

The State Board of Regents met at the Iowa School for the Deaf in Council Bluffs on Wednesday, November 14 and Thursday, November 15, 1984. Those present were:

	<u>November 14</u>	<u>November 15</u>
<u>Members of the State Board of Regents</u>		
Mr. Brownlee, President	All sessions	All sessions
Mrs. Anderson	All sessions	All sessions
Mr. Duchon	All sessions	All sessions
Dr. Harris	All sessions	All sessions
Mrs. Jorgensen	All sessions	All sessions
Mr. McDonald	All sessions	All sessions
Mrs. Murphy	All sessions	All sessions
Mr. Nue	All sessions	All sessions
Mr. Van Gilst	All sessions	All sessions
<u>Office of the State Board of Regents</u>		
Executive Secretary Richey	All sessions	All sessions
Director Barak	All sessions	All sessions
Director Gross	All sessions	All sessions
Director Maxwell	All sessions	All sessions
Director Volm	All sessions	All sessions
Director Wright	All sessions	All sessions
Assoc. Dir. Runner	All sessions	All sessions
Ms. Peters, Secretary	All sessions	All sessions
<u>State University of Iowa</u>		
President Freedman	All sessions	Exc. 11:15 a.m.
Vice President Ellis	All sessions	Exc. 11:15 a.m.
Vice President Remington	All sessions	Exc. 11:15 a.m.
Assistant to President Mears	All sessions	Exc. 11:15 a.m.
Director Stork	All sessions	Exc. 11:15 a.m.
Director Jensen	All sessions	Exc. 11:15 a.m.
<u>Iowa State University</u>		
President Parks	All sessions	Exc. 11:20 a.m.
Vice President Christensen	All sessions	Exc. 11:20 a.m.
Vice President Madden	All sessions	Exc. 11:20 a.m.
Vice President Moore	All sessions	Exc. 11:20 a.m.
Assistant to President Crawford	All sessions	Exc. 11:20 a.m.
Director Lentz	All sessions	Exc. 11:20 a.m.
<u>University of Northern Iowa</u>		
President Curris	All sessions	Exc. all sessions
Provost Martin	All sessions	Exc. 11:00 a.m.
Vice President Connor	All sessions	Exc. 11:00 a.m.
Assistant to President Voldseth	All sessions	Exc. 11:00 a.m.
Director Kelly	All sessions	Exc. 11:00 a.m.
Director Stinchfield	All sessions	Exc. 11:00 a.m.
<u>Iowa School for the Deaf</u>		
Superintendent Giangreco	All sessions	All sessions
Business Manager Kuehnhold	All sessions	All sessions
<u>Iowa Braille and Sight Saving School</u>		
Superintendent DeMott	All sessions	Exc. 11:05 a.m.
Business Manager Berry	All sessions	Exc. 11:05 a.m.

GENERAL

The following business pertaining to general or miscellaneous items was transacted on Wednesday, November 14 and Thursday, November 15, 1984

President Curris was excused from the meeting on November 15, 1984.

APPROVAL OF MINUTES. President Brownlee noted that two minor changes had been made to the minutes of the October 17-18, 1984, meeting and stated that corrected pages would be issued. The corrected minutes of the October 17-18, 1984, meeting were approved by general consent of the board.

INTERINSTITUTIONAL COMMITTEE ON EDUCATIONAL COORDINATION. a. New Program - B.S. Degree, Community Health Education, Iowa State University. It was recommended that the board approve the request from Iowa State University to introduce an undergraduate major in Community Health Education.

Iowa State University's Department of Physical Education and Leisure Studies proposes to offer a new program leading to the bachelor of science degree with emphasis on community health education. Several other universities in the state, both private and public, offer programs in the same general area; however, the Interinstitutional Committee felt that the need for graduates supported the need for the program. Additionally, the cost to the university is very minimal and present faculty resources and facilities appear to be adequate.

The Board Office concurred with the recommendation of the committee and stated that there appeared to be a need for health educators who are trained to strengthen and extend the educational function of the health and related medical professions. The program is similar to programs being offered at Drake University and the University of Northern Iowa but does not appear to unnecessarily duplicate the programs due to the expected need for graduates.

Motion:

Dr. Harris moved that the board approve the undergraduate major in Community Health Education at Iowa State University. Mrs. Jorgensen seconded the motion, and it passed unanimously.

b. (1) Post Audit Report - Housing and the Near Environment Program at Iowa State University. It was recommended that the board receive the report on the program at ISU and approve continuation of the program.

The board initially approved the Housing and Near Environment major in the Department of Family Environment in 1979. Enrollment in the program declined somewhat from 1981-1982 to 1983-84 but has increased this year and is projected to increase during the next four years. The Interinstitutional Committee stated that the program appeared to be meeting its objectives and recommended continuation of the program.

The Board Office concurred with the recommendation of the committee and stated that the increases in expenditures which resulted from the adoption of this program were very minimal and that the placement of graduates has been quite good.

b. (2) Post Audit Report - Family Resource Management at Iowa State University. It was recommended that the receive the report and approve the continuation of the program at ISU.

The board initially approved this program at ISU in 1979. Although there has been some drop in enrollment in the past, the program experienced increase in the current academic year and projections are for continued significant growth. The Interinstitutional Committee felt that the program was meeting the designated objectives and recommended continuation of the program.

The Board Office concurred with the committee's recommendation and stated that the post-graduation surveys by the Home Economics Placement Office indicated a good employment rate for graduates of this program. The increases which resulted from the adoption of this program were very minimal although the university expects a slight increase in resources given increased student enrollment, increased research, and inflation.

Action:

President Brownlee stated that the board by general consent received the post audit reports on Housing and the Near Environment Program and Family Resource Management at Iowa State University.

ACCREDITATION REPORTS. a. Bachelor of Science and Pharm.D. Programs in the College of Pharmacy at the University of Iowa. It was recommended that the board receive the accreditation report.

In June the University of Iowa was notified by the American Council on Pharmaceutical Education that the professional program in the College of Pharmacy had been reaccredited.

The university was pleased with the thorough manner in which the programs were reviewed and has formulated plans to implement the suggested improvements.

Suggestions included the need for improvement in the College-Hospital relationships. It is anticipated that the Hospital pharmacy personnel would begin to participate more directly in the College's institutional program in the spring of 1985. It was also recommended that vacant faculty positions be filled as soon as possible. The College has appointed

an outstanding person to its staff in the pharmaceutical socioeconomic area and is vigorously recruiting to fill other clinical vacancies. As a result of the Council's suggestions, planning for revised externships is underway as well as the introduction of an institutional externship. Other suggestions included the need to address serious environmental control problems and the need for strengthening of the current counseling program.

A full copy of the accreditation report is on file in the Board Office.

b. Accreditation of the University of Iowa Medical Technology Program.
It was recommended that the board receive this accreditation report.

In May the University of Iowa was notified that the Committee on Allied Health Education and Accreditation awarded continuing accreditation for seven years for 32 students to be enrolled in the Medical Technology program at the university. The Board Office noted that the surveyors were impressed with the overall high quality of the program and that the program met or exceeded all the criteria.

A complete copy of the accreditation report is on file in the Board Office.

c. Accreditation of Masters Degree Program in Speech Pathology and Audiology. It was recommended that the board receive the accreditation report for this program at the University of Iowa.

In May the University of Iowa was informed that its masters degree program in Speech Pathology and Audiology had been accredited by the Educational Standards Board of the Boards of Examiners in Speech Pathology and Audiology. The accreditation is for a five-year period beginning August 1, 1984, and ending August 1, 1989.

The Board Office noted that the site visit team had noted many strengths, including a large, productive faculty, comprehensive course offerings, extensive clinical and research facilities, strong support for its central administration, high ability students and a national reputation for providing leadership.

A complete report on this accreditation is on file in the Board Office.

d. Accreditation of the Physician Assistant Program at the University of Iowa. It was recommended that the board receive this accreditation report.

In April the University of Iowa was notified that the Committee on Allied Health Education and Accreditation awarded continuing accreditation to the Physician Assistant program for a period of three years, with eligibility for a two-year extension without a return on-site evaluation.

The Board Office noted that the on-site evaluators identified the following as major strengths of the program. First, the support of the medical school. Second, the evident dedication, enthusiasm, imagination and competence of the program director. Third, the support of the program from the Office of the Dean and the division head. Other strengths were identified as attention to detail in student selection and curricular formation processes; introduction of relevant research into the program; the physical facilities; the clinical rotations.

Although the evaluators concluded that the program was in compliance with all of the criteria, they did make three observations. These included there is less than optimal role modeling of students to graduate P.A.s in clinical settings; less than optimal contact between the program administration and students in distant clinical settings; and less than optimal instruction in nutrition and geriatrics.

A complete report of this accreditation is on file in the Board Office.

e. Accreditation of the Physical Therapy Program. It was recommended that the board receive the report of the Commission on Accreditation and Education of the American Physical Therapy Association on the Physical Therapy Program at the University of Iowa.

In May the university was notified that the Physical Therapy Program had been accredited for a period of five years.

The Board Office explained that several significant strengths had been identified by the site visit team. They included the credentials of the academic faculty are of extremely high quality; the research, cardiopulmonary and orthopedic components of the program are well developed; the variety of clinical experiences and the relative abundance of facilities available to students provides opportunities for exposure to different aspects of physical therapy practice; physical facilities are excellent; the ratio of student to faculty in the laboratory setting is excellent. One area of "questionable compliance" was noted and this was that the commission was unable to determine whether or not each faculty member's teaching load across the three programs was excessive.

A complete copy of the accreditation report is on file in the Board Office.

Action: President Brownlee stated that the board by general consent received the above accreditation reports.

FINAL REPORT OF THE STATE TASK FORCE ON TEACHER EDUCATION AND CERTIFICATION. It was recommended that the board receive the final report.

The Board Office noted that last summer the Department of Public Instruction established a Task Force on Teacher Education and Certification following the unsuccessful effort at passing revisions to existing laws in the area of teacher certification and education at the last session of the Iowa General Assembly. The task force has completed its deliberations and has made its report to the Department of Public Instruction. The final report contains recommendations which apply to educational personnel in K-12 approved schools.

The following is a summary of the nine areas addressed by the report:

1. Attraction to the Teaching Profession. The task force noted that the economic condition of the education profession must be improved and that the working environment for teachers needs to be improved to foster greater professional development.

2. Educational Preparation of Teachers. The task force endorsed the approved programs approach to teacher preparation in Iowa and proposed six recommendations toward adopting common standards that would be rigorously enforced. These recommendations include a viable core curriculum, improved admission standards, as well as evaluation and grading standards, state enforcement of standards which meet or exceed nationally accepted standards, a re-examination of the professional education component of teacher preparation programs and provisions for strengthened full-time student teaching experiences.

3. Teacher Preparation: A Partnership. The task force recognized the broadly based nature of the teacher preparation process by making three recommendations. First, the task force recommends reducing the size of the Teacher Education Certification Advisory Committee. Second, it recommends that at the collegiate level, advisory committees composed of successful classroom teachers and other personnel be involved in development and review of teacher preparation programs. Lastly, it called for more effective communication and working relationships between teacher preparation institutions, AEAs, and approved schools to strengthen the quality of field based experiences and cooperative programs.

4. Testing of Prospective Teachers. The task force endorsed a proposal to initiate a pilot evaluation project on the competency testing for teachers.

5. A New Certification Structure. The task force made four recommendations toward additional support mechanisms for beginning practitioners to help make the transition from the preparation institutions to the school environment, to further their development as educators, and to retain them in the profession.

6. Major Certification Issues. The task force also offered recommendations to develop a 5-9 early adolescence endorsement, a provision whereby present holders of elementary certificates (K-9) be permitted to teach in grades seven and eight only those subjects for which they have achieved separate subject matter program approval and that holders of secondary certificates (7-12) be permitted to teach in grades seven and eight only in their program approved fields.

7. Certification of Teachers and Educational Personnel from Other States. The task force recommends that teacher education graduates from institutions in other states shall fully meet the same requirements as Iowa teacher education graduates and the same certification requirements.

8. The Teacher Shortage. The task force recommended that DPI and the teacher preparation institutions plan both summer and academic year programs designed to retrain certified teachers in program areas for which vacancies exist or are anticipated and undertake continuing studies concerning supply and demand in teaching.

9. Preparation and Certification of School Administrators. The task force recommended seven points toward the strengthening of the preparation and certification of school administrators.

Regent Jorgensen asked what were the differences between the special legislative task force on education and the DPI task force.

President Curris, chair of the DPI task force, responded that the DPI task force concentrated its recommendations on teacher education and certification. The report of the legislative task force was much more broad in scope although it included teacher education and certification. There is considerable agreement in the areas where the reports addressed the same issues; however, there were also discrepancies. One major discrepancy was that the legislative task force went on record as being opposed to any kind of state-wide competency testing of prospective teachers as a condition of certification. Another significant difference between the two reports dealt with the area of middle schools.

Action: President Brownlee stated that the the board by general consent received the Final Report of the State Task Force on Teacher Education and Certification.

FALL 1984 ENROLLMENT REPORT, PART II. It was recommended that the board receive the Fall 1984 Enrollment Report, Part II and approve the enrollment projections for all five Regents institutions.

Last month the board received a report on headcount and full-time equivalent enrollments at the Regent universities and headcount enrollments at the two special schools. Part II of the report includes enrollment information in nine areas: (1) National enrollment trends; (2) Iowa post-secondary education enrollments; (3) Regent university enrollments, by college; (4) Admission of freshmen who graduated in the lower half of their graduating classes; (5) Enrollments by race, sex, and handicap categories; (6) Regent university enrollments of foreign students; (7) Regent university enrollments by residency status; (8) Regent university enrollments of transfer students; and (9) Institutional enrollment projections.

The Board Office noted the following highlights of the report:

- Nationally it has been predicted that colleges and universities in the coming year will have about 50,000 fewer students than in 1983-84, with enrollments expected to drop to 12.3 million students. About 9.6 million will attend public institutions and 2.7 million will enroll in private colleges and universities.
- Nationally the number of public and private high school graduates this year will fall short of last year's 2.7 million; the class of 1985 is expected to be 2.6 million members strong. The peak year for high school graduates was 1977, when about 3.2 million students earned their diplomas.
- Total enrollment in Iowa post secondary education decreased by 1.5 percent from Fall 1983. Increases in enrollment were noted by the Regent universities (+0.6 percent), private colleges and universities (+1.0 percent), while decreases were noted in all other sectors except the private junior colleges and business schools (+2.6 percent).

