

University of Northern Iowa

A public university governed by the Board of Regents, State of Iowa

Comprehensive Annual Financial Report

University of Northern Iowa Funds of the State of Iowa

2000- 2001

For the year ending June 30, 2001



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For the year ending June 30, 2001

*Issued by the University of Northern Iowa
Cedar Falls, Iowa*

Office of the Controller

*Gary B. Shontz
Controller and Secretary/Treasurer*



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University of Northern Iowa

Introductory Section





November 29, 2001

To President Koob, Members
of the Board of Regents, State of Iowa,
and Citizens of the State of Iowa

In accordance with Iowa Code Sections 262.23 and 262.25, we are pleased to submit the Comprehensive Annual Financial Report for the University of Northern Iowa for the year ended June 30, 2001. The Controller's Office is responsible for both the accuracy of the presented data and the completeness and fairness of the presentation. We are confident that the information presented is accurate in all material respects and the necessary disclosures have been made which enable the reader to obtain an understanding of the University's financial activity and condition.

The report has been prepared in accordance with United States generally accepted accounting principles (GAAP) for governmental colleges and universities as promulgated by the Governmental Accounting Standards Board (GASB). As permitted by GASB, the financial statements are presented in conformity with GAAP as established by the American Institute of Certified Public Accountants (AICPA) and the National Association of College and University Business Officers (NACUBO). The report is presented in three sections as follows:

Introductory Section. Includes this transmittal letter, a Certificate of Achievement for Excellence in Financial Reporting, a listing of the governing board, and the University's organizational chart.

Financial Section. Includes the independent auditor's report on the financial statements, the financial statements, and notes to financial statements.

Statistical Section. Includes selected financial and nonfinancial data. This information is presented for the last ten years to facilitate the interpretation and analysis of trends affecting the financial health of the University. The Higher Education Price Index (HEPI) has been used to convert certain financial data to constant dollars. This conversion eliminates the effect of inflation and facilitates the determination of financial trends.

The University of Northern Iowa is governed by the Board of Regents, State of Iowa which holds the corporate powers of the University. Since the University is not deemed to be legally separate, the University is reported as an integral part of the State of Iowa Comprehensive Annual Financial Report. For reporting purposes, the University of Northern Iowa includes all departments, accounts, and activities of the University and its component unit, Friends of KHKE/KUNI. Refer to Note A in the Notes to Financial Statements for a complete description of the reporting entity.

Description of Institution. The University of Northern Iowa serves Iowa through a tripartite mission of education, research, and service. The University of Northern Iowa has served Iowa continuously for 125 years. Founded in 1876 as Iowa State Normal School, the school became Iowa State Teachers College in 1909, and State College of Iowa in 1961. In 1967, the College achieved full university status and was renamed the University of Northern Iowa.

Today, the University of Northern Iowa is a comprehensive university of approximately 14,000 students and 800

faculty.

The student body represents every county in Iowa, 48 states, and 75 foreign countries. Over 93 percent of the students are from the State of Iowa. Typically, more than 90% of UNI's freshmen rank in the top 50% of their high school class, with about 60% ranking in the top 30%. Innovative programs, such as Minorities in Teaching and its business counterpart, EXCEL, are helping increase the diversity of UNI's student body.

The University offers over 110 undergraduate majors, and graduate programs at the Master's, Specialist, and Doctoral levels. Building on its traditional strength in teacher education, the University of Northern Iowa offers nationally recognized programs in its colleges of Business Administration, Humanities and Fine Arts, Education, Natural Sciences, Social and Behavioral Sciences, and Graduate College.

The University is accredited by the North Central Association of Colleges and Universities. Individual programs are accredited by several national accrediting agencies. The University of Northern Iowa is a member of the American Association of State Colleges and Universities (AASCU), the American Association of Colleges for Teacher Education (AACTE), and the Council of Graduate Schools in the United States.

