING SCHOOL,
AND BOARD OF REGENTS OFFICE

PROFESSIONAL STAFF PERSONNEL POLICIES

I. COVERED STAFF

The following policies will apply to professional and scientific employees of ISD, IBSSS and the board office, except major administrators at the director level, whose titles are shown in Appendix A. Exempted staff serve at the pleasure of the superintendents of the special schools or the Executive Secretary of the Board of Regents, respectively.

II. APPOINTMENTS

All appointments will be made on a regular or a temporary basis. Regular appointments imply a commitment for continuous employment, subject to the other provisions of these policies. Temporary appointments, normally not to exceed one year, may be made to fill special short term needs. A temporary appointment may be renewed only as long as the conditions under which the original appointment was made continue to exist.

III. PROBATIONARY PERIOD

Professional and scientific employees, other than those given a temporary appointment, will serve a probationary period of not less than two years and not more than three years. A staff member who has achieved regular status in a position and accepts a promotion to a new position will serve a probationary period of one year before being granted regular status in the new position. A regular professional staff member or a regular merit system employee who is promoted to a professional staff position and does not achieve regular status in that position will be given priority consideration for vacancies comparable to the position from which promoted. In recognition of appropriate prior experience, the length of a probationary period for a staff member may be reduced with the approval of the superintendent or the executive secretary of the board.

IV. SALARY ADMINISTRATION

Professional staff jobs as defined in current position descriptions will be assigned to pay grades on the basis of internal equity and outside market considerations, subject to approval of the Board of Regents. Salaries will be adjusted within ranges on the basis of performance and policy established by the board.

V. PERFORMANCE EVALUATIONS

Formal performance evaluations will be conducted by supervisors with professional staff members at least annually, in order to appraise past performance, to establish future objectives and to assist staff to improve performance and achieve objectives.

VI. TERMINATIONS

Professional staff members may be dismissed or demoted because of unsatisfactory performance, because of the elimination of positions as the result of departmental reorganization or the lack of funding, or because of misconduct prejudicial to the institution or the board office.

- A. Deliberate infraction of law, moral turpitude, substantial neglect of duty, or other misconduct prejudicial to the institution or the board office may be cause for summary dismissal.
- B. When the position of a professional staff member is to be eliminated because of departmental reorganization or lack of funding, the employee will be so advised as soon as is reasonably possible and not less than three months prior to termination. However, when a professional position is eliminated because of lack of funding that is the result of action external to the institution or the board office, the notification provisions of this policy shall not require the employment of a staff member beyond the time that salary funds allocated for his or her position are available, and shall not require the displacement of another employee. An exception to the notification provision because of lack of funding that is the result of action external to the institution or the board office must be approved by the appropriate superintendent or the executive secretary.

At the request of an employee whose position has been eliminated, he or she will be given priority consideration for comparable vacancies that occur within one year thereafter.

- C. Notification of the dismissal of a professional staff member for unsatisfactory performance shall be communicated to the staff member in writing at least one month prior to the date of termination. Prior to notification of dismissal for unsatisfactory performance, a professional staff member who has successfully completed a probationary period and has been given regular status shall be given:
 1. written notice informing the staff member of an unsatisfactory performance evaluation and the reasons therefore, and that the continuation of such performance will constitute grounds for dismissal, and
 2. the opportunity to correct such performance during a period of review that will commence with the notice of unsatisfactory performance and continue for no less than two months and no longer than eleven months. The review period will terminate after eleven months, or earlier as the result of a satisfactory performance appraisal or a notice of dismissal.

VII. APPEALS

Professional staff members are encouraged to discuss their concerns with their appropriate department head or unit supervisor. Unresolved

differences or complaints alleging violation of established rules and regulations concerning terms and conditions of employment may be formally appealed by a professional staff member in accordance with the following procedure:

- A. A written statement of the staff member's complaint including a general description of the circumstances, citation of the rule or regulation allegedly violated, and the remedy requested shall be presented to the staff member's immediate supervisor within 14 days after the occurrence of the matter leading to the grievance, or within 14 days of such time that the employee has, or could reasonably be expected to have, knowledge of such occurrence. The supervisor will investigate the complaint and respond in writing to the grievant within seven days after its receipt.

- B. If the staff member is not satisfied with the response, he or she may appeal in writing within seven days to the executive secretary if the grievant is a member of the board office staff, or to the appropriate superintendent if the grievant is employed at ISD or IBSSS. The executive secretary or superintendent, or his or her designee, will conduct a hearing on the matter as soon as reasonably possible. The decision of the executive secretary or the superintendent will be communicated to the grievant in writing within fourteen days following the hearing.

While the early resolution of grievances is encouraged, with the consent of both parties the time limitations prescribed in the above procedure may be waived. Professional staff members in probationary status or with temporary appointments will be permitted access to the appeal procedure with the right to pursue a grievance at steps within the institution or the board office. Permanent staff may appeal to the Board of Regents only after exhausting the above noted appeal procedure.

APPENDIX A

The following is a list of professional and scientific positions at ISD, IBSSS, and the board office. Positions exempted from the professional staff personnel policies are designated by an asterisk before their title.

ISD AND IBSSS

Registered Nurse
Assistant Dean of Boys
Dean of Primary Hall
Budget and Reporting Assistant
Administrative Aide for Deaf Services
Dean of Boys
Dean of Girls
Food Production Supervisor
Head Registered Nurse
*Personnel Director
*Director of Planning and Personnel
*Director of Student/Home Services

THE BOARD OFFICE

Accountant
Classification Program Administrator
Examination Program Administrator
Research and Information Analyst
Associate Merit System Director
Associate Budget Director
*Budget Director
*Director of Facilities and Business Management
*Merit System Director
*Regents Director of Employment Relations
*Academic Affairs Consultant and Director of Research

The Board Office noted the foundation has served as Iowa State University's "capital" campaign agency since its incorporation in 1958. The foundation will become a partner with the Iowa State University Alumni Association in the establishment of a new gift agency to be known as the Iowa State University Achievement Foundation.

All fund raising, solicitation and gift income management at Iowa State will be carried out under the auspices of this single fund. The new agency was created as a result of affirmative action taken by the legal representatives of the Iowa State University Foundation, the Iowa State University Achievement Fund, and the Iowa State University Alumni Association. There will be twelve members on the board of directors. Five will be appointed by the Iowa State Foundation Board of Governors and five will be appointed by the Board of Directors of the Alumni Association. The remaining members will be the president of the university and a representative of the Board of Regents. Three other university administrators will serve as non-voting ex officio members. The new organization will be a separate corporate entity.

President Petersen noted that in the future there will be just one annual report because of this merger.

Regent Bailey said the foundation is to be commended for the effort it has made in connection with the library.

President Petersen accepted the report on behalf of the board and expressed appreciation for the work of the foundation.

BOARD OFFICE PERSONNEL REGISTER. The following action was shown on the Board Office Personnel Register and was recommended for approval:

Appointment

Dr. Elizabeth C. Stanley, Research & Information/Academic Affairs Analyst, effective April 1 at an annual salary of \$24,000 plus usual benefits including moving expenses.

MOTION:

Mr. Bailey moved that the board approve the appointment of Dr. Stanley as above and Mr. Wenstrand seconded the motion. It passed unanimously.

NEXT MEETINGS:

April 16	Academic Seminar: University of Northern Iowa	Cedar Falls
April 17-18	University of Northern Iowa	Cedar Falls
	Iowa Braille & Sight Saving School	Vinton
May 13-14	Academic Seminar: University of Iowa	Iowa City
May 15-16	University of Iowa	Iowa City
June 17	Academic Seminar: Iowa State University	Ames
June 18-19	Iowa State University	Ames

JULY	NO MEETING	
August 21-22	University of Northern Iowa	Cedar Falls
September 18-19	University of Iowa	Iowa City
October 16-17	Iowa School for the Deaf	Council Blu
November 13-14	University of Northern Iowa	Cedar Falls
December 17-18	Iowa State University	Ames

INFORMATION ITEMS. There will be a Symposium for Decision Makers in Postsecondary Education, Public Broadcasting, Government and Foundations, March 3-4, 1980, Lowe's 1'Enfant Plaza Hotel, Washington, D.C.

The 1980 National Conference on Trusteeship sponsored by the Association of Governing Boards will be held in Washington, D.C., April 13-15. Regent Bailey suggested that since one of the items to be covered at these sessions is law suits and trustee liability, it would be nice if Regents Neu or Brownlee attended them. President Petersen said she appreciated the encouragement of people who haven't had an opportunity to go to these meetings and added her reinforcement to it.

ANNUAL REPORTS. a. Iowa School for the Deaf Advisory Committee Annual Report. The board was asked to receive the report of the Iowa School for the Deaf Advisory committee. The Board Office noted this committee has worked out a list of areas of possible cooperation between the School for the Deaf and the three Regent universities. The committee also worked with Iowa School for the Deaf in development of its mission statement and severity rating scale. The committee reviewed the institution's educational leave policy and the promotional film that was recently developed.

Dale Nitzschke, Chairman of the Advisory Committee, was present at the meeting to answer questions about the report. In the preface to the report Mr. Nitzschke said the role of the committee is 1) to act as an advisory committee to the board in a manner similar to that of the Interinstitutional Committee on Educational Coordination, 2) to assist the superintendents of the institutions in an advisory capacity upon request, and 3) to provide for interinstitutional cooperation between the two special schools and the three Regent universities in matters of mutual interest.

He indicated there has been extensive cooperation among the two superintendents and the three Regent universities. Much is happening through consultation and some projects have begun since the report was completed. He said the most significant thing is the growing in a positive way by all five schools.

In reply to a question from President Petersen, Superintendent Giangreco said there has been close contact with the three universities and projects are going very well.

President Petersen said she was well pleased with the kind of cooperative attitude the universities have had. She said she was pleased with the openness of Iowa School for the Deaf and the positive way it has looked at additional sources of advice and council.

Mr. Nitzschke noted that a question was raised in the Senate last year about the board hiring outside consultants. He said they have been very valuable because they bring a fresh prospective and they are more informed in the areas of accreditation and preparing proposals for external funds.

Mr. Richey said the advisory committees for Iowa School for the Deaf and Iowa Braille and Sight Saving School have done outstanding work and indicated the Board Office was extremely pleased with the dedication, conscientiousness, and professional approach they bring to their duties and the board can take great pride in them.

Regent Bailey recommended that the board officially recognize the committees for their efforts.

President Petersen received the report on behalf of the board.

b. Iowa Braille and Sight Saving School Advisory Committee Annual Report. The board was requested to receive the annual report of the Advisory Committee for the Iowa Braille and Sight Saving School. The role of this committee is the same as for the Advisory Committee for Iowa School for the Deaf.

The report covers such tasks of the committee as cooperative efforts that are underway between the two special schools and the three Regent universities. The committee has helped Iowa Braille and Sight Saving School develop a mission statement and reviewed its master plan proposal for resource centers, its status on certification, the status of the deaf-blind program, and the consideration of problems resulting from the Office of Civil Rights compliance review.

In response to President Petersen's question, Superintendent DeMott outlined several activities that have taken place in cooperation with the Regent universities.

He visited the Iowa State University campus to discuss the possibility of medical service, vocational opportunities, and library services with the faculty. The university has provided direct services.

The University of Iowa provided extensive hearing evaluations and individual intellectual assessments. The Hospital School continues to assist in terms of developing a model classroom in the developmental program. Occupational therapy service is continuing to be received on a consultation basis.

In January members of Iowa State University visited with the staff. They made a series of proposals on delivering career vocational programs.

A visit was made to the University of Northern Iowa to talk with the education faculty there.

Future visits are scheduled at Iowa State University to discuss possible cooperative service in media and at the University of Iowa to discuss continuing to work with them in other areas.

Superintendent DeMott said the institution was very pleased.

President Petersen received the report on behalf of the board.

Mr. Barak said a good measure of the success of the committee is due to Mr. Nitzschke, chairman of the committees, who carried out his duties in an exemplary way.

President Petersen then asked board members and institutional executives if there were additional matters to be raised for discussion pertaining to the general docket. There were none.

STATE UNIVERSITY OF IOWA

The following business pertaining to the State University of Iowa was transacted on Thursday, February 20, 1980.

RESIDENCE SYSTEM RATES. The board was asked to approve the schedule for resident hall contracts effective with the academic year 1980 with cable TV costs included, approve the rate schedule for family housing effective June 1, 1980, with cable TV costs included; and accept the budget estimates for FY 1980-81 subject to further review when university education and general budgets are approved for 1980-81.

The Board Office noted the rate variations among different facilities and services represent varying property or service management, maintenance and operating costs.

It noted all rates include rental charges for a proposed campus-wide cable TV system. The university reported substantial educational and recreational benefits are expected to accrue from the cable TV service. Inclusion of the dormitory system in the cable system would result in lower bulk rates campus-wide which would include health care facilities.

It was reported that the proposed rate increases fall within the President's Council on Wage and Price Stability gross profit margin test.

The Board Office noted the proposed rate increases represent several different factors: inflation, substantial additional renovation costs necessary to address State Fire Marshal reports of deficiencies, the cost of the cable TV service, and a catch-up factor to cover prior year unmet rate requirements.

It was reported the catch-up rate increase proposal is the result of underassessed rates in 1979-80. When this shortfall is projected through 1984-85 in 1980 dollars (unadjusted for price inflation), an operating cash shortfall is estimated at \$1.9 million. The objective is to make up this projected cash deficit in three steps, the first in 1980-81, the second in 1981-83, and the third in 1982-83 through special rate adjustments.

All proposed rate changes are included in the 1980-81 proposed income budget of \$14.1 million. This represents an 11.3 % revenue increase over 1979-80, or \$1.4 million. Net revenue available for all reserves would increase from \$536,000 to \$736,000. Additions to voluntary reserves or those for improvements or contingency (surplus) would increase from an estimated \$21,000 in 1979-80 to \$201,000 in 1980-81. This begins a proposed process of assuring the maintenance of reasonable cash balances over time. Estimated voluntary reserves in 1980-81 would amount to approximately 12% of expenditures, debt service, and other mandatory transfers, or \$1.6 million.

The Board Office reminded the board that 1979-80 is the first year for parietal rule suspension for sophomores and in 1980-81 it will be suspended for both sophomores and freshmen. Unless specific action is taken by the board to the contrary, the parietal rule will be reinstated after a two-year period for each class. The suspension of the parietal rule is expected to have

an impact on dormitory occupancy. The Regents have previously approved a pledge of student fees of approximately \$126,000 annually as a condition to the parietal rule suspension to offset potential revenue losses relating to the rule suspension. It would be expected that the university will review the need for these funds to supplement resident system revenues as the 1980-81 academic year firms up system occupancy patterns.

The Board Office said income, expense, and fund balance information noted should leave the residence system in a stabilized financial position through 1980-81. It recommended the board approve the rate schedule proposed, with cable TV costs included. It further recommended the board accept the budget estimates presented for FY 1980-81, subject to further review when university education and general budgets for 1980-81 are approved.

Philip Hubbard, Vice-President for Student Services at the university, said there had been team negotiating on the establishment of the residence system rates. He introduced Kim Cox, President of the Association of Residence Halls (ARH), and Dan Schaack, Vice President of ARH. Vice-President Hubbard also introduced Mitchel Livingston, Director of Resident Services, who participated in the development of rate proposals.

Ms. Cox said one of the goals of ARH was to keep rate differentials for various types of rooms from becoming greater than they presently are. In response to President Petersen's question, she said ARH was satisfied with the opportunity to participate in the decisions made.

Regent Bailey remarked that while a 12% increase may appear to be high, over a 5-year period the average increase has been less than 7% and he felt this was a very good average.

Regent Shaw indicated he had some reservations about the inclusion of cable TV in the rates. He said it would increase the differences in the rates among the universities. He did not think cable TV is a service that is offered uniformly across the country or that it has an educational value. He said he did not like the idea that it would be a built-in cost whether or not a student has a TV set.

He noted that with public subsidies the overall cost to the student for education in the public institutions is much lower than in the private sector. He said that including cable TV would add to the built-in costs.

Dave Ahrens of the Collegiate Associations Council (CAC) said in the eyes of CAC the proposal for cable TV is a major step toward providing modern and efficient instruction, as for example in journalism and film broadcasting and in the health areas.

He noted that in December President Boyd expressed concern about finding the necessary money to fund cable TV and Mr. Ahrens said he hoped the university would find the potential benefits and ability to serve as an effective outreach worthwhile. Both the CAC and the Student Senate have provided programming and equipment and are ready to show the university and city what they can do. He mentioned that the student radio station would

be able to transmit over the cable lines allowing them to go FM for the first time.

Speaking to the point raised about other institutions in the country not having cable TV, Mr. Ahrens said in the previously submitted material several universities were mentioned which have already installed such systems. He said the system is viewed as a wise investment for the future because the potential for multiple media accessibility for everyone in the state is growing daily.

In response to a question from Regent Bailey, Mr. Ahrens indicated a formal vote on this issue has not been taken by CAC but it has been discussed at length by CAC. He said he was asked to express its concerns and support in this matter.

Ms. Cox indicated the ARH did vote in favor of the cable TV system. She noted that in the residence halls it would be possible to measure how people utilize the system.

Regent Shaw indicated he had read an article in The Daily Iowan about food waste in the dormitories. He asked if a lot of food was thrown out. Dean Hubbard said this was monitored carefully and that management had discussed the problem with students.

Mr. Livingston indicated this is a valid concern and a campaign has been mounted to tell people that food waste is a direct cost to them from year to year. A survey was conducted about the residence halls and one of the questions was on what creates levels of waste in the system. That information is currently being analyzed and Mr. Livingston said he would be happy to provide the results to the board.

MOTION:

Regent Brownlee moved the board approve the attached schedule for resident hall contracts effective with the academic year 1980 with cable TV costs included, approve the attached rate schedule for family housing effective June 1, 1980, with cable TV costs included; and accept the budget estimates for FY 1980-81 subject to further review when university education and general budgets are approved for 1980-81. Mr. Wenstrand seconded the motion. The motion passed with Mr. Shaw opposed. Dr. Harris abstained from the vote.

(SECRETARY'S NOTE: This action was later amended. See pp. 422-423.)

PERSONNEL POLICIES FOR PROFESSIONAL AND SCIENTIFIC STAFF. The board was asked to approve the "Policy to Define the Relationship of Professional and Scientific Staff to the University," subject to further study and a report to the board on the proposed exclusions from coverage under the policies.

THE UNIVERSITY OF IOWA
RESIDENCE SYSTEM RATES

RESIDENCE SERVICES
PROPOSED RATE SCHEDULE

RESIDENCE HALLS	Present Rates	Proposed Rates	Increase	
			Amount	Perce
ACADEMIC YEAR 1980-81				
Single Room	\$ 993	\$1,145 ⁽¹⁾	\$152 ⁽¹⁾	15.3%
Double Room (per person)	699	799 ⁽¹⁾	100 ⁽¹⁾	14.3
Triple Room (per person)	562	639 ⁽¹⁾	77 ⁽¹⁾	13.7
Multiple Room (per person)	500	567 ⁽¹⁾	67 ⁽¹⁾	13.4
Triple Room rented as a Single	1,193	1,345 ⁽¹⁾	152 ⁽¹⁾	12.7
Double Room rented as a Single	1,168	1,320 ⁽¹⁾	152 ⁽¹⁾	13.0
Triple Room rented as a Double (per person)	799	899 ⁽¹⁾	100 ⁽¹⁾	12.5
Temporary Room (per person) (daily rate)	1.85	1.85	--	--
Airconditioning (per room)	78	96	18	23.1
Bath (per room in addition to above single, double, triple, or multiple)	444	488	44	9.9
Full Board (20 meals per week)	814	895	81	10.0
Lunch & Dinner Board (13 meals per week)	783	861	78	10.0
Breakfast & Dinner Board (14 meals per week)	760	835	75	9.9
Room & Full Board Combined (per person)				
Double	1,513	1,694 ⁽¹⁾	181 ⁽¹⁾	12.0
Triple	1,376	1,534 ⁽¹⁾	158 ⁽¹⁾	11.5
Double with Bath	1,735	1,938 ⁽¹⁾	203 ⁽¹⁾	11.7
Single	1,807	2,040 ⁽¹⁾	233 ⁽¹⁾	12.9

(1) Includes rates for Cable TV as follows: \$36 single room, \$18 double room per person, \$12 triple room per person, and \$9 multiple room per person.

STATE UNIVERSITY OF IOWA
February 20-21, 1980

RESIDENCE HALLS	Present Rates	Proposed Rates	Increase	
			Amount	Percent
SUMMER SESSION 1981				
Single Room	\$ 233	\$ 274 ⁽¹⁾	\$ 41 ⁽¹⁾	17.6%
Double Room (per person)	164	191 ⁽¹⁾	27 ⁽¹⁾	16.5
Triple Room (per person)	131	152 ⁽¹⁾	21 ⁽¹⁾	16.0
Multiple Room (per person)	117	135 ⁽¹⁾	18 ⁽¹⁾	15.4
Airconditioning (per room)	74	96	22	29.7
Bath (per room in addition to above single, double, triple, or multiple rate)	104	116	12	11.5
Full Board (20 meals per week)	191	227	36	18.8
Lunch & Dinner Board (13 meals per week)	N.A.	216		
Breakfast & Dinner Board (14 meals per week)	N.A.	208		

(1) Includes rates for Cable TV as follows: \$9.00 single room, \$4.50 double room per person, \$3.00 triple room per person, and \$2.25 multiple room per person.

FAMILY HOUSING	Present Monthly	Proposed Monthly	Increase	
			Amount Per Month	Percent*
Parklawn Efficiency	\$ 87.00	\$ 99.50 ⁽¹⁾	\$12.50 ⁽¹⁾	14.4%
1 Bedroom	108.50	124.00 ⁽¹⁾	15.50 ⁽¹⁾	14.3
Hawkeye Court				
1 Bedroom	116.50	132.00 ⁽¹⁾	15.50 ⁽¹⁾	13.3
2 Bedroom	140.50	157.50 ⁽¹⁾	17.00 ⁽¹⁾	12.1
Hawkeye Drive				
2 Bedroom	144.50	165.50 ⁽¹⁾	21.00 ⁽¹⁾	14.5
Hawkeye Park				
2 Bedroom	141.50	158.50 ⁽¹⁾	17.00 ⁽¹⁾	12.0
Staff & Faculty Additional	15.00	15.00	--	--

All rates include water. Other than heat in Hawkeye Drive, gas and electricity are paid directly to local utility company as metered.

All units are unfurnished.

(1) Includes \$4.50 for Cable TV.

The Board Office, using the criteria for compatibility of policies given on p. 407 noted the University of Iowa policies establish and define appointment categories and probationary periods. They also define rights for employees who are terminated because of lack of funding or reorganization. Provisions are made for annual performance appraisals and appeal procedures. A listing of positions exempted from coverage under the personnel policies is also included.

The Board Office expressed some concern that the proposed list of exclusions includes many assistant and associate director titles while exclusions at the other institutions for the most part bear the title of director. It recommended that this be reviewed by institutional and Board Office representatives to ensure general compatibility in the granting of rights as provided in the proposed personnel policies and that a report be made to the board following such a study.

President Boyd said he was always happy and willing to explore an issue in an open-minded fashion. However, he said he felt strongly about the exclusions point because changes in directors and associate directors involve changes in administration. He did not want to be precluded from making changes in his administration because of the effect it has on shaping policy of the institution.

President Petersen asked if his reasons were that he wanted to be able to make these appointments so that he could hold these people responsible and have people in these positions in which he could have confidence knowing they would follow the direction of policy established.

President Boyd agreed and said he had no objections to the recommendation of the Board Office but wanted to make his views known from the beginning.

Mr. Richey said the recommendation for further consultation is to establish reasons for some of the central differences in the proposed policies for the universities. The policies are not expected to be identical but there should be some kind of compatibility.

Members of the Professional and Scientific Staff Council at the University of Iowa were present at the meeting. They were Charles Swisher, President of the council, Kim Wall of the Audiovisual Department, and Karl Kahler of the Library.

Ms. Wall said there were two reasons why the council feels positive about the policy: 1) it defines rights and responsibilities of the professional and scientific staff; and 2) it enhances the concept of annual evaluations of employees. She noted that anything done in the past to open these channels of communications has been very positive.

Mr. Kahler said development of these policies has been in process for three years and discussion has been open to all members of the professional and scientific staff. He indicated the council received quite a bit of feedback and that a large majority of the professional and scientific staff are in favor of the proposal as it stands. They are eager to have it adopted because they feel a definition of their position in the university is needed.

President Petersen expressed appreciation for the amount of time and effort it took to work through the policies.

MOTION:

Dr. Harris moved the board approve the "Policy to Define the Relationship of Professional and Scientific Staff to the University," subject to further study and a report to the board on the proposed exclusions from coverage under the policies. Mr. Shaw seconded the motion.

President Petersen noted the motion makes the policy subject to change after study of the exclusions.

Mr. Richey said the question is one of whether the exclusions are appropriate given that similar kinds of positions are included in the other institutional plans.

Mr. Bailey clarified that the board was authorizing the study but not authorizing any changes to the proposed policies.

VOTE ON MOTION:

The motion passed unanimously.

A copy of the policies is on file with the permanent minutes.

The following business pertaining to the State University of Iowa was transacted on Thursday, February 21, 1980.

LAW CENTER SITE. The board was requested to approve a site for the future construction of a new College of Law facility and to approve a relocation plan for activities currently located in the selected site.

Vice-President Brodbeck opened the discussion and showed an illustration of the proposed site which is in Varsity Heights.

She reviewed the events leading to the choice of this site. In November the board asked the university to reconsider a site chosen for the new law building which was located south of the Main Library. A suggestion was made that future expansion needs of the library should be considered. The university hired a planning consultant to discuss various sites and meetings were held with various groups.

Vice-President Brodbeck said it is possible for the College of Law to be relatively separate from other programs because it has its own library. On the other hand, its program is central to the general university mission and it does interact with other programs on campus. It was necessary to find some space that would not isolate it. The few sites available on the east side of campus have to be maintained for future expansion for the library, engineering, and College of Business. There is no adequate space on the east side of campus for a large structure. On the west side of campus there were three possible sites: 1) by Hillcrest Dormitory, 2) in Varsity Heights, and 3) south of Melrose Avenue. It was felt the

site by Hillcrest would add to a crowded situation and the site south of Melrose would make the law school too distant from other programs. The Varsity Heights site is the best one physically.

The university has recognized there are some problems with this site. Buildings already on it house day care centers and cooperative housing and academic programs in the Department of Social Work. Vice-President Brodbeck said the university is committed to cooperative housing and day care centers but this land was acquired for the purpose of satisfying the university's academic mission.

There was consultation with students and student government about the proposed site. The Campus Planning Committee and faculty, student, and staff groups met three times.

The university recommended the Varsity Heights site for the location of the new law building. It was noted nothing would happen before July, 1981, and the university would do everything it can to relocate the present occupants of the site. This will involve funding of about \$100,000. Vice-President Bezanson stated that in relation to the relocation of the Department of Social Work, it is eager to help the university in seeking funding for relocation. Also, voluntary efforts of students in painting, etc., will hold the costs of relocation down.

Regent Shaw said the only issue is whether the site is good for the law school and asked Dean Hines for his comments.

Dean Hines said there isn't a perfect site on campus for any new building but the law faculty has decided this is an excellent site. He said it is large enough for the kind of building that would have enough space. Its proximity to other programs is better than the present site of the College of Law. He noted it is not as close to the Union so some additional services may need to be provided.

MOTION:

Mr. Bailey moved the board approve the Varsity Heights site for future construction of a new College of Law facility and approve the relocation plan for the Varsity Heights activities. Mr. Shaw seconded the motion.

Donn Stanley, President of Student Senate, said the decision to delay consideration of this matter in December increased the students' feeling of good faith by the administration and was a boon to relations with people who are concerned about the places where they are living or participating in programs.

Mr. Stanley said the students are aware of the purpose of the site and the purpose of acquiring property by the board for further academic expansion. He said the students would like the board to make its decision on what is best for the law school and what is best for campus planning over the next years. He urged the board to make adequate relocation plans and to support the university in its efforts to provide adequate relocation for

PREAMBLE

PROFESSIONAL AND SCIENTIFIC STAFF POLICY

The University of Iowa is served by professional and scientific staff members who provide a diversity of services in forwarding the mission of the institution. In recognition of the invaluable contribution made by the professional and scientific staff members, this policy has been adopted as a statement of the basic relationship between professional and scientific staff members and institution.

The policy contains two basic provisions. First. The terms of the appointment of professional and scientific staff members are to be set forth so that staff members will know the conditions and duration of their appointment. These terms will vary because of the great variety in the nature and duration of the funding and programs involved. Second. A continuing relationship designated as career status is established. This status is to be granted upon successful completion of a probationary period. Staff members on career status will receive an appropriate notice where the position they occupy is terminated due to lack of funding or reorganization. For a specified time thereafter, such a staff member would have the right to be considered first for a comparable position elsewhere in the University.

While the great variety of program needs and funding sources requires diversity in employment relationship, the University seeks through this policy to provide a means of recognizing the invaluable service of professional and scientific staff to the institution, both on a short-term and on a long-term basis

POLICY TO DEFINE THE RELATIONSHIP
OF
PROFESSIONAL AND SCIENTIFIC STAFF MEMBERS
TO
THE UNIVERSITY OF IOWA

1. Staff Members Covered. All professional and scientific staff members employed in that capacity for 50% or more of their time will be covered except those whose administrative, policy-making or other responsibilities make it inappropriate to confer career status upon them. (See Appendix for positions covered) Those professional and scientific staff members excluded from coverage under this policy will continue to be appointed "at will." References to "staff member" in the policy means those staff members covered by the policy.

2. Categories. Each staff member will be appointed to one of the following four categories and given specific written notice of the category at the time of appointment: (a) Career Status; (B) Probationary Status; (c) Term Status; (d) Temporary Status.

3. Career Status.

(a) Probationary staff members can earn career status upon completion of continuous and satisfactory performance in a position during the probationary period established for that staff member in the position. Part-time employment for 50% or more of a person's time will count toward completion of the probationary period in proportion to the percentage of time employed. For example, two years in a half time position will complete one year of the probationary period.

(b) In an action of dismissal for cause relating to the staff member's lack of satisfactory performance or university related conduct, career status will carry with it the right to place the burden of proof on the university in an appeal through the professional and scientific grievance procedure.

(c) Persons with appropriate experience may be appointed initially with career status if that status is specifically authorized by each of the university officials who acts on the appointment, and, in the case of appointments to an academic unit, by the Vice President for Academic Affairs.

4. Probationary Status.

(a) Probationary status is that time during which a staff member's performance is evaluated to determine whether the staff member is demonstrating the capacity for continued performance at a level necessary to meet the department or unit's standards set for the position.

(b) At the time of their appointment to probationary status, staff members will be given notice of the time period they must serve in probationary status in that position prior to earning career status.