- Total fall headcount enrollment for the Regent universities increased from 66,823 in Fall 1983 to 67,194 in Fall 1984, an overall increase of 0.6 percent.
- Data on admission of freshmen who graduated from the lower half of their high school graduating classes show a decrease in 1984 at the University of Iowa, as did the number of lower half applicants admitted. An increase was reported in the number of applications received from students in the lower half of their classes and an increase in the proportion they represent of all applicants at Iowa State University. At the University of Northern Iowa, the number of lower half applicants increased this year, while the percentage of lower half applicants remained constant.
- Regent-wide foreign student enrollment has increased each year since 1980. Iowa State University has the largest number of foreign students, at 1,995, representing 7.6 percent of the total fall enrollment for 1984. The University of Iowa has the second largest enrollment of foreign students at the Regent universities, with 1,522 foreign students enrolled in Fall 1984. At the University of Northern Iowa there were 92 foreign students enrolled in Fall 1984.
- Enrollment peaks are anticipated in 1984 by the University of Iowa, in 1985 by Iowa State University, and 1983 by the University of Northern Iowa. Subsequent declines are expected to reduce the total Regent enrollment by about 15 percent in 1994 compared to 1984.
- For Fall 1984, there was a slight increase of .4 percent Regent-wide for nonresident enrollments. The University of Iowa reported 29.7 percent, up .3 percent from Fall 1983. Iowa State University gained .3 percent nonresident enrollment, leading to the current level of 30.5 percent nonresidents. The percentages of nonresident students at the University of Northern Iowa is 4.1 percent in 1984.
- For the three universities combined, more than one-third of the undergraduate transfer students come from Iowa public two-year institutions, a percentage which has increased by approximately 2 percentage points in each of the past three years.
- The total enrollment of minority students in the Regent universities continued to increase this fall with minorities constituting 4.1 percent of the total enrollment in Fall 1984. The percentage of minority undergraduates has increased slightly since 1982 at the University of Iowa; and, after substantial increases at Iowa State University, decreased slightly this year. This percentage decreased slightly at the University of Northern Iowa for the second year in a row.
- At the Regent universities, the total percentage of women students decreased in 1982, 1983, and 1984. The percentage of female undergraduates at the University of Iowa has been stable, around 50.4 percent for the past four years, although this is somewhat below the 1979-80 level. Lower percentages of females are reported at Iowa State University, where the proportion of women undergraduates declined slightly from 1975 to 1983, and increased slightly in 1984 to 38.3 percent. Women account for a larger percentage of the percentage of female undergraduates (54.3 percent) has declined each of the past three years.

Ten-year enrollment projections for the Regent universities are outlined in the following table:

	UNIVERSITY OF IOWA		IOWA STATE UNIVERSITY		UNIVERSITY OF NORTHERN IOWA	
	Fall Headcount	Fall FTE	Fall Headcount	Fall FTE	Fall Headcount	Fall FTE
Actual 1984	29,712	24,897	26,321	24,765	11,161	9,356
1985	29,270	24,512	26,325	24,773	10,806	9,038
1986	28,359	23,703	26,140	24,598	10,572	8,820
1987	27,327	22,808	25,860	24,334	10,447	8,699
1988	26,540	22,158	25,500	23,995	10,478	8,724
1989	26,105	21,805	25,130	23,647	10,522	8,750
1990	25,641	21,410	24,680	23,224	10,518	8,747
1991	25,038	20,918	23,950	22,537	10,398	8,647
1992	24,339	20,316	23,200	21,831	10,272	8,530
1993	23,786	19,827	22,620	21,284	10,213	8,475
1994	23,509	19,602	22,220	20,909	10,193	8,454

Ten-year enrollment projections for the Iowa School for the Deaf and the Iowa Braille and Sight Saving School are outlined in the following table:

	ISD	IBSSS
Actual 1984	195	62
1985	206	58
1986	211	61
1987	217	64
1988	225	63
1989	234	68
1990	234	66
1991	240	69
1992	242	61
1993	237	65
1995	230	67

Motion:

Mrs. Jorgensen moved to receive the 1984 Fall Enrollment Report, Part II and to approve the enrollment projections for the Regent institutions. Mr. McDonald seconded the motion, and it passed unanimously.

EXAMINATION OF PUBLIC RECORDS -- LAWFUL CUSTODIAN. It was recommended that each institution review its institutional records management program for compliance with Chapter 68A of the Code of Iowa; and that recommendations for revisions in the institutional programs identified as necessary by the review be made to the board in January 1985.

In June 1975 the board filed rules of publication in the Iowa Administrative Code to provide direction in the development of rules pertaining to record management at Regent institutions consistent with Chapter 68A (Examination of Public Records) of the Code of Iowa. During the time period May to September 1976, each of the Regent universities developed institutional records management programs.

The Legislature, in its 1984 session, made several revisions in Chapter 68A. Those revisions call attention to the need for each Regent institution and the Board Office to have a designated "lawful custodian" of records.

Action: President Brownlee stated the board by general consent approved the recommended actions stated above.

LEGISLATIVE PROGRAM, 1985 SESSION. It was recommended that the board receive the preliminary report of the 1985 legislative program.

The Board Office reported that the 1985 Legislative Session will convene on Monday, January 14, 1985. Each year, the Board of Regents establishes a legislative program which is composed of three components: budget items, legislative initiatives, and legislative issues of interest. These three areas are discussed below:

Budget Items. Major component of the legislative program is the Regent budget for the next two fiscal years. Total appropriations requested for FY 1986 is \$355 million and \$368 million in FY 1987. These requests reflect a 4.5 percent increase in FY 1986 and an additional 3.9 percent increase in FY 1987. In addition, the board approved a biennial capital budget for Regent institutions of \$88.690 million. The board may face an additional budget item which has legislative implications--comparable worth. Studies are now being conducted on the extent to which the Regents personnel systems conform to the state's comparable worth policy.

Legislative Initiatives. Several legislative initiatives remain on the Regents legislative agenda from last session. These include formal representation on the Interagency Coordinating Council for Radiation Safety. At the present time, institutional representatives attend council meetings and the Radiation Protection Office at the University of Iowa has ex-officio membership on the council. Given the interest of the institutions in radiation safety activities, it would be appropriate for the board to have voting representation on this council.

Another item for consideration would be the exemption Senate File 2294 added to the Code of Iowa in the area of applications for public employment. The language of the bill could reasonably be construed to exempt those applications from the public records requirement. This must continue to be reviewed.

Several of the recommendations by the Committee on Efficiency and Effectiveness would require legislative action prior to implementation. These include:

Utility Franchise Territories--an amendment to designate that the Regent utilities are not incorporated in the franchise territories of municipal or investor-owned utilities. This would allow the Regent institutions to purchase electricity from the electrical grid at economy rates.

Negotiated Coal Purchase--the committee recommended that the board be granted approval to negotiate for the purchase of coal rather than through public bidding.

Risk Management--the committee recommended that the Department of General Services be given the go ahead to obtain catastrophic liability and property loss coverage for the state.

Broadening Investment Authority--an amendment to 262.14 of the Code of Iowa would expand the Regent investment authority to allow investments in bank certificates of deposit, bank acceptances, and commercial paper.

Other legislative initiatives would be a change to Chapter 262A of the Code of Iowa which is the Regents refunding statute. With this change advance refunding bonds would be able to be issued and some debt service savings could be achieved in future years.

Another item for consideration would involve the collection of sales tax on construction projects. At the present time, a contractor is required to pay sales tax on construction projects for Regent institutions. The institutions then file a claim with the Department of Revenue to obtain a refund on these sales taxes. Administrative savings could be achieved by the Board of Regents, other state agencies and contractors if the sales tax exemption is simply applied to include construction contracts with state agencies.

Additionally, the board may wish to give its support to the report of the Task Force on Teacher Education and Certification through rule and legislative initiatives. It is expected that this report will solve many of the issues which were debated as part of the teacher certification bill during the last session of the General Assembly.

Other Legislative Issues. The Legislative Interim Committees are just now beginning much of their work. A number of these committees are reviewing areas which will be of interest to the Board of Regents. Of substantial interest are the activities of the following interim committees:

- Education Task Force--One of the recommendations of this task force is the establishment of an Iowa Education Foundation. The charter of the foundation would be broadly conceived to direct that the board of directors provide financial support for any program that would improve public education. The report includes a recommendation that the foundation receive an appropriation of \$20 million by the General Assembly and that a 12-member public board be established with an additional 11 board members appointed by constituent groups including one representative from the Board of Regents. The task force also recommended that the Regent institutions continue efforts to articulate carefully expectations for adequate college preparation and that the Legislature fund quality education at Regent institutions without tying appropriations to increases in enrollments. Finally, the committee indicates that students in need of remedial academic work should be served at the community college level and not at the Regent institutions.

- Interim Committee on Public Records--This committee has been established to review the legislation which was passed last session and to develop recommendations for any adjustments in the legislation. The question on the exemption to the public records law authorized by Senate File 2294 is of importance to the Regents in future presidential searches. The work of this committee will be closely monitored.
- Comparable Worth Study Committee--This committee has been established to review the implementation of the comparable worth legislation which was passed last session. Of some concern may be legislative efforts to eliminate or reduce autonomy of the Regent personnel administration systems. This committee will also be closely monitored.
- Economic Development Interim Study Committee--This committee will be closely monitored especially in the area of providing funding to Regent institutions for economic development/research activities.
- State Sinking Fund--Any change in the state law in this regard could have some impact on the quality of security for Regents deposits. The Regents have long used this escrow method to secure their deposits.

In addition to the interim study committees, a number of task forces are conducting studies on topics of substantial interest to the Regents:

- Governor's Organ Transplant Study--This group is reviewing the possibility of using state Medicaid funds to fund organ transplants. Since the University of Iowa Hospitals and Clinics is now embarking on an expanded organ transplant program, any recommendations of this group could have some impact on the University Hospitals.
- Medically Needy Program--The Legislature adopted a limited eight-month Medically Needy Program for the present fiscal year. Studies are being conducted by the Legislative Fiscal Bureau and the Governor's Human Services Roundtable on the impact of a Medically Needy Program on the University of Iowa Hospitals and Clinics. A full report on the Human Services Roundtable will be made to the board in December.
- Communications Task Force--The Governor has established a Communications Task Force to look at the present administrative structure for data processing and communication activities in state government. This group is reviewing the possibility of centralizing some of the administrative activities of data processing and communications services which could have adverse impacts on the Regent institutions.
- Span of Control--During the last legislative session, much discussion occurred regarding the span of control--the relationship of supervisors to line employees. At that time, it was reported by the Regents Committee on Efficiency and Cost Effectiveness that the Regent institutions already exceed the standards proposed by the Governor's committee. This issue could be discussed again in the upcoming legislative session.

President Brownlee stated that at a future meeting representatives of the Interinstitutional Committee on Educational Coordination may wish to comment on the Education Task Force recommendation that remedial academic work be served at the community college level rather than at Regent institutions.

Action: President Brownlee stated that the board by general consent received the preliminary report on the legislative program, 1985 session.

COMPARABLE WORTH REVIEW. It was recommended that the board receive the following reports: (a) Final Report on a Review of the Iowa State Board of Regents Pay Plan for Clerical/Supervisory, Blue Collar, Security, and Technical employees for Iowa State Board of Regents, November 1984; (b) Comparable Worth Review of Professional and Scientific Positions at Iowa State University; (c) Comparable Worth Review of Professional and Scientific Positions at University of Northern Iowa; (d) Preliminary Report and A Comparable Worth Review of the Professional and Scientific Pay Plan for the University of Iowa, November 1984; (e) Preliminary report on comparable worth review of the professional and scientific employees at the Board Office, Iowa School for the Deaf, and Iowa Braille and Sight Saving School.

It was also recommended that the board direct the Board Office and the institutions to provide the board, by its December meeting, the recommended changes in the pay plans of the Regents Merit System and the institutional professional and scientific systems to assure compliance with the State's comparable worth law including an estimate of the cost of implementing the changes in the pay plans.

The Board Office noted that during the 1983 legislative session, the legislature passed an act which established a policy that the state ". . . shall not discriminate in compensation for work of comparable worth between jobs held predominately by women and jobs held predominately by men." The act established that the state conduct a comparable worth study of positions in the State Merit System which was submitted to the State Steering Committee in the spring of 1984 by the committee's consultant. With the study complete, the legislature passed an act late in the 1984 session to implement compensation adjustments based on comparable worth. The Governor appointed an oversight committee for the implementation of comparable worth for all state agencies. Through collective bargaining, the state and AFSCME agreed on implementation of the pay adjustments directed by the comparable worth legislation one element of which was that no employee would be moved down in pay grade and employees who moved to a higher pay grade would be moved one step lower in the new pay grade than they were in their old grade. In addition the state entered into a memorandum of understanding which provided that no classification appeals would be heard at this time; that AFSCME will not file a lawsuit against the state over comparable worth; that the Commission on the Status of Women would conduct an evaluation concerning the elimination of salary disparity based on sex and that representatives of the Board of Regents would meet with AFSCME to solicit input with respect to comparable worth in the Regents Merit System.

In order to study the conditions of the Regents Merit System relative to comparable worth concepts, the board contracted with the consulting firm, Hayes/Hill, Inc., to study the present status of the system. The firm met with institutional personnel staffs, merit employees, the Merit System Advisory Council, and Board Office staff and reviewed the classification portion of the Regents Merit System. Employees at each of the universities through on-campus interviews and questionnaires were given an opportunity to inform Hayes/Hill of their concerns about the Regents Merit System and its pay plans.