ECONOMIC CONDITION AND OUTLOOK

The State University of Iowa, the Iowa State University of Science and Technology, the University of Northern Iowa, the Iowa Braille and Sight Saving School, and the Iowa School for the Deaf are governed by the Board of Regents, State of Iowa. The State of Iowa has a long and respected tradition for its commitment to education and, accordingly, provides the largest portion of the University's unrestricted operating revenues. Despite economic highs and lows, state appropriations have increased year after year through the 2001 fiscal year.

A national recession, which officially began in March, 2001, has adversely affected tax revenues of the State of Iowa in Fiscal 2001 and again in Fiscal 2002. For Fiscal 2001, the Legislature appropriated \$91,829,144 to the University for General Educational Fund purposes. For fiscal 2002, the appropriation was \$1,381,028 less, or \$90,448,116. Governor Vilsack implemented, effective November 1, 2001, a 4.3 percent across-the-board reduction of most state General Fund appropriations. This reduction reduced the University's General Fund appropriation by \$3,889,269 to \$86,558,847. The appropriation to the Board of Regents, State of Iowa for tuition replacement was restored by the Legislature on November 8, 2001. Appropriations to the Board for capital projects were not affected.

As detailed in Schedule 9, the University has enjoyed a steady trend of increased enrollments since 1995. The fall 2000 enrollment of 14,070 for all student levels, is an increase of 517 over fall of 1999. Despite fluctuations, enrollment has increased 6.9% since 1992. Enrollment projections indicate a declining enrollment approaching 13,673 by the year 2011.

MAJOR INITIATIVES

Major initiatives of the University of Northern Iowa are guided by the University's strategic plan. The 2001 fiscal year saw the University embark on a new strategic plan, "Focused on Excellence." Developed through campus consensus and approved by the Board of Regents, State of Iowa, the plan outlines eight goals:

- 1) Provide intellectually stimulating and challenging experiences for students that broaden and deepen their perspective and awareness.
- 2) Support creative and intellectually rigorous teaching and scholarship.
- 3) Expand the involvement of the University in addressing critical local, state, national and global needs that also enrich the educational experiences offered by the University.

- 4) Strengthen a University culture characterized by diversity, collegiality and mutual respect.
- 5) Foster a supportive living, learning and working environment with services and programs that promote individual well being and organizational effectiveness.
- 6) Enhance the quality, diversity and number of human resources available to meet the needs of the University.
- 7) Continue to improve the capital, physical and informational resources at the University.
- 8) Establish strong, mutually beneficial relationships with external constituencies.

Progress toward strategic plan goals and objectives is measured through “performance indicators,” or quantitative measures against an established baseline for each goal and sub goal. Periodic updates of this progress are presented to the Board of Regents, State of Iowa.

Overall, management of the University is pleased with progress made during the 2001 fiscal year. Highlights include:

- Great teaching: Tenure/tenure-track faculty taught 63 percent of undergraduate student credit hours, including more than 50 percent of lower division courses.
- Small class sizes: Class sizes for undergraduate courses averaged 35.8 for lower level courses, and 25.6 for upper level courses.
- Sponsored funding per year in millions of dollars —Such funding totaled \$19.4 million, nearly double the amount received 2-4 years ago.
- Use of technology — The percentage of general assignment tech-equipped classrooms stood at approximately 95 percent, while the percentage of faculty using instructional technology (including computers) was approaching 90 percent.
- Global learning — The University enrolled a record 339 international students, while nearly 400 UNI students participated in an international learning experience.
- Distance learning — Headcount enrollments in credit/non-credit courses offered through continuing education stood at 9,845 for credit courses and 12,872 for non-credit courses.
- Enhanced external relationships: The Northern Iowa Foundation reported a record \$11.9 million contributed by more than 17,500 donors. Dollars available in the form of scholarships also reached a record \$2.3 million. The University is midway through a \$75 million capital campaign, including efforts that have raised more than \$12 million toward the \$15 million McLeodUSA Center sports arena.
- Physical improvements: The 2000-01 fiscal year saw completion and re-opening of Lang Hall, the University’s oldest academic building, which underwent a major renovation, including restoration of the historic auditorium.
- Data Access Program: The Data Access Program brought central data and processes to faculty, staff, and students, including grade reports, degree audits, forms, financial aid and scholarship information, enrollment data, budget information, and the University’s financial reports.
- Modern Executive Management Financial Information System (MEMFIS): The University has a multi-year strategy to implement new administrative systems. The University licensed administrative software from Oracle, Inc. in 1999. On July 1, 2001 the University implemented the general ledger, purchasing and