(c) The maximum probationary period shall be for four years. A shorter period may be designated for the position, pursuant to general university guidelines. The period also may be shortened in the case of a particular person with appropriate

experience who may receive credit for that experience, pursuant to general university guidelines. A minimum of two years of probationary service will be required before career status will be granted, except as provided in Sections 3(c), 5 and 9.

(d) Within general guidelines established by the university, the employing unit may set standards of performance for the individual position. In the absence of departmental or unit standards, the university standards will be deemed to have been adopted as the departmental or unit standards. The standards may be adjusted to reflect changes in the nature or scope of the position and should be used as the basis for periodic performance reviews.

(e) During the probationary period, departments or units will be reminded by the Office of the Vice President for Finance and University Services to provide a staff member with a written statement evaluating their performance at least annually.

(f) Probationary staff members may be terminated at any time during the probationary period. The only ground for appeal through the grievance procedure for professional and scientific staff of the release of a probationary staff member or the failure to grant such person career status will be that the decision was made on grounds which are prohibited by constitution or statute, such as discrimination based on race or sex. In such an appeal, the burden of proof will be on the staff member.

(g) If a staff member believes that his or her termination was improper for reasons other than those which entitled a staff member to file an appeal through the professional and scientific grievance procedures, that staff member can appeal the termination through administrative channels to the next administrative level beyond which the decision to terminate was made and if necessary to the appropriate University-wide officer responsible for the general area in which the unit is located.

5. Probation Upon Appointment to a New Position.

(a) Professional and scientific staff members with career status or Regents Merit System staff members with permanent status and at least four years of service, who change positions and assume duties in a position covered by this policy will serve a one-year probationary period without career status in the new position, except as provided in Section 3(c).

(b) Career status staff members and persons with permanent status under the Regents Merit System referred to in Section 5(a) above who do not achieve career status in the new position will be considered to have been furloughed from their prior position and have the rights specified in Section 10.

(c) Staff members who are appointed to a new position while in probationary status will start their probationary status anew unless the letter of appointment to the new position specifically provides that all or part of prior probationary service will count as such service in the new position. A minimum of one year of probationary service will be required, except as provided in Section 3(c).

6. Term Status.

Staff members may be appointed in term status for a specific term not to exceed three years, plus a reappointment not to exceed an additional three years, in order to accomplish a specific purpose. The nature and duration of such appointments may

be limited by contract. In the absence of special contract terms, term appointees may complete their terms unless they fail to demonstrate continued performance at a level necessary to meet the department's standards for the position. In an appeal from a termination during the term of an appointment, the burden of proof shall be on the staff member. No right of reappointment shall be implied by an initial appointment.

7. Temporary Status.

Staff members may serve "at will" for a period of not more than one year in order to fill a temporary need of the university. Such persons shall be deemed to be in temporary status.

8. Transfers from Term or Temporary Status.

In appropriate circumstances, term and temporary staff members may be transferred to probationary status. In such instances, service in term or temporary status will not count as probationary service unless the letter of appointment to probationary status specifically states that all or part of such service will count as probationary service. A minimum of one year of probationary service will be required before career status can be earned, except as provided in Section 3(c).

9. Terminations for Other Than Cause.

(a) Staff members in probationary or term status who are terminated for reasons other than causes relating to the staff member's lack of satisfactory performance or university related conduct, e.g., reasons of funding, reorganization and the like in the project, department, college or university, will receive notice in accordance with the following schedule:

- (i) One month notice during the first year of employment;
- (ii) three months notice thereafter.

The notice provisions of this sub-section will not apply if the Vice President for Finance and University Services determines that notice of such duration would seriously impair the financial integrity of a major administrative unit of the University.

(b) Staff members in career status will receive the following notice if furloughed for reasons stated in Section 9(a):

- (i) six months if furloughed during the first four years of career status;
- (ii) nine months if furloughed during the next four years of career status;
- (iii) twelve months if furloughed thereafter.

The notice provisions of this sub-section will not apply if the Vice President for Finance and University Services determines that notice of such duration would seriously impair the financial integrity of a major administrative unit of the University.

10. Furloughs.

(a) "Furlough" means assuming inactive status without salary, or an involuntary reduction in time accompanied by a proportionate reduction in salary.

(b) If qualified, staff members in career status who are furloughed will have priority status with regard to open professional and scientific positions at the university comparable to the position from which they were furloughed. The procedures established in Section 10 (b) i and ii will be followed.

- (i) Prior to advertising any such position which is in a pay grade no higher than the pay grade of the position from which the staff member was furloughed, the furloughed staff member will have the right to be considered for the position. All staff members eligible for Section 10 (b) priority status will be given an equal opportunity to be considered for such position. If no such eligible furloughed staff member is employed, the department must indicate its reason in writing.
- (ii) Furlough rights will exist for one year from the beginning of the furlough period unless during that period the staff member fails to accept appointment to a comparable position for which he/she qualifies and which carries a salary at least equal to the staff member's previous salary.

(2/11/80)

I N C L U S I O N S

Academic and Career Counselor Special Services Project
Academic Counselor
Academic Development Specialist
Accountant
Accountant, Student Organizations
Accounts Coordinator - Hospital Cashier's Office
Activities Advisor
Activity Therapist I
Activity Therapist II
Administrative Accountant
Administrative Assistant - College of Law
Administrative Assistant - Graduate Program
Administrative Assistant I
Administrative Assistant II
* Administrative Associate
Administrative Associate - Academic Affairs
Admissions Counselor
Alumni Publications Editor
Anatomy Department Mortician
Architect Associate
Architect I
Architect II
Area Coordinator Residence Services
Area Manager - Residence Services
Assistant Curator of Visual Materials - School of Art and Art History
Assistant Director - Alumni Association
Assistant Director - Alumni Association (RD)
Assistant Director - Audiovisual Center
Assistant Director - Respiratory Therapy
Assistant Director - Sports Information
Assistant Director Career Planning Programs and Resources, Career
Services and Placement Center
Assistant Director Evaluation and Examination Services

I N C L U S I O N S

Assistant Director Instructional Services
Assistant Director of Admissions
Assistant Director of Early Childhood Education Center
Assistant Director - High School, College Relations Program
Assistant Director - Student Financial Aids
Assistant Director, Clinical Dietetics
Assistant Director, Cooperative Education/Field Experience Program,
Career Services and Placement Center
Assistant Director, Placement, Career Services and Placement Center
Assistant for Nurse Employment
Assistant in Staff Development
Assistant Manager - University Laundry Service
Assistant Manager Central Sterilizing Service
Assistant Manager Food Service
Assistant Manager of Technical Services - Auditoria
Assistant Manager of Technical Services/Stage Manager
Assistant Manager University Payroll & Employee Records
Assistant Manager-Building and Campus Services
Assistant Manager, Hospital Plant Operations & Maintenance
Assistant Manager, Shop Services
Assistant Program Director Residence Services
Assistant Purchasing Agent
Assistant Registrar - Services
Assistant Registrar - Systems
Assistant Research Scientist
Assistant Teacher of Handicapped
Assistant to the Director - Center for Educational Experimentation,
Development and Evaluation
Assistant to the Director - CNPA
Assistant to the Director - Purchasing Department
Associate Director - Research Grants, Contract Research and Public
Relations (Business Administration)
Associate Director - Special Support Services
Associate Director for Programs-Student Financial Aids

I N C L U S I O N S

Associate Director of Operations Student Financial Aids
Associate Director - Center for Management
Associate Director - Institute for Insurance Education and Research
Associate Director - Program: Regular Education Inservice: A System
of Personnel Development (ASPD)
Associate Director - Technical: Regular Education Inservice: A System
of Personnel Development (ASPD)
Associate Director, Arts Center Relations
Associate Editor I
Associate Research Scientist
Athletic Equipment Manager
Audio Engineer
Audiologist I
Audiologist II
Blood Donor Center Nurse I
Blood Donor Center Nurse II
Blood Donor Center Nurse III
Box Office Manager - Hancher Auditorium
Broadcast News Services Director
* Business Manager I
* Business Manager II
Buyer
Cardiovascular Perfusionist
Career Advisor
Career Advisor, Co-op Education, Career Services and Placement Center
Chemist I
Chemist II
Chemist III
Chief Broadcast Engineer - Radio
Chief Broadcast Engineer - TV
Chief Clinical Laboratory Technologist
Chief Electroencephalographic Technologist
Chief Medical Photographer
Clinical Laboratory Technologist I
Clinical Laboratory Technologist II
Clinical Laboratory Technologist III
Clinical Nursing Specialist I
Clinical Nursing Specialist II

I N C L U S I O N S

Clinical Psychologist
Clinical Services Administrator
Clinical Supervisor of Physical Therapy
Clinical Teacher - Child Psychiatry
Clinical Veterinarian
Computer Engineer - Computer Center
Computer Packaging Coordinator
Contracts Administrator
Coordinator - Educational Opportunities Program - College of Medicine
Coordinator Anatomical Donor Program
Coordinator for Computer Based Education
Coordinator for Placement and Proficiency Testing Research
Coordinator for Skills Development Programs - Special Services Project
Coordinator of Academic Support Programs
Coordinator of Arts Relations
Coordinator of CAMBUS
Coordinator of Clinical Pharmacy Practice
Coordinator of Environmental Planning and Studies
Coordinator of Information Services
Coordinator of Intramural Sports
Coordinator of Medical Student Affairs
Coordinator of Spanish-Speaking Peoples Information
Coordinator of Staff Development and Clinical Education - Physical Therapy
Coordinator of Summer Sports School
Coordinator of Training Program- University Hospital School
Coordinator of University Staff Development
Coordinator of Veterans Affairs
Coordinator-Women's Resource and Action Center
Coordinator, Microbiology Laboratories
Coordinator, Staff Development-University Hospitals and Clinics
Coordinator: Academic Programs in Residence Halls
Copy Editor - Publications
Costume Supervisor
Counseling Coordinator
Craft Center Supervisor

I N C L U S I O N S

Curator of Collections - Art Museum
Curator of Paleontologic Collections
Curator of Visual Materials School of Art and Art History
Data Analyst
Data Archive Manager
Data Base Manager (Hospital)
Data Processing Coordinator - I. C. R. S. A.
Dental Hygienist
Departmental Personnel Administrator
Departmental Personnel Specialist
Departmental Training Specialist
Design Artist
Design Artist II
Dietary Assistant
Dietitian I
Dietitian II
Dining Service Manager
Dosimetrist
Echographic Diagnostic Assistant
Editor
Editor - University of Iowa Press
Editorial Associate
Educational Advisor Continuing Education
Educational Consultant
Educational Media Coordinator I
Educational Media Coordinator II
Educational Program Epidemiologist
Educational Programmer - Residence Services
Educational Psychologist - Hospital School
Electrics Supervisor
Employment Representative
Employment Supervisor
Engineer I
Engineer II
Engineer III

I N C L U S I O N S

Engineer IV
Enterostomal Therapist
Equipment Coordinator - Respiratory Therapy
Excess/Surplus Property Coordinator
Facilities Planning Associate
Financial Aids Counselor
Financial Analyst
Food Production Supervisor I
Food Production Supervisor II
General Supervisor - Animal Care Unit
Graduate and Professional Student Programs Consultant
Graduate Examiner
Health Physicist University Hygienic Laboratory
* Health Services Administrator I
Hospital Interior Designer
Hospital Interpreter - Spanish
Hospital Mortician
Humanities/Science News Service, Director
Informational Specialist - Continuing Education
Informational Specialist - University Computer Center
Installation Coordinator/Museum of Art
Instructional Designer - College of Nursing
Instructional Developer
Instructional Resource Associate Dental Laboratory
Internal Auditor
Iowa Center for the Arts-Education Coordinator for the Performing Arts
Iowa Lakeside Laboratory Manager
Job Analyst
Job Analyst Supervisor
Laboratory Coordinator - Zoology
Laboratory Extension Specialist I
Laboratory Extension Specialist II
Landscape Architect
Librarian I
Librarian II
Librarian III

I N C L U S I O N S

Librarian IV
Limnologist I
Limnologist II
Limnologist III
Macbride Field Campus Manager
Manager - Dental Clinic Support Services
Manager - IMU Bookstore
Manager - Media Services
Manager - Mobile Dental Unit
Manager - Photographic Services
Manager - Promotion University Iowa Press
Manager - Staff Benefits
Manager - University Video Center
Manager Computer Operations I
Manager Computer Operations II
Manager Data Processing Services for Networks
Manager Family Housing
Manager Food Service
Manager Media Library
Manager Miscellaneous Services
Manager of Academic Services for Networks
Manager of Applications Support
Manager of Technical Services - Auditoria
Manager Paint Services
Manager Preventive Maintenance Mechanic Services
Manager Residential Placement
Manager Stores
Manager Vending Services
Manager-Conferences/Institutes
Manager-Hospital Systems Programming
Manager/Producer Motion Picture Production
Manager, Ancillary Services
Manager, Communications and Terminals
Manager, External Services and Facilities
Manager, Instructional and Research Services

I N C L U S I O N S

Manager, Non-University Services
Manager, Patient Scheduling & Registration Services
Manager, Promotional and Developmental Services - Audiovisual Center
Materials Supervisor
Maxillofacial Prosthetist
Media Consultant - Audiovisual Center
Medical Artist
Medical Graphic Specialist
Medical Illustrator I
Medical Illustrator II
Medical Instructional Designer
Medical Records Librarian
Minority Career Development Specialist
Minority Programs Consultant
Music Director Radio Broadcasting
Nuclear Medicine Technologist
Nurse Clinician I
Nurse Clinician II
Nurse Clinician III
Occupational Therapist
Ocularist I
Ocularist II
Operations Manager - Personnel Services
Operations System Analyst - A D P
Ophtalmic Professional I
Ophtalmic Professional II
Orthoptist
Outclinic Coordinator - Hospital School
Patient Care Evaluation Coordinator
Patient Service Representative
Patient Services Assistant
Payroll Accountant
Payroll Assistant
Personnel Systems and Procedures Analyst
Pharmacy Technician Supervisor I
Photo-Journalist Broadcast News Services

I N C L U S I O N S

Physical Therapist
Physicians Assistant
Placement Associate
Placement Program Specialist
Preparation Supervisor, Publications
Producer - Radio Broadcasting
Production Assistant - Printing Services
Production Coordinator
Production Editor
Production Manager - Radio Broadcasting
Program Assistant
Program Associate I
Program Associate II
Program Consultant
Program Director (WSUI or KSUI-FM)
Programmer
Programmer Analyst
Programming Consultant - Weeg Computing Center
Programming Director - Radio Broadcasting
Project Analyst I
Project Analyst II
Project Assistant
Project Director - Special Services
Properties Supervisor
Psychological Counselor
Psychometrist
Public Health Microbiologist I
Public Health Microbiologist II
Public Health Microbiologist III
Public Health Microbiologist IV
Quality Assurance Support Service Coordinator
Recreation Specialist
Registered Record Administrator
Registrar - Art Museum
Research Assistant I Engineering/Physical Science
Research Assistant I Natural/Health Science

I N C L U S I O N S

Research Assistant I Social Science
Research Assistant II Engineering/Physical Science
Research Assistant II Natural/Health Science
Research Assistant II Social Science
Research Assistant III Engineering/Physical Science
Research Assistant III Natural/Health Science
Research Assistant III Social Science
Research Coordinator
Research Investigator
Research Scientist
Respiratory Therapist
Scenery Supervisor
Scenic Artist
Security Captain
Security Detective Captain
Senior Accountant
Senior Activity Therapist
Senior Applications Specialist
Senior Audiologist
Senior Editor, Humanities/Science News Service
Senior Financial Analyst
Senior Medical Prosthetist
Senior Occupational Therapist
Senior Ocularist
Senior Physical Therapist
Senior Producer - Radio Broadcasting
Senior Programmer Analyst
Senior Psychometrist
Senior Research Assistant Engineering/Physical Science
Senior Research Assistant Natural/Health Science
Senior Research Assistant Social Science
Senior Respiratory Therapist
Senior Speech Pathologist
Senior Systems Analyst
Senior Systems Programmer
Senior Teacher of Handicapped

I N C L U S I O N S

Senior Television Engineer
Social Services Advisor - Coordinator of Native American Information
Social Work Specialist I
Social Work Specialist II
Social Worker I
Social Worker II
Social Worker III
Special Services Coordinator Office of University Relations
Speech Pathologist I
Speech Pathologist II
Staff Benefits Specialist
Staff Nurse
Staff Nurse - Clinic
Staff Nurse Anesthetist
Staff Nurse Evening
Staff Nurse Night
Staff Pharmacist I
Staff Pharmacist II
Staffing Associate
Student Advisor
Supervising Histologist
Supervisor - Automation Systems & Maintenance
Supervisor - Copy Service System
Supervisor - Residential Placement
Supervisor - Sanitation
Supervisor Engineering Technician
Supervisor Orthoptist
Supervisor Service I
Supervisor Service II
Supervisor Stockroom/Warehouse
Supervisor Technical Services
Supervisor - Auxiliary Services
Supervisor, Equipment Inventory
Supervisor, Hospital Morticians
Supervisor, Student Loans
Systems Analyst

I N C L U S I O N S

Systems Development Project Leader-Computer Assisted Data Analysis
Systems Programmer I
Systems Programmer II
Teacher - Hospital Bound
Teacher Early Childhood Education Center
Teacher of Handicapped
Teacher-Day Care Center
Technical Coordinator
Test Editor I
Test Editor II
Testing and Evaluation Analyst
Trainer/Consultant in Government Management
Upward Bound Project Director
User Education & Publications Manager
User Relations Assistant
User Relations Manager
Utilization Review Assistant
Veterinary Epidemiologist
Women's Sports Relations Director
Work Experience Specialist - Hospital School
Writer/Director - Visual Media

* Positions in these classifications will be considered for inclusion on a position by position basis.

E X C L U S I O N S

Administrator - Hospital School
Assistant Controller
Assistant Director (Principal Chemist) - University Hygienic Laboratory
Assistant Director - Student Development
Assistant Director - University Hospitals
Assistant Director Administrative Data Processing
Assistant Director for Patient Services - Physical Therapy
Assistant Director of Broadcasting
Assistant Director of Nursing (University Hospital)
Assistant Director Physical Plant
Assistant Director Physical Plant Engineering Services
Assistant Director Software & Operations
Assistant Director University Hygienic Laboratory
Assistant Director - University Counseling Service
Assistant Director, Continuing Education Credit Programs
Assistant Director, Data Control (ADP)
Assistant Director, Food Service (Dietary Service)
Assistant Director, Hospital Systems Development
Assistant Director, Pharmacy Services
Assistant Director, University Computer Center
Assistant for Research Policy Development
Assistant to Dean
Assistant to the Dean - College of Dentistry
Assistant to the Dean - Continuing Education
Assistant to the Dean, College of Engineering
Assistant to the Director University of Iowa Hospitals and Clinics
Assistant to the President
Assistant to the Vice President for Educational Development and Research
Assistant University Business Manager
Assistant University Treasurer
Associate Director
Associate Director - Personnel Services
Associate Director Administrative Data Processing
Associate Director of Admissions
Associate Director of Nursing for Delivery of Nursing Care

E X C L U S I O N S

Associate Director of Nursing, Staff & Program Development
Associate Director of Social Work
Associate Director of the Division of Sponsored Programs
Associate Director of the Museum of Art
Associate Director of University Relations for Publications
Associate Director Physical Plant
Associate Director Psychopathic Hospital
Associate Director Residence Services
Associate Director University Computer Center
Associate Director University Hospitals
Associate Director - Public Information
Associate Director - University Relations
Associate Director, Oakdale Medical Complex
Associate Director, University Hospital Informational Systems
Associate Director, University of Iowa Alcoholism Center
Associate Registrar
Associate University Business Manager
Branch Manager University Hygienic Laboratory
Chief Accountant
Clinical Nursing Specialist III
Compliance Officer
Coordinator for Budget Development & Financial Analysis
Coordinator Medical Audiovisual Center
Coordinator of Cultural Affairs Director of Hancher Auditorium
Coordinator of Employee Relations
Coordinator Union Services and Campus Information
Coordinator - Institutional Data
Data Systems Manager
Director Activities Therapy
Director Administrative Data Processing
Director - Admissions & Student Financial Aids
Director and Purchasing Agent
Director - Animal Care Unit
Director - Audiovisual Center
Director - Bureau of Police Science

E X C L U S I O N S

Director - Community Health Center
Director - Educational Placement
Director - Environmental Health Service
Director - Health Occupations Education
Director - Physical Plant
Director - Radiation Protection
Director - Recreational Services
Director - Special Support Services
Director - University Counseling Service
Director Broadcasting
Director Conferences & Institutes
Director Day Care Center
Director Hospital Systems Development
Director International Education and Services
Director Material Service
Director Occupational Therapist
Director of Affirmative Action
Director of Educational Services - Child Psychiatry
Director of Evaluation and Examination Services
Director of Health Center Information and Communication
Director of Hospital Employee Relations & Staff Development
Director of Labor Education Program
Director of Nursing (University Hospital)
Director of Nursing - Oakdale Hospital
Director of Pharmacy
Director of Physical Therapy
Director of Professional Services
Director of Program Services
Director of Project Development
Director of Publications
Director of Respiratory Therapy
Director of Social Services, University Hospitals
Director of State Relations
Director of Student Activities
Director of the Division of Sponsored Programs

E X C L U S I O N S

Director of the Museum of Art
Director of the Undergraduate Advising Center
Director of Training and Educational Services - University Hospital School
Director of University Press
Director Personnel Services
Director Residence Services
Director Security and Parking Services
Director Sports Information
Director Student Health Service
Director University Computer Center
Director-Arts Center Relations
Director-Facilities Planning and Utilization
Director-Financial Management
Director-Hospital Environmental & Engineering Services
Director-Office of Career Services and Placement Center
Director, Center for Instructional Development
Director, Dietary Department
Director, Office of State Archaeologist
Director, Patient Fiscal & Admitting Services
Director, Public Information and University Relations
Drug Information and Poison Control Director and Education Coordinator
Educational Coordinator - Dietary Department
Executive Assistant to the Director - University Hospitals

*Health Services Administrator II

House Staff Physicians & Dentists
Information Director University Hospital
Interinstitutional Program Coordinator
Limnologist, Principal
Manager - Dental Educational Media Services
Manager - Medical Records
Manager - Power Plant
Manager - Printing Services
Manager - University Laundry Service
Manager Central Services - UCC
Manager Dental Laboratory

* Positions in these classifications will be considered for inclusion
on a position by position basis. (2/12/80)

E X C L U S I O N S

Manager IMU Food Service
Manager Service
Manager Shop Services
Manager System and Programming Services
Manager University Payroll & Employee Records
Manager, Academic Programming Services
Manager, Building and Campus Services
Manager, Central Sterilizing Services
Manager, Hospital Plant Operations and Maintenance
Manager, Patients Accounts
Manager, Regional Computer Center
Manager, Research and Development Projects
Manager, Systems Programming
Personnel Associate - Professional Services
Pharmacy Supervisor
Principal, University Hospital School
Program Coordinator-Model Regional Primary Care Program
Program Director - Residence Services
Public Health and Medical Microbiologist
Registrar
Registry Administrator (ICE)
Research and Development Project Leader
Senior Engineer
Senior Project Analyst
Special Assistant to the Director (Nursing Service)
Special Assistant to the Director, University Hospital
Special Assistant-Vice President for Educational Development and Research
Supervisor of Grant Accounting
Supervisor of Psychological Services Hospital School
Supervisor, Financial Analyst - Budget and Accounting
Technical Director/Division of Pediatric Cardiology
Technical Operations Director
University Financial Analyst

the cooperative housing and day care centers. He said these programs are important to the accessibility and retention of students at the university by making the campus open to all who want to attend. The Student Senate has passed a unanimous resolution in terms of keeping these programs as going concerns. He thanked the board for their consideration.

Larry Lambertsen, a student member of the Campus Planning Committee, noted the committee voted 5-4 in favor of the selected site. He made a statement on his views of the site.

He felt there had been a lack of information. At an oral presentation made by the administration many of their answers to questions were "we don't know" or "we are working on that."

Mr. Lambertsen said there were four major problems with the chosen site: cost, transportation, parking, and private property. He asked how much it would cost to relocate programs and where the money would come from. He asked if the main goal of the university is teaching and research, why not invest the money in books and lab equipment and not tear down a sound structure.

In regard to traffic he felt there would be a problem of access and parking. He said a left hand turn would be necessary from South Grand Avenue to reach the law building and that would back up traffic on that street. The City Engineer told him the traffic flow would not be reduced when a highway is built there. It would also be necessary to change stop lights. He asked if parking spaces would be used for staff or faculty. He said there is no off-street parking close by except for meters by the residence halls which he thought should be reserved for residents, not law students.

There is a private house located on the site. Mr. Lambertsen asked if the university would go to court if the owners are unwilling to sell it.

On the issue of whether the facility should be on the east or west side of campus, he said the professional schools on the west side are mostly associated with the hospital or life sciences. The law school is associated with the social sciences which are located on the east side of campus.

With respect to reserving space for future expansion, he said that since enrollment is projected to drop, the future need is not room for students but to store books. He suggested building a book depository at the end of campus or using vertical expansion. He noted that some buildings would be torn down in ten to fifteen years and would be available for expansion.

Mr. Lambertsen said he felt these problems were more important than building a new law facility for accreditation. He hoped the accrediting association would hold the university in good faith.

Dave Ahrens of Collegiate Associations Council (CAC) said it passed a resolution in support of the law school site as proposed. It recognized the need for the strong support of all concerned individuals. He said it was the feeling of CAC that there is a definite need for continued support for the cooperative housing and day care programs because they are considered vital to the future of the university. He thanked President Boyd for allowing the delay in this matter and thanked Dean Hubbard for acting as a liaison between the administration and the day care and cooperative housing groups.

President Boyd said that it was his interpretation of the motion that relocation of the day care centers and cooperative housing must be dealt with because it is part of the recommendation. Regent Bailey agreed it was part of the motion.

Regent Shaw said he thought the institution had gotten involved through the planning process in an issue that is entirely irrelevant--the provision of services to a limited number of students and families. He said these services are not extended to everyone and they are not essential to education. He said it was unfortunate to be constrained by the \$100,000. He hoped this would not be university money which could be used for faculty and staff salary or other things. He felt there was no reason the cooperative housing should not stand on its own feet in the same sense as the dormitory system and saw no reason to provide a day care center.

Regent Neu asked how many houses it would be necessary to acquire on the site and how the problems about parking and traffic would be solved. President Boyd said one house needed to be acquired. Vice-President Bezanson said the city is engaged in traffic planning without regard to whether the law school goes on this site or not. The law school is not the kind of traffic generator that the hospital is. He said the institution and the city are comfortable that traffic pressures can be solved. Parking would be available in the same general magnitude. In terms of mass transit, the Varsity Heights site is better than the present site.

President Petersen noted that property on the other side of the street is owned by the university. It will eventually be replaced so there would be additional areas to be used for those and other purposes.

VOTE ON MOTION:

The motion passed unanimously.

CABLE TELEVISION. President Boyd asked that this matter be deferred because he had become aware of some new legal problems. Noting he was functioning unilaterally as president, he suggested going forward with the dorm increase as voted earlier with the exception of the cable charge.

MOTION:

Mr. Shaw moved that the board rescind its action taken yesterday to include the cost of the cable TV system for the University of Iowa residence system for the academic year 1980-81. Mr. Bailey seconded the motion.

Members of the board asked President Boyd if he had received new information. He said he was willing to proceed without further study but said there were questions being raised about the legality of the proposal and about other things.

Regent Shaw noted there would be an advantage in deciding between now and the next month whether to go forward with the proposal to be able to tell people what the rates will be.

President Petersen stated that parliamentary procedure required that a motion to rescind be made by someone voting on the prevailing side on the motion that was passed yesterday. Regent Shaw agreed to withdraw his motion.

MOTION:

Mr. Bailey moved that the board rescind its action taken yesterday to include the cost of the cable TV system for the University of Iowa residence system for the academic year 1980-81. Mr. Wenstrand seconded the motion and it passed unanimously.

HOSPITAL QUARTERLY REPORT. John Colloton, Director and Assistant to the President for Health Services, opened the discussion on the hospital report by asking the board to approve an amendment to the University Hospitals Bylaws. He said there is currently no Department of Hospital Dentistry. The amendment provides for changing the name of the Dentistry Clinical Service to the Hospital Dentistry Clinical Service and clarifies the procedure for selecting and appointing the Head of the Hospital Dentistry Clinical Services. These changes have been approved by the Dean of Dentistry and the Hospital Advisory Commission.

MOTION:

Dr. Harris moved the board approve the amendments to the University Hospitals Bylaws, as approved by the University Hospital Advisory Committee and President Willard L. Boyd to change the name of the Dentistry Clinical Service to the Hospital Dentistry Clinical Service and modify Article II, Section 3, Part A and the introductory paragraphs of Part B to clarify the procedure for appointing the Head of the Hospital Dentistry Clinical Service. Mrs. Jorgensen seconded the motion and it passed unanimously.

Mr. Colloton began the quarterly report by saying that through cooperative leadership the state is being served by the establishment of an extensive patient care network that brings skills into communities. He introduced Dr. Herman Hein, Associate Professor in the Department of Pediatrics; Dr. Richard Freeman, Professor in the Department of Internal Medicine; Dr. James W. Hanson, Associate Professor in the Department of Pediatrics;

Dr. Charles Phelps, Associate Professor in the Department of Ophthalmology, and Dr. John McQueen, Professor in the Department of Pediatrics. The doctors were present to make reports to the board.

The first presentation was made by Dr. Hein about the statewide perinatal care program. He said the objectives of the perinatal programs are to 1) improve basic perinatal care and develop a system of quality care that would be available throughout the state and 2) to improve the basic care in all Iowa hospitals that have maternity services.

It was felt the best approach to take was to visit hospitals that have these services. The program was totally voluntary and visits were made on an invitational basis. An effort to improve care was made by educating the family doctor on the high risk nature of certain pregnancies and to have them referred to where proper care could be given and to educate family doctors on how to recognize signs of distress in new borns and where to send them to the proper center for care.

Centers must be located throughout the state. A network of regional centers was set up. It is desirable to keep the care as close to the home as possible. It is also important to maintain a very high quality of care through a system to keep a close relationship between the tertiary center and the Level II center.

Dr. Hein showed a slide of the results of a survey conducted on maternity service and neonatal service. The situation at a hospital was shown prior to their visit and the the situation 90 days after the visit was shown. One of the things looked at in the visit was if new born babies received vitamin K shortly after birth. Almost all areas achieved statistical significance 90 days after the visit and it was felt this was effective.

The next slide showed regional Level II centers and their referral areas. Doctors were asked where they would send high risk maternity patients and where they would send new born babies. Naturally occurring lines were drawn to locate perinatal care centers.

University Hospitals serves as a clearing house for all perinatal activities in the state. A nurse or doctor can get consultation on problems they have and a 4-page clinical information sheet providing update information is distributed periodically.