In order to further obtain the views of system employees, the Board Office staff and institutional administrators have had four meetings with the representatives of the university staff councils, the president of AFSCME/Iowa Council 61, local AFSCME presidents from each of the university campuses, and AFSCME consultants. After reviewing the final report, the group had no difficulty with the report but did note that the report had not reached conclusions in a form they had expected. They had expected the final report to recommend changes in classifications and pay grade assignments as the report did at the state level. They indicated that while the result they had expected had not been reached, they were not disappointed with the direction the Regents were taking to implement comparable worth.

Hayes/Hill stated that the original work which was done on the Regents Merit System pay plan in 1974 had essentially removed all of the sex bias from the assignment of classifications to pay grades.

The professional and scientific staff positions at each institution and the Board Office were reviewed using the same factors of skill, effort, responsibility, and working conditions as were considered in the Regents Merit System review.

A review of the final reports is as follows:

Regents Merit System--Since the state provided no specific detailed standard for measuring compliance with the comparable worth, Hayes/Hill in order to determine if the Regents Merit System was in compliance with the law developed criteria based upon their experience and understanding of current research and court decisions. Their criteria required that three questions be considered--(1) To what degree are positions assigned to job classifications that are defined in enough detail to reflect accurately the job duties and responsibilities being performed; (2) To what degree is the assignment of jobs to pay grades based on an objective evaluation of job duties and responsibilities free of sexual bias; (3) To what extent is the "pricing of each pay grade" free of possible sex-based discrimination factors in the job market.

Using this criteria, Hayes/Hill reached conclusions and offered recommendations to meet the comparable worth concerns as follows:

- **Position Assignment to Job Classification:** The position descriptions were essentially accurate and free of sex-biased discrimination when the system was developed initially in 1974. It appears that the greatest changes in technology which may have affected positions and which may not be reflected properly in the analysis of positions is in the secretarial/clerical area.

RECOMMENDATION: Review all female-dominated job classifications and those mix dominated job classifications with a larger number of female incumbents for accuracy of job content and position assignment. Freeze reclassification requests for these job classifications until this is accomplished.

Prioritize this review by first looking at job classifications that are most likely to have been impacted by introduction of new equipment; organization changes and/or staffing changes.

Develop position evaluation systems that focus on the major differentiating job evaluation factors for specific job families. These systems would be used to assist job analysts and supervisors in determining the correct job level for employees within a job family.

- Job Classifications to Pay Grades: Some of the job evaluation factors likely will need to be changed to reflect changes in technology, such as word processors and personal computers. Until the outcome of the evaluation of the factors is completed, the weighting of the factors cannot be verified as appropriate with confidence. Consequently, the assignment of job classifications to pay grades will need to be reviewed.

RECOMMENDATION: Based on the results of the review, modify the job evaluation factors to reflect any major changes in job duties and responsibilities.

Review the remaining evaluation factors particularly those that affect the male- and female-dominated classifications to determine if the relative weights still are appropriate.

Review the job evaluation point spread between pay grades to ensure that it is still appropriate.

Reevaluate the job classifications affected by the job definition review and the job evaluation factor review.

- Salary Levels to Pay Grades: When the Regents Pay Plan was established in 1974, a conscientious effort was made to eliminate market bias from the pricing of the pay plan by surveying both male- and female-dominated classes. The development of multiple pay plans, as a result of collective bargaining, has somewhat eroded the original structure of the single pay plan.

RECOMMENDATION: Merge the four pay plans into one so that the same salary range applies to the same pay grade. Make the resulting pay plan consistent in structure (i.e., uniform percent between pay grades and uniform percent between steps within a pay grade). Since this has collective bargaining implications, it will have to be explored further before a recommendation can be made to the board.

Continue to review advance starting rates to ensure they are justified by the market.

Professional and Scientific Positions -- ISU. The review of the consultant was focused on three distinct areas: (1) the structure of the evaluation plan itself and the weighting utilized; (2) the administration and application of the system by the university; (3) an analysis of the current salary levels of the incumbents classified by the system.

Upon completion of the analysis of many kinds of data comparisons, conclusions were reached by the consultant in the context of the state's comparable worth law in the three areas identified above, as follows:

- Relative to the P&S Evaluation Plan document, considering both the language and the factors measured, it appears that the factors which are covered by the plan and their weightings do not discriminate in terms of sex. The eight factors used in the P&S Evaluation Plan do not specifically measure all four of the areas (skill, effort, responsibility, and working conditions) set forth in the law as the basis for measuring comparable worth. The element of "working conditions" is not specifically considered in the plan. Its absence, however, does not automatically imply that the P&S Plan is biased since adverse conditions which are used normally to justify higher pay levels (such as noise, dirt, risk of harm, etc.) are more often found in the "male-dominated" positions.
- Relative to P&S Plan administration, a well-defined and structured system of review and appeals procedures exists for both new evaluations and requests for reclassification among the P&S positions at ISU.
- Relative to the actual salaries paid to P&S employees, the sample of jobs reveals a clustering of females and "female-dominated" positions in the lower P&S grade levels (grades 2-4). Accordingly, the average salary for females in the sample was lower than the comparable figure for males in the sample. The difference in average compensation, however, has not direct bearing on the issue of comparable worth. The university has an ongoing Affirmative Action Plan which addresses these issues.

Professional and Scientific Positions -- UNI. The review of the consultant was focused on the same areas as ISU and similar conclusions to those listed above were reached.

Professional and Scientific Positions -- SUI. Hayes/Hill reviewed the SUI P&S positions the same criteria as they did for the Regent Merit System and reached the following conclusions:

- Position Assignment to Classification: Accuracy of job descriptions and position assignments in the P&S Plan appear to be less of a problem than in the Regents Pay Plan because of the large number of single and small population P&S job classifications. However, some of the larger, more general job classifications such as Administrative Assistants, Program Associates, Research Assistants, may be a problem. Since there is no formal orientation to new P&S staff members about the pay plan, it is possible that some P&S staff members may not be aware of the flexibility designed into the system to recognize a significant change in job duties.

- Objectivity of Job Evaluation Process: The original evaluations were done by a relatively large group (8 percent of all employees) of P&S staff members. The 40 job evaluation factors seem to cover most aspects of the job involved except for specific technical skills that may not be covered adequately in the qualification section.
- Assignment of Salary Levels to Pay Grade: When the P&S Pay Plan was established in 1973, a conscientious effort was made to eliminate any market bias from the pricing of the pay plan. By the very nature of the jobs in the P&S Pay Plan, pay plan pricing can be done without reference to female-dominated jobs. The real issue in pricing the P&S Pay Plan is the overall competitiveness of the plan and individual salary relationships within a pay grade.

Professional and Scientific Positions -- ISD, IBSSS, Board Office. The University of Iowa's personnel professionals were recently asked to review the P&S positions and data related to them, including positions descriptions, assignment of positions to pay grades, and the actual salaries and sex of incumbents in positions at each of the three entities for consistency with the P&S plan at the university. They have reported that there appears to be no sex bias inherent in the pay of these professional employees. Hayes/Hill will review further the work done by SUI's personnel officers to verify the conclusion of no needed changes.

The Board Office noted that the matter immediately facing the board is how to respond to that portion of S.F. 2359 which requires the board to report to the Governor and the legislative council by December 15, 1984, on the degree to which the salary plans covering positions substantially equivalent to those in the state merit system comply with the provisions of the comparable worth legislation. The report shall include a plan for implementation in fiscal year 1986 of comparable worth salary adjustments, if necessary, and the amount of appropriations necessary to implement those adjustments. The reporting requirement covers all employees in the Regents Merit System and the P&S employees of the Regent institutions and the Board Office.

It appears that there is a high degree of compliance with the state's comparable worth law by the pay plans covering the Regents Merit System and the P&S employees in the institutions and the Board Office. It is also possible to deliver a report outlining the activities which will be undertaken by the Regent institutions, collectively and singly, and a projected time schedule with the purpose of recommending any changes required for an even higher degree of compliance with the comparable worth law.

The Board Office staff, after consultation with institutional administrators, recommended the following course of action:

Regents Merit System

- The discussions between institutional administrators, the Board Office staff, and representatives of employees including AFSCME should continue.
- Hayes/Hill, Inc., should be engaged to serve as a project director for implementing its recommendations for the Regents Merit System.

- Position Description Questionnaires should be completed by those in female-dominated and other targeted classes. Multiple university committees should be established, composed of from five to seven persons, for the purpose of re-point-counting priority classes.
- The institutions will continue to review the weights assigned to the various factors to determine if changes in weights need to be made. If changes are made, all classifications will be reviewed to reflect the change in weights. The outcome of the process will be a proposed alignment of positions and pay grades which is consistent with the state's comparable worth law and one for which a cost can be determined for implementation in FY 86.

Professional and Scientific Systems

- The matter of weighting factors in the P&S systems should be reviewed and adjusted to reflect today's work place environment.
- The matter of "working conditions" which is absent from P&S systems should be reviewed for inclusion in the systems.
- After the two above recommendations are completed, a new assignment of positions to the P&S pay plans will be proposed which will be consistent with the state's comparable worth law and from which a cost can be determined for implementation in FY 86.

Motion:

Mrs. Murphy moved that the board direct the Board Office and institutions by its December meeting to make the recommended changes in the pay plans of the Regents Merit System and institutional professional and scientific systems to assure compliance with the state's comparable worth law including an estimate of the cost of implementing the changes in the pay plans. Mr. Neu seconded the motion, and it was passed unanimously.

OPERATING AND CAPITAL BUDGET REQUESTS, 1985-87 BIENNIUM. It was recommended that the board: (1) receive the report; (2) approve recommended changes in the operating budget in the coming biennium; (3) approve the priority listing of capital projects.

The Board Office noted that the board gave approval to an operating budget of \$617.378 million for fiscal year 1986 and \$639.270 million for fiscal year 1987. Since that time, it was necessary to make some minor changes. These adjustments increase the total request by \$1.0 million in FY 1986 and \$1.6 million in FY 1987. The recommended changes are as follows:

- To comply with a request from the Comptroller, it is necessary that that the annualization of fringe benefits for faculty and institutional officials and professional and scientific staff be incorporated into the operating budget request. This addition amounts to an extra \$1.24 million in FY 1986 and cumulative addition of \$1.99 million in FY 1987

- The fuel and purchased electricity request has been reduced by \$6,000 in FY 1986 and \$9,000 in FY 1987 to account for a technical adjustment in the fuel and purchased electricity calculation for UNI.
- The request for improving educational quality is recommended to be reduced by \$230,000 in FY 1986 and \$430,000 in FY 1987 from that approved in October
- These recommendations also include an adjustment in the priorities established for the Psychological and Sociological Services Program for the Iowa School for the Deaf. The school had placed this program in the fourth priority position. The recommendation now places the program at the top of the priority list since this is a critical need at the school.

In October the board recommended a total capital program for the biennium of \$88.960 million. Of the total request, \$32.410 million is recommended for funding through state appropriations. In order to meet Comptroller's requirements, it was necessary to rank these projects in priority order. Six general priorities were established: (1) fire and environmental safety programs; (2) the second phase of appropriated projects; (3) equipment for opening facilities; (4) remodeling projects; (5) utility projects; (6) planning for new space and remodeling.

The operating and capital budgets are outlined on the following pages:

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SUMMARY OF BUDGET REQUESTS BY INCOME AND EXPENSE CATEGORY: 1985-87 BIENNIUM

INSTITUTION	ALL	BUDGET UNIT			ALL
(000s Omitted)					
EXPENSE/INCOME CATEGORY	1984-85	1985-86		1986-87	
	Regent Budget (1)	Board of Regents Request (2)	% Incr. ^{1/} (3)	Board of Regents Request (4)	% Incr. ^{2/} (5)
<u>EXPENSE BUDGET</u>					
Faculty & Inst. Officials' Salaries(Gross)	\$ 220,687	\$221,618		\$222,099	
Prof. & Scientific Staff Salaries (Gross)	118,386	118,629		118,782	
General Service Staff Salaries (Gross)	127,773	129,659		129,854	
Less Vacancy Factor	-8,888	-8,888		-8,888	
<u>Net Salaries</u>	<u>\$ 457,958</u>	<u>\$461,018</u>		<u>\$461,847</u>	
Fuel & Purchased Electricity	\$ 24,271	\$ 26,550	9.4%	\$ 28,640	7.9%
Supplies & Services	90,694	95,261	5.0	100,507	5.5
Equipment	7,617	7,998	5.0	8,439	5.5
Library Books	7,452	8,125	9.0	8,857	9.0
Building Repairs	4,787	4,978	4.0 ^{4/}	5,251	5.5
Improving Educational Quality		14,077		26,978	
<u>Subtotal - Nonsalary Categories</u>	<u>\$ 134,821</u>	<u>\$156,989</u>	<u>16.4%</u>	<u>\$178,672</u>	<u>13.8%</u>
<u>TOTAL EXPENSE BUDGET</u>	<u>\$ 592,779</u>	<u>\$618,007</u>	<u>4.3%</u>	<u>\$640,519</u>	<u>3.6%</u>
<u>INCOME BUDGET</u>					
Student Fees	\$ 103,107	\$109,426	6.1%	\$114,953	5.1%
Federal Funds	11,312	11,533	1.9	11,759	2.2
Sales & Other Services	125,439	129,180	3.0	131,973	2.0
Other Income	15,316	15,380	0.3	15,415	0.3
<u>Subtotal - Institutional Income</u>	<u>\$ 255,174</u>	<u>\$265,519</u>	<u>4.1%</u>	<u>\$274,100</u>	<u>3.2%</u>
Appropriations ^{3/}	\$ 337,370	\$352,488	4.5%	\$366,419	4.0%
Carry-Over Funds (SCHS)	235				
<u>TOTAL INCOME BUDGET</u>	<u>\$ 592,779</u>	<u>\$618,007</u>	<u>4.3%</u>	<u>\$640,519</u>	<u>3.6%</u>

^{1/}Percentage increase in Board request over 1984-85
^{2/}Percentage increase in Board request over 1985-86
^{3/}Includes SCHS Block Grants
^{4/}Less than 5.0% due to reduction for Oakdale

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PRIORITY LISTING OF CAPITAL PROJECTS, 1985-87