accounts payable, and cash management modules. Current plans call for implementing stores inventory, grants and contracts, non-student accounts receivable, self-service applications, human resources, and payroll over the next few years.

- Service to Iowa: UNI's outreach services leverage the intellectual capacity and technical expertise of faculty, staff and students to solve the problems of businesses and communities, while providing real-world experiences for students. The University's programs in technology transfer and business/community development activities have served more than 3,200 business and 430 community clients, involving nearly 32,000 employees and community leaders covering all 99 of Iowa's counties. Also, more than 200 training workshops were conducted this past year. These programs provided opportunities for 1,250 students and 52 faculty members to actively participate in economic development and technology transfer projects. The outreach efforts assisted in creating more than 3,200 new jobs, as well as retaining thousands more. Programs include:

- Ag-Based Industrial Lubricants Research Program
- Institute for Decision Making
- John Pappajohn Entrepreneurial Center
- Small Business Development Center
- Iowa Waste Reduction Center
- Metal Casting Center
- Recycling and Reuse Technology Transfer Center
- Center for Energy and Environmental Education
- Management and Professional Development Center
- Iowa Training Opportunities Program
- Strategic Marketing Services

FINANCIAL INFORMATION

Internal Control Structure and Budgetary Controls. Management of the University is responsible for establishing and maintaining a system of internal controls. In fulfilling this responsibility, estimates and judgements are routinely made to assess the expected benefits and related costs of internal control policies and procedures. The objective of internal control is to provide reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

The adequacy of internal control procedures is reviewed by the Office of Auditor of State as an integral part of the annual audit. In addition, the University's Operations Auditor performs periodic reviews of specific internal control procedures.

Management also maintains budgetary controls. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the Board of Regents, State of Iowa. Budgetary control is established by account and function within an individual fund. A position control system is used to manage the staff salary budget. Budgetary control is also exercised over sponsored projects as defined in grant and contractual agreements with external agencies. In addition, capital projects are controlled by Board approved budgets. The University also maintains an encumbrance accounting system as a significant element of the budgetary control system. At year-end, legally encumbered amounts for the General Educational Fund are carried to the next fiscal year without reversion of appropriations. For further information on encumbrances, refer to Note A of the Notes to Financial Statements.

As demonstrated by the statements included in the financial section of this report, University management continues to meet its responsibility for sound fiscal management.

University Functions. The University accounts for operations through the fund groups described in Note A. The following schedule presents a comparison of educational and general revenues for the fiscal year ended June 30, 2001, to the prior year's revenues. All amounts in this letter are expressed in thousands.

Current Funds Revenues – Educational & General				
	<u>Amount</u>	<u>Percent of Total</u>	<u>Increase (Decrease) from 2000</u>	<u>Percent of Increase (Decrease)</u>
Unrestricted				
Tuition & Fees	\$ 42,963	28.4	3,134	7.9
Federal Appropriations	526	0.3	139	35.9
State Appropriations	91,947	60.9	3,336	3.8
State Appropriations-Tuition Replacement	4,951	3.3	324	7.0
Federal Grants & Contracts	696	0.5	70	11.2
State Grants & Contracts	302	0.2	(15)	(4.7)
Other Gifts, Grants & Contracts	766	0.5	79	11.5
Investment Income	1,607	1.1	357	28.6
Sales & Services of Educational Activities	7,235	4.8	192	2.7
Total Unrestricted	<u>150,993</u>	<u>100.0</u>	<u>7,616</u>	
Restricted				
Federal Appropriations	3,438	13.9	1,408	69.4
State Appropriations	1,084	4.4	753	227.5
Federal Grants & Contracts	14,070	57.0	982	7.5
State Grants & Contracts	4,139	16.8	431	11.6
Other Gifts, Grants & Contracts	1,830	7.4	(2,503)	(57.8)
Endowment Income	121	0.5	4	3.4
Total Restricted	<u>24,682</u>	<u>100.0</u>	<u>1,075</u>	
Total Revenues - Educational & General	<u>\$ 175,675</u>		<u>8,691</u>	