Dr. Hein said the key to the program is the hospital visits to assess care and educate family doctors.

He showed a slide depicting neonatal mortality rates and said Iowa does exceedingly well. The number of live birth babies that die in Iowa has dropped about 40%. He indicated that survival rates have improved throughout the state. Dr. Hein showed a slide equating risk to mortality data for a stratified system of care. He noted it is an advantage for the high risk patient to deliver in the neonatal care centers.

President Petersen thanked Dr. Hein for his work and the work of his colleagues.

The next presentation was made by Dr. Freeman on the Statewide Renal Dialysis and Transplantation Network. He drew attention to an exhibit which lists the satellite dialysis units within the state.

He said there are several unique things about the system in Iowa. One of these is the continued emphasis on home dialysis. In 1972 about 40% of patients were receiving dialysis in their homes. When federal funds became available in 1972, there was a movement to perform the dialysis in hospitals. Costs for dialysis in the hospital are greater than costs in the home. Nationally about 7% of patients are trained for homodialysis. In Iowa about 35-40% of the patients are trained for this.

There has been a concern that there are fewer kidney transplants now than in 1973. Dr. Freeman indicated this has stabilized. About 70 patients a year receive transplants at University Hospitals. If this were projected on the basis of population, this would be the number one transplant program in the U.S. at this time.

There has been some federal concern about getting patients into home dialysis. There has been a general proliferation of dialysis units but in the state of Iowa there has not been a new unit developed since 1971.

Dr. Freeman said the Kidney Foundation of Iowa has been of major importance in terms of educational activities with physicians, nurses, and technicians. He thought the success of the program was due to the good will and cooperative experiences of the people involved rather than any regulations that have been imposed.

Regent Neu asked if the transplants were limited by facilities or the number of organs available. Dr. Freeman said the state has done well in terms of acquisition of kidneys although it could use a few more.

Regent Bailey asked if there was a problem with matching in the case of a kidney transplant. Dr. Freeman said there are two types of transplants. A kidney can be taken from a relative or from someone who has donated their kidney. It is important to have a structure of tests to find out if a kidney is appropriate. Organs are received from throughout the country for matching. Dr. Freeman indicated a kidney can be kept for about 24 hours generally before it must be transplanted although there are ways of keeping them going longer.

Regent Shaw was interested in knowing what happens if the power fails when a patient is performing home dialysis. Dr. Freeman said patients are taught how to take care of that possibility. The artificial kidney can be temporarily stopped and the blood taken back to the patient on a manual basis.

President Petersen thanked Dr. Freeman for his report and his work.

The next report was made by Dr. Hanson on the Statewide Genetics Consultation Service. He said there has been an accelerating recognition of human genetic and medical aspects and there is information which should

be made available to physicians. Until recently University Hospitals was the only place in the state where this information was available. It was recognized that this was inadequate. Families who had problems and concerns were not receiving the needed services because of inaccessibility and lack of information. In 1976 the Statewide Genetics Consultation Service was initiated. The goal was to provide high level quality care, counseling service, diagnostic service, and follow up services throughout the state.

There are now 15 different clinics to provide services to families and physicians. The centers offer access to physicians with special knowledge that can help family doctors provide sophisticated diagnostic service, genetic counseling, and follow-up which is extremely important. Educational services for professional and lay people are offered. Information is provided in a meaningful way to be used for common problems by doctors in their practices and on how and when to make a referral.

Dr. Hanson said he felt the program, which is only about one year old statewide, has increased the availability of genetic services, increased the number of sophisticated diagnoses being made by physicians, and improved the quality of care for disorders. He believed the long-term results would be to reduce and reallocate health care costs.

There is also cooperation with other state service programs such as with the State Services for Crippled Children. Work is also being done with the Hygienic Lab to institute a program of metabolic genetic disorder screening.

Regent Shaw said he read an article in which it was suggested that the father may be a cause of Downe Syndrome. Dr. Hanson said other articles have failed to find this but the father may cause other problems.

Due to a schedule problem, it was necessary to move to the public hearing on the Hawkeye Sports Arena. Mr. Colloton offered to postpone the rest of the presentations until the academic planning seminar in May. President Petersen thanked him for his cooperation and the reports were postponed until May.

Dr. Harris suggested that at a subsequent visit to Iowa City the Board of Regents have lunch with some of the people from University Hospitals including technicians and others so the board could have an opportunity to tell them how much they appreciate what they are doing in providing such excellent care to the people of Iowa. President Boyd said this could be done on the first day of the academic planning seminar.

HAWKEYE SPORTS ARENA/RECREATION PROJECT. President Petersen called the meeting to order at 1:00 p.m., Central Standard Time, on February 20, 1980, on the campus of the University of Iowa, Iowa City, Iowa. The roll being called, there were present Mrs. H. Rand Petersen, president, in the chair, and the following named board members: Bailey, Brownlee, Harris, Jorgensen, Neu, Shaw and Wenstrand. Absent: Belin.

The president then stated that this was the date, time and place set by the board to institute proceedings and take action for the issuance of Athletic Facilities Student Fees and Revenue Bonds (State University of Iowa), Series 1980 of this board in the principal amount of \$14,250,000 for the purpose of paying the cost to that amount of a project consisting of constructing, equipping, and furnishing a new field house (Hawkeye Sports Arena) and renovating the existing field house (the Field House) for use as a recreational building on the campus of the State University of Iowa in the city of Iowa City, Iowa.

The president stated that the notice of the meeting for the issuance of said bonds was published in both the Des Moines Register and the Iowa City Press Citizen on February 11, 1980.

The president then asked the executive secretary whether anyone had filed a petition or petitions setting forth objections to the issuance of said bonds or to the construction, equipping, or furnishing of Hawkeye Sports Arena or to the renovation of the Field House in the office of the executive secretary prior to the date of this meeting. The executive secretary stated he had not received any such objections. There being no objections, the president declared the public hearing closed.

The Board Office noted the above public hearing was necessary because the public hearing held in January would limit usage of bond proceeds solely to the Hawkeye Arena project, according to bond counsel. In order for the bond resolution to be taken up at the meeting, the executive secretary advertised for a public hearing in the Iowa City Press Citizen and the Des Moines Register on Monday, February 11. The public hearing notice expanded the scope of the project to include all portions of the Hawkeye Sports Arena, as well as inclusion of the renovation of the Field House for use as a recreational building.

If no petition or objection of any kind was filed at the public hearing, the Board Office recommended the board adopt a motion to ratify, confirm, and adopt all actions taken by the executive secretary relative to publishing a new notice of public hearing prior to the board meeting.

MOTION:

Mr. Bailey moved that all actions taken by the executive secretary to publish the new notice on the 11th day of February, 1980, in the "Des Moines Register" and the "Iowa City Press Citizen" be ratified, confirmed, and adopted. Dr. Harris seconded the motion. Upon a roll call, the following voted:

AYE: Bailey, Brownlee, Harris,
Jorgensen, Neu, Shaw,
Wenstrand, Petersen

NAY: None

ABSENT: Belin

The motion passed.

Several other actions were requested of the board: to adopt a resolution providing for the issuance of the bonds, to adopt a resolution directing the advertisement for the sale of the bonds, to authorize the executive secretary to halt any further proceedings leading to the sale of bonds at any time up to 9:00 a.m. of the advertised date of sale, and to accept a commitment offer from Iowa-Des Moines National Bank for an interim loan but defer action to request that a loan agreement be drawn until a later meeting.

The Board Office provided an analysis of a resolution providing for the issuance of bonds (referred to as the bond resolution). The board would sell \$14,250,000 in bonds titled "Athletic Facilities Student Fees and Revenue Bonds (State University of Iowa), Series 1980." The bonds would be dated April 1, 1980, be in denominations of \$5,000 each, bear interest payable semi-annually on January 1 and July 1 of each year commencing January 1, 1980. The bonds would mature serially and in numerical order on July 1 of each of the years beginning 1983 through 2004. The first principal payment would be July 1, 1983. The bonds could be redeemed beginning July 1, 1990 at a premium of 5% with said premium reducing by 1/2% each six months until the bonds could be redeemed at par July 1, 1995, and thereafter.

Section 2.5 states that the paying agents would be the office of the Treasurer of the University of Iowa or at the option of the holder, at the principal office of Continental Illinois National Bank and Trust Company of Chicago or at the principal office of Citibank, N.A., New York, New York. The University of Iowa Treasurer shall act as bond registrar.

Provisions for issuance of additional bonds are as set forth in Section 2.10.

The proceeds of the bonds would immediately go to three funds set up in Article III. Accrued interest, if any, received upon the sale of the bonds would be deposited in the bond sinking fund. The debt service reserve fund would be established immediately upon the sale of bonds through deposit of a sum equal to the maximum annual debt service requirement on the bonds being deposited in the debt service reserve fund. The balance of the proceeds would be deposited in the construction fund.

A separate trust fund account is established for the construction fund and the definition of what constitutes construction is set forth in Section 3.2 on page 26. The second fund created in a special separate trust fund is the sinking fund into which athletic facilities student fees as received and collected and net revenues of the system of athletic facilities are received and earned are put until there is accumulated in the sinking fund the full amount of principal and interest which will become due and payable on and prior to the next succeeding July 1 on all bonds then outstanding. All collection of athletic facilities student fees would be retained in the bond sinking fund. Any funds not needed accruing to the bond sinking fund for payment of debt during the next period would be transferred out to the surplus fund. All such transfers shall be considered to be net revenues of the system of athletic facilities.

The third fund to be established, as set out in Section 3.4 on page 29, is the debt service reserve fund. This, too, is a separate trust fund which as mentioned earlier would be established from the outset at the maximum annual amount needed for payment of bonds. Provisions for usage of funds in excess of the maximum or annual debt service are also set forth in this section.

The final fund to be established is the surplus fund. These funds can be utilized for the purposes set forth on page 32 of the resolution and those usages include paying expenses of operating athletic programs at the university. Program expenses are not considered part of the net revenues of the system of athletic facilities, as that is defined on page 6. In addition, the board covenants that it will set aside as a special trust fund redemption account in the surplus fund sufficient funds to handle any bonds planned for redemption under the redemption provisions set forth earlier.

The Board Office noted investments of bond proceeds are limited to direct obligations or obligations guaranteed as to principal and interest by the United States government. Investment of the debt service reserve fund and the surplus fund are limited to five years in length as a protection to bond holders.

The university would be required to prepare and submit to the board for approval on or prior to June 30 of each year a budget for the system of athletic facilities for the next ensuing fiscal year. The budget must indicate that the athletic facilities student fees and the net revenues of the system of athletic facilities student fees during such fiscal year will be equal to at least 125% of the annual debt service requirements for such fiscal year on all bonds then outstanding and proposed to be issued during such fiscal year or the board shall promptly adjust and revise the students fees and the rents, charges, fees, and admissions for the use of the system of athletic facilities to reach the 125% coverage level.

Provisions are made for insurance requirements on the facilities in the system of athletic facilities in the bond resolution and for financial reporting requirements.

As has been discussed at several previous board meetings, a backstop proposal has been developed if sale of public bonds is not possible. A competitive approach was utilized in development of a short-term financing proposal. Five financial institutions with whom the University of Iowa has done business were initially contacted to determine which of those firms had an interest in providing such construction financing. Basic guidelines were developed to gain a response from these institutions.

After the initial contact, two financial institutions expressed continued interest in this type of financing. Discussions were held with both institutions. The proposal of Iowa-Des Moines National Bank was selected.

Enclosed is a copy of a committal letter from Iowa-Des Moines National Bank to grant an interim loan to the board in the amount of \$14,000,000. The loan would have a maturity of three years with an option to renew an additional one year. Interest only would be paid on a quarterly basis during the life of the loan with the principal to be repaid in a balloon payment at the time long-term financing was secured.

The interest rate is set at 60% of the bank's base rate for the first three years with a floor of 6%. The current bank base rate is 15½%, meaning that the interest cost at this point would be 9.15%. The floor means that if the base rate of the bank goes below 10%, the loan rate would still continue at 6%. The interest rate moves to 65% of the base rate, if the additional year option is exercised with the floor remaining at 6%.

Other terms and conditions of note is that the loan can be prepaid without penalty at any time subject to ten days working notice to the bank. All funds would be drawn down upon the execution of the loan agreements and placed in a trust account established with the bank. There would be a nominal fee for the establishment of the trust account. The loan would be secured by a pledged amount of student fees and assignment of net athletic revenues in a sufficient amount to ensure payment of all principal and interest. Article 10 provides for payment of normal banking expenses incurred with respect to this loan and any expenses incurred with respect to collection of the loan. These would be moderate expenses and do not include other types of fees which were mentioned earlier at the time the board considered private, long-term financing.

It was recommended that the board accept this letter of committal from Iowa-Des Moines National Bank at this meeting. Article 4 provides that the loan agreement itself would not be drawn until the board submitted a written request to the bank stating its desire to proceed. The board has the option of making such a written request to May 1, 1980. The board has indicated a strong preference for sale of public bonds as long-term financing on this issue. A written request to draw up a loan agreement would only be made due to failure to sell public bonds at either the March or April board meetings.

The board may wish to express its appreciation to Iowa-Des Moines National Bank for its interest in this project and in the programs of the University of Iowa.

IOWA-DES MOINES NATIONAL BANK

Garland K. Carver
Executive Vice President

February 12, 1980

Mr. R. Wayne Richey
Executive Secretary
State Board of Regents
Lucas State Office Building
Des Moines, Iowa 50319

Dear Mr. Richey:

The Iowa-Des Moines National Bank (hereinafter referred to as Bank) is pleased to advise you that it is willing to grant an interim loan to the State Board of Regents (hereinafter referred to as Regents) for the benefit of the University of Iowa (hereinafter referred to as University) to assist them in financing the new Hawkeye Sports Arena/Recreation Project.

This loan shall be subject to the following terms and conditions:

- 1) The amount borrowed shall not exceed \$14,000,000.
- 2) The agreement and note will have a maturity of three (3) years with an option to renew an additional one (1) year.
- 3) The interest rate shall be 60% of the Bank's base rate (sometimes referred to as prime rate) for the first three (3) years, with a floor rate of six percent (6%) (i.e., if the base rate of the Bank goes below ten percent (10%), the loan rate will continue at six percent (6%)). If the option to renew is exercised, the interest rate shall then move to sixty-five percent (65%) of the Bank's base rate with other terms and conditions remaining the same. Interest shall be paid quarterly on the last day of each calendar quarter. The loan agreement will also call for an immediate acceleration of maturity if it should be later determined that the interest rate is not income tax exempt.
- 4) Upon acceptance and a written request stating the desire to proceed, a loan agreement will be drawn that could be executed or cancelled by May 1, 1980. The loan agreement, note and any other required documentation shall be mutually acceptable to the Regents, University and the Bank.

Mr. R. Wayne Richey
February 12, 1980
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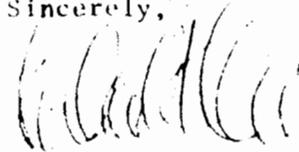
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- 5) It shall be possible for the Regents to prepay the loan at any time subject to ten (10) working day's notice to the Bank.
- 6) It is anticipated that all funds will be drawn down upon the execution of the loan documents. These funds will be placed into a Trust Account established with the Bank until such time as they are needed to pay Arena costs. These funds will be available for approved investments until such time as they are needed.
- 7) The loan is to be secured by a pledged amount of student fees and an assignment of net athletic revenues in a sufficient amount to insure timely payment of all interest and principal.
- 8) The loan agreement will be supported by appropriate resolutions adopted by the Regents as well as a legal opinion by acceptable legal counsel attesting to the legality of the borrowing and that the interest is tax exempt.
- 9) The loan agreement shall acknowledge that other banks will participate in the loan in addition to the Bank.
- 10) The Regents and/or University shall pay all expenses of Bank reasonably incurred with respect to the making of the loan, and all expenses and costs reasonably incurred by the Bank with respect to the collection of the loans.
- 11) The Regents shall provide satisfactory evidence that sufficient funds are available to cover all construction costs of the Arena.

If the terms outlined above are satisfactory, please indicate acceptance of this commitment by signing and returning the original to the Bank not later than February 29, 1980.

We look forward to assisting the Regents and University in this undertaking.

Sincerely,



Carland K. Carver
Executive Vice President

/mal

ACCEPTED THIS _____ DAY OF FEBRUARY, 1980, FOR STATE BOARD OF REGENTS
BY:

President

Executive Secretary

As board members have been previously informed, the bond market has been unsteady and the yields have seen an almost constant increase since July, when the municipal bond average yield in the Bond Buyer Index was at 6.08%. In the words of one financial analyst, the bond markets approached chaos the first week of February when the same index reached an all-time high of 7.71%. The February 14 index increased another 4 points to 7.75%. The Dow Jones Municipal Bond Yield Index has gone from 6.71% in June, 1979, to the highest level ever reported, 7.94%, in the first week in February.

The Board Office said it continues to analyze the marketplace conditions very closely. For the information of the board, the office made interest rate comparisons which show that at 7½% interest the overall interest costs on this issue would be \$17.2 million. Each quarter percent increase in interest increases this cost by approximately \$600,000. Thus, at 8%, interest costs would be \$18,974,000.

During the past month the Board Office analyzed and subjected to close scrutiny the question of placing a net interest rate ceiling in the notice of sale on the issue. It decided not to pursue that course of action because of the possible negative effects it could have on the ultimate interest rate bid on the issue.

Despite what appears to be an increasingly unfavorable market, the Board Office recommended that the board take the necessary actions at this meeting which would allow the sale of bonds to occur at the regular March meeting. However, it recommended that the board authorize the executive secretary to halt any further proceedings leading to sale of said bonds at any time up to 9:00 a.m. of the advertised date of sale, March 13, 1980. If the executive secretary does not halt the sale by 9:00 a.m. on March 13, it will be because the reading of the bond market for these bonds indicates that a favorable bid or bids will be made on these bonds.

Mr. Richey said he spoke with Paul Speer, bond consultant, who indicated the bond market had been quite chaotic in the last 10 days. It was his best judgment that the best time to sell these bonds would be in April. Mr. Richey discussed this with the university but it has concerns about waiting for cash because it has planning expenses to meet. If the bonds are sold in April, the money would come in in May. Mr. Speer said given this, he would suggest continuing the way recommended and give the executive secretary the authority to pull the bonds from the market. If the market is unstable, a decision could be made at the March board meeting whether to take the short-term financing option or to the bonds in April.

Regent Bailey questioned selecting 9:00 a.m. on March 13 for a final decision. He said if the board meeting did not start until 9:00 o'clock, the board would not have a chance to discuss the issue.

Mr. Richey said the market would be monitored closely the week preceding the date of sale of the bonds and a detailed look at the market would be taken the day before the sale.

Regent Bailey then suggested the board discuss setting a rate beyond which it wouldn't want to go on the bonds. He said it would not have to be official, but there should be some consideration. He said an interest figure would determine whether or not the bonds are offered for sale and it should be discussed. Regent Brownlee suggested that rather than discussing this issue in an open session, the board should rely on the judgment of the institution which has done the extensions on what it can afford. The board should rely on the university and Board Office to make a preliminary decision on whether or not the market is so bad the bonds would not be offered. After that point, he said the board can make a decision on whether to reject bids.

President Petersen said she had great confidence in listening to President Boyd say he was not willing to mortgage the future of the university for this project. She said she also has confidence in the conservative and sound judgment of the executive secretary and people like Mr. McMurray and Mr. Speer in helping in that judgment.

Mr. Richey said if the market is chaotic, a decision not to enter the market could be easily made. There will be consultation with the board members on that.

Regent Shaw asked when the last date would be to pull out of the market in advance of March 13. Vice-President Bezanson said all bids could be rejected so it would be possible to even wait until then. However, according to Mr. Speer, potential buyers put a lot of energy into putting bids together about a week before the sale. It would be okay to pull away from the market on the day before the sale but some energy would have been expended by potential buyers.

Regent Shaw suggested that about 10 days before the sale a summary be prepared and sent to board members about where things stand and the kind of rate it would be possible to get under current conditions. This would be useful rather than going into the March board meeting cold.

Vice-President Bezanson assured the board that the institution is not being forced to go to market because it needs cash. That is the reason for the short-term financing arrangement. He said the board had two options: 1) to cancel the March bond sale now and take out short-term financing as soon as possible expecting to go to the bond market in April and 2) to proceed as planned but be prepared to withdraw from the market in March. He recommended that Mr. Richey be given the authority to pull away from the sale, after consultation, at any time between now and the point of sale. He noted there may be circumstances that would suggest pulling away from the market sooner rather than later. He said the short-term financing option would make it possible for the university to make \$14,000 a month because the cost is less than what the funds could be invested for in that short-term period. It would not operate to the university's financial disadvantage to wait until April to sell the bonds.

In reply to a question from Regent Jorgensen, Vice-President Bezanson said the university had prepared and given the board office some figures and projections on the project. This information would give a focus on the question of what an acceptable rate would be.

Regent Jorgensen asked if the board would be making a commitment to the short-term money by its action today. Mr. Richey said the action would bind the bank to its offer but the board has until May 1 to exercise its option to draw the money. If the money is not drawn, there is no cost.

Regent Jorgensen said she was concerned about what happens a year from now in the market if the interest rate does not go down and goes up. She asked who would make a decision at that point to take that interest rate. Mr. Richey said the issue would come back to the board at a specific time for it to make a decision.

Regent Shaw observed that nothing is really risk free. The only way to learn where things stand is to take bids in March. There is a risk involved in the short-term financing if the loan is carried for four years and then it may not be possible to find financing to pay it off. He said if the board really wants this facility, it may have to pay the going price of money.

Mr. Richey told the board there is an excellent market for Regent bonds. They are not like housing bonds or anti-pollution bonds which have diluted that tax exempt market. He said the Regent bonds are serial bonds and it would be necessary to look at the long-term interest rate on 25-year bonds in terms of whether or not to sell. The short-term rate on bonds will be higher than the long-term but should be lower than the temporary market. He assured the board members that around the first of March the Board Office would get background information to them and keep them posted periodically on the market. There will be consultation with the institution, financial advisors, and board members. There is an option of holding an electronic board meeting.

President Petersen noted there are some requirements of law in regard to an electronic board meeting and that the press would be notified.

Regent Bailey said with respect to making \$14,000 a month with the short-term loan, the same thing would be possible if the bond proceeds were invested. The money could still be put out and invested and interest could be made and if bonds went for a lower rate, even more money could be made. Vice-President Bezanson said his point was that if the best time to sell bonds is in April and the university needs cash, it could afford to go for short-term financing.

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MOTION:

Mr. Shaw moved the board adopt a resolution providing for the issuance of \$14,250,000 Athletic Facilities Student Fees and Revenue Bonds (State University of Iowa), Series 1980, to pay part of the cost of constructing, equipping, and furnishing a new field house and renovating the existing field house on the campus of the State University of Iowa.

Dr. Harris seconded the motion.

Upon a roll call, the following voted:

AYE: Bailey, Brownlee, Harris,
Jorgensen, Neu, Shaw, Wenstrand,
Petersen

NAY: None.

ABSENT: Belin

The resolution was adopted.

After adoption of the bond resolution, it was recommended that the board adopt a resolution directing the advertisement for sale of said bonds. This advertisement, which includes the notice of sale to be advertised in the "Des Moines Register" and the "Ames Daily Tribune," calls for the sale of bonds at 1:00 p.m., on March 13, 1980, at the Memorial Union of Iowa State University in the city of Ames, Iowa. It also directs the executive secretary to arrange for the preparation and distribution of an Official Statement in connection with the offerings of these bonds. The final draft of that Official Statement had already been reviewed by all parties and was to be sent to the printers following the board meeting. Copies were to be mailed directly to board members by Mr. Speer before the end of February.

MOTION:

Mr. Brownlee moved that the board adopt a resolution directing the advertisement for sale of \$14,250,000 Athletic Facilities Student Fees and Revenue Bonds (State University of Iowa) Series 1980," and moved that said resolution be adopted.

Mr. Wenstrand seconded the motion.

Upon a roll call, the following voted:

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AYE: Bailey, Brownlee, Harris,
Jorgensen, Neu, Shaw,
Wenstrand, Petersen

NAY: None

ABSENT: Belin

The resolution was adopted.

MOTION:

Mr. Neu moved the board authorize the executive secretary of the board to halt any further proceedings leading to sale of said bonds at any time up to 9:00 a.m. of the advertised date of sale, March 13, 1980. Dr. Harris seconded the motion and it passed unanimously.

Mr. Richey said that with respect to the market the Board Office will be in consultation with the university and with board members on how it looks. He suggested the board accept the commitment offer from Iowa-Des Moines for a short-term loan. This would give the board March and April to make a decision.

Regent Bailey said it was not clear whether the interest rate on the short-term financing was fixed for a three-year period. Mr. Richey said the interest rate would float with a floor of 6%. Vice-President Bezanson indicated the initial rate would be over 9%. The interest rate will change as the base rate of Iowa-Des Moines changes. He noted the loan is pre-payable at anytime without penalty and no balances or fees are required.

MOTION:

Mr. Brownlee moved that the board accept the commitment offer of Iowa-Des Moines National Bank for an interim loan, but defer action to request that a loan agreement be drawn until a later meeting. Mr. Wenstrand seconded the motion.

Upon a roll call, the following voted:

AYE: Bailey, Brownlee, Harris,
Jorgensen, Neu, Shaw,
Wenstrand, Petersen

NAY: None

ABSENT: Belin.

The motion passed.

REGISTER OF PERSONNEL CHANGES. The actions reported in the Register of Personnel Changes for the State University of Iowa were ratified by the board.

REPORT ON FACULTY DEVELOPMENT ASSIGNMENTS, 1978-79. The board was asked to receive the report on faculty developmental assignments for 1978-79 for the University of Iowa.

The Board Office noted the report was made in accordance with Section 4.08E of the Regents' Procedural Guide.

The University indicated 88 faculty members participated in developmental assignments during the 1978-79 year. The net replacement cost was \$68,750 compared with the original estimated replacement cost of \$65,000.

In the absence of objections,
President Petersen received the
report on behalf of the board.

PROPOSED UNIVERSITY OF IOWA CALENDAR FOR 1981-82. The board was asked to approve the calendar proposed by the University of Iowa for the academic year 1981-82.

The Board Office noted that when read together with the calendar for the academic year 1980-81, the proposed calendar provides for 7 statutorily designated holidays and 1 specifically designated holiday in the year 1981. An additional holiday has been designated as a personal day which together with 2 other personal days totals 11 days. The university designated the additional personal day which accrues as vacation to minimize the cost of overtime. This practice has been followed in the past.

The Board Office recommended approval of the proposed calendar.

MOTION:

Mr. Brownelee moved that the board approve the calendar proposed by the University of Iowa for the academic year 1981-82. Mr. Shaw seconded the motion and it passed unanimously.

REGISTER OF CAPITAL IMPROVEMENT BUSINESS TRANSACTIONS. The Board Office reported the final register had been received, was in order, and was recommended for approval.

The following construction contracts awarded by the executive secretary were recommended for ratification:

Rienow Residence Hall--Replacement of Water Booster Pumps
Award to: George Kondora Plumbing and Heating, Inc., Iowa
City, Iowa

\$24,700.00

University Hospitals--Dermatology Clinic Remodeling

Award to: Frantz Construction Co., Iowa City, Iowa \$16,500.00

Handicapped Accessibility Program--Phase III--Contract 1 (New Elevators for Ag Medicine Research Facility and Art Building and Reconstruct the Elevator in Hydraulics Laboratory)

Award to: McComas/Lacina Construction Co., Inc., Iowa City, Iowa

Ag Medicine Research Facility elevator	\$ 68,568
Art Building elevator	\$124,311
Hydraulics Laboratory--reconstruct ele.	<u>\$ 63,969</u>
TOTAL AWARD	<u>\$256,848.00</u>

Regent Neu asked what the Ag Medicine Research Facility is. It is a facility located at Oakdale and deals with preventing and working with various accidents that occur in the production of agriculture and chemicals. Several disciplines are involved in these research projects.

The executive secretary also awarded Contract 2 on this project, which is Field House Chair Lift.

Award to: Garaventa (Canada) Ltd., Surrey, British Columbia \$12,500.00

This is a new type of handicapped chair lift and Garaventa is the sole source for it. The bid was below the engineer's estimated cost but it did not include the bid security or required EEO information at the time of bid opening. These irregularities were waived since both bid security and EEO information were furnished per specifications prior to award of contract.

The following construction contracts were recommended for approval:

Burge Residence Hall--Snow Melting System

Award to: AAA Mechanical Contractors, Inc., Iowa City, Iowa \$76,991.00

The university submitted a revised budget for approval in the amount of \$91,991. This is a \$6,991 increase over the budget approved in December, 1979. The university noted that with construction costs rising daily it was in the best interest of the university to accept this bid at this time.

West Emergency Drive--South Pavilion Hospital Complex

The board was asked to approve a design agreement between the Iowa Department of Transportation--Highway Division and the board under which the board, through the University of Iowa, will design, let, and construct an institutional road project on access road for the South Pavilion complex of the University Hospitals. The estimated construction cost is \$225,000. Because the project is tied to the construction of the South Pavilion, anticipated to be begun this fall, the university needs to undertake the design of the road project in conjunction with the construction of the hospital addition. A project budget, design agreement, and further details of the project will be brought to the board at a later date.

The following change contract order was recommended for approval:

Lindquist Center--Phase II--General Contract

The board was requested to approve a contract change order with Viggo M. Jensen Co., in the amount of \$60,288. The change order also provides a time extension of 74 calendar days for completion of the contract. The new completion date is January 13, 1980.

The Board Office noted the university has submitted a substantial number of final reports on projects both below and over the \$100,000 level. These final reports have been reviewed by the Board Office and are in order. The most significant of these is on University Hospitals--North Tower project. The final report indicates this project cost \$14,683,305.21 funded by \$9,700,000 of University Hospital Revenue Bonds with the remainder from University Hospitals Building Usage Fund.

The following new projects were presented to the board for approval:

Remodel 4136 Engineering Building

Source of Funds: Building Repairs

\$18,600.00

The physical plant department was selected as engineer and inspection supervisor.

Handicapped Accessibility Program--Phase III

There were three subprojects submitted for action:

Westlawn Entrance Renovation

\$20,305.00

Westlawn Elevator Renovation

\$74,500.00

Psychiatric Hospital Elevators

\$171,000.00

The Durrant Group, Inc., Dubuque, Iowa, is the project architect. The University Architect's office is inspection supervisor.

Eastlawn Remodeling--Basement and Third Floor

Source of Funds: University Building Repairs

\$307,700.00

This project completes the modernization of Eastlawn. In January, 1979, the board ratified selection of Brown Healey Bock, Cedar Rapids, Iowa, to provide final design services on a fixed fee basis including reimbursables of \$20,800. Earlier the board approved a \$1,500 contract with this firm for a feasibility study for the project. The design services contract is 8.3% of the estimated cost of construction or 6.8% of the total project budget. The physical plant department was selected as engineer and inspection supervisor.