<u>Priority</u>	<u>Category/Projects</u>	<u>Project Amount</u>	<u>Subtotal</u>
	<u>Fire and Environmental Safety</u>		
1	(<u>SUI</u> --Chemistry-Botany Remodeling-- Phase II	\$ 8,500,000	
	(<u>ISU</u> --Gilman Hall Remodeling--Phase II	4,200,000	
	Subtotal		<u>\$12,700,000</u>
	<u>Second Phase of Appropriated Projects</u>		
2	(<u>ISU</u> --Ag. Diversification Facility	70,000	
	(<u>ISU</u> --Food Crops Research Center Remodeling	500,000	
	Subtotal		<u>\$ 570,000</u>
	<u>Equipment for Opening a Facility</u>		
3	(<u>ISU</u> --Agronomy Building--Equipment	2,000,000	
	Subtotal		<u>\$ 2,000,000</u>
	<u>Remodeling</u>		
4	(<u>ISU</u> --Home Economics Building-- Phase I	3,500,000	
	(<u>ISU</u> --Industrial Education Remodeling	3,000,000	
	(<u>UNI</u> --Latham Hall Remodeling	3,100,000	
	(<u>IBSSS</u> --Roof and Window Replacement	90,000	
	(<u>UNI</u> --Bartlett Hall Remodeling	1,150,000	
	(<u>UNI</u> --Art II Remodeling	900,000	
	(<u>ISD</u> --Main Building/Dorm Remodeling	250,000	
	Subtotal		<u>\$11,990,000</u>
	<u>Utilities</u>		
5	(<u>IBSSS</u> --Utility Distribution System Improvements--Phase II	100,000	
	(<u>SUI</u> --Water System Improvements	2,000,000	
	(<u>UNI</u> --Utility System Improvements	500,000	
	(<u>ISD</u> --Energy Management Control System	100,000	
	(<u>IBSSS</u> --Energy Management Control System	50,000	
	Subtotal		<u>\$ 2,750,000</u>

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<u>Priority</u>	<u>Category/Projects</u>	<u>Project Amount</u>	<u>Subtotal</u>
	<u>Planning</u>		
	(<u>SUI--Engineering Building Addition--</u> <u>Planning</u>	800,000	
	(<u>ISU--Genetics Addition--Planning (Plant</u> <u>Breeding Technology)</u>	100,000	
	(<u>ISU--Coover Hall Remodeling--Planning</u>	100,000	
6	(<u>ISU--Davidson Hall Remodeling--Planning</u>	100,000	
	(<u>UNI--Wright Hall Remodeling--Planning</u>	200,000	
	(<u>UNI--Classroom/Office Building--Planning</u>	500,000	
	(<u>SUI--Business Building--Planning</u>	400,000	
	(<u>ISU--Vet. Med. Research Institute--</u> <u>Animal Facility--Planning</u>	200,000	
	Subtotal		<u>\$ 2,400,000</u>
	TOTAL APPROPRIATED AMOUNT		<u>\$32,410,000</u>
*	SUI--Boiler Replacement--Phase I-A	29,500,000	
*	ISU--Boiler Replacement	26,500,000	
*	Bond Issuance Costs	280,000	
	Subtotal		<u>\$56,280,000</u>
	TOTAL CAPITAL		<u>\$88,690,000</u>

* To be funded through the sale of revenue bonds.

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Regent Anderson stated she was concerned that the home economics addition and remodeling project at Iowa State University was not higher in priority.

Mr. Gross stated that the Priority #1 projects were those considered to be very critical. The home economics addition and remodeling is the top priority in the new projects category. He further explained that, with the exception of the utilities category, the individual projects within each category are presented in priority rank.

Motion:

Dr. Harris moved that the board approve the operating budget and priority listing of capital projects as presented. Mr. Neu seconded the motion, and it was passed unanimously.

TEN-YEAR BUILDING PROGRAM, 1985-95. It was recommended that the board receive the preliminary Ten-Year Building Program for 1985-95 and request the Board Office to work with the institutions and submit recommendations for a final Ten-Year Program to be presented to the board in December.

The Board Office explained that the Board of Regents is required to submit annually to the General Assembly a Ten-Year Building Program for each university under its jurisdiction. The building program is to contain a list of the buildings and facilities that the board feels will be necessary to further the educational objectives of the institutions along with an estimate of the maximum amount of academic revenue bonds expected to be issued under the Academic Revenue Bond Act for each year of the biennium.

The objectives of the Regents Ten-Year Building Program are twofold: First, the program is prepared in response to the specific legislative requirements; second, the program presents an assessment of the need for additional or remodeled facilities at Regent institutions. The two special schools are included in the building program for the first time. Although the legislative requirement addresses the building needs of only the universities, including ISD and IBSSS will make the Ten-Year Building Program a comprehensive statement of all Regent institutions' facilities needs.

This is a preliminary report; and, after additional consultation with the institutions, the final report will be prepared by the Board Office and submitted to the board in December. The final program will be presented to the legislature in January.

The Regent institutions identified capital needs during the ten years of the building program of \$531,471,000. The Ten-Year Building Program for 1985-95 is organized into three sections. The first and second sections are capital projects requested for the 1985-87 and 1987-89 biennia. The third section is an identification of capital needs for the last three biennia, 1989-95. The first section is the capital projects for 1985-87 approved by the board in October.

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The capital needs of the two special schools have not been included in the preliminary report but will be incorporated into the final report.

The preliminary Ten-Year Building Program is outlined on the following page.

State Board of Regents
TEN-YEAR BUILDING PROGRAM
1985-1995
UNIVERSITY CAPITAL REQUESTS
(000s omitted)

<u>Category</u>	<u>1985-87</u>	<u>1987-89</u>	<u>1989-95</u>	<u>TOTAL</u>
<u>University of Iowa</u>				
New Buildings	\$ 1,200	\$ 38,050	\$13,000	\$ 52,250
Equipment	0	425	9,350	9,775
Remodeling	8,500	4,000	26,115	38,615
Utilities	31,500	3,915	49,000	84,415
Fire/Safety	0	1,000	3,000	4,000
SUBTOTAL	<u>\$ 41,200</u>	<u>\$ 47,390</u>	<u>\$100,465</u>	<u>\$189,055</u>
<u>Iowa State Univ.</u>				
New Buildings	\$ 3,870	\$ 30,970	\$ 93,110	127,950
Equipment	2,000	8,425	13,625	24,050
Remodeling	7,900	19,830	17,000	44,730
Utilities	26,750	19,500	29,825	76,075
Fire/Safety	0	1,250	1,750	3,000
SUBTOTAL	<u>\$ 40,520</u>	<u>\$ 79,975</u>	<u>\$155,310</u>	<u>\$275,805</u>
<u>Univ. of Northern Ia.</u>				
New Buildings	\$ 500	\$ 15,080	\$ 16,000	31,580
Equipment	0	3,035	2,400	5,435
Remodeling	5,350	2,300	0	7,650
Utilities	500	13,509	6,937	20,946
Fire/Safety	0	500	500	1,000
SUBTOTAL	<u>\$ 6,350</u>	<u>\$ 34,424</u>	<u>\$ 25,837</u>	<u>\$ 66,611</u>
<u>SUMMARY</u>				
New Buildings	\$ 5,570	\$ 84,100	\$122,110	211,780
Equipment	2,000	11,885	25,375	39,260
Remodeling	21,750	26,130	43,115	90,995
Utilities	58,750	36,924	85,762	181,436
Fire/Safety	0	2,750	5,250	8,000
TOTAL	<u>\$ 88,070</u>	<u>\$161,789</u>	<u>\$281,612</u>	<u>\$531,471</u>

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TEN-YEAR BUILDING PROGRAM

1985-1995

PRELIMINARY BOARD OFFICE RECOMMENDATIONS FOR 1987-89

(000s omitted)

<u>Institution/Project</u>	<u>Amount</u>
<u>University of Iowa</u>	
Engineering Building Addition	\$ 17,300
Business Building	16,000
Equipment--Chemistry-Botany Building	425
Fire and Environmental Safety Corrections	<u>1,000</u>
SUBTOTAL	<u>\$ 34,725</u>
<u>Iowa State University</u>	
Home Economics Building--Phase II	\$ 8,640
Vet Med Research Institute (VMRI)--Animal Care Facility	1,570
Genetics Addition (Plant Breeding Technology)	2,990
Industrial Education and Technology Remodeling	4,000
Davidson Hall Remodeling (Ag Engineering)	6,900
Coover Hall Remodeling (Microelectronics and Computer Engineering)	2,930
Gilman Hall Remodeling--Phase III	3,000
Equipment	1,875
Home Economics	\$175
Education--Phase	450
Gilman--Phase	150
VMRI	150
Davidson	350
Genetics	450
Coover	150
Fire and Environmental Safety Corrections	<u>1,000</u>
SUBTOTAL	<u>\$ 32,905</u>
<u>University of Northern Iowa</u>	
Classroom/Office Building	\$ 9,000
Museum Relocation	380
Equipment	830
Latham	\$465
Bartlett	173
Art II	135
Museum	57
Wright Hall Remodeling	2,300
Fire and Environmental Safety Corrections	<u>500</u>
SUBTOTAL	<u>\$ 13,010</u>
TOTAL	<u>\$ 80,640</u>

Action: President Brownlee stated that the board by general consent received the preliminary Ten-Year Building Program and requested that the Board Office work with the institutions and submit recommendations for a final program in December.

EXECUTIVE SESSION. President Brownlee requested that the board go into executive session for the purpose of evaluating personnel under Chapter 28A.5(1)(i) of the Code. He said that the board would not resume in open session on this day, and no official business would be transacted in the executive session. On a roll call vote as to whether to enter into executive session, the following voted:

AYE: Anderson, Duchen, Harris, Jorgensen, McDonald, Murphy, Neu, Van Gilst, Brownlee.

NAY: None.

ABSENT: None.

The board, having voted by at least a two-thirds majority, resolved to meet in executive session beginning at 3:32 p.m. and arose therefrom at 5:45 p.m.

The board reconvened in open session on November 15, 1984.

REPORT ON FACULTY CONSULTING, 1983-84. President Brownlee stated that the board would review the consulting reports from each university in conjunction with the Board Office summary report.

It was recommended that the board receive each of the consulting reports; and, concerning the University of Iowa, it was recommended that the university begin to accumulate data on extramural activities of faculty that includes all such activities, not just those exceeding three days per semester.

The Board Office noted that there is a difference in reporting among the three universities. ISU and UNI have reported the number of faculty consulting and the number of hours of consulting by departments and collegiate units. The University of Iowa has reported the number of faculty consulting by collegiate unit for those instances in which concurrence from the collegiate dean was required by university policy (i.e., when consulting activity involves over three days in a given semester).

Both the university evaluations of their consulting policies and the consulting activities of the faculty contained in the reports and national studies on faculty consulting have concluded that such activities, if not abused, has positive implications for fulfilling university objectives.

While the Board Office believes that faculty consulting has positive benefits for the academic program, the students, the faculty members, the institution, and the state as a whole, there should be a full accounting of such activities to assure the general public and government officials that this activity is

not excessive and that it has positive implications for the university. The Board Office felt this accountability can be accomplished via more complete reporting of consulting activities which was the rationale for the Board Office recommendation with respect to SUI.

The following is a summary of each university's consulting report:

University of Iowa: The University of Iowa policy on consulting and other professional extramural activities defines professional extramural activity as work for a non-university entity for which faculty members receive remuneration other than their university salary and which involves their field of expertise. Except in extraordinary circumstances, the professional extramural activities shall not exceed an aggregate of one day per week over any interval of appointment during which the faculty member is in full-time status at the university. The reporting of such activity, however, does not occur until faculty members have used more than three days during a semester. Consequently, the recordkeeping includes only those actions taken in response to requests for concurrence to the dean.

The extramural activities in 1982-84 amounted to 111 faculty members who received concurrence from the collegiate dean to engage in professional extramural activities as defined by university policy. Fifty-eight percent (65) of those receiving concurrence were in the College of Engineering. The next largest number of faculty was in Nursing, 13 percent (15) of the faculty received concurrence from the dean.

Iowa State University: ISU's policy on outside consulting by members of the faculty notes that members of the staff are often asked to give advice or counsel to private agencies or individuals and sometimes they are invited to do so on a continuing basis for pay under arrangements commonly referred to as "consulting." A staff member at Iowa State University may undertake consulting work only after the proposed work has been mutually agreed to by both the staff member and the department head or chair. Staff members are required to report annually through their department executive officer to the dean of their college the amount of time they have spent on "consulting" or other professional work for which compensation has been received from other than university sources. There is an understanding that consulting will not exceed an average of two working days per month and consulting activities will not be concentrated in one or two months of the year.

At ISU 298 faculty members reported consulting in 1983-84. The university's report, which consists of a breakdown of consulting by faculty in each college and department, includes the number of days consulting for each. The largest total number of days of consulting was reported in Civil Engineering, Agriculture, Economics and Animal Science.

University of Northern Iowa: The general policy of the university governing faculty consulting activities does not require formal approval for outside consultation or other off-campus professional activities as long as they do not interfere with the faculty members' duties as a full-time faculty member. The university's policy notes that leaves for the purpose of consulting or for professional activities for which remuneration is received may average no more than one day per week during the academic term.

The majority of the consulting activities at UNI were reported by the School of Business (597 days for 26 faculty); the College of Education (410.5 days for 60 faculty); and College of Social and Behavioral Sciences (317 days for 24 faculty). Total for all schools and colleges was 1559.5 days for 145 faculty.

President Brownlee asked Vice President Remington to respond to the recommendation that the University of Iowa change the reporting requirements for consulting activities.

Vice President Remington stated that the university felt that their policy was working well for the faculty and that there were no abuses. Realizing that occasional abuses can occur, the policy does have certain safeguards. He added that the faculty understands the policy and also feels obligated to follow it.

Vice President Ellis stated that the reason for the three-day exception was so as to not add any unnecessary burden and discourage such activities.

Regent Jorgensen stated that she agreed with the positive reasons for continuing the current policy at the university; but, in terms of a governing situation, the board must have comparable information from each institution.

Motion:

Mrs. Jorgensen moved that the board receive the consulting reports from each of the institutions and that University of Iowa begin to accumulate data on all extramural activities of the faculty, not just those exceeding three days per semester. Mrs. Murphy seconded the motion, and it passed unanimously.