Changes in revenue were highlighted by:

- Tuition and Fee revenue increased \$3.134 million primarily due to a 3.75% increase in the basic fees for fiscal year 2000-2001. In addition, the fall 2000 headcount was 517 more than the previous year (see Schedule 9).
- Restricted Federal Appropriations increased \$1.408 million due to two new federal appropriated programs of Crop Based Grease Program, and Storm Project. Funding for the Iowa Training Opportunity Program was increased.
- State Appropriations increased \$3.336 million, the direct result of appropriations for salary increases and programs. Restricted State Appropriations increased due to a new state appropriation for the 21st Century Learning Initiative.

- Restricted Other Gifts, Grants, and Contracts decreased \$2.503 million. The University received a one-time gift of software in the 2000 fiscal year.
- Investment Income increased \$.357 million due to holding securities in the portfolio with interest rates that exceeded current market rates.

The following schedule presents a comparison of educational and general expenditures and mandatory transfers for the fiscal year ended June 30, 2001, to prior year's expenditures and transfers.

Current Funds Expenditures & Mandatory Transfers - Educational & General				
	Amount	Percent of Total	Increase (Decrease) from 2000	Percent of Increase (Decrease)
Unrestricted				
Instruction	\$ 58,064	41.1	3,746	6.9
Research	943	0.7	(18)	(1.9)
Public Service	8,647	6.1	870	11.2
Academic Support	24,114	17.1	1,506	6.7
Student Services	5,729	4.1	410	7.7
Institutional Support	16,474	11.7	1,432	9.5
Operation & Maintenance of Plant	14,838	10.5	546	3.8
Scholarships & Fellowships	6,415	4.5	185	3.0
Mandatory Transfers	5,980	4.2	250	4.4
Total Unrestricted	<u>141,204</u>	<u>100.0</u>	<u>8,927</u>	
Restricted				
Instruction	1,977	8.0	(1,601)	(44.7)
Research	1,686	6.8	111	7.0
Public Service	11,090	44.9	1,413	14.6
Academic Support	1,786	7.2	643	56.3
Student Services	62	0.3	54	-
Scholarships & Fellowships	8,211	33.3	445	5.7
Mandatory Transfers	(130)	(0.5)	10	(7.1)
Total Restricted	<u>24,682</u>	<u>100.0</u>	<u>1,075</u>	
Total Expenditures & Transfers - Educational & General	<u>\$ 165,886</u>		<u>10,002</u>	

Changes in expenditures and mandatory transfers were highlighted by:

- Expenditures in all functional categories increased over the previous year due to a 4 percent average increase in salary, wage, and fringe benefit expense. Other changes are explained below.
- Restricted Instruction decreased \$1.601 million. The University received a one-time gift of instructional software in the 2000 fiscal year.

- Public Service increased by \$.870 million because of a new program, Native Roadside Vegetation Enhancement Center and increased program expenditures of the Management Development Professional Center. Restricted Public Service increased \$1.413 million due to increased support of Camp Adventure, Iowa Training Opportunities Program, and a new program called 21st Century Technology Initiative.
- Restricted Academic Support increased \$.643 million because of the following new program: Freeburg Project and increased funding for New Technology and Quality Education, and Teaching Quality through Partnerships.
- Institutional Support increased \$1.432 million due to higher health insurance costs and increased costs of the early retirement incentive program.