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University Hospital School--Vertical Steel Column FireproofingSource of Funds: University Hospital RR&A \$73,000.00

The board previously selected Wehner, Nowysz, Pattschull & Pfiffner, Iowa City, Iowa, as architect for a lump sum fee of \$2,500. The University Architect's Office was selected as inspection supervisor.

University Hospital School--Emergency Electrical Distribution SystemSource of Funds: University Hospital School RR&A \$65,000.00

The board previously selected Moore-Bingham & Associates, Cedar Rapids, Iowa, as architect on an hourly rate basis not to exceed \$3,500. The University Architect's Office was selected as inspection supervisor.

University Hospitals--4--West Blood Gas Laboratory and Storage Area RemodelingSource of Funds: University Hospitals RR&A \$79,800.00

The board previously selected Engineering Associates of Cedar Rapids, Iowa, as engineering consultant to the hospital architect's office. The University Architect was selected as architect and inspection supervisor.

The board was requested to ratify institutional selection of architects and engineers on the following projects:

Review and Investigation of General Hospital Roofing

Ratify selection of Shive-Hattery & Associates, Iowa City, Iowa, to provide additional engineering services on this project including final design services and contract administration and project quality control on an hourly rate basis for a maximum of \$8,900. Earlier the board ratified selection of this firm to undertake preliminary study at a maximum of \$4,700 and to prepare plans, specifications, and bid documents at a maximum of \$7,200. The project has now been expanded.

Oakdale Water Treatment Renovations

Ratify selection of Shoemaker & Haaland, Cedar Rapids, Iowa, to provide a preliminary study. The project is intended to replace deteriorating equipment to ensure reliable water treatment for the heating plant and scientific laboratories on the Oakdale Campus. Compensation would be on an hourly rate basis at a maximum cost of \$8,000. The board has not approved a project budget.

Hospital Loading Dock Elevator

Ratify selection of Shive-Hattery & Associates, Iowa City, Iowa, to provide a preliminary study on this project at an hourly rate basis not to exceed \$2,800. The board has not approved a budget on this project.

Hawkeye Sports Arena--Steam and Electrical Utilities

Ratify selection of Stanley Consultants, Inc., Muscatine, Iowa, to provide final design for the general construction of the extension of both the steam service and the electrical service to the Hawkeye Sports Arena. This is an hourly rate contract at a maximum of \$24,900. The source of funds for the utility extension is a capital request to the 1980 Legislative Session.

Carver Pavilion--Phase B--Clinic Shell Space Completion

Ratify selection of Hansen Lind Meyer, Iowa City, Iowa, to provide a preliminary study on this project on an hourly rate basis at a maximum of \$24,000.

Hancher Auditorium--Cafe Kitchen

Ratify selection of Harvey W. Henry, Architect, Coralville, Iowa, to provide additional architectural services on this project including contract administration and project quality control on an hourly rate basis not to exceed \$3,500. In December, 1979, the board approved this \$68,575 project and ratified selection of this firm to provide architectural services at an hourly rate basis not to exceed \$5,000.

MOTION:

Mr. Bailey moved that the board approve the Register of Capital Improvement Business Transactions for February, 1980; ratify award of construction contracts made by the executive secretary; approve construction contracts as listed above; approve the revised budget for Burge Residence Hall--Snow Melting System; approve a design agreement between the Iowa

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Department of Transportation and board as outlined above; approve the contract change order listed above; accept the final reports; approve the new projects; ratify selection of architects and engineers listed above; and authorize the executive secretary to sign all necessary documents. Mr. Neu seconded the motion and it passed unanimously.

BUDGET CEILING INCREASE. a. General Educational Fund Budget Increase, 1979-80. The board was asked to approve increasing the 1979-80 budget for the General Education fund to \$116,726,000.

The Board Office noted the proposed budget ceiling increase is based on projected additional income of \$1,850,000 for the full fiscal year from the first seven months' experience. The increased institutional income consists of \$490,000 of tuition income and \$1,410,000 of indirect cost recovery offset by a reduction of \$50,000 in investment income. The additional tuition income is due to an increase in enrollment.

Indirect cost reimbursement of \$1,410,000 on federally-sponsored research programs is for service provided from the General Education Fund to the direct program efforts. These reimbursed indirect costs are for overhead charges to federal and other research grants funded as part of the restricted budget. They are not for General Education Fund programs and have been excluded from calculations of the cost of instruction per student by the interinstitutional committee on costs.

The Board Office discussed two methods for appropriate treatment of indirect cost. One of these, which has been used by the board, is that indirect cost estimates for the base year are continued throughout the years of the budget request. Then as additional contract awards occur, indirect cost reimbursement is available and the expenditure budget can be increased correspondingly to meet the need. This method assures that if additional contracts become available, indirect cost funds will be available to provide services, and if a reduction in contract awards occurs, the funds for indirect cost service will be reduced appropriately.

The funds are to be used for faculty salaries in the College of Medicine, student services, compliance with federal standards, and support of federal programs.

In view of the applications of the additional funds to either mandatory or high-priority requirements, the Board Office recommended that the 1979-80 budget for the General Education Fund be increased by \$1,850,000 to \$116,726,000 as requested by the institution.

President Petersen noted that a large portion of the funds are being used for non-recurring items that need to be addressed. In response to a comment about the Quadrangle Undergraduate Academic Support Facility, one of the projects for which funds would be used, Vice-President Bezanson said there is currently such a facility on the east side and it has been very successful. He noted there are a lot of residence units on the west side of campus.

President Petersen asked if there would be a problem with meeting fire marshal requirements. Vice-President Brodbeck said the facility would be more than an advising center but would be a study place for students on the west side. A computer terminal and tutors would be available.

Regent Bailey noted the institution is involved in a contest with the federal government in regard to a claim the university owes it some money. He asked if the activities are subsequent to the ones involved in that action. Vice-President Bezanson said the activities are based on funds the university is now receiving.

Regent Bailey noted the funds being contested were paid to the university but the government wants them back. He assumed the board is not in that position with respect to these funds. He asked about the status of the contest. Vice-President Bezanson said it is on appeal administratively. The university has filed a response and is awaiting a decision by the Appeals Board. When the decision is received, a determination will be made of what further action might be necessary.

He noted the university has taken corrective steps in order to comply with federal regulations and said these corrective measures would not be taken as an admission of guilt in the past.

MOTION:

Mr. Bailey moved that the 1979-80 budget for the General Educational Fund be increased by \$1,850,000 to \$116,726,000 as requested by the institution. Mr. Neu seconded the motion and it passed unanimously.

b. Oakdale Campus. The board was asked to approve the institutional proposal to increase the 1979-80 budget for the Oakdale Campus by \$140,000 raising the budget to \$2,165,166. This budget figure includes \$115,233 which is related to fuel pass through adjustments after the close of the 1978-79 fiscal year.

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The Board Office said the institution proposed the increase to the institutional income budget for 1979 which was approved previously by the board. The increased income consists of \$50,000 from cafeteria sales and additional recovery of reimbursed indirect costs of \$90,000. No adjustments in institutional income were made during 1978-79.

It notes funds are to be applied to supplies and services and building repairs.

The original budget for 1979-80 amounts to \$1,909,933. Subsequently, the board approved allocation of fuel and purchased electricity surpluses and the supplemental appropriation of \$550,000. The allocation for Oakdale Campus allowed an adjustment after the close of the 1978-79 fiscal year of \$115,233. A deficit from 1978-79 of about \$15,000 remains which is part of the \$225,000 deficit carry forward included in the supplemental appropriation request for 1979-80.

The adjustment of \$115,233 plus the proposed budget ceiling increase of \$140,000 comes to a proposed budget for 1979-80 of \$2,165,166. The Board Office recommended the proposal to increase the 1979-80 budget for the Oakdale Campus be approved.

MOTION:

Mr. Bailey moved that the institutional proposal to increase the 1979-80 budget for the Oakdale Campus by \$140,000 be approved raising the budget to \$2,165,166, including \$115,233 related to fuel pass through adjustments after the close of the 1978-79 fiscal year. Mr. Brownlee seconded the motion and it passed unanimously.

TUITION REFUND SCHEDULE. The board was asked to approve a tuition refund schedule effective fall 1980 for the University of Iowa.

The Board Office noted the revised refund schedule would bring the university into compliance with the guidelines adopted by the National Association of College and University Business Officers, which are an effort to establish uniformly fair practices with respect to consumers.

The proposed revision extends the present schedule from three weeks to four weeks with a 25% refund for cancellations received during the fourth week of classes. The institution estimated this revision will cause an income reduction of about \$10,000 per year based on past experience.

The Board Office recommended the tuition refund schedule be approved by the board.

MOTION:

Mr. Brownlee moved that the board approve the tuition refund schedule effective fall, 1980. Mr. Bailey seconded the motion and it passed unanimously.

RESIDENCE SYSTEM NAME CHANGE. The board was asked to approve a change in the residence system from Dormitory and Dining Services to Department of Resident Services.

The institution proposed the name change because of broader services including family housing apartments and vending and food services.

The Board Office said Paul Speer, bond consultant, informed it that there would be no problem due to the name change as long as the actions of the board and documents regarding revenue bonding relate the proposed name to the name used for the revenue bonds.

The Board Office recommended the proposed name change be approved.

MOTION:

Mr. Bailey moved that the board approve a change in the residence system name from Dormitory and Dining Services to Department of Residence Services subject to inclusion of the old name in parentheses in titling audit reports, reports to the bond holders, and other matters relating to dormitory revenue bonding. Mr. Wenstrand seconded the motion and it passed unanimously.

PROPOSED FUND TRANSFER, DORMITORY AND DINING SERVICES. The board was asked to approve the transfer of \$550,000 from the Dormitory Surplus Fund to the Dormitory Improvement Fund.

The Board Office noted a transfer of \$480,000 per year from operating revenues to the Dormitory Improvement Fund would be routine and in accordance with the 1963 bond resolution. The proposed transfer of \$550,000 is about 15% above the amount required by the bond resolution. The Board Office said the increase should be considered reasonable and necessary in view of inflation and the need to provide funds for improvements in Slater, Rienow, and Hawkeye Court which were not included when the Improvement Fund requirement was established in the bond resolution.

The Board office recommended the proposed transfer be approved.

MOTION:

Mr. Bailey moved that the board approve the transfer of \$550,000 to the Dormitory Improvement Fund from the Dormitory Surplus Fund. Mr. Neu seconded the motion and it passed unanimously.

PROPOSED BUDGET REVISION--DORMITORY SYSTEM FOR 1979-80. The board was asked to approve an increase in operating expense for the dormitory system.

The Board Office made the following comments. The increase of \$232,624 in operating expense is based on increased income of \$242,132. The largest portion of the increased income is from food sales.

The proposed budget revision yields additional net revenue of \$9,508 which is allocated to university overhead.

The proposed revised expense budget of \$10,498,888 results in a net revenue for the fiscal year of \$2,197,481 which provides only \$20,624 to the surplus fund after application of net revenue to reserve funds, university overhead, and debt service.

The Board Office recommended approval of the proposed operating expense budget ceiling increase.

MOTION:

Mr. Brownlee moved that the board approve an increase in operating expense of \$232,624. Mr. Bailey seconded the motion and it passed unanimously.

President Petersen then asked board members and institutional executives if there were additional matters to be raised for discussion pertaining to the State University of Iowa.

Vice-President Brodbeck presented a video program on writing which is to be shown at half-time on March 1, 1980. She said the program was produced completely with video equipment on the campus of the institution.

Donn Stanley, President of Student Senate, said this was his last meeting because of upcoming elections. He thanked the board for their time and consideration over the past two years and said he has enjoyed the meetings. He found them very educational.

IOWA STATE UNIVERSITY

The following business pertaining to Iowa State University was transacted on Wednesday, February 20, 1980.

RESIDENCE SYSTEM RATES. The board was asked to approve the attached rate schedule for resident hall contracts effective June 1, 1980; approve married and single student apartment rate schedules for contracts effective July 1, 1980; and accept the budget estimates for FY 1980-81, subject to further review when university education and general budgets are approved for 1980-81.

The Board Office noted that varying rate changes were proposed because of differing property management and maintenance costs among residence halls and apartments. The rates proposed represent a continuation of existing pricing policy including student leadership participation in evaluating rate change requirements.

It was reported that the increases fall within the limits established by the President's Council on Wage and Price Stability.

The Board Office noted the rate changes will produce an estimated \$959,000 more than did 1979-80 resident hall operations for a total of \$17.6 million in 1980-81. After estimated expenditures and debt service, there will be \$725,000 for reserves, of which \$200,000 is for the Bond Reserve Fund, \$300,000 is for the Facility Improvement Fund, and \$225,000 is for the Surplus Fund. Voluntary reserves, including the latter two funds, are estimated to be \$1.7 million at the end of 1980-81.

This would be a reduction in voluntary reserves from an estimated \$2.2 million in 1979-80. Voluntary reserves would approximate 10 percent of total estimated expenditures, debt service, and mandatory transfer requirements at the close of 1980-81. It was reported that this reduction in voluntary reserves is intentional. The voluntary reserve balance of \$2.2 million was considered in excess of contingency need. The reduction will be effected through establishing a proposed rate change of 6.1 percent that does not meet price inflation costs.

The Board Office said the university should proceed with extreme caution in understating rate changes as they relate to inflation. This is especially pertinent because of a projected period of declining enrollments. Where there is no certainty as to what is an effective voluntary reserve balance, the projected 10 percent factor would seem to be a very conservative amount for contingencies. The net result of this proposal could be to require catchup rate adjustments in subsequent years.

The Board Office noted that overall income, expense and fund balance information given should leave the residence system in a stable financial position through 1980-81.

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The Board Office recommended approval of the proposed rate schedule and acceptance of the budget estimates presented, subject to further review when university education and general budgets are approved for 1980-81.

President Parks introduced Debbie Smith, Mayor of University Student Apartment Complex, and Joel Crouse, President of Student Towers Complex, who spoke about student participation in determining the rate increase, and Charles Frederiksen, Director of Residences, and Tom Thielen, Director of Student Affairs.

Mr. Crouse indicated that students were pleased with the level of rate increase. He said there has been a steady increase in better facilities at the Student Towers Complex.

Ms. Smith said the basis of student involvement in the rate decision was an extensive explanation given by Carl Mullen in regard to the financial situation for next year. She said student support was based on information given to them for previous years. They felt the increases were in line and they were involved in the breakdown of the rates for four different housing units. The students voted in favor of the rate plan being presented to the board. Ms. Smith indicated to President Petersen that the council had adequate opportunity to participate in the rate decision.

Mr. Frederiksen said, with respect to the Board Office's feeling about the reduction in voluntary reserves, that it was felt the reserves were too large and so the university submitted a lower rate. The university felt the annual contribution to the reserve over the last two years was larger than appropriate. It is not the intent of the university to allow the balance to get below \$1.7 or \$1.8 million.

MOTION:

Dr. Harris moved the board approve the attached rate schedule for resident hall contracts effective June 1, 1980; approve the attached married and single student apartment rate schedules for contracts effective July 1, 1980; and accept the budget estimates for FY 1980-81, subject to further review when university education and general budgets are approved for 1980-81.

Mr. Bailey seconded the motion and it passed unanimously.

PERSONNEL POLICIES FOR PROFESSIONAL AND SCIENTIFIC STAFF. The board was asked to accept the proposed personnel policies and procedures for professional and scientific employees for Iowa State University, subject to the establishment of provisions for an appropriate probationary period.

PROPOSED RESIDENCE DEPARTMENT RATE INCREASES
IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY

Residence Hall Rates (to be effective June 1, 1980)

	<u>Present Rate</u>	<u>Proposed Rate</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
Undergraduate Residence Hall Room				
Quarterly	\$ 193	\$ 202	\$ 9	4.66
Annually	579	606	27	4.66
Undergraduate Residence Hall Board				
Quarterly	\$ 268	\$ 287	\$19	7.09
Annually	804	861	57	7.09
Total Residence Hall				
Quarterly	\$ 461	\$ 489	\$28	6.07
Annually	1383	1467	84	6.07
Buchanan Hall Double Room				
Quarterly	\$ 226	\$ 238	\$12	5.31
Annually	678	714	36	5.31
Buchanan Hall Single Room				
Quarterly	\$ 297	\$ 313	\$16	5.39
Annually	891	939	48	5.39

Married & Single Student Apartment Housing (monthly rates to be effective July 1, 1980)

Schilletter Village (Single Students) ¹	\$ 269	\$ 279	\$10	3.72
Schilletter Village (Married Students)				
Students	\$ 164	\$ 174	\$10	6.10
Staff ³	201	217	16	7.96
University Village (2 bedroom)				
Students	\$ 148	\$ 159.50	\$11.50	7.77
Staff ³	196	211	15	7.65
University Village (1 bedroom)				
Students	\$ 132	\$ 142	\$10	7.04
Staff ³	185	199	14	7.57
Hawthorn Court				
Students	\$ 137.50	\$ 148	\$10.50	7.66
Staff ³	190	205	15	7.89
Pammel Court (Single Students) ²	\$ 83.50	\$ 90	\$ 6.50	7.78
Pammel Court West (Married Students)				
Students	\$ 63.50	\$ 70	\$ 6.50	10.24
Staff ³	106	117	11	10.38
Pammel Court East (Married Students)				
Students	\$ 58.50	\$ 65	\$ 6.50	11.11
Staff ³	101	112	11	10.89

¹This is a monthly apartment rate for four single students.

²This is a monthly apartment rate for two single students.

³Staff no longer permitted to live in university apartments, however rate schedule maintained for possible future use.

The Board Office evaluated the proposed policy according to the six criteria mentioned on p 407.

The Board Office noted provisions for designation of kinds of appointments. Provisions for probationary periods are not made except that a first-year employee may be given a thirty-day notice of dismissal at the time of an unsatisfactory performance review. The Board Office suggested that in the interests of professional staff members and their employing departments they might be better served by the specification of a formal probationary status and period more comparable in duration to that proposed for professional staff at the other institutions. It said such a specification should include a distinction between the rights of probationary and non-probationary staff.

In the category of employment rights and privileges, provisions are made for notification of dismissal for unsatisfactory performance. If a position is eliminated as the result of reorganization or lack of funding, a minimum of three months must be provided to the employee. The Board Office agreed that this is desirable but suggested that provision be added to protect the university in instances where funding for positions is stopped by services outside the university and without three-month's notice.

The Board Office noted that provisions are made for annual performance appraisals, an appeal procedure, and specification of positions excluded from the proposed policy.

President Parks introduced George Covert, Chairperson of the Professional and Scientific Council, and Doug Brown of WOI. President Parks said that this policy is as close to being a procedural model as anything that has been produced at the university since he has been there and everyone has approved it unanimously.

Mr. Covert said the Professional and Scientific Council has worked with the administration on this document.

Regent Bailey asked if part of the policy was that anyone who has been on the job for three years or more must be given eleven months of review and notice in order to be relieved of the position regardless of what their capabilities are. Vice-President Christensen said there are

reviews in the first, second, and third years. After that, the review period is longer. Reviews begin as soon as there is a performance evaluation problem.

Regent Bailey asked about someone who goes off "the deep end." Mr. Covert said this wouldn't be discipline for cause but is involved with performance evaluation and unsatisfactory performance. That process begins as soon as there is unsatisfactory performance. Vice-President Christensen said the same type of approach is used for faculty who are not tenured. Regent Bailey was concerned about having to keep someone who is incompetent on the job.

Vice-President Madden said there is a problem of the approach of having the board accept the policy and doing a study on it because it causes some problems with implementation of the policy. Without approval, it would be difficult for the university to move forward to implement the policy and it would not be possible to determine the status of positions in the university. He said the university is willing to continue discussion about probationary periods.

Mr. Richey noted the minimum probationary period with respect to the other two institutions is two years. There is a concern to justify a difference among the policies. If the policy is approved, the board would be granting rights to employees who have been in their positions for one year. Vice-President Christensen asked if the institution could build a right to waiver into the policy and Mr. Richey said it would include the right to waive. Vice-President Christensen said too much emphasis is being put on what happens after this period of time; if a person is incompetent, there are methods for discharge.

President Parks said it is not clear to him why the probationary periods must be the same at all institutions. He said the professional and scientific people would be unhappy if board action on the document keeps being postponed. He said the board should approve the policy and if, after study, it wants to make changes, the institution would accede to those changes.

MOTION:

Dr. Harris moved that the board accept the proposed Iowa State University personnel policies and procedures for professional and scientific employees. Mrs. Jorgensen seconded the motion.

President Petersen said there would be some practical problems if the board adopts the policy and later makes changes. Rights could be taken away from people within a couple of months.

Mr. Richey stated that absolute uniformity of policies among institutions is not needed but there should be some rationale for differences.

Vice-President Christensen said that if the motion was approved, it would affect only a one-year population. If a study shows that a two-year probation is appropriate, it could be phased in.

Regent Brownlee, in the interest of compromise, suggested it would be possible to adopt a two-year probationary period with the understanding it would be waived for people presently employed. He said the board was expressing concern because the policy is a very long-range document.

Mr. Covert said he was in an awkward position because when this policy was developed, they were not aware that a two-year probation was a uniform requirement. He said it would be necessary to shift all the time periods listed in the document. He suggested it would be more appropriate to pass the motion before the board and, if after study there are changes, they could be achieved easily.

Mr. Brown of WOI commented that this is the perfect document because it satisfies no one. In drafting the document, they were careful to use language to suggest differences from the academic staff. An early review at the end of a year would give them a better idea of where they were. After extensive review, they selected one year for what in effect is probation. He noted that this is an independent sort of view.

Vice-President Madden said there are about 1,200 professional employees who would be covered by this policy. They are different from professional employees at the other institutions. He said it is doubtful they would be able to hire people if a longer probationary period is imposed.

Regent Shaw said an important common problem in this area is a professional who can do the work but cannot get along with others. He asked if the university was covering itself on this issue or was opening areas in which it would be locked into difficult situations.

President Petersen said that a number of things could be accomplished in a particular course of action. The board could approve the two-year probationary period with waiver. She noted there might be a block of employees who would use that flexibility of waiver and said it might be possible to work out a general understanding with Staff Council about what kinds of employees were in the waiver category. This could change from time to time as situations change. This would make it possible to reserve some relationship on this point which is a major point that will have to be defended to state government. She said a concern shared by all was that the institutions and Regents demonstrate that they deal in a rational way with personnel and that they are able to defend differences in policies.

President Boyd suggested that if a rule is handled by large scale waiver, the credibility of an operation is destroyed.

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Regent Bailey asked the university what its experience has been in the past without the rule. Vice-President Madden indicated there has been no formal probation. In cases where there are problems they are solved in the first year. Regent Bailey said if what is being proposed is based on sound experience, it ought to be given a substantial amount of weight.

President Parks said some of the people in the professional and scientific cluster have never been in any kind of probationary period. To put them on a two-year probation would be unreasonable.

Mr. Covert said the one-year period corresponds to the more traditional probationary period. During the second year there would be a two-month probation for anyone who has a problem. It is hoped that these problems would be known in the first year and hopefully worked out within the two-month period. If not, the employee would be dismissed. He said this is not different from a two-year probation in the abstract sense.

Regent Shaw asked if a person could still be removed before the end of the second year after having been given the two-month review and if anything during the second year two-month period would apply. Mr. Covert said yes.

Mr. Richey commented that he was not sure this is true in terms of appeal rights.

Regent Brownlee asked how serious the implications are in the serious battle to maintain control of personnel. President Petersen said that not any one thing would affect that but the board would have to have a rationale and reasons for differences.

Mr. Richey said there were many items the board could have taken issue with in respect to compatibility among the policies. The basic issues are inclusion/exclusion at the University of Iowa, probationary periods at Iowa State University, and bumping rights at the University of Northern Iowa. He said one reason to encourage two years probation is that it differentiates the university from the state merit system where almost instant permanent status is possible.

Regent Brownlee called for the vote on the question.

Regent Wenstrand asked what kind of time period would be necessary to resolve this issue, and Mr. Richey said hopefully it could be resolved within the next few months.

VOTE ON MOTION:

The motion passed with Mr. Wenstrand opposed.

A copy of the policies is on file with the permanent minutes.

IOWA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES
PROFESSIONAL AND SCIENTIFIC EMPLOYEES
DECEMBER 1979

Professional and Scientific employees of Iowa State University occupy a wide range of positions and pursue a variety of occupations. They perform functions which are necessary to the effective pursuit of the university's teaching, research, and public service mission. Professional and Scientific employees are involved with faculty from many departments in scientific research; they work closely with faculty in the delivery of student services; they promote the mission of the university throughout the state through extension activities; and they provide professional management and administration services.

That this group, so important to the effective functioning of a major university, may obtain a clearer understanding of its relationship with the university, the following policies and procedures have been developed:

1. Appointment Base. Professional and Scientific employees are appointed to an AP pay base. Appointments are made on a regular or temporary basis. Terms and conditions of each appointment are stated in a Letter of Intent which shall conform to the policies and procedures set forth in this document.
2. Regular Appointment.
 - a) Regular appointments imply a commitment on the part of the university for continuous employment subject to the conditions of section 9, Performance Appraisal, and section 10, Dismissal. However, persons may be employed on a limited basis through a regular appointment as specified in a Letter of Intent.
 - b) Regular AP appointments are budgeted on a fiscal-year basis or project-period basis.
3. Temporary Appointment.
 - a) Temporary appointment is a short-term appointment, normally not in the budget, to meet an emergency within the department.
 - b) Length of appointment is generally not longer than one year.
 - c) Temporary appointments may be renewed only as long as the conditions under which the appointment was originally made continue to apply.

4. Classification Plan. Each position within the Professional and Scientific system has an approved title and description of major duties and responsibilities as well as minimum qualifications and special requirements needed for the position. The Personnel Office will review each position within the system at intervals at the request of the appointing authority, or at the request of a Professional and Scientific employee.

5. Salary Administration. A comprehensive salary structure has been established for Professional and Scientific positions, with each position assigned to the appropriate pay grade within the structure based on up-to-date position descriptions, surveyed market values and consideration of internal salary equity and university organizational relationships. Each position has been assigned one of eight pay grades. Specific salary ranges for the forthcoming fiscal year are distributed to departmental executive officers each spring during the budgeting process, and are available in the Personnel Office. Salary ranges for each pay grade are found in the Office Procedure Guide, or may be obtained from the Personnel Office. Determinations of initial salaries and salary adjustments shall be made in accordance with university policy.

6. Transfer Procedure.

- a) A transfer may be defined as a change in a position at the same grade level.
- b) Transfers within an administrative unit will be effected only after posting the job vacancy in conspicuous locations throughout the unit for a minimum period of five days.
- c) Opportunities to transfer to other administrative units within the university must be announced throughout the university according to existing Affirmative Action policies.
- d) Where transfers are used to fill existing vacancies, the individual accepting the transfer will do so at his/her current salary unless insufficient funds are available in the unit to which the transfer is to be made. Salary adjustment to transferees may be made only for the purpose of maintaining salary equity or to recognize significant changes in position responsibility.

7. Promotion Procedure. Promotion may be defined as a change in status from one position to another having a higher salary grade. A regular Professional and Scientific employee who meets the minimum qualifications for vacant Professional and Scientific positions may be promoted without an external search. In filling vacancies through promotions, the appointing official may:

- a) Promote from among current employees within the work unit experiencing the vacancy. Posting the job vacancy outside the unit is not required.
- b) Promote from among current employees in the broader administrative unit. When promotions are to be made outside of the work unit in which the vacancy occurs, but only from the current employees in the broader administrative unit, the vacancy to be filled must be posted throughout the administrative unit for a minimum period of ten (10) days.

c) Promote from within the entire university. Notice of the job vacancy must be announced in accordance with existing Affirmative Action policies.

8. Demotion Procedure. Demotion may be defined as a change of an employee from a position with a higher salary grade level to one having a lower salary grade level. Demotion may be voluntary, involuntary or as a result of reclassification of a position. Any regular employee may be transferred to lower classification for cause or upon the request of the individual with the approval of the appointing official. The standards and procedures used for involuntary demotion shall be the same as those used in performance appraisal and dismissal as outlined in subsections 9b, 10a, 10c and 10d.

9. Performance Appraisal.

a) Periodic performance appraisals will be conducted at least annually between the supervisor and the employee to give both the supervisor and the employee an opportunity to assess employee performance of the past year and to establish performance objectives. Such interaction should, of course, be a continual part of the supervisor-employee relationship.

b) A new employee shall undergo an initial written appraisal at the end of three months, followed by additional appraisals at other appropriate times.

c) A record signed by the employee and supervisor that the appraisal occurred will be maintained by the department of the employee.

10. Dismissal.

a) Dismissal of Professional and Scientific employees due to elimination of positions may occur as a result of reorganization or severe financial conditions. The existence of these situations shall be determined by the university. In such cases written notification to the employee will be made with a minimum notice period of three months. If a regular Professional and Scientific employee is dismissed because of lack of funding, the released employee's position will not be filled by replacement within a period of two years unless the released employee has been offered reappointment and has declined or failed to reply to the offer in writing not later than 15 calendar days after confirmed receipt of such offer.

b) The university will assist whenever possible in the placement of employees dislocated by reorganization through 1) reassignment and 2) relocation.

c) During the first year of employment an employee may be dismissed after receiving an unsatisfactory written performance appraisal which includes a notice of dismissal. The date of termination may not be less than 30 calendar days following receipt of the notice of dismissal.

d) A person employed for more than one year shall not be dismissed because of unsatisfactory performance until a period of formal review has been completed. The period of formal review must be initiated on the occasion of a written performance appraisal by a warning notice to the employee which clearly indicates in writing to the employee that his/her work is unsatisfactory and that a period of formal review is being initiated. The review period shall end with a satisfactory written performance appraisal at any time or with an unsatisfactory written performance appraisal which includes a notice of dismissal. Failure to notify an employee of dismissal within eleven months from the beginning of the period of formal review shall be deemed to constitute a satisfactory performance appraisal. The date of termination may not be earlier than 30 calendar days following receipt of the notice of dismissal. For a person employed more than three years, the date of termination may not be earlier than twelve months following the date of initiation of the period of formal review. During the second and third years of employment, the date of termination may not be earlier than three months and six months, respectively, following the initiation of the period of formal review.

e) Cause for summary dismissal shall be conduct seriously prejudicial to the university through deliberate infraction of law, through moral turpitude, or through substantial neglect of duty. Procedures recited in subparagraphs (a) through (d), above, shall not apply to dismissal under this subparagraph.

11. Consulting.

a) Prior to undertaking consulting, staff members shall review university policies regarding consulting activities and conflicts of interests.

b) A staff member shall undertake a consulting activity only after obtaining approval from the head of the administrative unit.

c) Staff members are required to report consulting activities annually to their administrative unit head.