ENERGY MANAGEMENT PROGRAMS. This item was deferred until a future meeting.

PROPOSAL FOR FINANCING UTILITIES. It was recommended that the board receive the report.

The Board Office noted that in October the board gave conceptual approval to a proposal to finance with Self-Liquidating Revenue Bonds the needed replacement of boilers at the University of Iowa and Iowa State University and to solve Iowa State University's electrical generation problem. It was indicated to the board that the installation of new boilers and generating capacity at these two institutions would avoid higher fuel costs in the future and a portion of these fuel savings could be used to pay some of the debt service on the bonds. The Board Office, the board's financial consultant and bond counsel have met to refine this proposal. As a result of that work, it was determined that no statutory changes would be required to implement this proposal. However, a commitment will be needed from the Governor and the General Assembly to provide a modest annual inflation adjustment to the Regent fuel and purchased electricity budgets in order to obtain the revenues necessary to pay debt service on these self-liquidating bonds. No significant adjustment for consumption will have to be made in the appropriations.

It appears that Regent institutions will be able to use arbitrage and institutional savings to help finance the debt service on these bonds prior to the date on which the boilers are operational. After that time, significant avoided fuel costs will be sufficient to fund the debt service on these bonds. This conclusion was reached after carefully analyzing the financial assumptions which are the basis for this proposal and calculating the anticipated avoided fuel costs which would result.

The financial assumptions used were developed in consultation with the board's financial consultant. They are as follows:

- It is anticipated that \$56,280,000 in bonds must be issued. This would equal the construction costs for the boiler replacement program at the University of Iowa of \$29,500,000, the Iowa State University boiler replacement and generator replacement costs of \$26,500,000, and estimated bond issuance costs of \$280,000.
- It is anticipated that 25-year bonds would be issued with level debt service payments. However, further analysis of variable rate, short-term bonds and fixed rate 20-year bonds will be conducted.
- The board's bond counsel has advised that in order to estimate conservatively the ability of the institutions to fund these bonds, an anticipated interest rate of 9 percent on the 25-year bonds should be assumed. It should be noted that recent Regent bonds have received 8.0 percent to 8.5 percent interest rates. In addition, the interest earnings on the idle construction funds and reserves are anticipated between 10 and 11 percent.
- It is anticipated that the sale of these bonds would occur in July and October of 1985 and July and October of 1986. Each institution may split the size of its bond issue and sale portions of the total bonds needed in succeeding years.

Using the financial assumptions, the Board Office and the institutions developed anticipated total fuel and purchased electricity costs with and without the new boilers and generating capacity, the total net debt service needed, and the total net fuel costs which would be avoided by the state if these facilities are constructed.

The University of Iowa anticipates that approximately \$39,215,000 in fuel savings will be obtained in the first ten years of operation of the new steam generating boiler. After the deduction for debt service, it is anticipated that a total of \$16,038,000 in net fuel savings will occur if the institution is able to install new generating capacity.

If a new fluidized bed boiler is not installed at SUI, it is anticipated that the university would have to change its fuel mix from 70 percent coal and 30 percent natural gas to a 50-50 split. Since natural gas costs are approximately two times those of coal, substantial additional fuel costs would be incurred.

At Iowa State University, it is proposed that steam generating capacity be replaced and electrical generating capacity be added. As a result fuel and purchased electricity savings will be obtained for steam and electricity. The university anticipates that, in the first ten years of operation of a new steam generator and electrical generator, \$36,420,000 in fuel savings will be obtained and \$15,087,000 in purchased electricity costs will be avoided. In total, \$51,513,000 in gross fuel costs will be avoided if the university's proposal is adopted. After deducting for net debt service, it is anticipated that the total net avoided cost to the state would be \$31,880,000 over the first ten years of operation of the new units.

If the new units are not installed and operational by 1988, gas-fired boilers will have to be installed to provide for reliable steam generating capacity. The natural gas which would have to be used is twice as costly as the coal that is now being used by the university.

Iowa State University also faces a significant electrical generating capacity problem over the next several years. Electrical demand has been growing with the increasing reliance on computer equipment. In addition, the new facilities which will soon go on-line will demand additional electrical generating capacity. Without additional electricity, the university would not be able to operate these new facilities. The university has three options to obtain this needed additional electricity. One option would be purchase electricity from the city but it is felt that this would not provide a long-term solution to the university's electrical capacity problem. A second option would be to construct a city/university tie to the grid and purchase excess generating capacity. This option does have the benefit of providing a more secure source of power but does not appear to be financially feasible at this time. Thirdly, would be having the university install new generating capacity of between 10 and 12 megawatts. The university presently has the steam available to run such a turbine and the space is now available in the university's utility plant. The estimated cost of a new electrical generator would be approximately one-third the cost of constructing and obtaining power from the grid and appears to be the most viable solution to the problem.

Additionally, installation of fluidized bed boilers would allow for the burning of unwashed Iowa coal to meet EPA environmental standards which opens up a lot of opportunities for Iowa coal. Boilers would also have to use limestone which is also available in the Iowa market.

President Brownlee requested that the financing of utilities be placed in the Regents legislative program.

Motion:

Mr. Van Gilst moved the board endorse the proposal for financing utility construction at Iowa State University and the University of Iowa. Mr. Duchon seconded the motion, and it passed unanimously.

INSTITUTIONAL ROADS PROGRAM FOR 1984-90. It was recommended the board (1) approve the recommended 1985 Program totaling \$734,000 for construction and engineering, and \$150,000 for maintenance costs; (2) approve the recommended Institutional Roads Program for 1984-90 which totals \$6,604,800; (3) Receive the list of identified unmet institutional road needs at the institutions totaling \$8,760,000 and direct that these reports be forwarded to the Department of Transportation.

The Board Office noted that the Institutional Roads Committee has been meeting over the past several months to prepare the Five-Year Institutional Roads Program. The program is designed to maintain the 55 miles of roads under the control of the Regents and to provide for needed construction.

The first year of the program, 1985, is identified as an Accomplishment Year, and 1986-1990 are viewed as the five-year plan. The program is outlined below:

1985-90 Construction Plan

The 1985-90 Road Program includes \$6,604,800 for Regent institutional roads.

1985 Accomplishment Program

Included in the 1985 Program are three new projects. The first is reconstruction of an access road to the English/Philosophy Building and Library at the University of Iowa. This project will provide improved vehicular and pedestrian access to these two structures and is necessary because of the construction of the Communications Facility.

The second project at the University of Iowa is the reconstruction and upgrading of a drive past the university water plant. The road serves as an access to a major parking area west of the library. The third project is the realignment of the intersection of Mormon Trek Road and Melrose Avenue at the University of Iowa. Traffic on the road has increased dramatically through the years and the intersection is the site of a great number of accidents. In addition, the program includes another \$60,000 loan payment on Hawkins Drive and the final reimbursement for Elwood Drive Extension at Iowa State University.

A total construction budget for 1985 is estimated at \$734,400 and includes engineering and administration fees associated with the construction projects. The total 1985 Program, including maintenance, is estimated at \$884,400. This figure is based on a 30% allocation of the available Institutional Road Funds, as estimated by IDOT. The 30% allocation yields \$100,000 or 10% less to the Regents than under IDOT's previous 36% allocation arrangement. The institutions can only undertake 90% of their road construction program.

1986 Construction Program

The 1986 Program includes the fourth installment on the Hawkins Drive loan payment and a second payment of the English/Philosophy Building project at the University of Iowa. Also included at the University of Iowa is the access road to the new Law Building which is slated to be opened during that year.

The 1986 program includes permanent reconstruction and resurfacing of the paved access roads to the Vet Medicine Complex and student apartments at Iowa State University. This project is new to the institutional road program and will also resurface the two roads that were temporarily repaired on an emergency basis this past summer.

The University of Northern Iowa has two projects included in the 1986 program, one involving the reconstruction of Campus Street and Biology Research Complex Road and a second involving reconstruction of Price Lab School Road. These streets are narrow and are overly congested and will require a major improvement to handle the heavy traffic.

Iowa State University has included a project to install traffic signals at the intersection of Elwood Drive and Sixth Street. With the opening of Elwood Drive this last summer, the volume of traffic at the intersection requires signal control.

The construction and engineering budget for 1986 is \$775,000. The entire budget, including an estimate of maintenance costs, is \$925,000.

1987 Construction Program

During 1987, the Institutional Road Program includes a fifth loan payment for Hawkins Drive, a final payment on the Water Plant Drive project at the University of Iowa, a final payment on the Vet Med and Student Apartments resurfacing project at Iowa State, and the final payment on the University of Iowa reconstruction of the Water Plant Drive, which was initiated in 1985 and provides access to the Library parking lot.

In addition, three projects are proposed for funding including one new project. The first involves reconstruction of a north entrance to Hancher Auditorium at the University of Iowa. The 1987 Program also includes a project to reconstruct Wisconsin Street at the University of Northern Iowa. The final project is a preliminary engineering study to reconstruct the railroad underpass of Haber Road at Iowa State University. The underpass is currently only one lane wide and presents a safety hazard for the volume of traffic the road carries. This project is new to the program.

The total project costs for the 1987 Program including engineering and administration fees is \$803,000. With maintenance added, the total program cost is \$953,000.

1988 Construction Program

The 1988 Program includes five projects, the Hawkins Drive loan payment, and final payment on the Reconstruction of the north entrance drives to Hancher Auditorium. A project that will be initiated during this year involves the reconstruction of a hospital loading dock road at the University of Iowa. The reconstruction is necessary to alleviate a bottleneck in the loading dock area of University Hospitals.

The 1988 Program also includes reconstruction of Indiana Street at the University of Northern Iowa, resurfacing of various sections of street at Iowa State University, and reconstruction of portions of the road network at the Oakdale Campus at the University of Iowa. Also planned for initiation in this program is work on the University of Iowa Newton Road area as it connects with Glenwood Avenue to move traffic out of the hospital complex. With a total construction cost of over \$700,000, the Newton Road/Glenwood Avenue project will be repaid from Institutional Road Funds over three years, with the final payment in 1990.

The total construction cost of the 1988 program including engineering fees is \$824,000. The 1988 Institutional Roads Program for the Regent institutions including maintenance is \$974,000.

1989 Construction Program

The 1989 Program includes the seventh loan payment of Hawkins Drive, the reimbursement to the University of Iowa for the Newton Road/Glenview Avenue Connector project initiated the previous year, and a final payment for Iowa State University for the resurfacing project of selected streets.

The program also includes four construction projects, one of which is new to the institutional roads program. The new construction project is an extension of Nebraska Street from 30th Street to 27th Street at the University of Northern Iowa. This project is designed to provide better traffic control around the UNI-Dome.

The total construction cost for 1989, including engineering and administration fees, is \$832,000. The total program for 1989, including estimated maintenance, is \$982,000.

1990 Construction Program

The final year of the five-year Institutional Road Program includes two new construction projects. The first is an extension of Bissell Road at Iowa State University. This is the initial stage of a project designed to divert traffic from Pammel Drive. The initial phase is estimated to cost \$150,000. The remainder of the project, which may ultimately include an underpass under the Chicago & Northwestern Railroad, is estimated at \$2,500,000 and is contained on the Regents unmet institutional road needs.

The program also includes the second phase of the project to upgrade Nebraska Street at the University of Northern Iowa. This phase will widen the street from 22nd Street to 27th Street, as well as widening the 22nd Street connector from Nebraska Street east to Hudson Road. When completed, this project will provide a four-lane connector around the west and north sides of the UNI-Dome area of the campus. Only \$220,000 of the \$415,000 total construction cost can be accommodated within the Five-Year Institutional Road Program. The remaining \$195,000 is part of the unmet institutional road needs.

Also included in the 1990 Program is the eighth loan payment for Hawkins Drive, as well as a final payment to the University of Iowa for the Newton Road/Glenview Avenue Connector project and the final payment to Iowa State University for the second phase of resurfacing selected streets throughout the campus initiated in 1989.

The total construction cost for 1990 including engineering and administration fees is \$855,000, with the estimated amount for maintenance of \$150,000 making the total 1990 Program \$1,050,000.

Motion:

Mr. McDonald moved the board approve Institutional Roads Program for 1984-90 and the actions as recommended. Mrs. Jorgensen seconded the motion, and it passed unanimously.

ANNUAL REPORT ON REGENT PURCHASING OPERATIONS, FISCAL YEAR 1983-84. It was recommended that the board receive the annual report.

The Board Office reported that the annual purchasing report includes individual reports from each of the five institutions and cover the following topics: purchasing statistics, revised procurement policy and procedure, price, competition and cooperative purchasing efforts, cost-saving actions, changes in purchasing service, and professional development.

Highlights of the report are as follows:

- Board of Regents central purchasing operations remain the most active and extensive purchasing authority in the state of Iowa. In FY 1983-84, Regent purchasing operations accounted for \$221.0 million in purchases compared to \$199.7 million in 1982-83. This is an overall increase of 10.7 percent. This was accomplished despite a 2.8 percent appropriation reduction in FY 1983-84. These 1983-84 Regent figures compare to \$39.9 million processed through the central purchasing office of the Iowa Department of General Services and \$30.0 million processed through the central purchasing office of the Iowa Department of Transportation in FY 1983-84. Department of Transportation purchases exclude Primary Road Fund construction of \$309 million. Regent purchases exclude an estimated \$73.6 million in capital construction funding and \$6.6 million in library acquisitions which are not processed through campus central purchasing.
- The number of purchase orders at Regent institutions has fallen by 17 percent since FY 1980 but was up 3.1 percent in FY 1984 as compared to FY 1983.
- Cash discounts received by Regent institutions are up 34 percent from FY 1980.
- Purchases from Prison Industries increased 21 percent in FY 1984 as compared to FY 1983.
- Regent-wide computer discount purchasing contracts saved \$324,000 in the first six months of the contract.
- SUI saved 6 percent or \$400,000 on medical and surgical supplies through the use of an innovative bidding procedure.
- ISU continued to be a national leader in the use of negative approval of vouchers and disposal of surplus equipment.
- The number of motor vehicles at the Regent institutions increased in FY 1984 by 27 vehicles.
- Over 125,000 purchase orders were processed, and only three vendor complaints were received by the Board Office.