Auxiliary Enterprise Operations. The University's Auxiliary Enterprise Fund is comprised primarily of the Residence System, J.W. Maucker Student Union, Intercollegiate Athletics, the Field House, the Performing Arts Center, and the Wellness and Recreation Center. While the auxiliary enterprises are managed as essentially self-supporting activities, the General Educational Fund provides support to certain auxiliaries where the emphasis is on student and public service rather than full reimbursement of costs. This support is provided to J.W. Maucker Union, Intercollegiate Athletics, the Field House, the Performing Arts Center, and the Wellness and Recreation Center.

The major auxiliaries operate under formally approved budgets which, in the case of auxiliaries funded by bond issues, provide for all mandatory transfers to improvement funds and debt service funds. Management's objective is to maintain Plant Fund reserves at levels adequate to properly maintain and improve auxiliary facilities through renovation, alteration, and equipment replacement.

Debt Administration. Outstanding revenue bonds totaled \$85.143 million at fiscal year-end. This amount consists of \$44.308 million in Academic Building Revenue Bonds, \$32.250 million in Residence System Bonds, and \$8.585 million in Field House Bonds.

Revenue bonds totaled \$88.803 million outstanding for the previous fiscal year. The net decrease of \$3.661 million is detailed in Note H of the Notes to Financial Statements.

Cash Management. It is the responsibility of the Board of Regents, State of Iowa and its *ad hoc* Banking Committee to set investment policy in accordance with Chapter 12C of the Code of Iowa. The Board delegates management and oversight responsibility at the University to the Vice President of Administration and Finance. Investment transactions are reviewed by the Operations Auditor.

By Board policy, the University funds may be invested in the following instruments: 1) obligations of the United States government, its agencies and instrumentalities, 2) certificates of deposit and other evidences of deposits at federally insured depository institutions, 3) prime bankers' acceptances, 4) commercial paper or other short-term corporate debt, 5) repurchase agreements, 6) investments authorized for the Iowa Public Employee Retirement System, 7) open-end management investment companies organized in trust form registered with the Securities and Exchange Commission under the Investment Company Act of 1940, and 8) the Common Fund for Non-Profit Organizations. The primary goals of the investment policy, in order of priority, are: 1) safety of principal, 2) maintaining the necessary liquidity to match expected liabilities, and 3) obtaining a reasonable return.

The University operates an unrestricted portfolio, a restricted portfolio, and an endowment portfolio. The University uses professional managers for endowment funds and a portion of unrestricted funds. Restricted funds and the remaining unrestricted funds are invested by the Treasurer. Investment performance is measured using the total return method prescribed by the Association for Investment Management and Research (AIMR). Board policy requires that institutional treasurers adopt a "buy and hold" philosophy. For that reason, it is understood that institutional portfolios may not perform as well as the indices. However, performance of the institution's portfolio is evaluated relative to, and expected to compare favorably with, the following indices:

For the Operating Portfolio:

- 1) 91-Day Treasury Bills
- 2) Merrill Lynch 1-3 yr. Government
- 3) Merrill Lynch 1-3 yr. Government/Agency

For the Restricted Portfolio:

- 1) Merrill Lynch 1-3 yr. Government

For the Endowment Portfolio:

- 1) Standard and Poor's 500 Stock Index
- 2) Lehman Intermediate Government/Corporate Index
- 3) MSCI EAFE Index

The average yields were as follows:

- Operating portfolio 7.62 percent
- Restricted portfolio 7.45 percent
- Endowment portfolio -2.14 percent

The University's investment performance ranks favorably on a weighted basis with the noted indices.

Risk Management. The State of Iowa self-funds on behalf of the University for losses related to workers' compensation of all University employees, general liability (tort claims), and property (casualty losses) other than that belonging to auxiliary enterprises. For further information refer to Note K of the Notes to the Financial Statements.