12. Tuition Reimbursement.

a) Professional and Scientific employees are encouraged to continue in their professional growth and increased competence in their position. The university provides funds through the Tuition Reimbursement Program to allow qualified employees to take university classes. Funds for this program are limited and are awarded on a competitive basis. Guidelines for this program are available through the Personnel Office.

b) Employees on full-time employment shall not carry more than a maximum of 20 quarter credits or the equivalent per year. Time to be taken for course work during the normal working day must have appropriate administrative approval.

13. Visiting Classes.

Professional and Scientific employees who wish to visit university classes informally or on a non-credit basis rather than to enroll as auditors should obtain the permission of the instructor in charge.

14. Professional Meetings.

Each Professional and Scientific staff member is encouraged to become a member of professional organizations and participate in professional activities appropriate to his/her discipline and duties. With appropriate administrative approval, time for travel and attendance at meetings, conferences and workshops can be counted as official duty. Reimbursement for expenses will be handled in accordance with university policy as outlined in the ISU Office Procedure Guide. Employees are encouraged to review educational opportunities at Iowa State University to maintain and extend their professional development.

15. Grievance Procedure.

a) Any Professional and Scientific staff member has the right to present a matter of personal concern or dissatisfaction regarding his/her employment to the university and have it considered on its merits. Presentation of a grievance will not cause any reflection on his/her standing as a staff member. All complaints will be investigated. Written grievances will be answered in writing. Time standards are established to encourage resolution on a timely basis while providing time for thorough discussion and investigation and deliberation at each step.

b) An appeal shall contain a statement of the grievance by indicating the issue involved; the relief sought; the date the incident or violation took place, if known; and the specific university policy or procedure involved, if any. The grievant may terminate the appeal at any stage. (Appeals concerning position classification are specifically excluded from this grievance procedure. A separate appeal procedure is available for concerns regarding position classification).

c) The Grievance procedure consists of the following steps:

Step 1 - A dissatisfied employee will first discuss his/her problem informally with the immediate supervisor. If the employee is not satisfied with the answer received, he/she should contact the Personnel Office to obtain the necessary form and information about filing a formal, written grievance. This grievance must be filed within 30 calendar days from the date the employee becomes aware of the situation giving rise to the grievance. The employee should then submit the form to his/her immediate supervisor for a written answer. The supervisor shall reply in writing to the employee within 7 working days.

- Step 2 - If the grievant is not satisfied with his/her supervisor's written reply, or none is received, a written appeal may be submitted to the Department Head (or equivalent level of supervision) within 6 working days. Within 10 working days the Department Head (or equivalent level of supervision) shall call a meeting of those concerned to discuss the grievance. The grievant will be present at the meeting along with his/her immediate supervisor. The grievant may be accompanied by one other representative to this meeting to assist in presenting his/her case. The Department Head (or equivalent level of supervision) shall reply in writing within 15 working days after the meeting. The original copy of the written reply shall be given to the grievant.
- Step 3 - If the grievant is not satisfied with the decision made at Step 2 or none is received, a written appeal may be submitted within 6 working days to the principal administrative head of the grievant's unit, as designated by the appropriate vice president. A copy of the written grievance should be forwarded to the Personnel Department. Within 15 working days after the grievance has been submitted, the principal administrative head shall call a meeting to discuss the grievance. The grievant shall be present at the meeting. The Personnel Director and the administrative personnel involved in Steps 1 and 2 may also be present. The grievant may be accompanied by one other representative to this meeting to assist in presenting his/her case. The principal administrative head shall have 15 working days after the hearing to reply in writing. A written reply shall be given to the grievant. A copy shall also be forwarded to the Personnel Office.
- Step 4 - If the grievant is still not satisfied with the decision made at Step 3, or none is received, he/she may appeal the decision to the university Professional and Scientific Grievance Review Committee within 6 working days. Within 15 working days after the grievance has been submitted to the Professional and Scientific Grievance Review Committee, the Chairperson shall call a meeting to discuss the grievance. Within 20 working days the Committee shall render the decision on the grievance.

Step 5 - If the grievant is still not satisfied with the decision made at Step 4 or none is received, he/she may appeal the decision to the President in writing within 7 working days. The President shall reply in writing to this grievance within 15 working days.

d) Appeal to the Board of Regents.

Pursuant to Board policy an appeal to the Board of Regents may be initiated only after exhausting the above procedures.

e) Time Standards.

Time standards for review meetings and answers may be adjusted only by mutual agreement of the grievant and the person responsible for considering the grievance or when the person responsible for considering the grievance is absent from his/her office or when the grievant is unable to meet within the established time period. If the grievant does not appeal within the specified time period, the grievance shall be terminated on the basis of the finding of the prior step.

f) No Loss of Time or Pay.

A grievant may make his/her oral presentation, and attend his/her complaint review meetings during normal working hours without loss of time or pay.

g) Assistance in Review Meetings.

A grievant may select any individual to assist him/her in the review meetings beyond Step 1. If a staff member is selected, that staff member will not be penalized for attending meetings held during his/her normal working hours.

h) Discipline Grievance.

Grievances regarding discharge or disciplinary suspension shall not be subject to Steps 1 and 2 and shall be heard initially under Step 3.

i) Discrimination Grievance.

Grievances regarding discrimination on the basis of race, creed, color, national origin, sex, handicap, or age should be directed to the Affirmative Action Office for review.

j) University Professional and Scientific Grievance Review Committee.

The Professional and Scientific Grievance Review committee shall consist of the Vice President for Academic Affairs, as Chairperson; the University Personnel Director (or their designated representatives); and one representative to be selected by the Professional and Scientific Council.

16. Exempt Positions.

a) All professional and scientific staff members will be covered by these policies and procedures except those whose administrative policy-making or other responsibilities make it inappropriate for them to be granted regular appointments under the preceding policies and procedures. Exempt positions shall include all major administrative positions assigned to pay grades 7 and 8. (See appendix for specific exempt positions.)

b) In addition to these specific exemptions, changed or new positions of comparable responsibility will be exempt from these policies and procedures. At the time of their appointment, new staff members hired to exempt positions will be so informed. Although the university's policy is to provide fair and equitable treatment to all, individuals in major administrative positions serve at the pleasure of the administration and may have the conditions of their employment modified or terminated for reasons other than cause. Exempt positions will be provided an opportunity for appropriate administrative review. These positions do not have access to the established grievance procedures of Section 15 which are available to professional and scientific employees. However, after appropriate administrative review, pursuant to board policy, an appeal to the Board of Regents may be initiated by an exempt employee.

APPENDIX

Positions Exempt from P & S Policies and Procedures

Pay Grade 7

University Architect
Assistant to the President
Director of Media Resources
Director of Space & Schedules
Director of Admissions
Director of Safety and Health
Director of Purchasing and Stores
Director of Financial Aids
Contracts and Grants Officer
Registrar
Director - International Educational Services

Pay Grade 8

Affirmative Action Officer
Associate Director for Administration - Ames Laboratory
Athletic Director
Dean of Admissions and Records
Dean of Student Life
Director of Counseling Service
Director of Iowa State Center
Director of the Student Health Service
Director of Minority Student Affairs
Director of Institutional Research
Director of Administrative Data Processing
Director of CIRAS
Director of Physical Plant
Director of Residence
Director of Development of the Alumni Achievement Services
General Manager - AM-FM-TV
Personnel Director

The following business pertaining to Iowa State University was transacted on Thursday, February 21, 1980.

REGISTER OF PERSONNEL CHANGES. The actions reported in the Register of Personnel Changes for January 1980 were ratified by the board.

TRAFFIC RULES - 1980-81 AMENDMENTS. The board was asked to approve some amended traffic rules.

The Board Office outlined the amendments and noted there was nothing unusual about any of the proposed amendments and they fall within the ordinary administration of existing traffic regulations. They were recommended for approval.

MOTION: Mr. Bailey moved the board approve the amendments to the traffic rules.
Mr. Neu seconded the motion.

Mr. Neu asked if there is a provision in the Code or an administrative rule that requires the board to approve traffic rules. Mr. Richey said yes.

VOTE ON MOTION: The motion passed unanimously.

ACCREDITATION REPORT OF BACCALAUREATE SOCIAL WORK PROGRAM. See pp. 392-393.

PUBLIC HEARING ON ACADEMIC REVENUE BOND FUNDED PROJECT. President Petersen called the meeting to order at 11:30 a.m., Central Standard Time, on February 21, 1980, on the campus of the University of Iowa, Iowa City, Iowa. The roll being called, the following were present: Mrs. Petersen, president, in the chair, and the following named board members: Bailey, Brownlee, Harris, Jorgensen, Neu, Shaw, Wenstrand. Absent: Belin.

The president then stated that this was the date, time and place set for a hearing on the proposed plans and specifications and proposed form of contract for Utilities - Electrostatic Precipitator Additions - Induced Draft Fans - Electrical Equipment and Wiring on the campus of Iowa State University, Ames, Iowa.

President Petersen asked if there was anyone present who wished to register objections concerning either the proposed plans and specifications or the proposed form of contract on this project.

President Petersen then asked whether the executive secretary had received any written objections on this project. The executive secretary stated that he had not received any such objections. There being no objections, the president declared the hearing closed.

REGISTER OF CAPITAL IMPROVEMENT BUSINESS TRANSACTIONS. The Board Office reported that the final register for the period of January 19 through February 21, 1980, had been received, was in order and was recommended for approval.

The following construction contract awarded by the executive secretary was recommended for ratification:

Friley Hall Renovation--Phase II

Award to: R. D. Stewart, Inc., Marshalltown, Iowa \$724,817.00

Because of the favorable bids received, the university submitted a revised project budget of \$865,000. This is \$35,000 less than the revised budget approved by the board at its January meeting.

The following construction contract was recommended for approval:

Utilities--Electrostatic Precipitator Additions--Induced Draft Fans--
Electrical Equipment and Wiring

Award to: Meisner Electric, Inc., Newton, Iowa \$25,300.00

The university submitted an amended budget detailing this award. The budget remains at \$3,280,000.

The following new project was presented to the board for approval:

Fire Service Education--Storage Building

Source of Funds: Iowa Conservation Commission Engineering
Extension \$60,000.00

This project is to construct a 2,400 square foot pre-engineering metal building to allow an expansion of the fire service education program. The building will include a maintenance shop, storage space, demonstration area, communications center, and restroom facilities. It is assumed the building will be totally accessible to the handicapped and building plans and specifications will be subject to approval of the State Building Code Office.

The board was requested to approve the following actions on consultant contracts:

Utilities--Sewer Improvements

Ratify agreement with Ames Engineering and Testing Company, Ames, Iowa, to provide comprehensive engineering services on the project through construction on an hourly rate basis at a maximum fee of \$10,000 including reimbursable expenses.

This \$155,000 project was first approved by the board at an \$85,000 level in December 1978. The project scope was expanded in February 1979 to include a new storm sewer installation which services the heating plant.

The Board Office noted that the university has been questioned on what appears to be higher than normal engineering costs on the project. The university has responded that the project has taken on a degree of complexity not initially anticipated and the engineering fees represent the anticipated complexity.

The project has not been brought to bid. The cost of the work may need to increase to reflect the complexity and the fee will be figured and reported to the board at the time of bids, which are expected to be taken this spring.

Utilities Improvements--1979 Heating Plant--Replace Station Power--
Phase I

Ratify a contract for comprehensive engineering services with Brown Engineering Company, Des Moines, Iowa, on an hourly rate basis at a cost not to exceed \$15,000. This project is estimated at \$230,000 and is funded by 1979 utility funds. The fee is 6.5 percent of the overall budget. The university indicated that Phase II on this project to replace station power in the amount of \$285,000 will be included in the university's requested capital program for 1981-83.

MOTION:

Dr. Harris moved the board approve the Register of Capital Improvement Business Transactions for the period of January 19 through February 21, 1980; ratify the award of construction contracts made by the executive secretary; approve the revised budget for Friley Hall Renovation--Phase II; approve the construction contract and amended budget for the construction contract listed above; approve the new projects; ratify the consultant contracts; and authorize the executive secretary to sign all necessary documents.
Mrs. Jorgensen seconded the motion and it passed unanimously.

President Petersen then asked board members and institutional executives if there were additional matters to be raised for discussion pertaining to Iowa State University.

President Parks mentioned two matters: a report by the State Auditor and progress on installing safety measures at the power plant.

He noted the news media has already reported on the segment about athletics of the Auditor's report. He said it is important that this be kept in perspective and not magnified out of proportion. According to

President Parks, State Auditor Johnson was very cooperative and fair and complimented the Athletic Department on the openness of all its transactions. Some procedural weaknesses were pointed out and steps are being taken to remedy them as quickly as possible.

The audit also questioned the procedure followed in the land transfer of the Rhodes farm in Marshall County. These questions have implications for the other institutions because they use the same procedures.

Vice-President Madden summarized the Auditor's report noting that the comments fall into four categories:

1. Accounting issues which have interinstitutional implications. Mr. Madden said the university is not opposed to the Auditor's recommendations in this area because of objections to complying with them but is concerned about the cost of implementing the recommendations and whether there would be any benefits. The recommendations cover accrual accounting, accounting for federal grants, and library book inventories. He said there is some question on whether the institution could operate with an accrual system because of the state's reversion policy.

The university recommends referral of these recommendations to the interinstitutional committee on budgeting and accounting for further discussion.

2. Inventory procedure for livestock. Mr. Madden said these problems were corrected last fall when they were brought to the university's attention while the audit was in progress.
3. Athletic area. Steps have been taken to improve the auditing and documenting procedures. Reimbursement has been requested from those who were paid twice and the Auditor has found this acceptable.
4. Transfers to an endowment fund for development of a printing service building. The university believes it has acted properly in this matter. There are other supporting activities on campus. Depreciation schedules and charges on buildings and equipment are issues which should be discussed with business officers and Mr. Richey in further detail to determine if there are areas where clarification is needed and if any action should be taken.

Mr. Madden stated that in the matter of the Rhodes farm land transfer, the Auditor has questioned the relationship between Iowa State University and the foundation and whether the lease agreement is complete. The lease obligates the university to pay \$40 per acre per year. When the foundation has paid off its obligation to Pioneer Hybrid, the university will have the option to acquire the property at no further cost. Mr. Madden said he believes this is consistent with the Code in terms of the authority to enter into leases.

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The Auditor further questioned the use of proceeds from sales of the Albia farm and the Ankeny land. The Albia farm sale was approved by the Executive Council with the provision that proceeds must be used to purchase other land or to improve and develop other land. This transaction had the approval of the Attorney General. Vice-President Madden said he believes those funds have been used as intended. A portion of the land was sold in 1972 and another portion was sold last March.

When the Executive Council approved these transactions, it required that proceeds from the sale were to be used for purchase of land not then determined, since the land was originally acquired with federal funds. There was a problem at the time of the last sale because the Iowa Department of Transportation requested a portion of the land auctioned off be transferred to its jurisdiction for right-of-way.

The university, according to Mr. Madden, did create an Ankeny land sale account and funds were used to make payments for the Rhodes farm. Funds were not received in that account until all transactions were complete. He said he believes the university has complied with Section 262.913, which grants the board authority to enter into leases.

Mr. Madden noted that the university is willing to review the transaction with the Attorney General if the board feels it is appropriate. The board of directors of the foundation is willing to have its books audited and is willing to renegotiate the lease with the Regents in terms that are satisfactory to them and to the board.

Regent Bailey agreed that the board should indicate a willingness for the Auditor to let the Attorney General make a determination in this matter. He said he had the impression that one of the criticisms was that funds received from the purchase of the farm owned by the university were transferred to the foundation. Vice-President Madden said the foundation entered into a contract to acquire the Rhodes farm. In the agreement, the university is actually paying off some contracts Pioneer Hybrid had. The board will have the option of acquiring that land at \$40 per acre when it is all paid off.

In response to an additional comment about the lease by Regent Bailey, Mr. Madden said the Auditor has indicated the lease is not as clear as it could be. The university acknowledges that the lease is unusual, but it does not believe it is unclear.

Regent Bailey asked about the criticism about valuation of library books. He said the Auditor wants the books to be valued at original value. Vice-President Madden said there is no way to arrive at the original cost. To have library books appraised would probably cost between one and two percent of the value or \$2,000 to \$3,000 for Iowa State University. Regent Bailey commented that he thought the Regents should make the decision.

Regent Brownlee asked if there is a generally accepted practice in the library field for book valuation. Vice-President Madden said that both kinds of systems are in use. President Parks noted that if the university had valued its books on original cost from the beginning there would be no problem using this method but to change to that method after one hundred years of operation would be expensive and inaccurate.

President Petersen noted that such a system should serve as a tool for internal management and a tool for accountability. In the example of library valuations, these two conflict. For the board, replacement as a management function is very useful but it may not be meaningful for those on the accountability track.

Regent Shaw said this seems to be a period in which there is more than the usual amount of outside oversight and publicity, a situation from which the board gains although there may be some disadvantages. As long as communications channels are open to explain situations, every effort should be made to facilitate interest which serves a very wholesome purpose.

President Petersen noted that as public institutions, all of the books are open. Sometimes as a result of being open, things seem to be one-sided or unfair but, in the long run, it is in the best interest to continue to be open.

In regard to the Rhodes farm, President Petersen said a conscious decision was made that it was in the long-run public interest to keep the farm on the tax rolls. This was accomplished by paying for the farm through another entity. Vice-President Madden said the school district had been concerned about their operations if the farm was removed from the tax rolls. He said it is likely that at some point if a portion of this land is not needed for university activities, it may be sold. A study on that issue is underway although it will be several years before its completion.

Regent Shaw said he thought it is healthy to have this kind of close review of the board's work to disclose information that should have been known but somehow was not. President Petersen said that the board appreciates the audit as it functions as a management tool. Audit suggestions can be reviewed and an opportunity provided for comment and discussion.

President Parks noted that he particularly appreciated the present auditor's system of operation in which he releases findings and allows the institution a chance to respond in the same period. In the past, this has not always been so--an auditor's findings could be incorrect and be published. The response would never see the light of day. He said this procedure is fair.

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On another matter, President Parks said the very serious and dangerous fire in the power plant some months ago created a lot of concern. At that time, consultants were called in to survey the operation, safety, and management of the plant. Most of the safety measures recommended by the consultant which could be taken without investment of further resources have been completed. The board will receive a more complete report before or by its next meeting. Mr. Madden said the report and analysis of recommendations fall into five major areas: review of equipment, material system, safety, staff and organizational structure of the plant. Some of these will involve budget issues.

UNIVERSITY OF NORTHERN IOWA

The following business pertaining to the University of Northern Iowa was transacted on Wednesday, February 20, 1980.

RESIDENCE SYSTEM RATES. The board was asked to approve the attached rate schedule for resident hall contracts effective Fall semester 1980; approve the attached rate schedule for apartment units contracts effective July 1, 1980; and accept the budget estimates for FY 1980-81 subject to further review when university education and general budgets for 1980-81 are approved.

The Board Office noted varying rate changes proposed are a function of differing property management and maintenance costs among residence halls and apartments. The rates proposed represent a continuation of existing pricing policy including student leadership participation in evaluating rate change requirements.

It was reported the rate increases are in accordance with the President's Council on Wage and Price Stability interim final standards.

Proposed rate changes have been included in the estimated 1980-81 income budget. Rate changes will produce an estimated \$455,000 additional revenue for 1980-81 resident system operations. Total revenue estimated is \$8.3 million or 5.8% more than the current year.

After estimated expenditures and debt service there will be \$540,000 for reserves with \$80,000 for the Bond Reserve Fund, \$150,000 for the Improvement Fund, and \$310,000 for the Surplus Fund. Voluntary Reserves are estimated to be \$2.5 million at the close of 1980-81. This is an increase of approximately \$240,000 over the current year. Voluntary reserves would be approximately 32% of estimated total expenditures including debt service and mandatory transfers. This high ratio of voluntary reserves is a function of systematic accumulation of capital to construct additional Hillside Court apartments, laundry facility, and a multipurpose room. Construction is planned for 1982-83 with prior approval of the board required.

The Board Office noted that the low rate increase of 6% was not likely to cover potential inflation costs of 10-12%. It was reported that there is less revenue need in terms of accumulating capital for the Hillside Court project. Voluntary surpluses are still projected to increase 10% over the current year. This is possible through elimination of additional bond reserve fund requirements and a reduced level of capital improvements in 1980-81.

Because of the enrollment declines forecast, the stable occupancy forecast for 1980-81 is subject to review. The decline in sophomores in the initial (1979-80) year of the suspended parietal rule may also work against enrollment maintenance in 1980-81. The undercutting of contingency reserves through rate increases that may not fully offset the impact of price inflation must be guarded against. Understated rate increase requirements in relation to price inflation could lead to rate catch-up costs in future years.

The Board Office noted the overall income, expense, and fund balance information should leave the residence system in a stable condition through 1980-81. It noted that 1980-81 is the final year of parietal rule suspension without specific Regent action to continue the suspension.

The Board Office recommended the board approve the proposed rate schedules and accept the budget estimates for FY 1980-81 subject to further review when university educational and general budgets for 1980-81 are approved.

President Kamerick said the university felt it was in a comfortable position with regard to the dormitory system finances. He said it would be reluctant to add to the voluntary surplus.

He introduced Thomas Hansmeier, Vice-President for Student Services, and Clark Elmer, Director of Housing. He also introduced students who were involved in the determination of rates. They were Tom Cate, President of the Residence Hall Association, and Craig Lathrop, President of the University of Northern Iowa Student Association (UNISA).

Mr. Cate said UNISA wanted to keep the increase of residence system rates as minimal as possible to reduce the intensity and impact on those living in the residence halls. He said items were reviewed and explained to them in detail. UNISA concluded that the increase is conservative, justified, and necessary. UNISA sent a letter to every resident explaining the reasons for the increase and the position it had taken. The response to this was that the increase is reasonable and less than expected. He said there is great confidence in the system.

In answer to President Petersen's question, Mr. Cate said there had been adequate opportunity to participate in the rate decision.

Mr. Lathrop indicated the Residence Hall Association is opposed to any type of increase in the university because it may stop some students from going to school. However, after reviewing the proposal, he said the association can't complain too much about a 6% increase.

Regent Bailey commended the students for taking a rational and business-like approach to this matter rather than an emotional one. He said it is realistic because in real life the costs of operation must be paid.

President Petersen, in regard to the plan for additional construction and the amount in voluntary reserves, asked if the university was keeping an eye on inflation. She said there is wisdom in being able to fund additional units and have a large system without increasing the debt service. Vice-President Stansbury indicated that inflation was a price factor used in the estimated made for future construction.

MOTION:

Mr. Bailey moved the board approve the attached rate schedule for resident hall contracts effective Fall semester, 1980; approve the attached rate schedule for apartment units contracts effective July 1, 1980; and accept the budget estimates for FY 1980-81 subject to further review when university education and general budgets for 1980-81 are approved. Mr. Shaw seconded the motion and it passed unanimously.

TRANSFERS OF FUNDS FROM THE BOND RESERVE FUND TO THE IMPROVEMENT AND SURPLUS FUNDS FY 1980. The board was asked to transfer \$121,618 from the Bond Reserve Fund to the Improvement Fund and transfer \$465,576 in excess bond reserves from the Bond Reserve Fund to the Surplus Fund.

The Board Office said bond covenants require that an amount equal to the maximum annual debt service be held in a mandatory reserve as a contingency against short-term inability to meet debt service within current operating revenue capability.

The transfers will leave a required \$789,074 in the Bond Reserve Fund and place needed revenue in the Improvement Fund to meet handicapped student accessibility requirements in the residence halls and to make necessary fire safety improvements required by the State Fire Marshal. The transfer to the Surplus Fund will make these funds available for operating contingencies because it will not be accounted for as a voluntary reserve.

The Board Office said the transfers would result in more accurate accounting for distribution of fund balances and that this is good management. It recommended the transfers be made.

MOTION:

Mr. Bailey moved that \$121,618 in excess bond reserve funds be transferred from the Bond Reserve Fund to the Improvement Fund; and \$465,576 in excess bond reserve funds be transferred from the Bond Reserve Fund to the Surplus Fund. Mr. Shaw seconded the motion and it passed unanimously.

PERSONNEL POLICIES FOR PROFESSIONAL AND SCIENTIFIC STAFF. The board was asked to approve the "Professional-Scientific Personnel Policies and Procedures" proposed by the University of Northern Iowa, subject to clarification of rights provided continuing service employees in the reduction in force procedure.

The Board Office evaluated the proposed policies according to the six criteria set up for compatibility among institutions (p. 407).

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RESIDENCE SYSTEM RATE CHANGES

The following table contains the rate schedule presently in force in the University Residence System and the schedule proposed effective beginning the 1980-81 academic year. All rates are in terms of the academic year unless noted otherwise.

Residence Hall Housing Proposed Rates
Effective Fall Semester 1980

<u>Room and Full Board</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
Room with triple occupancy ¹⁾				
All residence halls	\$1,195	\$1,275	\$80	6.7
Room with double occupancy				
All residence halls	1,340	1,420	80	6.0
Room with single occupancy				
All residence halls	1,540	1,620	80	5.2
Summer Rates (all halls)				
8-week rate				
Single occupancy	386	406	20	5.2
Double occupancy	336	356	20	6.0
4-week rate				
Single occupancy	193	203	10	5.2
Double occupancy	168	178	10	6.0

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Room and Partial Board
Academic Year

Option 1	no breakfast	\$40			reduction of above rates
Option 2	no weekend	50			
Option 3	no breakfast	80			
	no weekend				

Summer Session

No weekend - 8 weeks	14				reduction of above rates
No weekend - 4 weeks	7				

Room Only

Bartlett Hall - Academic Year

Single occupancy	804	840	36	4.4
Double occupancy	604	640	36	5.9

Bartlett Hall - Summer Session

8-weeks				
Single occupancy	201	210	9	4.4
Double occupancy	151	160	9	5.9

Bartlett Hall - Summer Session

4-week				
Single occupancy	101	105	4	3.9
Double occupancy	76	80	4	5.2

An eight dollar Residence Hall Activity Fee is added to the above rates for the academic year.

Contract revenue is divided as follows: housing -45% and dining -55%

1) A five dollar per week credit per student will be granted for a double room occupied as a triple as of the first day of the fourth week of classes. Credits will be applied against a student's university bill.

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University of Northern Iowa
Apartment Housing Proposed Rates
Effective July 1, 1980

	<u>Number of Units</u>	<u>Current Monthly Rate</u>	<u>Proposed Monthly Rate</u>	<u>Increase</u> \$ %	
<u>Hillside Courts</u>					
One bedroom (1972) air-conditioned	80	120	120	0	0.0
Two bedroom (1972) no air-conditioning	116	135	143	8	5.9
Two bedroom (1972) air-conditioned	39	149	158	9	6.0
Two bedroom (1978) air-conditioned	40	163	173	10	6.1
Two bedroom, two story (1972) air-conditioned	42	169	179	10	5.9
<u>College Courts</u>					
Two bedroom (1956 & 1958) no air-conditioning	48	133	141	8	6.0
<u>South Courts</u>					
One bedroom (1967) air-conditioned furnished	48	96	96	0	0.0
Total Units	<u>413</u>				

It noted the policy provides for designations of kinds of appointments and probationary periods.

In the area of employee rights and the nature of them, the Board Office expressed some concern that the listed procedures could involve bumping rights related to appointment status and questioned the appropriateness of such rights for professional employees.

The Board Office also noted provisions are made for annual performance appraisals, appeal procedures, and listing of positions exempted from the policies.

President Kamerick spoke about the concerns of bumping rights for professional employees. He said the university considers career service to be an important attainment because there is a longer period of time for achieving that status. He said the purpose of the policy is to give a priority to people being considered for vacancies in the university. Professionals and those in career service are given the first priority and it is really a priority according to program need. Special consideration would be given to any person who was left without a job because of a reduction in the work force. The policy was intended to be used within that unit in which a person has expertise and within their area. It would apply to people who hold positions that are not exempt. If a staff member is qualified for career status and takes a position that is excluded from career status, the staff member would keep the career status rights. They would be considered for vacancies but could not bump their replacements.

President Kamerick introduced Philip Patton, Associate Registrar and President of the Professional and Scientific Staff Council, and Ruth Fairbank of the council. He also introduced Donald Walton, Personnel Director. President Kamerick said there was a great amount of consultation between the council and the administration in the development of these policies.

Mr. Patton said a lot of effort was put into the policies. They are not perfect but they are something with which the administration and staff council can feel comfortable. He said this is a living document and that as it is implemented, some things may have to be changed.

President Petersen asked if the Board Office's only concern with these policies were the bumping rights. Mr. Richey said the University of Northern Iowa had an excellent proposal. He said the concern with regard to bumping rights was for management flexibility.

Mr. Walton said this issue was approached with two concerns: 1) how to reduce the work force within a program and convey that within a given department there could be a reduction; and 2) an understanding that bumping was not wanted.

Mr. Richey said it was important whether this was a narrowly constructed right in terms of a program or whether it was more broadly constructed to mean from one department to another. Mr. Walton said the policies

would apply within a program. A person would not have rights of bumping into another area unless there was a vacancy and they were qualified. Mr. Richey said the Board Office's recommendation was subject to this clarification and suggested the board adopt the policies subject to written clarification of the bumping rights.

MOTION:

Mr. Bailey moved the board approve the "Professional-Scientific Personnel Policies and Procedures" proposed by the University of Northern Iowa subject to written clarification of rights provided continuing service employees in the reduction in force procedure. Mr. Shaw seconded the motion.

Regent Shaw suggested that in the light of the extensive discussion on the policies for Professional and Scientific employees at all of the institutions, in the future it might be better to have some preliminary consideration of the issue. Regent Harris said at first he felt this, too, but that as discussion progressed he was happy it had not been done. He said he learned a great deal from the discussion.

Regent Shaw also expressed some concern about the legality of the actions taken. President Petersen said this was clear under Chapters 262 and 19A. She noted the vitality of any system requires that it have review and recommendations. She said in this system of governance it is one in which policies are developed in a decentralized fashion and submitted to the board for discussion and approval. Regent Shaw suggested the board should be very careful, particularly when institutions are going to be declining in service rather than expanding, because it may be creating substantial rights by its actions.

VOTE ON MOTION:

The motion passed unanimously.

A copy of the policies is on file with the permanent minutes.

The following business pertaining to the University of Northern Iowa was transacted on February 21, 1980.

REGISTER OF PERSONNEL CHANGES. The actions reported in the Register of Personnel Changes for the University of Northern Iowa were ratified by the board.

OTHER PERSONNEL TRANSACTIONS. The board was asked to approve the following changes in appointments:

Change of Status

Dr. E. Russell TePaske, from Professor of Biology, with tenure, to Professor of Biology and Acting Head, Spring Semester, 1980.

UNIVERSITY OF NORTHERN IOWA
PROFESSIONAL-SCIENTIFIC PERSONNEL POLICIES AND PROCEDURES

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I. GENERAL PROVISIONS

Definition - Professional-Scientific Positions

University professional-scientific position assignments are designed to aid in the attainment of goals and objectives established in accordance with the mission of the institution. To this end, professional-scientific personnel assist in the formulation and administration of institutional policies and aid in the execution of academic, student and administrative services as required with University operations. Professional-scientific personnel serve in both staff and line positions to provide advisory and consultant services, direct a wide range of activities within functional departments, and render general assistance with planning, scheduling, and coordination of programs offered by the University.