Action: President Brownlee stated that the board by general consent received the Annual Report on Regent Purchasing Operations for FY 1983-84.

CHANGE IN DEFINITION OF EQUIPMENT FOR INVENTORY REPORTING. It was recommended that the board approve the following addition to the Section 7.10 of the Regents Procedural Guide:

- C. Pursuant to Chapter 17.30 of the Code of Iowa, all equipment valued at \$500 or more and held for one year or more shall be included in the institution's equipment inventory.

The Board Office explained that Chapter 17, Section 17.30 of the Code of Iowa requires each state agency to maintain an up-to-date inventory of all real and personal property belonging to the state. In addition, this section requires maintenance of these inventories in a form prescribed by the Director of the Department of General Services. The Director of General Services has recently established a definition of equipment at \$500 -- that means that any equipment valued at less than \$500 does not show up on the equipment inventories maintained by state agencies.

As a result of increasing the definition of equipment from the present \$300 to \$500, the value of Regent equipment inventory will shrink as follows:

SUI	2.1 percent
ISU	6.4 percent
UNI	9.1 percent
ISD	13.2 percent
IBSSS	16.1 percent

In addition, the actual number of items that will now have to be inventoried will be reduced significantly. The reduction in the number of inventoried items ranges from 6 percent at the University of Iowa to 56 percent at IBSSS.

Motion: Mr. McDonald moved that the adopt the addition to Section 7.10 of the Regents Procedural Guide as outlined above. Mrs. Anderson seconded the motion, and it passed unanimously.

BOARD OFFICE PERSONNEL REGISTER. The following action was ratified by general consent of the board:

Transfer -- Douglas E. Gross, Director of Business and Finance, transfer to position of Executive Assistant, Office of the Governor, effective December 14, 1984.

President Brownlee congratulated Mr. Gross on his transfer to the Office of the Governor and expressed the appreciation of the entire board and the institutions for his ability and willingness to put forth unlimited effort to accomplish the objectives of the Regents. This has demonstrated that he is one of the outstanding servants of state government, and the board has benefited greatly from his work.

NEXT MEETINGS: President Brownlee announced that the next meeting would be at Iowa State University convening at 1 p.m. on December 19 and continuing as necessary on December 20. Future meetings are as follows:

January 17, 1985	University of Northern Iowa	Cedar Falls
February 13-14		Des Moines
March 21	Iowa State University	Ames
April 17-18	University of Iowa	Iowa City
May 15-16	University of Northern Iowa	Cedar Falls
June 19-20	University of Iowa	Okoboji
July 18	Iowa State University	Ames

President Brownlee then asked the board members and institutional executives if there were any additional items 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, November 15, 1984.

REGISTER OF PERSONNEL CHANGES. The actions reported in the Register of Personnel Changes for the month of October 1984 were ratified by general consent of the board.

OTHER PERSONNEL TRANSACTIONS: The board was requested to approve the following appointments:

Charles A. Swenson, Ph.D., as Professor and Acting Head of the Department of Biochemistry, College of Medicine, effective December 1, 1984, at a fiscal-year salary of \$73,500.

Andrew J. Policano as Professor and Chair of the Department of Economics, College of Business Administration, for a three-year term beginning December 1, 1984, at an academic-year salary of \$49,000.

Motion: Mr. McDonald moved that the board approve the appointments as outlined above. Dr. Harris seconded the motion, and it passed unanimously.

PROPOSED COURSE CHANGES. It was recommended that the board refer the proposed changes to the Interinstitutional Committee on Educational Coordination and the Board Office for review and recommendation.

Consistent with the Board of Regents policy, the university is submitting course changes for board approval. The data indicate that during the past year 338 courses were added to the curriculum, while 280 were eliminated, for a net increase of 58 courses.

Action: President Brownlee stated that the proposed course changes was by general consent of the board referred to the Interinstitutional Committee on Educational Coordination and the Board Office for review and recommendation.

REGISTER OF CAPITAL IMPROVEMENT BUSINESS TRANSACTIONS. The Board Office reported that the final register for October 1984 had been received, was in order, and recommended approval.

Analysis of the register is as follows:

Utilizing Form A, the executive secretary awarded the following construction contracts. Ratification of action taken is requested:

CAMBUS Maintenance Garage Addition

Award to: McComas-Lacina Construction Co., Iowa City, Iowa
Base bid of \$285,917, plus Alt. #1 of \$4,814,
plus Alt. #2 of \$12,000, plus Alt. #3 of \$27,821 =
TOTAL AWARD OF: (4 bids received) \$330,552.00

This project involves constructing a maintenance garage addition to the existing CAMBUS facility on South Madison Street. The source of funds is from Urban Mass Transit Administration Grants and Treasurer's Temporary Investments.

Pharmacy Building--Remodel Room G21A

Award to: Burger Construction Co., Inc., Iowa City, Iowa
Base bid of: (8 bids received) \$55,995.00

This project involves remodeling a room to create a clean environment necessary for the production of an anti-cancer drug. The work includes building a changing area and air-interlock system and modifications to the ventilation and air filtering system. Source of funds is from a National Cancer Institute Contract and Pharmaceutical Services Income.

Engineering Building--Remodel for Particle Technology Research Lab B252

Award to: Mahurin Construction, Ltd., Marion, Iowa
Base bid of: (6 bids received) \$75,435.00

This project remodels a laboratory in the College of Engineering Building to house a particle technology laboratory. Source of funds is General University Building Repairs.

Indoor Practice Facility--Contract 3 (Recreation Building Area Electrical Service)

Award to: Meisner Electric, Inc., Newton, Iowa
Base bid of: (6 bids received) \$60,514.00

This project involves construction of an electrical vault and installation of a transformer and switchgear for the proposed Indoor Practice Facility. The source of funds is from the University of Iowa Foundation and the Department of Men's Intercollegiate Athletics.

University Hospitals--Dietary Services Remodeling

Award to: McComas-Lacina Construction Co., Inc., Iowa City, Iowa
Base Bid of \$19,440, plus Alt. #1 of \$8,936,
plus Alt. #2 of \$2,505 plus Alt. #3 of \$4,085,
plus Alt. #4 of \$2,484 = TOTAL AWARD OF: \$37,450.00

This project involves enlarging the serving area within the dining room and provides additional storage for food and supplies. Source of funds is University Hospitals Building Usage Funds.

The university reports acceptance of three construction contracts. In each case, inspection of the work found that the work was completed and complied with the plans and specifications. It is recommended that the board accept each construction as complete.

Hydraulics Laboratory--Wind Tunnel Annex -- PCS, Inc.

Kinnick Stadium--Electrical Distribution System--Phase 1 -- Gerard Electric, Inc.

Macbride Hall--Iowa Hall--Museum of Natural History--Phase I--Space Preparation -- R. K. Construction, Inc.

The university requests approval of the following new projects:

University Hospitals--4 Tower Nurse Station Remodeling
Source of Funds: University Hospitals Building Usage Funds \$35,650.00

This project involves remodeling the nurses station and the utility room on the 4 tower obstetrics nursing unit of the General Hospital. This project will be accomplished through public bidding.

The university also requests approval of the preliminary budget and selection of the University Architect's Office as architect and inspection supervisor.

Main Building (Oakdale Campus)--Raze
Source of Funds: Oakdale Building Repairs \$30,200.00

This project will raze the Old Main Building on the Oakdale Campus and restore the site. In September the board authorized the university to raze the structure. Because the demolition contract will only be a portion of the project budget, the work will be accomplished through purchase order.

The university also requests approval of a preliminary project budget and selection of the Physical Plant Department as project engineer and inspection supervisor.

Chemistry-Botany Building--Remodel 123E for Laboratory Space
Source of Funds: General University Building Repairs \$77,500.00

This project involves remodeling a room into a faculty research laboratory and an undergraduate teaching laboratory. The project consists of upgrading the electrical system and providing utilities for the laboratory, installing a fume hood, and associated mechanical work. The work will be accomplished by Physical Plant forces.

The university also requests approval of a preliminary budget and selection of the Physical Plant as engineer and inspection supervisor.

University Hospitals--Domestic Water Pipe Replacement--South Wing
Source of Funds: University Hospitals Building Repairs \$283,500.00

This project involves replacement of the domestic water piping system in the south wing which has deteriorated due to corrosion. The project will be accomplished through public bidding.

The university also requests approval of the preliminary project budget and selection of the University Architect's Office as inspection supervisor. In May the board ratified the institution's selection of Frank Pulley Associates as engineer on this project.

The university requests permission to negotiate the following consultant contract.

Steindler Building--Exterior Renovation and Phase VIII Remodeling

The university requests permission to negotiate an agreement with Wehner, Nowysz, Pattschull & Pfiffner, Iowa City, Iowa, for professional services on this project. Exterior phase of the project includes work on the roof, gutters, windows, tuckpointing, and improvement of site drainage. The Phase VII remodeling continues the interior renovation work of the previous phases. The preliminary estimate of the construction cost for this project is \$1,200,000.

The university is requesting permission to negotiate an agreement with this firm which served as project architect for all previous phases of the remodeling project. An agreement, when successfully negotiated, will be presented for the board's consideration at a subsequent meeting.

The university requests ratification of its selection of engineering firms to provide design services on the following projects:

Oakdale Campus--Primary Electrical Distribution System Analysis
The Durrant Group, Inc., Dubuque, Iowa Fee: \$6,046.00

This project involves an investigation of the electrical distribution system at the Oakdale Campus to determine the extent of deficiencies in the system.

Van Allen Hall--Second Floor Computer Room Air Conditioning
The Durrant Group, Inc., Dubuque, Iowa Fee; \$1,650.00

This project involves an analysis of the existing computer space and the determination of the need for additional or remodeled space.

The university requests ratification of an increase in compensation on three projects for additional architectural or engineering services. The projects include:

Recreation Building--Roof Replacement
Porter/Brierly Associates, Des Moines, Iowa Increase: \$10,500.00

In December 1983 the university initiated a contract by purchase order for \$3,000 with Porter/Brierly to conduct a preliminary study. In January 1984 the board ratified a \$2,000 amendment to the original purchase order contract. The university is again amending the contract--increasing the fee by \$10,500 and reporting this action to the board. The new contract total, therefore, is \$15,500.

<u>Field House and Athletic Office Building Remodeling</u> Bussard/Dikis & Associates, Ltd., Des Moines, Iowa	Increase: <u>\$3,000.00</u>
<u>Oakdale Hall--Third Floor Air Conditioning</u> The Durrant Group, Inc., Dubuque, Iowa	Increase: <u>\$1,745.31</u>

In June the board ratified an engineering contract for the project in the amount of \$4,159.67.

Motion: Mrs. Murphy moved that the board the Register of Capital Improvement Business Transactions as outlined above. Mr. McDonald seconded the motion, and it passed unanimously.

LEASES OF PROPERTY. It was recommended the board approve the leases as follows for space in the Technological Innovation Center at the university's Oakdale Campus:

a) Approximately 264 square feet of office space (Room 127) in the Oakdale Service Center, Oakdale Campus, to Info Publications, Inc./Erg-Works, Inc., at a rent of \$132 per month for the term December 1, 1984, to November 30, 1985, and

b) Approximately 792 square feet of office space (Rooms 119, 121, and 123) in the Oakdale Service Center, Oakdale Campus, to the Typesetting Connection, Inc., at a rent of \$396 per month for the term December 1, 1984, to November 30, 1985, and

c) Approximately 319 square feet of office space (Room 201) in the Oakdale Service Center, Oakdale Campus, to Profiles Corporation at a rent of \$159.50 per month for the term December 1, 1984, to November 30, 1985.

Motion: Mr. Neu moved that the approve the leases with Info Publications, Inc./Erg-Works, Inc.; Typesetting Connection, Inc.; and Profiles Corporation as outlined above. Mr. Van Gilst seconded the motion and upon the roll being called the following voted:
AYE: Anderson, Duchen, Harris, Jorgensen, McDonald, Murphy, Neu, Van Gilst, Brownlee.
NAY: None.
ABSENT: None.

President Brownlee then asked the board members and institutional executives if there were additional matters to be raised for discussion pertaining to the State University of Iowa. There were none.

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IOWA STATE UNIVERSITY

The following business pertaining to the Iowa State University was transacted on Thursday, November 15, 1984

REGISTER OF PERSONNEL CHANGES. The actions reported in the Register of Personnel Changes for the month of October 1984 were ratified by general consent of the board.

PHASED RETIREMENT REQUEST. It was recommended that the board approve the phased retirement request for Wesley Alexander, Senior Research Technician at the Ames Laboratory.

Mr. Alexander proposes to reduce his appointment to 80 percent effective January 1, 1985, and to 50 percent on January 1, 1986, and thereafter. The university reports that funds available to the Ames Laboratory as a result of Mr. Alexander's phased retirement (approximately \$2,500 for the first year and \$13,000 for each year thereafter) will be used to fund part of the salary of a replacement technician. Mr. Alexander meets the eligibility requirements for phased retirement adopted by the board.

Motion: Dr. Harris moved that the board approve the phased retirement request from Wesley Alexander. Mr. Neu seconded the motion, and it passed unanimously.

APPOINTMENT. It was recommended that board approve the following appointment:

Wayne R. Moore, Vice President for Planning and Development, as Acting Director of Development, effective December 1, 1984, until a permanent appointment has been selected.

Action: President Brownlee stated that the board by general consent approved the appointment as noted above.

LEASE OF PROPERTY. It was recommended that the board approve a five-year lease with the Cedar Rapids Community School District for 2,076 square feet of office and meeting room space at a cost of \$3.03 per square foot per year for the period January 1, 1985, to June 30, 1985, and for 2,916 square feet of office and meeting room space at a cost of \$2.79 per square foot per year for the period July 1, 1985, to December 31, 1989.

In September 1984 the board approved a four-month extension of a lease with the Grant Wood Area Education Agency which had provided space (1,484 square feet) for the Cedar Rapids Area Extension Office since January 1970. The purpose of the lease extension was to allow time for the university to locate larger facilities to meet the expansion requirements of the extension office, as the Grant Wood facility could not accommodate the increased space requirements of the university extension office.