OTHER INFORMATION

Independent Audit. The Office of Auditor of State is required by Chapter 11 of the Code of Iowa to annually audit all departments of the State. The accompanying financial statements of the University of Northern Iowa have been audited by the Auditor of State in accordance with United States generally accepted auditing standards, Chapter 11 of the Code of Iowa, and the standards contained in Government Auditing Standards issued by the Comptroller General of the United States.

In addition, the Auditor of State conducts a single audit under the requirements set forth in the Single Audit Act of 1984, the Single Audit Amendments of 1996, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

Certificate of Achievement. The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the University of Northern Iowa for its Annual Financial Report (AFR) for the fiscal year ended June 30, 2000. This was the ninth consecutive year that the University has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current annual financial report continues to meet the Certificate of Achievement Program's requirements, and we are submitting it to GFOA to determine its eligibility for another certificate.

Acknowledgements. Appreciation is expressed to the Office of the Controller, Office of University Marketing and Public Relations, and other University offices for their efforts in assisting us in the preparation of this report.

This report expresses our commitment to maintain our financial statements in conformance with the highest standards of financial accountability. This commitment also extends to the presentation of informative and accurate statistical information. We believe the report clearly conveys that the University of Northern Iowa is a fiscally sound and dynamically managed institution that is positioned to meet the educational and service needs of the citizenry.

Respectfully submitted,

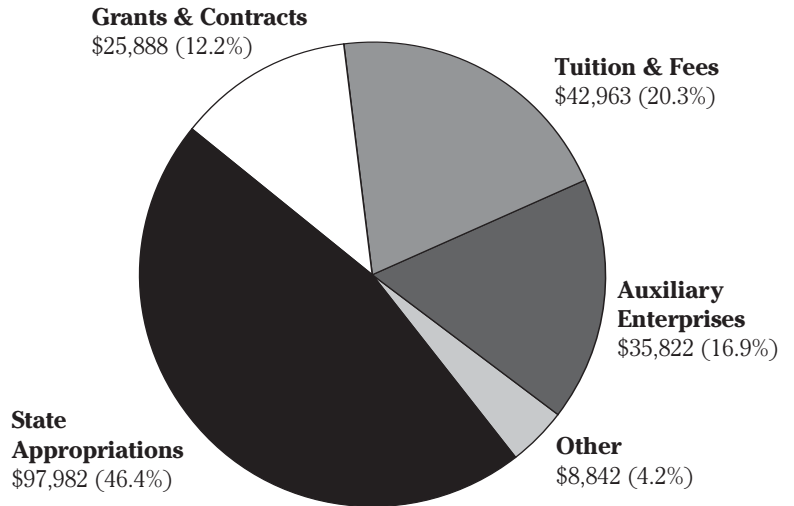
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Controller and
Secretary/Treasurer

Eunice Dell
Interim Vice President for Administration
and Finance

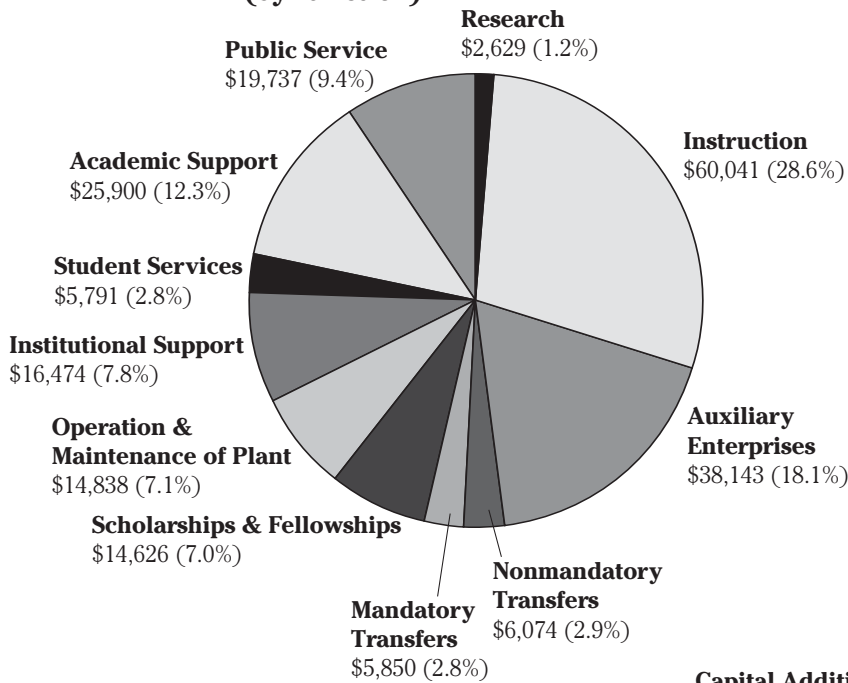
University of Northern Iowa
Sources and Uses of Current Funds