University personnel serving with professional-scientific positions have, in most instances, received training in a specialized area and hold appropriate academic degree(s) or possess equivalent experience. Such personnel are also certified or registered, as required, with their profession and/or position assignment.

Criteria applicable with U.S. Department of Labor regulations relative to exemption under the Fair Labor Standards Act are used by the University in establishing and designating positions as professional-scientific.

Professional-Scientific Personnel Policies and Procedures are applicable to University personnel so designated except in the case of staff members serving with position assignments covered by or related to Section 4.04 (Other Board Appointments) of the Board of Regents Procedural Guide in which case such policies are applicable as noted with this document. (See attached *Appendix A.*)

Implementation Procedure

The procedures outlined below will be followed in the implementation of University Professional-Scientific Personnel Policies and Procedures during the 1979-80 fiscal year.

Position Appointment Assignments. The nature of existing University professional-scientific positions (permanent-temporary) and the position service dates for assigned personnel will be studied to determine the appointment category to be designated for present staff members according to the following position assignments and period of continuous, active, professional-scientific staff service.

- I. Exempt Position Assignments. Professional-scientific staff members in administrative positions designated as exempt from University Professional-Scientific Personnel Policies and Procedures (see

attached *Appendix A*) as a result of policy making and other related exempt duties and responsibilities will be recommended by the appropriate division vice president for nomination by the President of the University to an annual appointment. Staff members so nominated will be given formal advisement as to their reserve or pending continuing service status.

- II. Non-Exempt Position Assignments. Professional-scientific staff members serving in positions with which University Professional-Scientific Personnel Policies and Procedures are applicable will be granted an appointment in accordance with the following conditions.
- A. Temporary Position Assignments. (Position duties require performance of tasks temporarily required for an uncertain period of time or in connection with a specific function/assignment. Temporary position assignments may be supported with temporary and/or permanent funds.) As of July 1, 1979, professional-scientific staff members who are serving and continue to serve with temporary positions will be granted a like appointment. Such appointment effective in accordance with University Professional-Scientific Personnel Policies and Procedures shall not extend in a continuous manner beyond June 30, 1981.
- B. Term Position Assignments. (Position services are arranged for a specific period of time in connection with a project, grant, contract, special activity offering, or with a program for which a limited funding period may exist and/or periodic renewed funding may be required.) As of July 1, 1979, professional-scientific staff members who are serving with appointments currently identified as "annual" or "temporary" which meet the above cited term position criteria will be granted a like appointment upon the recommendation of the appropriate department head and approval of the division vice president. Such initial term appointments shall not extend in a continuous manner beyond June 30, 1981. Subsequent term appointments may be granted in accordance with such appointment provisions under the Appointment Categories and Notice of Non-Reappointment sections of the Appointment and Service Status policy.
- C. Permanent Position Assignments. [Position duty assignment of a continuing nature, designated with the University Budget as sustained by appropriated funds and/or funding identified by the University as permanent rather than temporary. In no event may a permanent position assignment occur with funding in whole or in part from University Organized Educational Activities (1XXXX), Current Restricted Funds (2XXXX), and Federal Agency Fund (95XXX) accounts.]
1. University service with a professional-scientific position assignment of less than three (3) continuous years as of July 1, 1979. Professional-scientific personnel in this group will be granted a probationary appointment and scheduled for an annual performance

evaluation to permit continuing service status to be designated according to provisions applicable with a probationary appointment.

2. University service in a professional-scientific position assignment of three (3) but less than five (5) continuous years as of July 1, 1979. During the 1979-80 fiscal year, professional-scientific personnel within this service group will be granted a probationary or a continuing service appointment upon the recommendation of the appropriate department head (dean, if applicable), and division vice president. Such action will occur with and be supported by a completed "Performance Appraisal Form" and/or a memorandum noting reasons for the appointment status designated.
3. University service in a professional-scientific position assignment for a period of five (5) or more continuous years as of July 1, 1979.
 - a. During the 1979-80 fiscal year the continuing service appointment will be granted formally to professional-scientific personnel who in the past have received "continuing employment" status, unless such a staff member has, since July 1, 1977, experienced a position reassignment, in which case a provisional appointment may be considered. (See Provisional Appointment provision applicable with Appointment and Service Status Policy.) Professional-scientific staff members who were in the past granted tenure status outside of an academic department will continue to serve with same unless such a staff member holds an exempt position in which case an annual appointment and applicable position placement provision will be effective.
 - b. Personnel who have not, according to record, been granted "continuing employment" status by the University prior to adoption of Professional-Scientific Personnel Policies and Procedures will be granted either a probationary or continuing service appointment effective with the 1980-81 fiscal year upon the recommendation of the appropriate department head (dean, if applicable) with the approval of the division vice president, unless such a staff member has experienced a position reassignment since July 1, 1977, in which case a provisional appointment may be considered effective. (See Provisional Appointment provision applicable with Appointment and Service Status Policy.) The probationary appointment, if applicable, will be for no more than two (2) years and shall be subject to appropriate

probationary service provisions, except that the 1980-81 fiscal year shall be considered the same as the fourth (4th) year of a regular probationary service period.

Service Status Description. During the 1979-80 fiscal year the service status of University professional-scientific personnel will be determined in accordance with the preceding stated position assignment-appointment procedures and made effective as of July 1, 1980.

Professional-scientific personnel who are granted an annual or provisional appointment will be accorded probationary or continuing service status on the basis of their period of continuous University service and conditions formally noted at time of University employment or identified in writing with their current position placement. Tenure status outside of an academic department as presently applicable for certain assigned professional-scientific staff members will be continued in effect. All conditions and privileges of University employment which have been provided in accordance with recognized University procedures and formally communicated in writing to individual professional-scientific staff members will be continued in effect. Professional-Scientific Personnel Policies and Procedures with respect to conditions and privileges of University employment will be otherwise effective.

Service status once established with Professional-Scientific Personnel Policies and Procedures will be communicated formally to individual professional-scientific staff members. Such status will be determined for all affected personnel on or before June 30, 1980.

II. APPOINTMENT AND SERVICE STATUS

Appointment Categories

The appointment categories noted below are applicable for University professional-scientific personnel in connection with permanent and temporary position assignments. Both the appointment category and service status effective for a professional-scientific staff member are identified when a Temporary, Term, Probationary, or Continuing Service appointment exists. The service status of the professional-scientific staff member serving with an Annual or Provisional appointment may be either probationary or continuing service, depending upon appointment conditions established at the time of position placement and/or the staff member's period of University service.

1. Temporary Appointment - is designated when the services of a professional-scientific staff member temporarily are required for an uncertain period of time to complete a particular project or to carry out certain duties and responsibilities. Such service may be rendered with a full or part-time schedule for an appointment period which shall not extend beyond two (2) consecutive fiscal years. Service with a temporary appointment of half time or more may be credited toward a probationary appointment period when such service immediately precedes the probationary appointment and a provision for credited service is specified in writing at the time the latter appointment is made.
2. Term Appointment - is designated when the services of a professional-scientific staff member are for a specific period of time required with a project, grant, contract, special activity offering, or in connection with a program for which a limited funding period may exist and/or renewed funding periodically may be required. The term appointment may be designated with a full or part-time schedule for a period of up to two (2) consecutive fiscal years. Up to two (2) years of term service which involves a schedule of half time or more may be credited to a probationary period when such service immediately precedes the probationary appointment and a provision for credited service is, at the time of appointment, specified in writing.
3. Probationary Appointment - is designated for the staff member serving with a permanent professional-scientific position (see Permanent Position Definition, page 8) assignment during the initial period of such University service. The probationary appointment continues for an initial service period of not less than three (3) nor more than five (5) fiscal years during which time the staff member's performance is evaluated to determine whether the continuing service appointment is to be designated. Probationary service credit continues to accrue when a staff member holding a probationary appointment experiences a position reassignment as the result of promotion, demotion, or transfer; however, a provisional appointment

(see below) may be effective immediately upon successful completion of such a period provided a provision for same is established in writing at the time of the position reassignment.

4. Continuing Service Appointment - is designated upon successful completion of a probationary or provisional appointment for the professional-scientific staff member serving in a permanent position (see Permanent Position Definition, page 8) for which University Professional-Scientific Personnel and Procedures are applicable. Position rights and privileges conferred with a continuing service appointment remain effective for the professional-scientific staff member in the absence of an annual (see below) or provisional appointment. Rights with respect to a continuing service appointment are forfeited for the duration of an annual appointment and with a provisional appointment must be re-established in accordance with applicable provisions. (See Continuing Service Status - Definition, page 8.)
5. Provisional Appointment - is designated for the professional-scientific staff member holding continuing service status when a reassignment to a permanent position occurs with a promotion, demotion, or transfer action. The provisional appointment is, at the time of position placement, designated for a period of up to two (2) fiscal years. The staff member may, during the provisional appointment period, regain a continuing service appointment or be returned to his/her former position provided an opening exists. If the former position is not available, the staff member will be assigned to a comparable position. The University administration's decision to return a staff member holding continuing service status and a provisional appointment to a former assignment or comparable position is not subject to grievance proceedings.
6. Annual Appointment - is designated for the professional-scientific staff member serving in a position identified by the University administration as covered by Section 4.04 (Other Board Appointments) of the Board of Regents Procedural Guide (see attached *Appendix A*) thus exempt from University Professional-Scientific Personnel Policies and Procedures relating to service rights and privileges conferred with continuing service status. The annual appointment is designated with position service involving major administrative assignments, policy development, and/or other related exempt duties and responsibilities. University service rights and privileges associated with continuing service status, and a like appointment, are not considered to be applicable with a position assignment involving an annual appointment. A professional-scientific staff member may qualify for and receive continuing service status while serving with an annual appointment; however, rights and privileges with such status will be considered applicable only upon the staff member's reassignment and appointment to a position covered by Professional-Scientific Personnel Policies and Procedures.

Appointment Procedures

Temporary, Term, Probationary, Provisional, and Continuing Service appointments are arranged and recorded according to existing University reporting procedures with the concurrence of the affected staff member upon the recommendation of designated administrators and/or department head (dean, as applicable) and with the approval of the appropriate division vice president. The Annual appointment is established with the concurrence of the affected staff member upon the recommendation of the appropriate department director and division vice president and, is, with the approval of the University President, reported to the Board of Regents in accordance with Section 4.04 (Other Board Appointments) of the Board of Regents Procedural Guide.

Appointment with Staff Unit Transfer

Instructional - Professional-Scientific. By mutual agreement between the University administration and a full or part-time faculty member, reassignment to a professional-scientific position can be effected. A faculty member holding a temporary, probationary, term or tenure appointment may voluntarily be reassigned in accordance with Professional-Scientific Personnel Policies and Procedures applicable with appropriate appointment provisions.

Tenure status is applicable only to the faculty member holding academic rank in an academic department. Continuing service status may be granted in lieu of tenure status with reassignment from a faculty position to a permanent professional-scientific position upon the recommendation of the designated department head (dean, as applicable), the approval of the appropriate division vice president, and with the concurrence of the affected faculty member.

Professional-scientific staff members may be granted temporary, part-time instructional appointments which carry lecturer or adjunct status.

Professional-Scientific - Regents Merit System. A transfer from Regents Merit System employment to professional-scientific service may occur as a result of a position reassignment or reallocation. The former occurs when the staff member serving with a Regents Merit System position accepts reassignment to a University professional-scientific position. Reallocation occurs when a Regents Merit System position, as a result of revised duties and responsibilities, is judged in accordance with non-exempt duty standards to be a professional-scientific position.

The University employee holding a Regents Merit System position with a permanent appointment will, upon reassignment to a professional-scientific position, be granted a leave of absence for a period of up to one fiscal year from the employment unit in which merit service has been rendered. Such unit leave, upon the request of the reassigned staff member and with the concurrence of appropriate department head and division vice president, may be extended annually for a period of up to two (2) fiscal years. The transferred staff member may, during such a unit

leave period, be returned to his/her former position provided an opening exists. If the former position is not available, the staff member will be assigned to a comparable position. The University administration's decision to return a staff member holding a probationary appointment to a former Regents Merit System assignment or comparable position is not subject to grievance proceedings.

The Regents Merit System employee holding a permanent appointment will, upon reallocation of his/her position, be given an opportunity to accept service as a professional-scientific staff member or elect transfer to another Regents Merit System position. Service conditions cited above with reassignment of a Regents Merit System employee to a professional-scientific position will be applicable for the staff member who elects to accept latter service in connection with a position reallocation.

Professional-Scientific Personnel Policies and Procedures effective with probationary and continuing service appointments will be applicable with the reassignment and/or reallocation of Regents Merit System employees and positions to the University's professional-scientific unit.

Permanent Position - Definition

The permanent professional-scientific position, as identified by the University budget, involves a duty assignment of a continuing nature performed with an annual service schedule of seven hundred twenty (720) hours or more and is sustained in total by appropriated and/or permanent University funds rather than by temporary funding.

Continuing Service Status - Definition

Continuing Service is a status awarded following successful completion of the probationary period. Such service status remains in effect unless the staff member is terminated under conditions outlined with the Continuing Service Appointment section of the Notice of Non-Reappointment provision and the Recall portion of the Reduction in Force Proceedings provision.

Notice of Non-Reappointment

A professional-scientific position appointment is considered to be renewed unless a staff member is specifically advised in writing of non-reappointment. Notice of non-reappointment is provided in accordance with the following appointment categories.

1. Temporary Appointment. The nature of the service required with this type of appointment causes the notice of non-reappointment provision

to be inapplicable. The University administration will, however, make every effort to keep staff members serving with such an appointment advised as to when services will be concluded.

2. Term Appointment. The period of service established at the time of appointment will determine the date for notice of non-reappointment. Notice confirming non-reappointment or granting a subsequent appointment will be given in writing and, normally, will not be later than sixty (60) calendar days prior the termination date specified with the term appointment.
3. Probationary Appointment. Notification of non-reappointment will be provided in writing following oral and written notice of such pending action. Such notification of non-reappointment normally will take place no later than sixty (60) calendar days prior to the date of termination and will contain in summary the reason(s) for the action.
4. Provisional Appointment. Notification of non-reappointment will be provided in writing following oral and written notice of such pending action. The period of notice and date of reassignment or termination will depend in part, upon conditions existing at the time of and applicable with such appointment, the staff member's assignment interests, the University's service needs, and the nature of the duties required with positions open at the time. Unless conditions dictate otherwise, notice of non-reappointment with reason(s) for such action will be provided in writing no later than ninety (90) days prior to reassignment or termination.
5. Continuing Service Appointment. Notification of non-reappointment for a staff member in either an exempt or non-exempt position will, except under unusual circumstances, be provided no later than ninety (90) calendar days prior to the date of termination. Such formal notification will, during the immediately preceding nine (9) month period, be preceded with evidence clearly noting that the staff member was advised orally and in writing on an on-going basis of conditions in question and actions necessary to rectify same.

A continuing service appointment may be terminated as a result of retirement, resignation, documented unsatisfactory performance of duties, misconduct or gross violation of University and/or Board of Regents policies. A continuing service appointment may also be concluded as a result of program and/or budget curtailment (see Reduction in Force Proceedings).

Suspension pending discharge may be immediately effective when the conduct of the staff member is seriously prejudicial to the university through substantial neglect of duty or commission of a felony.

III. POSITION ANNOUNCEMENTS AND PLACEMENT STANDARDS

General Selection Procedures

Professional-scientific position opening announcements, as well as staff selections and appointments with initial placement, promotion, transfer, voluntary reassignment and demotion, are completed in accordance with the provisions which follow.

Information concerning University professional-scientific position openings is in accordance with affirmative action principles communicated to potential candidates outside the institution via advertisements, placement agencies, etc. Like information is also circulated throughout the University to permit qualified persons already serving within the institution to apply. Candidates for professional-scientific position openings are required to possess minimum placement qualifications (i.e., appropriate degree(s) or equivalent and related experience, etc.) and evidence strong potential for excellence in the position to which they are to be appointed.

The primary standard for all University professional-scientific position placements requires that the candidate recommended be, in so far as can be determined, the best qualified applicant available for the position. Candidates for placement with professional-scientific positions are evaluated without reference to race, sex, creed, age, disability or other criteria prohibited by law.

Promotion - Transfer Procedures

Promotions with University professional-scientific position openings occur primarily on the basis of a staff member's professional growth and development as evidenced with successful performance in connection with prior duty assignments. Promotions reflect actual as well as future potential contributions toward fulfillment of the University's mission.

Professional-scientific staff members who accept promotion, transfer, reassignment or demotion while serving with probationary status complete such position assignment in accordance with provisions applicable with a probationary appointment. Staff members holding continuing service status complete such a position assignment in accordance with provisions applicable with a provisional and/or annual appointment.

Professional-scientific staff members who hold continuing service status and, following promotion, transfer, demotion, or reassignment and a period of provisional service, do not gain continuing status with respect to the new position assignment are granted priority rights in connection with future University position placements for which they qualify. University personnel who hold permanent status under the Regents Merit System and do not, following promotion, transfer,

demotion, or reassignment to a professional-scientific position and a period of probationary service, gain continuing service status are granted priority rights in connection with future University position placements for which they qualify.

IV. PERFORMANCE APPRAISAL PROGRAM

Standards of Performance

As representatives of the University of Northern Iowa, professional-scientific staff members are expected at all times to perform their duties promptly and efficiently, and conduct themselves in accordance with generally accepted standards as well as with specific standards prescribed by law, Board of Regents regulations, and/or University policies.

Appraisal Program

The University Performance Appraisal Program for professional-scientific personnel is designed to evaluate the accomplishments of individual staff members in terms of mutually agreed upon performance objectives. Such objectives are identified by the professional-scientific staff member and his/her department head to insure consistency with formally established department and division objectives and goals.

The appraisal program, with applicable forms and procedures, is designed to assist the professional-scientific staff member in assessing past performance and development of plans for future action in cooperation with and under the guidance of his/her department head. Included in such review and planning procedures is the development of objectives relating to both position performance and personal professional development.

Appraisal Proceedings

Performance appraisal proceedings call for review and planning procedures to be completed with each professional-scientific staff member no later than thirty (30) days prior to the date the designated review period is to be concluded in order to permit defined objectives and goals to develop in a consistent manner at department and division levels.

Performance evaluation proceedings are conducted annually; however, a more frequent assessment of performance may be arranged as required with a position reclassification, reassignment, promotion or demotion. A staff member may also request from his/her department head a performance evaluation at any time. At a designated time the department head and staff member separately appraise performance with respect to cooperatively established and mutually agreed upon objectives. Such performance reviews completed with specially developed materials (Self Appraisal and Performance Appraisal forms) are designed to prepare appraisal program participants for a constructive discussion of their independent findings during the joint performance appraisal interview. During the appraisal interview, participants

review and discuss the findings evidenced with prepared assessment materials; reach a common agreement as to objectives realized and define goals yet to be attained. Primary considerations during such interviews include:

1. Existing understandings with respect to position duties and responsibilities.
2. The extent to which job performance and professional development objectives have been realized during the service period under review.
3. Job performance goals and professional self-development plans for the ensuing period.
4. Development of a precise statement concerning performance objectives and self development plans so that participants are fully knowledgeable as to when goals are to be accomplished.

The Performance Appraisal report form is, following the interview, completed with copies retained by the staff member and the department head. During the ensuing review period, planning outlined with the appraisal form is used as a reference with review of performance goals and follow-up sessions between the department head and staff member. Timing for follow-up sessions during a review period depends in part upon learning time required for proficiency, nature and extent of duty assignments, level of performance, etc. Performance plans are employed throughout the review period as well as at the conclusion to compare accomplishments with objectives. It is on the basis of performance demonstrated, as well as the development of skills, experience and judgment evidenced with position service the merit salary allowances are awarded.

V. REDUCTION IN FORCE PROCEEDINGS

Reduction in Staff Services

In the event it becomes necessary for the University to reduce its professional-scientific staff services as a consequence of a shortage of funds, lack of work, revision in work, unit organization, curtailment in program offerings, abolishment of position(s) or a like action, an effort will be made to accomplish adjustment of staff through attrition, rotation and reassignment of personnel, adjusted service periods, and similar means provided such steps can be arranged in a manner that will not impair the efficiency of affected service units of the University as a whole. The following procedures shall be invoked by the University administration following consultation with the Professional-Scientific Council when forced separation of personnel is required as the result of above noted operational conditions.

Order of Reduction

In the event it becomes necessary to reduce the number of professional-scientific staff members, such reduction shall occur in accordance with the following standards:

1. Staff members serving with temporary and term appointments shall be subject first to staff reduction proceedings with notice of separation provided in accordance with Professional-Scientific Personnel Policies and Procedures relating to appointments (Appointment and Service Status). Personnel serving with such appointments may elect to compete for vacant professional-scientific positions, but shall be given no priority consideration.
2. Professional-scientific personnel serving with part and full-time probationary appointments will be subject to reduction in staff proceedings following the separation of staff members with temporary and term appointments. Personnel serving with probationary service status may elect to be reassigned to any open professional-scientific position provided they are fully qualified to perform the work as established with prior related University service. Staff members with probationary service status who have been separated from University service as a result of reduction in force proceedings may, in the event of an absence of separated personnel with continuing service status, be given consideration for placement prior to the initiation of normal recruitment procedures to fill a vacant professional-scientific staff position.
3. Only after reduction in force proceedings have been made applicable for temporary, term and probationary staff members will same be

effective for staff members with continuing service status. Such personnel may elect to be reassigned to any open professional-scientific position in the system provided they are fully qualified to perform the work as established with prior related University services. Personnel with continuing service status who have been separated from active University service with reduction in force proceedings will be given priority consideration for placement when a vacant professional-scientific position exists.

Standards for Staff Reduction

During periods of staff reduction the following criteria will be applied according to the appointment categories listed in the previous section of this policy statement to effect reduced staffing while maintaining an optimum level of operational efficiency. (The sequence of criteria listed does not indicate order of priority and/or importance.)

1. Present and prior related position assignments with the University.
2. Professional preparation and previous work experience related to University operations.
3. Relative skills ability and performance demonstrated with University assignments as evidenced with appraisal procedures.
4. Applicable affirmative action laws and regulations.
5. University service units and/or programs directly affected.

Notification of Non-Reappointment with Staff Reduction

Notification of non-reappointment with reduction in force proceedings will be provided in writing following oral and written notice of such pending action. Such notification of non-reappointment will normally occur no later than thirty (30) calendar days prior to the effective date active service is to be concluded.

Recall

Professional-scientific personnel serving with probationary or continuing service status at the time of separation from active University service, as a consequence of staff reduction, will be eligible for recall to their same status in accordance with the following provisions.

1. Professional-scientific staff members with probationary service status may request annually in writing to be continued on the

recall roster for a period equal to active service up to three (3) years. Such staff members are eligible upon application to be considered for recall for positions for which they possess the necessary professional qualifications (i.e., applicable degrees, training and experience, etc.).

2. With an annual request in writing, professional-scientific staff members with continuing service status will be considered for vacant University positions for a period equal to active service up to five (5) years. Upon application, such staff members will be interviewed and evaluated for vacant professional-scientific positions prior to the initiation of normal recruitment procedures. If an inactive University staff member with continuing service status is not, following application and interview, selected for an open professional-scientific position, he/she will be advised in writing by the employing administrator as to the reason(s) for the rejection. The University administration's decision to reject placement of such a staff member is not subject to grievance proceedings.

General Provisions

Staff members to be interviewed for return to active service will be notified of position vacancies by the University. Notification will be by certified mail return receipt requested. The inactive staff member is to keep the University Personnel Services Department advised of his/her current mailing address, telephone number, recall interest, and positions in which qualifications for placement is claimed. Failure to respond to a request to be interviewed for a position opening within fifteen (15) calendar days of the date on which notification is provided shall constitute a decline of notice for that position. A period of inactive service upon recall will be considered as a leave of absence for purposes of University and position service, salary, fringe benefit allowances and other conditions of employment.

VI. PROFESSIONAL-SCIENTIFIC STAFF COMPENSATION PLAN

Compensation Plan Administration

The Professional-Scientific Compensation Plan is administered in a uniform manner by the University Personnel Services Department under the direction of the Vice President for Administrative Services in accordance with established policies and procedures.

Each professional-scientific staff member is compensated within the salary range of the pay grade to which the position held is assigned. Pay grade salary ranges (see *Appendix B*, 1979-80 Professional-Scientific Personnel Position Service-Compensation Schedule) permit available merit funds to be administered in a manner which allows for position performance to be reflected. The lower portion of the pay-grade range provides the opportunity for salary advancement as the newly placed staff member gains experience in an assigned position and evidences gradually improved performance. The fully qualified staff member who performs satisfactorily is eligible to receive compensation at the midpoint of the appropriate salary range. Further salary allowances, occurring over a period of time at levels approaching the top of the pay grade, may result as outstanding service is evidenced. The upper portion of the pay-grade salary range thus provides the opportunity for recognizing and rewarding a relatively small group of staff members beyond that normally expected for the position. Such staff members will have demonstrated unusual versatility and are prepared for immediate promotion. Thus, the University's Professional-Scientific Personnel Compensation Plan operates in conjunction with the Performance Appraisal Program to cause upward salary movement in each grade to reflect reward based on demonstrated performance as well as the development of skills and experience.

Entrance Salary

The salary for the professional-scientific staff member joining the University normally will be established within the first quartile range of the pay grade in which the position is classified. Such salary placement permits recognition of experience and qualifications yet serves to guard against salary inequities that could arise as a result of the placement of a new professional-scientific staff member at a salary level that exceeds market value and/or distorts the salary relationship to incumbent positions. Only when employment conditions affect recruitment effort or a candidate brings to a position outstanding prior training and experience related directly to a position may an entrance salary above the first quartile be qualified. Such an exception requires the recommendation of the employing department head and the approval of both the division vice president and the Vice President for Administrative Services.

Merit Increases

The ability of the University to provide merit salary adjustments for professional-scientific staff members who demonstrate outstanding service is dependent upon the extent of funds appropriated and limitations applicable with such fundings as salary allowances are determined. Available merit funds are allocated to advance relatively long term, fully qualified, highly satisfactory staff members within the salary ranges of the paygrades to which their positions are assigned. Salary increments for individuals nearing the maximum of their paygrades are normally restricted to the amount of a general across-the-board allowance. Salary allowances above the midpoint, unless otherwise legislated, are granted on the basis of outstanding performance.

Compensation with Promotion

Staff promotions to higher positions justify larger salary increases than are normally granted for improved performance within a pay grade. The exact amount of such increases are determined in part by the number of grades involved in the promotion and by the anticipated future performance of the individual promoted. In the event the salary of a professional-scientific staff member experiencing a promotion is below the salary range for the new position, the staff member's salary will be advanced to the minimum of the appropriate pay grade. The salary allowance, if any, beyond the appropriate pay grade minimum with promotion will be determined, in part, upon the staff member's prior training and experience related directly to the new position assignment, the extent of pay grade movement which occurs, and salaries held by other comparable professional-scientific personnel serving with positions in the same pay grade. Ideally, the promotional salary allowance should not cause the compensation level for the promoted staff member to exceed the first quartile of the salary range, thus allowing for recognition of experience and qualifications, yet permitting advancement to occur as satisfactory performance in the new position is evidenced. Resource constraints existing at the time of a promotion may cause a salary allowance to be at a level less than deemed appropriate, in which case a further salary review is scheduled to coincide with the University's fiscal year.

If at the time of promotion the salary of a professional-scientific staff member is within the salary range for the new position, a promotional salary allowance, if any, will be determined on the basis of the staff member's salary as positioned within the range with respect to the midpoint, the promoted employee's prior training

and experience related directly to the new position assignment, the salaries of other personnel with comparable University service assigned to positions within the same pay grade, availability of salary funds, and like matters.

Compensation with Transfer

The professional-scientific staff member who is transferred from one position to another in the same pay grade normally will receive no salary adjustment. The salary of the staff member who experiences a transfer involving a change from a position in one pay grade to another pay grade is adjusted in accordance with regulations regarding promotion or demotion.

Compensation with Special Position Assignment

The professional-scientific staff member who is given a special position assignment is compensated at the minimum salary of the position pay grade for the duration of such service. If the staff member is already compensated at a salary level equal to or higher than the pay grade minimum, an added salary allowance, if any, will be determined on the basis of the relationship between former and new duty assignments, prior training and experience directly related to position duties and like matters. If the position in which a professional-scientific staff member serves with a special assignment is in a pay grade lower than that in which normal service occurs, the staff member will continue to be compensated at his/her regular salary during the period of such assignment.

Compensation with Position Reclassification and Pay Grade Reallocation

If a position is, as a result of restructuring, reclassified to a higher pay grade, the "Pay on Promotion" provision will be applicable.

If, as a result of restructuring, a position is reclassified to a lower pay grade, the "Pay on Demotion" provision will be applied.

Compensation with Demotion

Upon the recommendation of the department head and the approval of the appropriate vice president, the compensation level for a professional-scientific staff member who is demoted will be established within the new position pay grade at a level that does not exceed the salary at which the staff member was compensated prior to the demotion action.

Compensation with Reinstatement or Return From Leave

The professional-scientific staff member who is reinstated to a previously held position will be compensated at a level no less than that allowed with prior service provided funds are available. The staff member who is reinstated with a lower position placement will be compensated in accordance with the pay on demotion provision.

The staff member reappointed to a previously held position or a position in the same pay grade on conclusion of a leave of absence without pay will be compensated in accordance with the provisions concerning pay on reinstatement as provided above.

Compensation with Part-time Service

Pay for part-time service within a professional-scientific position is provided proportionally equivalent to the salary for full-time service as noted with the Professional-Scientific Position Service - Compensation Schedule document. (See *Appendix B.*)

VII. CLASSIFICATION PLAN

Position Evaluation Procedure

The relative value of professional-scientific positions has been established and is maintained on the basis of the University's Professional-Scientific Position Classification Plan. The classification plan was developed and continues to operate on the basis of position description materials which identify duties and responsibilities applicable with existing professional-scientific positions. Such descriptive materials are revised as required when positions are restructured with realignment of duties and are prepared when new positions come into existence.

Position description materials have permitted the University to complete and maintain an evaluation of professional-scientific positions on the basis of a point-rating comparison. The point-rating comparison has resulted in each University professional-scientific position being assigned a numerical value according to the evaluation factors cited below. Evaluation factors have been defined and rating values established at specific degree levels within each factor. Professional-scientific positions with similar value ratings have been grouped according to eight grades or levels of compensation.