The university has now located space in Cedar Rapids which meets its requirements. The space is in the District administrative offices of the Cedar Rapids Community School District. The District will provide 2,076 square feet of office space and meeting space beginning January 1, 1985, and additional space on July 1, 1985. Improvements are being made in the rented space by the District at a cost not to exceed \$6,800. The cost of these improvements is being amortized over the five-year term of the lease. The District will furnish parking space, snow removal, heat, electricity, air conditioning, and janitor service. The university will provide its own telephone service.

Motion:

Mrs. Murphy moved that the board approve the lease with the Cedar Rapids Community School District for 2,076 square feet of office and meeting room space at a cost of \$3.03 per square foot for the period January 1, 1985, to June 30, 1985, and for 2,916 square feet of office and meeting room space at a cost of \$2.79 per square foot per year for the period July 1, 1985, to December 31, 1989. Mr. Neu seconded the motion, and upon the roll being called, the following voted:

AYE: Anderson, Duchon, Harris,
Jorgensen, McDonald, Murphy,
Neu, Van Gilst, Brownlee.
NAY: None.
ABSENT: None.

REGISTER OF CAPITAL IMPROVEMENT BUSINESS TRANSACTIONS. The Board Office reported that the final register for the period October 19 through November 15, 1984, had been received, was in order, and recommended approval.

Analysis of the register is as follows:

The university is reporting approval of 11 change orders--all under \$25,000. The change order involve 11 contracts on five projects ranging in price from no change in amount (change in duration of contract) to an addition of \$22,970. None of these change orders require an increase in the project budget.

The university reports acceptance of three construction contracts. In each case, the inspection found that the work was complete and complied with the plans and specifications. It is recommended that the board accept the contracts as complete.

Friley Hall Renovation--Phase 4 -- Badger, Ltd.
Allied Construction Services, Inc.

Utilities--Cooling Tower Replacement--Cooling Towers--Piping/Wiring --
Baker Mechanical, Inc.

The university requests approval of the following new projects:

Recreation/Athletic Facility

Source of Funds: Special Student Activity Fees and Intercollegiate Athletic Funds (Budget yet to be determined)

In May the board approved the use of a special student activity fee for initial planning of an indoor recreational/athletic facility. The university would like to proceed with predesign and schematic design phases of the project. Initial consultant services will include a detailed analysis of the recreation and athletic space needs and develop alternative solutions to meet these needs.

The university would like to proceed with the selection of an architect and negotiate with the firm selected. An agreement, when successfully negotiated will be presented for the board's consideration at a subsequent meeting.

Plant Introduction Station--Plant Starting House

Source of Funds: USDA Regional Research Funds \$18,000.00

This project involves constructing a steel-framed structure covered with polyethylene to be used as a temporary growing area for new plants. The building will be equipped with heating and ventilating equipment for controlling the environment and protect plants from weather extremes. Materials for the building will be obtained through purchase order and erected using in-house forces. The design and construction supervision will be provided by the Agriculture Experiment Station--Engineering Services.

Physical Plant--Shop Modifications

Source of Funds: Building Repairs

This project involves minor remodeling of the existing shop areas to improve the efficiency of the Physical Plant Maintenance Services. The design and construction services will be carried by the Physical Plant forces.

Utilities--Replace Steam Generator #2 and Pollution Control Equipment

Source of Funds: Building and Utility Repair Fund (Budget yet to be determined)

This project involves replacement of an existing steam generator #2 with a new fluidized bed boiler. The current boiler is 37 years old and is no longer operational. Without the replacement of this boiler, the university will not be able to meet the future steam load requirements for heating and cooling of the university facilities. The university estimates that it will take until late 1988 to design, fabricate, and install the new boiler.

This project is part of the Regents biennial capital program approved in October. The university requests authority to proceed with the design of the project immediately because of the need of a new steam generator. The amount of the initial phase of design services has been estimated to be \$550,000.

The university requests permission to negotiate a design services agreement with Burns & McDonnell Engineering Company of Kansas City, Missouri. This firm has conducted a preliminary boiler study for the university and has completed preliminary design for the renovation necessary for installation of a new steam generator. The agreement would be limited to the \$550,000 available for project support.

The university also requests that the executive secretary be authorized to execute the agreement on behalf of the board following completion of negotiations so the project may proceed as swiftly as possible.

The university requests approval of an agreement on one project and ratification of its selection of architectural and engineering firms to provide design services on two projects:

<u>Veterinary Medicine Facilities--Building System Improvements</u> Kimmel-Jensen-Wegerer-Wray, Moline, Illinois	<u>\$120,000.00</u>
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In October the board approved a project to evaluate the Veterinary Medicine Facilities mechanical system, correct operating control deficiencies, and to improve energy efficiency. The board also approved a request to negotiate for design services. The university has now completed negotiations and requests board approval of this contract. Source of funds for the project is \$95,000 in Fire Loss Settlement and \$25,000 in 69th G.A. Academic Revenue Bonds.

<u>Residence Halls--Passenger Elevator Study</u> Lerch, Bates and Associates, Inc., Chicago, Illinois	<u>\$9,200.00</u>
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This project involves a survey of the residence hall passenger elevators to determine the need for upgrading the equipment and controls. Source of funds is Dormitory System--Room Service Improvements.

<u>Nuclear Engineering--General Remodeling</u> Higgins Shirk and Colvig, P.C., Des Moines, Iowa	<u>\$3,000.00</u>
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This consultant contract involves a survey of the existing building, analysis of user needs, development of remodeling alternatives, and construction cost estimates. Source of funds is Building Repairs.

Motion:

Mrs. Anderson moved that the board approve the Register of Capital Improvement Transactions as presented approve. Dr. Harris seconded the motion, and it passed unanimously.

IOWA STATE UNIVERSITY
November 14-15, 1984

President Brownlee then asked the board members and institutional executives if there were additional matters to be raised for discussion pertaining to Iowa State University. There were none.

UNIVERSITY OF NORTHERN IOWA

The following business pertaining to the University of Northern Iowa was transacted on Thursday, November 15, 1984.

REGISTER OF PERSONNEL CHANGES. The actions reported in the Register of Personnel Changes for the month of October 1984 were ratified by general consent of the board.

REQUEST FOR APPROVAL OF MASTER OF ARTS IN EDUCATION, COMPUTER APPLICATIONS IN EDUCATION, AND MASTER OF ARTS, COMPUTER SCIENCE EDUCATION. It was recommended that this request be referred to the Interinstitutional Committee on Educational Coordination and the Board Office for review and recommendation.

The Board Office stated that these two curriculum changes had been submitted earlier year but action was deferred pending further discussion in academic planning documents.

Action:

President Brownlee stated that the request for approval of Masters of Arts in Education, Computer Applications in Education and Master of Arts, Computer Science Education was by general consent of the board referred to the Inter-institutional Committee on Educational Coordination and the Board Office for review and recommendation.

PROFESSIONAL AND SCIENTIFIC CLASSIFICATION SYSTEM. It was recommended that the board approve the following changes in the university's classification and compensation plan for professional and scientific staff.

<u>FROM</u> Title and Grade	<u>TO</u> Title and Grade
Counselor/Coordinator - Handicapped Student Services Grade IV (\$20,526 - \$30,980)	Counselor/Coordinator - Handicapped Student Services Grade V (\$24,021 - \$36,773)
Student Research Coordinator Grade V (\$24,021 - \$36,773)	Director of Institutional Research Grade VI (\$28,349 - \$44,012)
Research Assistant Grade IV (\$20,526 - \$30,980)	Coordinator of Institutional Studies Grade V (\$24,021 - \$36,773)
Coordinator of Accounts Receivable Grade V (\$24,021 - \$36,773)	Bursar Grade V (\$24,021 - \$36,773)

The Board Office explained that each of the first three changes involves an increase of one pay grade. Expanded responsibilities in the area of counseling, not recognized in the current point evaluation of the Counselor/Coordinator - Handicapped Student Services position, result in a proposed increase in grade assignment for that position.

The proposed changes from Student Research Coordinator, grade V, to Director of Institutional Research, grade VI, and from (academic affairs) Research Assistant, grade IV, to Coordinator of Institutional Studies, grade V, are the result of a reorganization which involves the centralization of institutional research activities and expands the scope of responsibilities of the two current positions.

The change from Coordinator of Accounts Receivable to Bursar is a change in title only.

The university applied its point-count system to determine the requested changes, and no additional funding is required for the changes.

Motion:

Mr. Neu moved that the board approve changes in the Professional and Scientific Classification System as outlined above. Mrs. Anderson seconded the motion, and it passed unanimously.

REGISTER OF CAPITAL IMPROVEMENT BUSINESS TRANSACTIONS. The Board Office reported that the final register for the period October 1 through October 26, 1984, had been received, was in order and recommended approval.

Analysis of the register is as follows:

The university is reporting approval of one change order which is under \$25,000. The change order was an addition of \$363.89 to V.A. Oberheue Construction Company on the project, Residence System--Compliance with 1981 Fire Safety Report. This change order did not require an increase in the project budget with a new net amount of contract of \$108,535.89.

The university reports the acceptance of three construction projects. The final inspection of the work was made by representatives of the university, the contractor, and the project consultant. It was found that the contractor had carried out the contract in accordance with the plans and specifications and the work was accepted as complete:

Steam Distribution System Improvements--1981--Steam Loop #3 -- Young Plumbing and Heating

Gilchrist Hall--Renovate HVAC System -- ACI Mechanical Corporation

Residence System--Compliance with 1981 Fire Safety Report -- V.A. Oberheue Construction Company

Motion:

Mrs. Murphy moved the board approve the Register of Capital Improvement Business Transactions as outlined above. Mrs. Jorgensen seconded the motion, and it passed unanimously.

President Brownlee then asked the board members and institutional executives if there were additional matters to be raised for discussions pertaining to the University of Northern Iowa. There were none.

IOWA SCHOOL FOR THE DEAF

The following business pertaining to the Iowa School for the Deaf was transacted on Thursday, November 15, 1984

REGISTER OF PERSONNEL CHANGES. The actions reported in the Register of Personnel Changes for the month of October 1984 were ratified by general consent of the board.

PROPOSED CHANGES IN POLICIES AND PROCEDURES. It was recommended that (1) the board receive the report on the status of implementation of recommendations it has received from various consultants and state agencies; and (2) that the board approve policies, procedures, and an organization as follows: (a) Policy requiring reporting of child abuse and implementing procedures; (b) Policy prohibiting corporal punishment and implementing procedures; (c) Parent advisory committee.

The Board Office reported during the past year, recommendations have been received from consultants in the fields of medicine, psychology, and law as well as state agencies pertaining to the areas of child abuse and discipline and management of the school and its records. Those recommendations and action taken or pending is summarized as follows:

Records. The organization and maintenance of individual student records was recommended for review. Board Office staff visited with school personnel and made recommendations pertaining to organization and maintenance of records. An adequate system for keeping records secure is in place; records can be accessed only by authorized personnel and those authorized must sign a record of access to the records. The "Authorization for Initial Placement" form which is used for all ISD students is being reviewed to determine that such a form is present in the permanent record of each student and to determine if each form contains the required parental/guardian signature. A graduation plan record required for all ISD students within 18 months of being graduated is in each student's permanent record and parents/guardians have been notified of the plan. A student behavior report is being developed to inform staff of both positive and negative behaviors. The behavior report will not be retained as a permanent record but will be reviewed regularly by the administration and the staff so that they may be aware of a student's progress.

Abuse/Injury Reporting. The consultants engaged to develop abuse and injury reporting have reviewed the product of their combined efforts and recommendations for policies and procedures are attached to these minutes.

The definitions used in the procedure are broad and designed to require reporting of every incident of abuse. The procedure allows for students to report incidents to one employee who works closely with students and for staff to report to another employee whose work involves more contact with staff than students. Each of the two people receiving the reports will have specially developed expertise in the elements of child abuse. It is believed that all staff should not and would not be able to be trained in the more refined elements of child abuse which differentiates those incidents which must be reported to DHS from those which do not have to be reported. Hence, only two staff members will have to know the fine detail of the reporting law.

This policy and implementing procedure has been developed by the Board Office staff with the guidance of Dr. Gerald Solomons and Assistant Attorney General Merle Fleming. While the intent is clear, namely, to prevent corporal punishment, the procedures may need refinement over the next year as the staff of the school is trained in the use of therapeutic restraint techniques.

The policy is straightforward in prohibiting corporal punishment at ISD which can be understood by all parents, staff and students. To adopt a more complicated policy would cause ambiguity in the enforcement of the policy that would be too difficult to understand and enforce. This policy will, in effect, cause faculty and staff to use other accepted techniques for disciplining children at the school.

In the event that an employee violates the policy prohibiting corporal punishment or is found to have committed an act of child abuse, the employee is subject to the disciplinary action of the employer. The disciplinary action may be termination of employment.

Psychological Services. The school needs to coordinate the gathering and dissemination of psychological assessments of students. These assessments should be a part of a student's Individualized Educational Program (IEP) and should be used in developing the IEP. An additional psychologist who is skilled in working with the deaf is being recruited to work with the present psychologist to provide improved use of psychological information, including the possibility of applied research. The addition of a second psychologist will allow a broader range of psychological services to be offered to students, parents, and faculty. The psychologists will be provided opportunities for more frequent interaction with other professionals so that a broader approach to psychological services can be utilized.

The area of student services is being reorganized to ensure that guidance, health and psychological services are better coordinated. This change will be reflected in the school's Table of Organization.

The school has undertaken training for all staff from both a legal and medical perspective on the elements of child abuse. A plan is in place to provide students with abuse prevention education on continuing basis. The medical and legal consultants advising the school and its staff have approved the Policies and Procedures which provide for reporting of

abuse and eliminate corporal punishment. After the board has approved the Policies and Procedures, the staff will be given in-service training in utilization of them. All employees will be asked to sign an acknowledgement of receipt of the Policies and Procedures and to acknowledge that they have received in-service training in utilization of the procedures.

There has been developed a plan for a Parent Advisory Committee which is also attached to these minutes. During the course of the "regional" meetings conducted by board members and Board Office staff, to which invitations were sent to all ISD parents/guardians, there was wide acceptance from the parents/guardians of such a committee.