Evaluation Factors

The Personnel Services Department completes a detailed study of all new and revised professional-scientific positions, prepares required description materials for such positions, and evaluates same on the basis of the following rating factors:

1. complexity of problems to be solved;
2. minimum skills and knowledge required;
3. interpersonal relationships ordinarily involved in day-to-day activities of the position;
4. organization levels at which interpersonal relationships ordinarily occur;
5. nature of responsibility exercised within the content of the overall operations of the University;
6. scope of functional responsibility exercised;
7. constraints on independent action within which the position functions;

8. impact of independent actions on the attainment of goals for educational programs and/or institutional development.

Position Evaluation Committee

The value grade established by the Personnel Services Department for a new or revised professional-scientific position is reviewed with the appropriate department head and recommended to the Position Evaluation Committee. If a question exists as to the grade level established for a position, point value ratings proposed by the Personnel Services Department are reviewed by the Position Evaluation Committee. Decisions by the Position Evaluation Committee on the point ratings and grading of new or revised professional-scientific positions are subject to review by the Assistant Vice President for Personnel Relations and the approval of the Professional-Scientific Review Committee.

As a general policy, the grade of a evaluated position is not changed unless a re-evaluation meets two (2) conditions:

1. The revised point value is at least fifteen (15) points above or below the existing value.
2. The revised point value falls into the next higher or lower grade.

Although a re-evaluation may not result in regrading, revised point ratings are established with position descriptions affected. Accumulations of point rating changes and revisions in position content may then be considered if a revised position description and re-evaluation becomes necessary at a later date.

The Position Evaluation Committee is composed of three (3) voting members. Three (3) University administrators experienced with professional-scientific position classification proceedings, who hold annual appointments in connection with position assignments exempt from University Professional-Scientific Personnel Policies and Procedures, are named by division vice presidents. The Committee reports to the Assistant Vice President for Personnel Relations and meets on the call of the Personnel Director who serves as an exofficio member and chairperson of the Committee.

Professional-Scientific Review Committee

The Professional-Scientific Review Committee serves to establish policy and oversee the administration of the Professional-Scientific Position Classification-Compensation Plan. The Committee serves as

a resource and counseling group on particularly difficult or significant classification issues where (1) agreement by the Personnel Department and/or the Position Evaluation Committee and a unit administrator cannot be reached and/or (2) if adopted, the classification change could affect other University professional-scientific positions.

The Committee is composed of University division vice presidents and the Assistant to the President - State Relations & Special Events. The Committee reports to the President and meets on the call of the Vice President for Administrative Services who serves as chairperson. The Assistant Vice President for Personnel Relations serves as an ex-officio member of the Committee.

Position Classification Examination Procedure

A permanent professional-scientific staff member may request that the classification of his/her position be examined. The Personnel Services Department may also initiate examination of a position as may be necessary (i.e., reorganization of department, revision in program offering, realignment of position duties, etc.). A position examination may include both "review" and "appeal" proceedings. Such proceedings are designed to provide for a systematic and efficient examination of positions as the need arises.

Position Classification Review Process

Professional-scientific position classifications in question may be reviewed in accordance with the following procedure.

Level I. A staff member may initiate a review of his/her position classification by first discussing the rating concern with the department head. If the staff member remains concerned after such discussion, he/she may formally request of the department head a review of the position. Such request shall be in writing and is to note the rationale for the request (reorganization of work unit, revised or added duty assignments, change in responsibility, etc.). The department head will discuss the review request with the staff member and forward the request with his/her written recommendation to the Personnel Director within five (5) working days (with a copy to the staff member) after receipt of the staff member's written request.

Level II. The Personnel Director, or a designated Personnel Services Department administrator, will respond to the department head in writing, with a copy to the staff member, within five (5) working days. Such response will serve to acknowledge receipt of the review request, provide a copy of the current position description, and request submission of information deemed appropriate with the position review. Within five (5) working days following receipt of the Personnel Services Department response, the staff member and department head will submit

a revised position description and classification support materials to the designated Personnel Services Department administrator.

Level III. Upon receipt of the revised position description, the Personnel Services Department administrator will consult with the affected staff member and the department head (and others as appropriate) concerning position duties, assignments or responsibilities in question, to clarify and revise position description information following attainment of approval for same from the staff member and the department head. Such preparations for the position classification review normally will be completed within twenty (20) working days. The Personnel Director will, within five (5) working days of receipt of the approved position description, convene the Position Evaluation Committee. The affected staff member and department head (dean, as applicable) may, upon request, attend the meeting of the Position Evaluation Committee to present information (i.e., detail on position duties, establish relationship between positions within a department or area, etc.) and make inquiries considered to be pertinent to the classification review.

The Position Evaluation Committee will prepare a point value analysis for each position rating reviewed. Such analysis will reflect consideration of information supplied to the Committee with written documents and/or an oral presentation. The Committee's findings and recommendations will be referred to the Assistant Vice President for Personnel Relations within five (5) working days following the convening of the Committee.

Level IV. The Assistant Vice President for Personnel Relations will affirm or modify the evaluation and advise Committee members, the affected employee and the department head (dean, as applicable) accordingly within five (5) working days. The Assistant Vice President for Personnel Relations may, in considering a recommended position evaluation, reconvene the Position Evaluation Committee, request or consent to submission of added written or oral information and/or conduct an on-site audit of position duties. The decision of the Assistant Vice President for Personnel Relations will be the final step of the review process.

If the decision rendered at Level IV is acceptable to the staff member, the review will be considered concluded, in which case further classification review may not be made for at least a twelve (12) month period unless it is clearly established that a substantial change in duties and responsibilities has occurred.

If the decision at Level IV is not acceptable to the staff member, he/she may initiate position classification appeal proceedings. Position review actions which are not completed within the designated time limits established at each level may be advanced to the next level within seven (7) working days of the expiration of the designated time limits. The affected staff member and administrative representatives may agree in writing to extend the time limits at any level of the review procedure.

Position Classification Appeal Procedure

The following procedure may be initiated by a staff member to appeal an unacceptable decision rendered with a position classification review action.

An appeal of a position classification review action must be initiated within five (5) working days following receipt of the Assistant Vice President for Personnel Relations' decision at the final step of position classification review proceedings. Such appeal is to be directed to the Vice President for Administrative Services with completion of the Position Classification Appeal form. The form is to be accompanied by a copy of pertinent position descriptions, correspondence, and like materials related to the classification appeal.

The Vice President for Administrative Services, within ten (10) working days following receipt of the Position Classification Appeal form, will arrange to convene the Professional-Scientific Review Committee to study data pertinent to the position classification. Position description materials, existing and/or proposed revised Position Evaluation Committee ratings and like data relating to the position classification in question as developed with position classification review proceedings will be reviewed and a decision rendered within ten (10) working days following receipt of the appeal by the Professional-Scientific Review Committee. The decision of the Professional-Scientific Review Committee will be final.

Time limits may be extended with position classification appeal actions upon mutual agreement of the position incumbent and the Vice President for Administrative Services. Such extension will be confirmed in writing.

Further classification review/appeal actions may not be taken for at least twelve (12) calendar months unless it is clearly established that a substantial change in duties and resignations has occurred.

VIII. COMPLAINTS AND GRIEVANCES

Grievance Procedure

Complaints and grievances by professional-scientific personnel will be resolved in accordance with the procedures set forth below. A professional-scientific staff member has the right to present a matter of concern or dissatisfaction relating to:

1. interpretation, application or alleged violation of written University or Board of Regents policies and/or procedures governing conditions of employment, work schedule, compensation (other than general salary schedule and general salary adjustments); and
2. administrative action involving employer discrimination based on age, national origin, physical disability, race, religion, sex or other criteria prohibited by law.

(This process is not designed to resolve professional-scientific position classification matters; such conditions are undertaken with Position Classification Review proceedings.)

A professional-scientific staff member (or group of professional-scientific personnel) alleging a policy misinterpretation and/or misapplication, discrimination, or taking objection to a disciplinary action will seek, initially, to resolve such complaint by informal means and/or through administrative channels. Such informal procedures (e.g., Personnel Services Department inquiry, contact with supervisor, department head, and/or division vice president, etc.) must be initiated within thirty (30) working days following the time the staff member(s) first became aware or should have become aware of the condition necessitating the complaint.

Failing resolution by informal means, the formal grievance procedure may be initiated. Such procedure must be initiated no later than forty-five (45) working days following the date the grievant(s) first became aware of, or should have become aware of, the occurrence of such grievance; however, under no circumstances shall a grievance be considered timely after six (6) months from the date of occurrence.

A formal grievance statement is to be prepared and submitted on an established grievance form which will be maintained with the original copy of documents related to the grievance and will serve as the grievance file. The grievance form shall contain a statement as to the description of the grievance with pertinent circumstances and date(s) of occurrence(s) noted. Such statement is to identify the

policy allegedly violated, the grievance issue, and cite the relief sought.

Formal Grievance Levels

Grievance actions will be resolved in conformity with the following review levels.

Level I. The grievance statement shall be dated and filed with the grievant's immediate supervisor who shall conduct an investigation, give the aggrieved and/or a representative of his/her choosing the right to present the matter in question orally and respond in writing within ten (10) working days indicating his/her disposition and reasons for same. (This level is waived if the person to whom the staff member is immediately responsible is also the department head.)

Level II. If the grievant is not satisfied with the decision rendered at Level I, or if a decision is not rendered in a timely manner, he/she may, within five (5) working days of receipt of this decision, appeal in writing to his/her department head (dean, as applicable) and the University personnel director. The department head and the personnel director shall, within ten (10) working days of receipt of the grievance file, investigate the conditions cited with same, give the aggrieved and/or a representative of his/her choosing the right to present the case orally and provide a response in writing.

Level III. If a disposition is not issued within the prescribed period or if the grievant finds the decision as rendered at Level II to be unsatisfactory, he/she may, within five (5) working days, appeal in writing to his/her division vice president. Such appeal will include all of the information included in the initial grievance and subsequent reviews, all decision related thereto, and any other pertinent information the aggrieved staff member may wish to submit. The appeal will be signed and dated by the staff member. Within five (5) working days of receipt of an appeal, the grievant or his/her designee and the division vice president will designate a hearing officer to review and study the grievance. If agreement on a hearing officer is not reached within ten (10) working days of the request for a hearing, the Personnel Services Department will provide the two parties with the names of five (5) persons experienced in dispute resolution. The parties will then select the hearing officer by alternately striking a single name until one name remains. The grievant will be the first to strike a name. The hearing officer will complete an investigation of the grievance, conduct an oral hearing and submit his/her findings and recommendation(s) in a written report to the division vice president within five (5) working days following conclusion of the hearing. Notification as to the time, date and place of the hearing shall be provided to the aggrieved staff member within three (3) working days following selection of the hearing officer. Such hearing shall be scheduled not earlier than ten (10) nor more than fifteen (15) working days after notice has been given. The vice president may affirm, reverse, or modify the recommendation(s) of the hearing officer. The vice president will notify the grievant, hearing officer and others affected by his/her decision within five (5) working days following receipt of the hearing officer's report. A copy of the hearing officer's report will be referred to the grievant with the vice president's decision and will become a part of the grievance file.

Level IV. If the grievant finds the decision at Level III to be unacceptable or if a decision is not rendered in a timely manner within the prescribed period, he/she may within five (5) working days appeal to the President of the University.

The President or his/her designee will review the vice president's disposition of the appeal, the hearing officer's report and other pertinent information submitted with the record prepared with the case. After reviewing such materials, the President or his/her designee may complete a further investigation, conduct an oral hearing, consult with the hearing officer or take other appropriate action. A decision will, on the basis of information compiled with such actions, be rendered within fifteen (15) working days following receipt of the appeal by the President's office.

Miscellaneous Provisions

The following general conditions will be applicable with grievance proceedings.

Alternate Procedures. The University shall not be required to process the same or a substantially equivalent claim or complaint through the grievance procedure when such a complaint has been filed or if it has been adjudicated in any form other than under the procedures described.

Settlement Offers. No offer of settlement of a grievance by an aggrieved staff member or a University administrator will be admissible as evidenced in later grievance proceedings or elsewhere. No settlement of a grievance shall constitute a binding precedent in the settlement of similar grievance.

Grievance Review Standards. If a grievance concerns non-reappointment, salary, denial of promotion, denial of continuing service status, or placement rejection with continuing service, the review standard will be limited to determining whether the action taken failed to follow procedures.

The staff member holding continuing service status who is serving with a provisional appointment shall not have the right to grieve reassignment to a former or comparable position. Neither shall the University administration's decision to return a staff member holding a probationary appointment to a former Regents Merit System assignment or comparable position be subject to grievance proceedings.

Open or Closed Hearings

Unless the grievant or the University requests otherwise, grievance hearings will be closed. Should a party request that the hearing be open, same shall notify the hearing officer and the other party of such interest at least two (2) working days in advance of a scheduled hearing. After hearing arguments at a closed meeting

from a grievant and the University on a request to open a hearing, the hearing officer at his/her discretion shall decide whether or not the hearing should be open.

Burden of Proof

Except in cases involving the dismissal of a staff member with continuing service status, the grievant shall have the burden of proving by clear and convincing evidence that the action grieved is improper under one or more of the standards cited above. In the case involving the dismissal of a staff member with continuing service status, the University will have the burden of proving grounds exist to justify termination of the appointment of the aggrieved. The party with the burden of proof will present evidence first.

Time Standards

If an aggrieved employee does not appeal a decision rendered at a level of the grievance procedure within the time prescribed, the decision will become final. If a University representative does not reply to an employee's grievance or appeal within the prescribed time, the employee may proceed to the next level. With the consent of both parties, designated time limits may be extended.

Representation

A professional-scientific employee may be represented by a representative of his/her choosing at each level of the grievance procedure. The name of such representative is to be noted with the initial grievance filing and at each subsequent appeal level. Presentations, reviews, investigations, and hearings held under the grievance procedure may be conducted during working hours without loss of regular earnings.

No retaliatory action shall be taken against a staff member because he/she utilized the grievance procedure, served as a representative, or acted as a witness with such proceedings.

IX. HOLIDAYS & LEAVES

Authorized Reasons for Absence

The University provides for continued earnings with designated holidays and in connection with approved vacation leave time. Other authorized leaves with continued full or partial earnings are under designated circumstances authorized by the University.

Holiday Leave

The University provides for eleven (11) holidays with continued earnings during a calendar year period. Nine (9) holidays are scheduled as noted below while the two (2) remaining days are designated unscheduled (personal) holidays. Unscheduled (personal) holidays are accrued on a monthly basis and are added to the staff member's vacation account. (See Vacation Leave Entitlement.)

Scheduled Holidays

New Years Day	January 1
Memorial Day	The Last Monday in May
Independence Day	July 4
Labor Day	The First Monday in September
Thanksgiving Day	The Fourth Thursday in November
Friday after Thanksgiving	
Christmas Day	December 25

Two (2) other holidays are designated annually by the University.

When a holiday is observed during the Monday through Friday work week and a staff member is excused from work on the holiday, earnings are continued provided compensation for the scheduled work days immediately preceding and following the holiday period is qualified. For staff members on a Monday through Friday work week, Monday is observed as the holiday when a scheduled holiday occurs on Sunday while Friday is recognized as the holiday when the scheduled holiday fall on Saturday. For all other staff members, the holiday shall be deemed to fall on the day on which the holiday occurs.

Sick Leave

Professional-scientific personnel accrue sick leave at the rate of one and one half (1.5) days per month of service. While sick leave entitlement accrues during vacation, emergency leave and sick leave periods, such leave does not accrue during approved leaves of absence without pay.

In the event the University administration has reason to believe that a staff member is abusing the sick leave privilege or may not be physically fit to return to work, the administration may require a medical certificate or other appropriate certification. Sick leave claims shall be reported with the Administrative Staff Absence Request Form.

Sick Leave Vacation Conversion Benefit. While there is no maximum limit on the amount of unused sick leave that may be accumulated, professional-scientific staff members may elect, once thirty (30) days (240 hours) have accumulated to have with conversion one-half day (4 hours) added to their accrued vacation leave account in lieu of adding one and one half (12 hours) to their accrued sick leave. [Conversion rights are prorated at the rate of three to one (one hour of vacation for every three hours of earned sick leave) in the case of eligible part-time professional-scientific personnel.]

All leave time chargeable to the sick leave benefit (e.g., doctor's appointments, personal emergency leave, etc.) causes the otherwise qualified professional-scientific staff member to be ineligible to participate in the conversion option for the month in which such claim occurs.

Added vacation leave days accumulated by a staff member with application of the conversion option are not accounted for in a manner separate from regular vacation leave time. Professional-scientific personnel who have reached the maximum vacation leave entitlement [twice the annual vacation leave (44 days) and unscheduled personal holidays (4 days) entitlement] are permitted to accumulate an additional four (4) hours per month, up to a maximum of twelve (12) days beyond their annual vacation leave and unscheduled (personal) holiday entitlement.

Accumulated Unused Sick Leave Retirement Benefit. The sick leave retirement benefit provides that the eligible staff member shall receive a cash payment for his/her accumulated unused sick leave by the staff member's hourly rate of pay at the time of retirement. The total cash payment for accumulated, unused sick leave cannot exceed two thousand dollars (\$2,000) and is payable upon retirement. This provision is applicable for all professional-scientific staff members who retired on or after July 1, 1977. In order to be eligible for the sick leave retirement benefit, the staff member must be fifty-five (55) years of age and have applied for retirement benefits.

Payments to those who are eligible are subject to Federal and State withholding, TIAA-CREF (or like approved retirement programs), and IPERS. The payout is not subject to FICA nor will it affect earnings for Social Security purposes.

Court and Jury Service Leave

When in obedience to a subpoena or direction by proper authority, a staff member is required to appear as a witness or serve as a member of a jury in connection with public or private litigation, he/she will be entitled to regular compensation provided pay received for such service (other than travel or personal expense reimbursement) is surrendered to the University cashier. Such leave is to be noted with an Administrative Staff Absence Request Form.

Administrative Leave

Professional-scientific personnel may, upon application, be granted short term leaves of absence with continued earnings to participate in meetings, conferences, programs or to otherwise engage in activities relating to University duty assignments. Such short term leaves are normally for periods of a week or less yet may, at the discretion of the University administration, be granted for a period of up to twenty-two (22) consecutive days. Absences for purposes of consulting (see Consulting Services Policy) or for other professional activities for which earnings are continued may be granted with this leave provision.

Personal Emergency Leave (Funeral, Pallbearer, etc.)

A department head may grant a professional-scientific staff member time off with pay:

1. in the case of death in the staff member's immediate family, not to exceed three (3) days for each occurrence;
2. for service as pallbearer at the funeral of a person not a member of the staff member's immediate family, and not to exceed one (1) day for each occurrence;
3. for the temporary emergency care of ill or injured members of the staff members's immediate family for the time necessary to permit the staff member to make other arrangements, not to exceed an accumulation of five (5) days a year.

All such time off is charged to the staff member's accumulative sick leave. Such time will not be granted in excess of accrued leave. For the purposes of this policy, immediate family is defined as and limited to wife, husband, children, parents, grandparents, grandchildren, foster children, brothers (and their spouses), sisters (and their spouses) of the staff member or spouse; aunts and uncles of the staff member; or other relatives residing in the staff member's immediate household.

After informal approval by the department head, all such requests shall be made in writing on the Administrative Staff Absence Request Form.

Vacation Leave Entitlement

Professional-scientific personnel serving with other than a temporary appointment on a full-time basis accrue vacation leave at the rate of 1.8333 days per month or twenty-two (22) working days per anniversary year. [Two Personal Holidays per calendar year together with twenty-two (22) vacation leave days per anniversary year causes the accrual to total two (2) days per month.] A staff member's anniversary year extends from his/her employment date (month and day) and ends the day before the same date the following year. Vacation leave may be cumulative to twice the annual entitlement and is granted, upon the staff member's request, at the discretion and convenience of the employing department. A department head may require a professional-scientific staff member to take vacation leave whenever in his/her administrative judgement such action would be in the best interests of the University and the staff member. No staff member is required to reduce his/her accrued vacation leave to less than one week by such action. Vacation leave periods are to be identified and arranged with the Administrative Staff Absence Request Form.

Leaves of Absence

Leaves of absence from active University service without continued earnings may be granted for a variety of personal and other compelling reasons. Such leaves are granted with the understanding that the staff member plans to return to active service at the conclusion of the leave period specified. Failure to return to active service or to make arrangements for an extension of a leave normally will be considered as a voluntary resignation. All leaves of absence without compensation are to be identified and arranged with the Administrative Staff Absence Request Form.

Disability Leave. The professional-scientific staff member found to be qualified for income benefits under the University Long Term Disability Insurance Plan will be granted a disability leave. Such leave ceases on the earliest of the following dates: the date the staff member is no longer disabled; the date he/she fails to submit to any required medical examination, or the date the staff member fails to provide required proof that a disability condition has continued without interruption; or the June 30 coinciding with the next following date the staff member attains sixty-eight (68) years of age, or if prior thereto, the date of retirement.

Maternity Leave. The time during which a professional-scientific staff member is medically unable to work because of pregnancy, miscarriage, abortion, childbirth, and recovering therefrom will be granted a maternity leave and afforded benefit of accrued sick-leave time. An approved request for an absence beyond the maternity leave period is considered as a leave of absence without pay.

Medical Leave. Upon written application a professional-scientific staff member serving with other than a temporary appointment may be granted a medical leave for a period of disability occurring after expiration of both sick leave and vacation leave benefits and prior to approval of long-term disability income benefits. Such leave may be granted for a period of up to six months.

Military Leave. Professional-scientific staff members, other than those employed temporarily for six (6) months or less, who are inducted, enlist, or with reservist or National Guard duty, and leave active service with the University to report immediately for military duty will be continued in the employ of the University for such military service for as long as re-employment rights exist under the law and provided return to active University employment occurs within the time specified. There is no loss of regular earnings during the first thirty (30) days of a military leave of absence.

X. MISCELLANEOUS POLICIES

Professional Development Programs

University staff development programs are designed to increase the effectiveness of personnel through activities which contribute both to individual development and to overall organizational performance. The following programs, together with University sponsored supervisory training seminars, are provided to insure continuing personal development of professional-scientific personnel and improved performance of duty assignments required of positions with which such staff members serve.

Participation in Professional Organizations. The University maintains institutional memberships in selected state and national organizations which provide development materials and offer enrichment programs for professional-scientific personnel serving in the various operational areas of the University. Professional-scientific staff members who are designated by the University administration as institutional representatives and/or are assigned by the University for attendance at meetings or conferences of such organizations are reimbursed for approved expenses incurred with same in accordance with established University policies and procedures relative to expense reimbursement (see Administrative Leave).

Professional-scientific personnel are at the same time encouraged to participate as individuals and at their own expense in professional organizations that serve to enhance professional development. Released time for attendance at activities of such professional organizations may be recommended by a department head for approval by the appropriate division vice president on the basis of the merits of the request and as department-division work schedules permit.

University Staff Training Grant. Professional-scientific personnel are encouraged to apply for grants under the University's Training Grant Program in connection with position related and/or position improvement course work offered by the University or by other accredited post-secondary institutions. The Training Grant Program permits participating staff members to be reimbursed for tuition expenses, up to a maximum of one hundred dollars (\$100) per academic semester or the consecutive combination of any two (2) quarters not to exceed two hundred dollars (\$200) per fiscal year with class work taken for credit toward a degree or certification.

Class Audit Program. Professional-scientific personnel may register for approved University classes on a non-credit or audit basis if a space is available in the class. Class attendance is, upon the request of the professional-scientific staff member with the recommendation of his/her department head and the approval of the appropriate division

vice president, arranged through college and department offices with the faculty member offering the course. Class audits applicable with the attendance of professional-scientific staff members are not recorded on the University's permanent student records unless such attendance is formally requested by the staff member and approved by the instructor of the class.

Research Awards. Professional-scientific staff members are eligible to apply for a University Research Award or a Graduate Thesis Research Award. The former award is designed to promote the academic-scientific creative climate of the University and provide a limited amount of funding to conduct scholarly-creative pursuits. Such awards are made on a competitive basis with proposals being evaluated by the Committee on University Research. The principal objective of the award process is to stimulate work of outstanding academic-creative merit by University faculty and staff. A maximum of fifteen hundred dollars (\$1,500) may be requested to be used within the fiscal year during which the award is made.

Graduate Thesis Research Awards are designed to support graduate research, scholarly and creative thesis efforts of University graduate students. Such awards are qualified only for work on projects which are labeled "thesis" in departmental degree programs which require a thesis. Such awards will not ordinarily be given for work undertaken to complete any other type of research or creative graduate project. Applications for Graduate Research Awards are accepted by the Graduate College once each academic session. The maximum award is three hundred dollars (\$300) which may be requested for supplies, equipment and personal expenses associated with graduate thesis work other than duplication or typing costs of the thesis itself. Award application are reviewed by the Awards Competition Coordinating Committee which transmits its recommendations to the Dean of the Graduate College who in turn notifies applicants of final award decisions.

Consultant Services. Professional-scientific staff members may undertake consulting assignments under the following conditions:

1. Prior to accepting any consultation assignment, the professional-scientific staff member shall advise his/her department head (dean, if applicable) and division vice president in writing of the scope and duration of the assignment to be undertaken and the employer or agency to be served;
2. Consultant services must not interfere with the professional-scientific staff member's assigned University duties and responsibilities, and not involve a conflict of interest;
3. Approval for performance of outside consultant services may be granted by the appropriate division vice president upon request for a period not to exceed twenty-four (24) working days during

a calendar year without loss of regular earnings. Such approval and the period of continued earnings authorized will in each case be contingent upon the value of such activity to the staff member and University as well as the expected contribution to the employer or agency served as determined by the vice president;

4. Absences with consultant services may be arranged under the Administrative Leave provision. Such leave is to be noted with the University Administrative Staff Absence Request Form and filed no later than ten (10) days prior to leave for the purpose of rendering consultant services;
5. Equipment, supplies, materials and clerical services required with outside consultant services shall be provided by the professional-scientific staff member and not the University; and
6. When outside consulting service is found, in the opinion of the department head (dean, if applicable) and division vice president, to interfere with the regular University duties and responsibilities of the professional-scientific staff member, same shall be instructed to terminate or substantially modify such service as a condition of continued University employment.

A P P E N D I X A

UNIVERSITY OF NORTHERN IOWA

PROFESSIONAL-SCIENTIFIC POSITIONS WITH WHICH THE
ANNUAL APPOINTMENT IS APPLICABLE

Administrative policy making and/or related duty assignments and responsibilities required with the following University positions causes assigned personnel to serve with an annual appointment. Professional-Scientific Personnel Policies and Procedures are not considered to be applicable for University staff members holding the annual appointment while serving with the positions noted. Service with an annual appointment is authorized by the Board of Regents upon the recommendation of the appropriate division vice president and nomination by the President.

President's Office

Director of Public Information

Director of Alumni Services

Academic Affairs Division

Director of Educational Opportunity Programs and Special Community Services

Director of Broadcasting Services

Director of Academic Computing Services

Student Services Division

Assistant Vice President for Student Services

Director of Financial Aids

Director of Admissions

Director of Dining Services

Director of Maucker Union

Director of Housing

Director of Counseling-Placement & Career Planning

Registrar

Director of Student Health Services

Coordinator of Academic Advising and New Student Orientation

Coordinator of Student Research

Administrative Services Division

Assistant Vice President for Personnel Relations

Director of Business Services

Director of Physical Plant

Director of Administrative Data Processing

Athletic Director

Engineering Services

Facilities Planning Space Assignment Director

Maintenance & Operations Director

Personnel Director

Safety and Security Director

A P P E N D I X B

Salary Schedule Effective
for 1979-80 Period

Professional-Scientific Personnel Position Service-Compensation Schedule

% of Full Year	Salary Classification	Professional-Scientific Personnel Position Service-Compensation Schedule							
		Salary Schedule - Minimum	First Quartile	Midpoint	Third Quartile	Maximum			
100%	1 12 month work schedule includes all days university is officially open for business. Vacation is 22 days per year after completion of first work period (12 months). Salary will be paid in 12 monthly installments (2080 hours).	Pay Grade 8	\$31,533	\$35,699	\$39,867	\$44,034	\$48,201		
		7	26,375	29,661	32,955	36,329	39,512		
		6	22,251	24,852	27,452	30,052	32,652		
		5	18,853	20,960	23,068	25,175	27,282		
		4	16,111	17,829	19,548	21,265	22,984		
		3	13,885	15,296	16,706	18,116	19,526		
		2	12,071	13,236	14,400	15,565	16,729		
		1	10,541	11,531	12,522	13,512	14,512		
		87.7%	2 Academic year plus eight week summer session includes 228 days of compensated service per year approximating periods when classes are in session, including registration and examination periods. Compensated days include a vacation allowance of 18 days per year earned and granted to date with each scheduled year of service. Unless granted by the division vice president for exceptional reason, vacation time is taken during non-instructional periods. Salary will be paid in 12 monthly installments (1824 hours).	Pay Grade 8	\$27,652	\$31,300	\$34,966	\$38,614	\$42,262
				7	23,128	26,010	28,892	31,774	34,656
6	19,517			21,797	24,077	26,357	28,637		
5	16,525			18,386	20,228	22,070	23,931		
4	14,136			15,632	17,146	18,641	20,155		
3	12,184			13,406	14,647	15,887	17,127		
2	10,579			11,601	12,622	13,644	14,665		
1	9,248			10,105	10,980	11,856	12,731		
79.2%	6 10 month calendar includes 206 days of compensated service per year approximating periods when classes are in session, including registration and examination periods. Compensated days include a vacation allowance of 16 days per year earned and granted to date with each scheduled year of service. Unless granted by the division vice president for exceptional reason, vacation time is taken during non-instructional periods. Salary will be paid in 10 monthly installments (1648 hours).			Pay Grade 8	\$24,984	\$28,280	\$31,592	\$34,888	\$38,184
				7	20,897	23,500	26,104	28,708	31,312
		6	17,634	19,694	21,754	23,814	25,874		
		5	14,931	16,612	18,276	19,941	21,622		
		4	12,772	14,123	15,491	16,843	18,210		
		3	11,009	12,113	13,233	14,354	15,475		
		2	9,558	10,481	11,404	12,327	13,250		
		1	8,355	9,130	9,921	10,712	11,503		
		70.8%	3 Academic calendar includes 184 days of compensated service per 9 month academic year approximating periods when classes are in session, including registration and examination periods. Compensated days include a vacation allowance of 14 days per year earned and granted to date with each scheduled year of service. Unless granted by the division vice president for exceptional reason, vacation time is taken during non-instructional periods. Salary will be paid in 10 monthly installments (1472 hours).	Pay Grade 8	\$22,316	\$25,260	\$28,218	\$31,162	\$34,106
				7	18,665	20,991	23,316	25,642	27,968
6	15,750			17,590	19,430	21,270	23,110		
5	13,336			14,838	16,324	17,811	19,313		
4	11,408			12,615	13,837	15,044	16,266		
3	9,833			10,819	11,820	12,821	13,822		
2	8,538			9,362	10,186	11,011	11,835		
1	7,463			8,155	8,861	9,568	10,275		

Salary Increase

John Mixsell, Director, Personnel Services, from \$22,300 to \$24,720, effective January 1, 1980.

MOTION:

Mr. Wenstrand moved that the board approve the above change of status and salary increase. Mrs. Jorgensen seconded the motion and it passed unanimously.

PROFESSIONAL DEVELOPMENT LEAVES FOR 1980-81. The board was asked to approve the request for professional development leaves for faculty at the University of Northern Iowa for the 1980-81 academic year.

The Board Office noted the request included leaves for 21 faculty members at an estimated net replacement cost of \$95,000.

It noted that three of the persons included in the request are part of a special leave program of the university to provide faculty showing promise an opportunity to pursue the doctorate in their respective fields.

MOTION:

Mr. Bailey moved that the board approve the request for professional development leaves for the faculty at the University of Northern Iowa for the 1980-81 academic year. Mr. Shaw seconded the motion and it passed unanimously.

PROFESSIONAL DEVELOPMENT LEAVE REPORTS, 1978-79. The board was asked to receive the report on the professional developmental leaves for the University of Northern Iowa for 1978-79.

The Board Office noted 16 faculty members undertook professional development leaves in 1978-79 at an actual net replacement cost of \$71,584. The estimated net replacement cost had been \$92,000.

In the absence of objections,
President Petersen received the report
on behalf of the board.

ENERGY CONSERVATION STATUS REPORT AND PROJECTIONS. Several actions were requested of the board. These were to accept the Report of the Durrant Engineering Energy Conservation Audit and Study of Seven Buildings; to authorize the university to negotiate two design agreements and one study agreement; and to approve three project budgets. The university indicated this work would require no additional funds beyond those already allocated by the board.

In regard to the Durrant report President Petersen said she was interested in the techniques used in analyzing money saved and the pay back. She was surprised at the quick turn around on some of the projects.

The Board Office said the university submitted an excellent comprehensive report on the current status of its first phase Energy Management Program. It indicated the status report and all of the recommended actions have been reviewed by an interinstitutional group consisting of energy management personnel from all three universities as well as within the Board Office. It said the recommended actions meet the basic guidelines established in the masterplan for the university's energy management program.

The projects involved at this time include:

<u>Design, Purchase, and Installation of a Central Control Computer</u>	<u>\$145,000.00</u>
<u>Provide Retrofit Modifications for Seven Building Studies</u>	<u>\$450,000.00</u>

The direct investment on construction on these two projects is \$341,910 with anticipated savings of \$431,190. All projects recommended for selection at this time have an average payback of 9.4 months which is determined by taking investments in direct construction against anticipated savings.

The university requested approval to negotiate a design agreement with Durrant Engineers to prepare plans and specifications on these projects.

It also requested permission to negotiate a study agreement with Durrant Engineers to audit the rest of the general fund space on campus. The exact nature or amount of space to be included in the followup study has not been determined. The study would pick out those items with a very quick payback which would represent excellent energy conservation opportunities for the university to implement either with existing funds or as part of the comprehensive energy request to the 1981 Legislative Session.

The Board Office noted there would be some additional projects for board action at later meetings resulting from audits done by the Energy Policy Council as well as other energy conservation opportunities the staff has uncovered in a less formal fashion.

In reply to a question from Regent Bailey, Mr. Stansbury said the original idea was to take the energy programs from beginning to end. The university is convinced it can make more efficient use of funds available if the short payback projects are done first.

President Petersen noted that the total scheme of financing is to do the projects that will help generate savings first and help pay for some of the latter modifications.

Regent Bailey questioned the request to negotiate a design agreement on the installation of a central control computer because there was no indication in terms of what the board would be authorizing the institution to spend. Vice-President Stansbury indicated that project budgets could be found in the Capital Register. He said all projects are subject to negotiation and are estimates at this time.

MOTION:

Mr. Bailey moved that the board accept the Report of the Durrant Engineering Energy Conservation Audit and Study of Seven Buildings at the University of Northern Iowa; authorize the university to negotiate a design agreement with Durrant Engineers to prepare plans and specifications for the purchase and installations of a central control computer for the university; authorize the university to negotiate a design agreement with Durrant Engineers to prepare plans and specifications for building retrofit work through a 2.3 year payback rating and the Russell Hall well water cooling subproject; authorize the University to negotiate a study agreement with Durrant Engineers to prepare an Energy Conservation Audit and Study on the unaudited general fund space at the university; and approve three project budgets for Energy Conservation:

- a. provide a central control computer, \$145,000;
- b. provide retrofit modifications for seven buildings, \$450,000;
- c. energy conservation audit and study--1980, \$12,000.

Mr. Shaw seconded the motion.

Regent Bailey noted the motion included an understanding that negotiations are approved, but contracts must be brought back to the board for approval.

VOTE ON MOTION:

The motion passed unanimously.

REGISTER OF CAPITAL IMPROVEMENT BUSINESS TRANSACTIONS. The Board Office reported the final register for the period January 8 through February 8, 1980, had been received, was in order, and was recommended for approval.

The following construction contracts awarded by the executive secretary were recommended for ratification:

<u>Turbine Generator--Plant #2--7500KW--Division 3--Cooling Tower</u>	
Award to: BAC--Pritchard, Inc., Baltimore, Maryland	<u>\$105,098.00</u>

There was an irregularity in that two low bidders failed to have bid bonds signed by an Iowa resident agent. The bid bond was corrected prior to the award of the contract.

The Board Office noted that three final reports had been submitted.

The board was requested to approve the following new projects:

<u>Psychology I--Remodeling</u> Source of Funds: Building Repairs	<u>\$24,000.00</u>
<u>Reroof Hageman Hall</u> Source of Funds: Residence System Improvement Funds	<u>\$48,000.00</u>
<u>Bartlett Hall--South Porch Repairs</u> Sources of Funds: Residence System Improvement Funds	<u>\$12,000.00</u>
<u>Lawther Hall--Interior Wall and Ceiling Improvements</u> Source of Funds: Residence System Improvement Funds	<u>\$32,000.00</u>
<u>Bender Hall--Replace Floor Covering of Shower Rooms</u> Sources of Funds: Residence System Improvement Funds	<u>\$16,000.00</u>

MOTION:

Mr. Bailey moved the board approve the Register of Capital Improvement Business Transactions for the period of January 8 through February 8, 1980; ratify award of construction contracts made by the executive secretary; accept the final reports; approve the new projects; and authorize the executive secretary to sign all necessary documents. Mrs. Jorgensen seconded the motion and it passed unanimously.

EASEMENT AGREEMENT WITH CEDAR FALLS LUTHERAN HOME. The board was asked to approve the exchange of easements between the university and the Cedar Falls Lutheran Home.

The Board Office said the university proposed to give an easement to construct a driveway from the Lutheran Home to Jennings Drive (a state owned right of way) to be used for emergency ingress and egress for the occupants of the home. In exchange for this the home would convey an easement to a larger parcel of property as a walkway to join two sections of the university biological preserve which are about two blocks apart.

It noted each party agrees to care for and maintain the property it receives and indemnify the other from any damages arising from the grant of these easements. Assignment of either easement is prohibited without the written consent of the other party and no money or other consideration is payable by either party to the other.

This agreement has been accepted by the board of the Cedar Falls Lutheran Home and is subject to the approval of the Executive Council.

Vice-President Stansbury noted that the approval of these easements was subject to the submission of satisfactory legal descriptions. He said legal descriptions had been turned in to the Board Office which will determine if they are satisfactory.

Regent Bailey asked if it would be possible to trade land rather than trading easements. Vice-President Stansbury said he did not believe the university could trade its land. The university did approach the home concerning a possible sale, but it did not want to sell its land.

MOTION:

Mr. Bailey moved the board approve the exchange of easements between the University of Northern Iowa and the Cedar Falls Lutheran Home subject to the submission of satisfactory legal descriptions of these conveyances to the Board Office and further subject to the approval of the Executive Council. Mr. Wenstrand seconded the motion. Upon a roll call the following voted:

AYE: Bailey, Brownlee, Harris,
Jorgensen, Neu, Shaw,
Wenstrand, Petersen

NAY: None

ABSENT: Belin

President Petersen then asked board members and institutional executives if there were additional matters to be raised for discussion pertaining to Iowa State University. There were none.

IOWA SCHOOL FOR THE DEAF

The following business pertaining to the Iowa School for the Deaf was transacted on February 21, 1980.

REGISTER OF PERSONNEL CHANGES. The actions reported in the Register of Personnel Changes for January, 1980, were ratified by the board.

REGISTER OF CAPITAL IMPROVEMENT BUSINESS TRANSACTIONS. The Board Office reported the final register had been received, was in order, and was recommended for approval.

The Board Office noted the register contains two routine contract change orders on projects currently under way which are Fire Code Revisions and Roof Replacements.

The board was asked to approve the following design agreement:

Relocation of Vocational Building Access Road

The board was asked to approve a design agreement with Iowa DOT authorizing design and construction of this project. The project is in the 1980 Institutional Roads Construction Program in the amount of \$80,000. It is directly related to the construction of a Vocational Building Addition and both the construction project and the road project need to be constructed simultaneously. It is anticipated this contract will be under \$10,000. The amount set aside for the construction project on the access road is \$80,000. The contract is a standard contractual document prepared by the Iowa DOT--Highway Division. Funds for engineering services will come from the institutional roads funds.

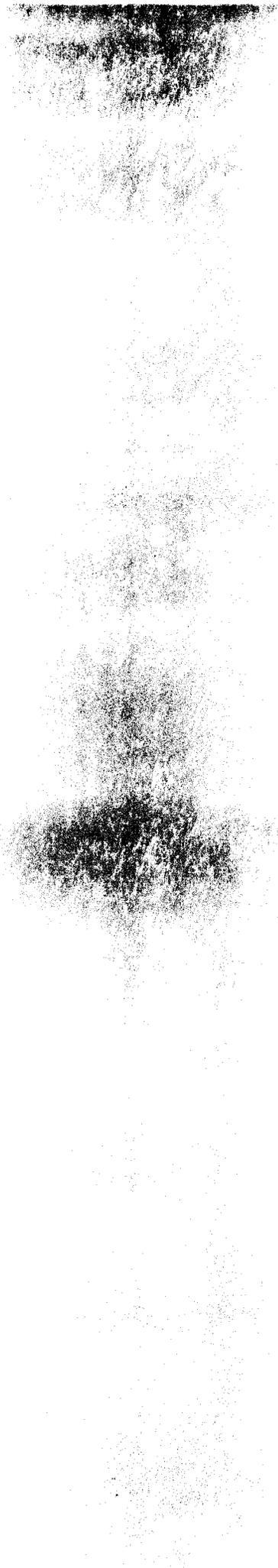
It is anticipated the total road budget will be approximately \$90,000--\$80,000 for construction and a maximum of \$10,000 for engineering fees.

MOTION:

Dr. Harris moved that the board approve the Register of Capital Improvement Business Transactions for January, 1980; approve the change orders noted above; approve the design agreement with Iowa DOT listed above; and authorize the executive secretary to sign all necessary documents. Mr. Shaw seconded the motion and it passed unanimously.

President Petersen then asked board members and institutional executives if there were additional matters to be raised for discussion pertaining to the Iowa School for the Deaf.

Superintendent Giangreco mentioned that Iowa School for the Deaf would have an audit report soon. Mr. Richey asked that if there were any indications of questions by the auditor, officially or unofficially, that they be brought to the attention of the Board Office immediately.



IOWA BRAILLE AND SIGHT SAVING SCHOOL

REGISTER OF PERSONNEL CHANGES. The actions reported in the Register of Personnel Changes for January, 1980, were ratified by the board.

SCHOOL CALENDAR. The board was asked to approve the proposed school calendar for Iowa Braille and Sight Saving School for the school year 1980-81.

The Board Office noted the calendar is based on 180 class days, which meets Department of Public Instruction standards. It follows as nearly as practical the calendar of the Vinton community schools. The calendar includes 11 home weekends, 3 major vacations, and 22 school weekends.

Since the proposed calendar complies with state law and Regent policy, it was recommended for approval by the Board Office.

MOTION:

Mr. Brownlee moved the board approve the Iowa Braille and Sight Saving school calendar for the school year 1980-81. Mr. Neu seconded the motion and it passed unanimously.

REGISTER OF CAPITAL IMPROVEMENTS BUSINESS TRANSACTIONS. The Board Office reported the final register had been received, was in order, and was recommended for approval.

Swimming Pool Renovation Project

This action involved acceptance of the construction contract with Pfiffner Electric Company, Dewar, Iowa, for the electrical contract. The contract was awarded in March, 1979, for \$10,876. The \$300,000 project is completed and funded from Iowa Braille and Sight Saving School trust accounts.

MOTION:

Mr. Brownlee moved that the board approve the Register of Capital Improvement Business transactions for February, 1980; accept the contract listed above; and authorize the executive secretary to sign all necessary documents. Mrs. Jorgensen seconded the motion and it passed unanimously.

PROPOSED RESOURCE CENTER. The board was asked to approve the concept of a resource center at Iowa Braille and Sight Saving School but defer action on a portion of facilities needs.

This proposal was first presented to the board in December, 1979, at which time it was decided additional information and discussion were needed on the project before the board could taken any action. Since then discussion regarding the proposal has taken place with the special education directors of the Area Education Agencies (AEAs).

IOWA BRAILLE AND SIGHT SAVING SCHOOL
February 20-21, 1980

In general, reactions were quite positive toward the resource center concept. Each of the special education directors in the AEAs was asked to complete a one-page survey on the current and unmet services being provided by the school. A preliminary analysis of the survey showed that 1) most of the AEAs were currently taking advantage of several different kinds of services being provided by the school; and 2) the unmet needs of the AEAs were quite similar to the services being proposed by the school in its resource center.

The institution also asked two key persons in the Special Education Division of the Department of Public Instruction (DPI) to respond in writing to the resource center concept. Their responses represent additional supporting documents in the specific areas of certification and services to the visually handicapped as provided in the proposed resource centers. While some questions were raised about certain aspects of the proposed resource centers, the responses are generally positive and reflect the directions for the school already conveyed in the Regents/DPI/AEA agreement.

The Board Office said the proposal appears to be reasonably sound and if the comments provided by the AEA special education directors and the DPI are taken into account, a very effective and useful service to Iowa's blind and visually handicapped youngsters should emerge.

The Board Office said a critical aspect of the proposal which needs careful consideration is the projected budget for the school should it begin to implement the resource concept. The projected budget for the school is related to this proposed budget. The institution has developed enrollment projections for a five-year period, which show short-term academic students decreasing from 40 in 1979-80 to 20 in 1984-85 and developmental enrollments remaining at about the same level. The projected budgets listed below are based on two eighteen-day summer sessions beginning in 1980 and absorption of the Title I and Deaf-Blind programs by the general fund in steps over the five-year period.

	Budget 1979-80	Projected Budgets in 1979-80 Dollars		
		1980-81	1984-85	1984-85 increase over 1979-80
Salaries				
General Program	\$1,568,794	\$1,569,980	\$1,615,853	\$ 47,059
Extend School Year		30,866	30,866	30,866
Replace Restricted Funds		78,903	147,831	147,831
Salary Savings		(86,000)	(16,000)	(16,000)
<u> Subtotal Salaries</u>	<u>\$1,568,794</u>	<u>\$1,593,749</u>	<u>\$1,778,550</u>	<u>\$ 209,756</u>
Fuel & Purchased				
Electricity	\$ 111,000	\$ 111,000	\$ 111,000	\$
Supplies & Services	202,454	206,954	206,954	4,500
Equipment	49,000	49,000	49,000	
Library Books	3,000	3,000	3,000	
Building Repairs	71,000	87,000	87,000	16,000
<u> Total</u>	<u>\$2,005,248</u>	<u>\$2,050,703</u>	<u>\$2,235,504</u>	<u>\$ 230,256</u>

A portion of the projected budget increase for 1980-81 will be funded by \$21,000 appropriated as an essential program adjustment. The increase for 1984-85 consists mostly of \$152,000 to replace restricted funds.

The institution estimates that a net of about three additional staff at a cost of \$47,000 will be required after internal adjustments are made to conduct the proposed program as it is phased in. Staff adjustment will involve about seven new positions which will have to be carefully analyzed relative to program need as each budget request is prepared.

Projected budgets are based on funding of \$60,546 by the AEA becoming unavailable after 1979-80 and 20% of the remaining restricted funds being phased out each year. This amounts to the additional general fund amount of \$78,903 for 1980-81. The Board Office noted that if a child attends the institution for only a portion of the school year, that child cannot be counted to establish Title I funding and, therefore, Title I funds are expected to decline as the proposed program is implemented.

Additional salary savings of \$86,000 are projected for 1980-81 which reflects difficulty experienced in filling positions and includes some flexibility in the budget in the event enrollment fails to meet expectations.

The supplies and services budget projection includes \$4,500 to replace Title I funding. The building repairs budget projections include \$16,000 to adjust the budget to the five-year average experience.

The basic recommendation of the Board Office was to endorse the program concept of the resource center, implement a portion of what the superintendent identified as facilities needs, and defer action on other facility needs. It said the program can be implemented without undertaking all of the facility modifications and additions as most projects can be phased in over an extended period of time. (See discussion on pp. 482-483.)

The Board Office concluded the proposed resource center concept for Iowa Braille and Sight Saving School has been thoroughly explored with all persons affected and it appears to be fairly sound programmatically. The budget implications are somewhat troublesome in the sense that it may be difficult to defend the need for additional funds for an institution which may appear to be in a declining role with respect to serving the state's visually handicapped. Also, after an item by item analysis of the responses from DPI and AEA special education directors, it may be possible to reduce the scope of the proposal somewhat.

Superintendent DeMott brought several people to the meeting to speak about the resource center concept. They addressed the concept in terms of their own experiences.

The first comments were delivered by Andrew S. Papineau, State Consultant, of the Wisconsin Department of Public Instruction. Mr. Papineau said

was necessary to 1) look at children, 2) look at commitment; and 3) look at leadership. He said it was necessary to look at the cost of children keeping in mind that the cost of independence for a child is less than the cost of dependence. Children are what they are exposed to. They must be treated as individuals first and then treated for their handicaps.

The main objective of the Wisconsin program is to service those children that are in existing facilities and to provide services through an outreach system to make programs available to all visually impaired children. Both residential facilities and an outreach system are needed and must work together. He listed several needs in the program:

1. to develop a system of programming and services for the visually impaired that will include most of the geographic areas of the state;
2. to extend multidiscipline planning to entail long-range programs involving all program options;
3. to provide a follow up system to assist local education agencies to aid the visually impaired in the least restrictive environment;
4. to establish program options that can address short-term placements; and
5. to facilitate delivery of services either in day programs or residential programs.

He felt such a plan has a great deal to offer the state of Iowa and its population as related to the visually handicapped.

The second speaker was William H. English, Superintendent of the Wisconsin School for the Visually Handicapped.

He suggested that he might be able to assist the state of Iowa in its proposed resource center by suggesting some pitfalls to be avoided.

He outlined the responsibilities of the state Department of Public Instruction in Wisconsin in regard to the visually handicapped. He said these fall into five general areas:

1. They have responsibility for preschool services throughout the state. There is a coordinator who consults with parents and the social service and education agencies. The coordinator is responsible to work with children whenever possible and to assist local education agencies in placing children.
2. There is a professional service center which deals with materials and equipment. It locates, distributes, retrieves, and stores educational material for all visually impaired children in the state of Wisconsin. It is responsible for seeing that a child has the educational materials and equipment the child needs at a particular time in its life.
3. A variety of types of evaluations are offered that assist the school district in educational planning for visually impaired children. These evaluations include mental, educational, and psycho-vocational evaluations. He said the first concern is for the child, the second concern is for the family, and the third concern is for the local district.
4. Consultations are held and all consultation efforts are coordinated through the state consultant.

5. Seminars, workshops, and training sessions for personnel in local districts and for families are planned to provide better programs for the children.

Mr. English noted that to offer this type of service requires that there be cooperation with and from the local agency personnel and state level personnel.

He noted a structure is now being built in Wisconsin because the program is so big and recommended waiting to build a structure to see how the program develops.

The next presentation was made by Mr. Frank S. Penland, Director of Education Service, Virginia Commission for the Visually Handicapped. He said his organization is responsible for serving youngsters both in the public school setting and in their homes. There are five parts to the program:

1. There is an infant and preschool program. This program is pre-scriptive in nature and teaches the family to teach the child. There is a commitment to work with the family and child for five years until the child goes to school.
2. There is an itinerant vision program. Direct support services and inservice training are provided for teachers of the visually impaired. There are field coordinators who have direct links to these people.
3. There is an instructional material center with a staff of 10. They seek textbooks and resources for the youngsters to use. It has been possible to use federal grants and other special funds for stockpiling of library materials and other equipment. The material is circulated on a loan basis.
4. There is a program to orient the children to be mobile.
5. There is a program to discover residual vision in children. A skilled ophthalmologist performs an examination of a child with the aid of a teacher who knows the child. With the proper equipment and methods it is possible to discover low vision in these children and help them to see.

Mr. Penland said there are three things to remember:

1. Every child is different from all other children and they must be served one at a time.
2. By combining resources and efforts it is possible to get double mileage at half the cost.
3. Visually impaired children are 98% children and 2% blind.

Frank Vance, Director of Special Education of the Iowa Department of Public Instruction, spoke next. He thanked the board for its professional cooperativeness, philosophy, and attitude in working together with the agency.

He said that DPI endorses the proposed resource center, particularly with respect to the flexibility inherent in terms of sharing resources and cooperating with other agencies in the state to avoid duplication

but at the same time assure there is an appropriate program for every handicapped child in the state. He said even though the benefits of public school opportunities have been recognized, there will always be a definite need for a residential education center and treatment program to deal with those children who are hard to teach and diagnose.

He noted the proposal also includes sharing of existing material and instructional aids at the school. It provides for a nucleus of specialized personnel to be able to leave the Iowa Braille and Sight Saving School campus on a part-time basis and assist public schools in the state. Mr. Vance said the low vision aid assistance should be a very promising improvement in assistance to the public school community. He noted short-term placements for specialized training dovetails closely with needs public schools have and will continue to have over an extended period of time. He said the resource center would fill in service gaps and complement systems already in place to provide a continuum of service options to handicapped children.

Mr. Vance noted the proposal was presented at the January AEA directors' meeting. A great deal of interest was shown and there were no dissenting comments.

In regard to the Governor's Economy Committee recommendation that the Iowa School for the Deaf and Iowa Braille and Sight Saving School be transferred to the governance of DPI, Mr. Vance said there was nothing in the proposal that would make any difference as to the sponsorship of the program.

The next speaker was Mr. Jerry W. Figg, Principal of Washington Senior High School in Vinton, Iowa.

Mr. Figg described Vinton High School's involvement with the program at Iowa Braille and Sight Saving School. Students from the special school have attended the high school for one or two periods a day and there have been some full-time students. There are presently 12 students attending for one or two periods a day.

There have been a number of frustrating concerns and problems with this program. He listed 6 needs which he felt the proposal meets:

1. Regular classroom teachers need to be given inservice training in methodology, psychology, and physical needs of handicapped children.
2. There have been problems with material acquisition for handicapped children. Long delays have been experienced when material is ordered.
3. Supplementary materials are needed for visually impaired children. Currently, when a film or visual aid is used, someone must tell the visually impaired student what is going on. This is distracting and confusing.
4. There is a lack of spontaneity. A teacher may present something in class in order to reteach a lesson and the visually impaired children may not be able to see it.
5. Textbooks for the visually impaired are in volumes instead of in one book. This makes it difficult to find material according to the page numbers of the regular textbook.

6. There is a lag effect. The regular classroom teacher can not read braille. A visually impaired student used a slate and stylus to do classroom work and this material must be transcribed and given to the teacher. This process takes several days and by the time the teacher receives the responses, other assignments have been made.

Mr. Figg offered the following solutions.

1. An inservice classroom teacher who will service the needs of the visually impaired is needed.
2. A liaison teacher on a daily basis that the regular teacher can correspond through is needed. The liaison teacher would find out what material was covered and what the child needs to do. Constant communication is needed so the child can keep up with the work.
3. There should be resource placement of students who have difficulty understanding their roles.

Mr. Figg ended by stating that the proposed resource center is in the best interests of the visually impaired in the state of Iowa and should be put into effect right away.

Superintendent DeMott then spoke. He felt the Board Office was being somewhat negative toward this proposal by the use of the phrase "appears to be fairly sound programmatically" and that it "may be possible to reduce the scope of the project somewhat."

Superintendent DeMott said he felt the concept is good and that the collective evidence shows it to be good. As to the Board Office's comments about funding, he said that increases in funds must be dealt with even if the proposal is not implemented. The institution has been working with Title I funds which are diminishing. These funds were not intended for ongoing programs but to initiate programs. Because this school has been using these funds, it has been necessary to deny them to other individuals and programs. The institution has also been using funds made available through the cooperation of the Area 10 Education Agency and DPI in an arrangement to help it out in an emergency. These funds are not intended to be continuing. He said to simply focus on existing needs would bring the institution up to a 1976 level when it should be planning for the 1980s and 1990s.

In summary he made a plea that the recommendations of the institution be adopted as soon as possible. He said to defer action could serve as a disincentive for careful and creative planning to improve the way that handicapped children are served. He said to develop quality services takes vision, resources, careful planning, and responsible management. He felt all of these elements are present in the proposal.

President Petersen expressed appreciation for the carefully prepared material and for the fact that it was given to the board early enough so it could be studied in detail. She said the proposal is one that follows the desire of the board for cooperation in working with various other agencies of the state to serve the needs of students. She said she did not want the institution to misunderstand the board's intention

in moving slowly in this area. It is assumed that needs of the program will continue to be a part of board discussions and requests as it moves forward to the next biennium.

Mr. Richey said the concept of a resource center was endorsed by the Board Office. He said a very effective and useful service to the visually impaired in Iowa should emerge. The endorsement was conditional on taking into account the needs of the Area Education Agencies. Consideration of their comments caused the Board Office to be conditional in its endorsement.

Mr. Richey said the operating budget is very troublesome. Declining enrollment and staff will make it more difficult for the institution to get additional funds. He noted the state has been hit hard by the need to replace lost federal funds.

President Petersen said the state has made a large commitment to the special schools through their substitution of funding. A case can be made for funds, particularly if it is demonstrated that a small investment will pay off handsomely in supporting these handicapped students as the board strives to serve them in the least restrictive environment.

Regent Bailey thanked all of the people who made presentations and for their efforts. He asked Superintendent DeMott if the residential educational aspects of the school were going to be cut down has had been mentioned in December. Superintendent DeMott said this was a problem of interpretation. He said it does not make good fiscal or logical sense to have a secondary school on the campus in terms of the number of students. There would not be students in all of the classes that must be offered. There are not students in every grade level but youngsters can be served in other ways. The vast majority of students can be served in a local program if they are served well at the elementary stage.

Regent Bailey made a point that if the residential educational program is going to be a considerable departure from what it has been, then he thought it might be necessary to seek legislative action to amend the statute. Superintendent DeMott said it was his perception that the proposal is more equivalent to a curriculum review.

Regent Brownlee said the institution did a fine job of presenting the proposal and he was confident that budgetary needs would be met with the support of the AEAs and the Special Education Division of DPI.

MOTION:

Mr. Brownlee moved that the board approve the resource center program concept at the Iowa Braille and Sight Saving School and defer action on a portion of the facilities needs. Mr. Bailey seconded the motion.

Mrs. Jorgensen asked if the proposal would be brought back to the board for further action and President Petersen said it was expected that budget support for this concept would be part of the institution's request for the next biennium.

VOTE ON MOTION.

The motion passed unanimously.

PHYSICAL FACILITY NEEDS. The board was asked to authorize the institution to negotiate for architectural services for the renovation of the health services area and to authorize it to negotiate for a master plan study on utility systems and roof needs of the school in conjunction with the Board Office.

The Board Office said that in December the institution had requested approval to contract with an architectural firm for an update of the facilities campus master plan and approval of a project to develop an outdoor education environment composed of two separate but related facilities. These would involve the construction of an all-weather, multi-purpose gross motor development facility and a natural exploration environment center.

It was also indicated that the facilities elements of the proposed implementation plan on the proposed resource center involved renovation of the health services area and renovations and repairs to the sanitary drain system and parking facilities.

All of the projects have an estimated cost of over \$250,000 with the most costly item being the construction of a new all-weather motor development facility at \$120,000.

Over the past two years a number of projects have been completed or are under construction to maintain the existing plant to provide a limited number of improvements in plant which can be directly related to the change in students served by the school.

The school has recently completed a compilation of all present facility needs and listed them according to priority. The Board Office has reviewed this list and visited the school in order to make initial recommendations toward implementation of what it believes to be the highest priority needs.

The first recommendation was that the school be authorized to negotiate for architectural services for the renovation of the health center. The student health center will take on a greater role with the implementation of the proposed resource center. It has not been renovated to respond to the changing population of those in residence at the school and is an urgent need. The superintendent has indicated that the estimated cost of the renovation is \$30,000. The Board Office felt this is probably understated. It is hoped the project could be undertaken this summer and funded from non-capital appropriation sources.

The second recommendation was that the school be authorized to negotiate for engineering services for the purpose of undertaking a facilities master plan on utility systems of the school as well as a review of the conditions of all roofs.

The Board Office noted that it is likely that major costs centers or projects will have to be part of the school's capital request for the 1981-83 biennium so timing on the completion of the report is of some urgency.

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A third priority noted is to have a comprehensive energy survey of all facilities at the school. Many of the recommendations in the needs study relate to energy matters. The Board Office noted an energy management program is a clearly defined need at the school and this will continue to be discussed.

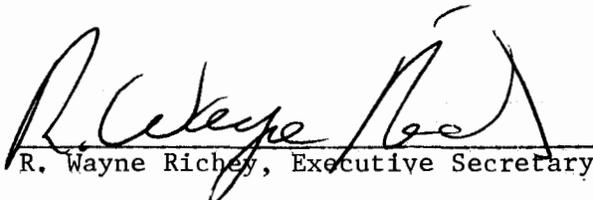
The Board Office said other aspects of the facilities portion of the resource center concept are of a much lower priority than the above needs. The Board Office further noted that there is a great deal of construction activity on the campus with more to come and there is a practical limit to the number of projects an institution of this size can handle over a short period of time. It also said the utility needs of the school have been ignored or rated as a lower priority need over the past few years and this must be rectified.

MOTION:

Mr. Brownlee moved that the board authorize Iowa Braille and Sight Saving School in conjunction with the Board Office to negotiate for architectural services for the renovation of the health services area and authorize the school in conjunction with the Board Office to negotiate for a master plan study on utility systems and roof needs of the school. Mr. Bailey seconded the motion and it passed unanimously.

President Petersen then asked board members and institutional executives if there were additional matters to be raised for discussion pertaining to Iowa Braille and Sight Saving School. There were none.

ADJOURNMENT. The meeting of the State Board of Regents adjourned at 3:00 p.m., Thursday, February 21, 1980.


R. Wayne Richey, Executive Secretary