As part of the school's activities to ensure that staff know how to do their jobs in disciplining and restraining students without committing an act of abuse, staff will be trained in "therapeutic physical restraint" during the course of this year. Incidents requiring intervention will be documented and the documentation retained by the school.

Special liaison activities have been established between the school and the Department of Human Services to facilitate investigation of any future incidents of alleged abuse.

For certain individual students, special programs have been established to meet newly-identified needs.

For each and every recommendation made by a consultant or state agency where action was recommended for either the board or the school, an activity, program or correction is either presently in place or in the process of being put in place.

President Brownlee stated that the parents who attended the recent regional meetings held by the board appeared to be very interested in the establishment of the parents advisory committee. He added that it was feeling of the board that the committee be formulated within the next 60 days.

Superintendent Giangreco stated that the school would do all it could to get the committee functioning within that time frame.

Mr. Richey stated that the approved Policies and Procedures would be sent to all the parents and guardians of the students at ISD. In addition all of the questions raised by the parents at the regional meetings would be answered and sent to the parents along with a summary set of minutes.

Motion:

Mr. Neu moved that the board approve the actions as recommended concerning policies and procedures requiring child abuse reporting; policy and procedures prohibiting corporal punishment; and the establishment of parents advisory committee at the Iowa School for the Deaf. Mrs. Murphy seconded the motion, and it passed unanimously.

POLICY: A-001

Each incidence of alleged abuse of a student of Iowa School for the Deaf, as defined by the Code of Iowa, shall be reported to the Department of Human Services within 24 hours of obtaining knowledge of the incident.

PROCEDURE:

I. Abuse Defined:

- A. Physical Abuse is harm or threatened harm occurring through any non-accidental physical injury or any injury which is at variance with the history given of the injury.
- B. Sexual Abuse is harm or threatened harm occurring through the commission of a sexual act, and includes any sexual act between an employee of the school and a student of the school, any sexual act between any person and a student of the school, and any sexual act between students of the school while on school property or while under the supervision of school personnel. Sexual acts include but are not limited to acts delineated in section 702.17 of the Code of Iowa.
- C. Denial of Critical Care Abuse is harm or threatened harm occurring through the failure on the part of a person responsible for the care of the student to provide adequate food, shelter, clothing, or other care necessary for a student's health and welfare.

II. Report Required (Employee Reporting):

- A. An employee with knowledge of alleged abuse of an Iowa School for the Deaf student by any person shall immediately upon obtaining such knowledge make a detailed report of the alleged abuse, in writing, to the Superintendent's Administrative Aide on a report form provided for this purpose. A copy of the report form is attached.
- B. The Superintendent's Administrative Aide, upon receipt of the report, shall provide the employee making the report a written acknowledgment of the report and shall determine if additional information is needed to ensure a complete institutional report and shall secure from the employee and/or institutional records the necessary information to make the report complete, if the information is available. The Superintendent's Administrative Aide shall immediately secure as much documentation as possible regarding the incident. This documentation should include items as follows:
 - 1) photographs of injuries received, when appropriate;
 - 2) a written, signed statement from each witness to the incident and each party to the incident;
 - 3) a written, signed statement of attending medical staff of the school;

- 4) other evidence/documentation, as appropriate.
- C. The Superintendent's Administrative Aide shall review the report and determine if the elements of one of the three types of reportable abuse are present. In reports where the presence of the elements is in question, the report shall be treated as an incident of reportable abuse.
- 1) If the allegation constitutes an incident of reportable abuse the Superintendent's Administrative Aide shall immediately contact, by telephone, the local office of the Department of Human Services and report the incident. The telephone contact shall be followed by a written report within 24 hours. Notice of the report shall be made to the Superintendent, the Executive Secretary of the Board of Regents, and to the employee who initiated the report.
 - 2) If the allegation does not constitute an incident of reportable abuse the Superintendent's Administrative Aide shall note on the report the reason why the incident is not reportable. The Superintendent's Administrative Aide shall transmit to the Superintendent, the Executive Secretary of the Board of Regents, and the employee who initiated the report a summary of the allegations and the reason it is not an incident of reportable abuse.

III. Report Encouraged (Student Reporting):

- A. A student with knowledge of alleged abuse of an Iowa School for the Deaf student by any person is strongly encouraged, immediately upon obtaining such knowledge, to make a detailed report of the alleged abuse, in writing, to the Behavioral Management Specialist on a report form provided for this purpose. A copy of the report form is attached.
- B. The Behavioral Management Specialist shall, upon receipt of the report provide the student making the report a written acknowledgment of the report and shall determine if additional information is needed to ensure a complete institutional report and shall secure from the student and/or institutional records the necessary information to make the report complete, if the information is available. The Behavioral Management Specialist shall immediately secure as much documentation as possible regarding the incident. This documentation should include items as follows:
 - 1) photographs of injuries received, when appropriate;
 - 2) a written, signed statement from each witness of the incident and each party to the incident;

Policy A-001

- 3) a written, signed statement of attending medical staff of the school;
 - 4) other evidence/documentation, as appropriate.
- C. The Behavioral Management Specialist shall review the report and determine if the elements of one of the three types of reportable abuse are present. In reports where the presence of the elements is in question, the report shall be treated as an incident of reportable abuse.
- 1) If the allegation constitutes an incident of reportable abuse the Behavioral Management Specialist shall immediately contact, by telephone, the local office of the Department of Human Services and report the incident. The telephone contact shall be followed by a written report within 24 hours. Notice of the report shall be made to the Superintendent and the Executive Secretary of the Board of Regents.
 - 2) If the allegation does not constitute an incident of reportable abuse the Behavioral Management Specialist shall note on the report the reason why the incident is not reportable. The Behavioral Management Specialist shall transmit to the Superintendent and the Executive Secretary of the Board of Regents a summary of the allegations and the reason it is not an incident of reportable abuse.

IV. Disposition of Reports:

All reports, evidence, and documentation received pursuant to sections II and III of this procedure shall be treated as confidential and retained in the Superintendent's office as a permanent record and maintained in a limited access locked file.

V. Sanctions for Founded Reports (Employee):

An employee who is reported to the Department of Human Services as having committed an act of child abuse, section I, above, and for whom the report is classified as "founded" is subject to having the circumstances of the "founded" report reviewed by the school's administration. The result of this review may be disciplinary action by the employer and may include immediate termination of employment or some lesser disciplinary action.

If an employee is the subject of a report pursuant to Section II or III of this procedure of abuse, the school may take disciplinary action against the employee during the pendency of an investigation into the alleged abuse. The disciplinary action may include suspension without pay or some lesser disciplinary action.

INJURY REPORT FORM

Students completing this form should deliver it to the Behavioral Management Specialist.
Non-students completing this form should deliver it to the Superintendent's Administrative Aide.

The reporting process can always be begun by any person by telephoning the administrator in charge at telephone number 366-0571, area code 712.

NAME OF STUDENT INJURED: _____ Birthdate: _____
mo/day/year

Date of Injury: _____ Time of injury: _____ a.m. p.m. Date of report: _____
mo/day/year mo/day/year

Time of report: _____ a.m. p.m. Person receiving report: _____

SUMMARY OF EVENTS CAUSING INJURY (Use back of sheet if additional space needed.)

Signature of Person making report: _____

DISPOSITION BY SUPERINTENDENT'S ADMINISTRATIVE AIDE/BEHAVIORAL MANAGEMENT SPECIALIST
(Include reason(s) for not reporting to Department of Human Services, if not reported.)

This report is determined to be ___reportable abuse; ___non-reportable abuse;
___accidental injury(non-reportable).

Signature of person receiving report: _____

POLICY: B-001

Corporal punishment, which includes, but is not limited to, spanking, swatting, and other forms of physical contact with a student, the objective of which is to discipline the student, is forbidden and shall be reportable as child abuse.

PROCEDURE:

- I. A student, staff member, or other individual with knowledge of the violation of this policy shall report the violation as physical abuse pursuant to Policy No. A-001.
 - A. If the accused individual is an employee of the school, the employee may be suspended without pay, or some lesser disciplinary action taken, until it has been determined if a reportable offense has occurred. If a reportable offense has occurred, the employee may be terminated.
 - B. If the accused individual is a student, the accused may be suspended from school until it has been determined if a reportable offense has occurred. If a reportable offense has occurred, the student may be recommended for expulsion from school.
 - C. If the accused individual is neither a student nor an employee, the Superintendent may forbid the individual's presence on campus and may seek legal enforcement of the exclusion of the accused from the campus. If the accused is found to have committed a reportable offense, the Superintendent may permanently forbid the individual's presence on campus and may seek legal enforcement of the permanent exclusion of the accused from campus.

PROPOSED IOWA SCHOOL FOR THE DEAF
PARENT ADVISORY COMMITTEE

MEMBERSHIP

The ISD Parent Advisory Committee shall be composed of elected representatives of parents (or legal guardians) of students currently enrolled at the Iowa School for the Deaf.

CHAIRPERSONSHIP

The Committee shall elect its own Chair and Vice-Chair at the first meeting. The following year, the Vice-Chair shall assume the Chair of the Advisory Committee and a new person shall be elected by the Committee to serve as Vice-Chair. Persons elected as Vice-Chairs should be likely to still be a parent (or legal guardian) of an ISD student the second year.

TERM OF OFFICE

A representative's term of office shall be two years.

DUTIES

The Parent Advisory Committee at the Iowa School for the Deaf shall provide advice to the superintendent and shall serve as a communication link for parental input to the school administration and for the administration to communicate with parents. The Parent Advisory Committee meeting agendas shall be jointly set

by the Committee chair and the superintendent of ISD.

The Advisory Committee shall file an Annual Report with the Board of Regents. The report should chronicle the activities of the Advisory Committee in the previous year and may contain recommendations.

The superintendent shall use the Parent Advisory Committee meetings to discuss policy and educational changes prior to implementation and to provide opportunities for parental advice on issues related to the Iowa School for the Deaf.

EXPENSES

Travel and lodging expenses for elected parent representatives meeting in conjunction with an official meeting of the Committee shall be paid for by the Iowa School for the Deaf at prevailing reimbursement rates for state employees. The Committee is authorized to meet at least once quarterly. Special meetings may be called by joint agreement between the Committee chair and the superintendent, or as authorized by the Board of Regents or its representative.

RULES OF ORDER

Robert's Rules of Order shall apply at all meetings of the Committee.

COMMITTEE STAFF

Necessary staffing for the Committee will be provided by the

Iowa School for the Deaf.

ELECTION OF REPRESENTATIVES AT REGIONAL MEETINGS

The state shall be divided into eight regions with, consideration being given to the number of ISD students' residences in each region and the proximity of the residences to a central meeting site. The regions shall be determined by the staff of the State Board of Regents. A meeting shall be conducted in each region at least once during the academic year, in September. At the September meeting, each region shall elect one representative to a two-year term.

VACANCIES

If a representative's position is vacant in any region, the region will elect a replacement to fill the unexpired term at its next meeting. If the Committee is meeting before the region has an opportunity to elect a replacement, the Chair of the Committee shall designate a temporary representative from the region until the region elects its replacement.

REGISTER OF CAPITAL IMPROVEMENT BUSINESS TRANSACTIONS: The Board Office reported that the register for October 1984 contained a single item.

The board was requested to ratify a consultant contract with Wilscam-Mullins-Birge, Inc., Omaha, Nebraska, to prepare a master plan and schematic design for remodeling one wing of the Main Building. This project involves converting a portion of the Main Building from dormitories into family-living units. The project is included in the board's 1985-87 capital request with an estimated project budget of \$250,000. Compensation shall not exceed \$5,000. The Business Manager of ISD is authorized to approve capital consultant contracts of \$5,000 or less. The source of funds for this planning project is Building Repairs. The school plans to report at the December board meeting with cost estimates and the results of the feasibility study. The Board Office recommends ratification of the school's selection of Wilscam-Mullins-Birge, Inc., for this planning project.

Motion:

Mrs. Jorgensen moved the board ratify the award of the consultant contract to Wilscam-Mullins-Birge, Inc. as outlined above. Mr. McDonald seconded the motion, and it passed unanimously.

President Brownlee 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. There were none.

IOWA BRAILLE AND SIGHT SAVING SCHOOL

The following business pertaining to the Iowa Braille and Sight Saving School was transacted on Thursday, November 15, 1984.

REGISTER OF PERSONNEL CHANGES. The actions reported in the Register of Personnel Changes for September 30 to October 27, 1984, were ratified by general consent of the board.

SUPERINTENDENT'S ANNUAL REPORT, 1983-84. It was recommended that the board receive the annual report for 1983-84.

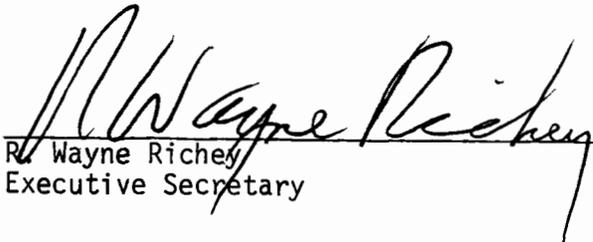
The Board Office reported that, as indicated by the report, the school has made progress with respect to its goals to enhance the understanding of the school's roles and services by the public, professionals, and potential consumers, to develop and implement programs to meet unmet student needs and to develop skills of communications. The extended services report notes that 298 students (unduplicated count) were provided services off campus. These were in addition to the 73 students enrolled at the Iowa Braille and Sight Saving School. In Summer 1983, 41 students participated in the summer school; and in 1984, 37 such students participated in the summer program. The school provided 16 student evaluations, 58 low vision clinics, and 198 library media textbook production activities. Seventeen orientation and mobility consultations were also provided.

Action: President Brownlee stated that by general consent the board received the Annual Report.

REGISTER OF CAPITAL IMPROVEMENT BUSINESS TRANSACTIONS. There were no entries on the register for the month of October 1984.

President Brownlee then asked board members and institutional executives if there were additional matters to be raised for discussion pertaining to the Iowa Braille and Sight Saving School. There were none.

ADJOURNMENT: The meeting of the State Board of Regents adjourned at 11:40 a.m. on November 15, 1984.


R. Wayne Richey
Executive Secretary