June 30, 2001
 (expressed in thousands)

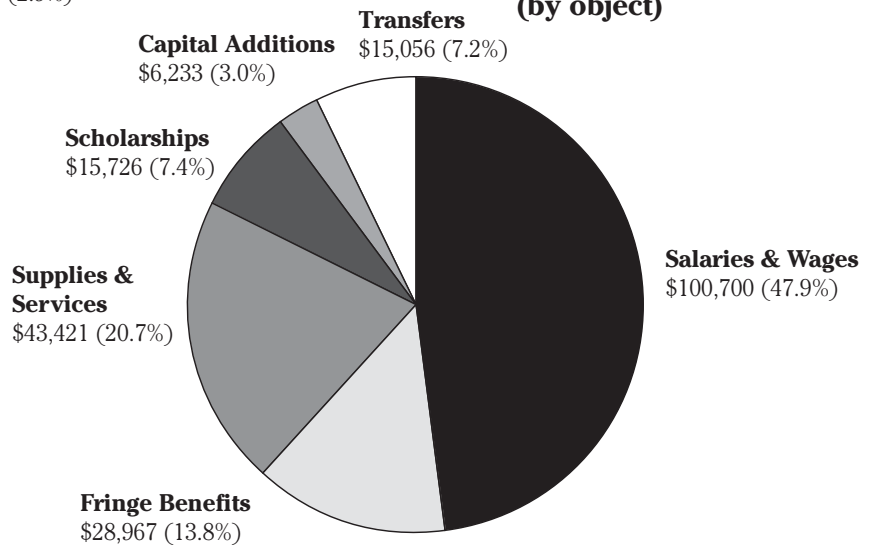
Revenues (by source)



Expenditures & Transfers (by function)



Expenditures & Transfers (by object)



Certificate of Achievement for Excellence in Financial Reporting

Presented to

University of Northern Iowa

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended
June 30, 2000

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



Thomas A. Arue
President

Jeffrey L. Esler
Executive Director

The Governing Board

2000-01

The University of Northern Iowa, together with the State University of Iowa, the Iowa State University of Science and Technology, the Iowa Braille and Sight Saving School, and the Iowa School for the Deaf, is governed by the Board of Regents, State of Iowa consisting of nine members.

Board of Regents, State of Iowa

Officers of the Board

Owen J. Newlin, President
Robert J. Barak, Interim Executive Director

Members of the Board (As of June 30, 2001)

	<u>Term Expires</u>
Lisa E. Ahrens, Osage	April 30, 2003
David J. Fisher, West Des Moines	April 30, 2003
Dr. Clarkson L. Kelly, Jr., Charles City	April 30, 2003
David G. Neil, La Porte City	April 30, 2005
Owen J. Newlin, Des Moines	April 30, 2005
Dr. Deborah A. Turner, Des Moines	April 30, 2005
Dr. Amir I. Arbisser, Davenport	April 30, 2007
Mary Ellen Becker, Oskaloosa	April 30, 2007
Sue Erickson Nieland, Sioux City	April 30, 2007

Officers of the University (As of June 30, 2001)

President of the University
Robert D. Koob, B.A., Ph. D.

Vice President and Provost
Aaron M. Podolefsky, B.A., M.A., Ph. D.

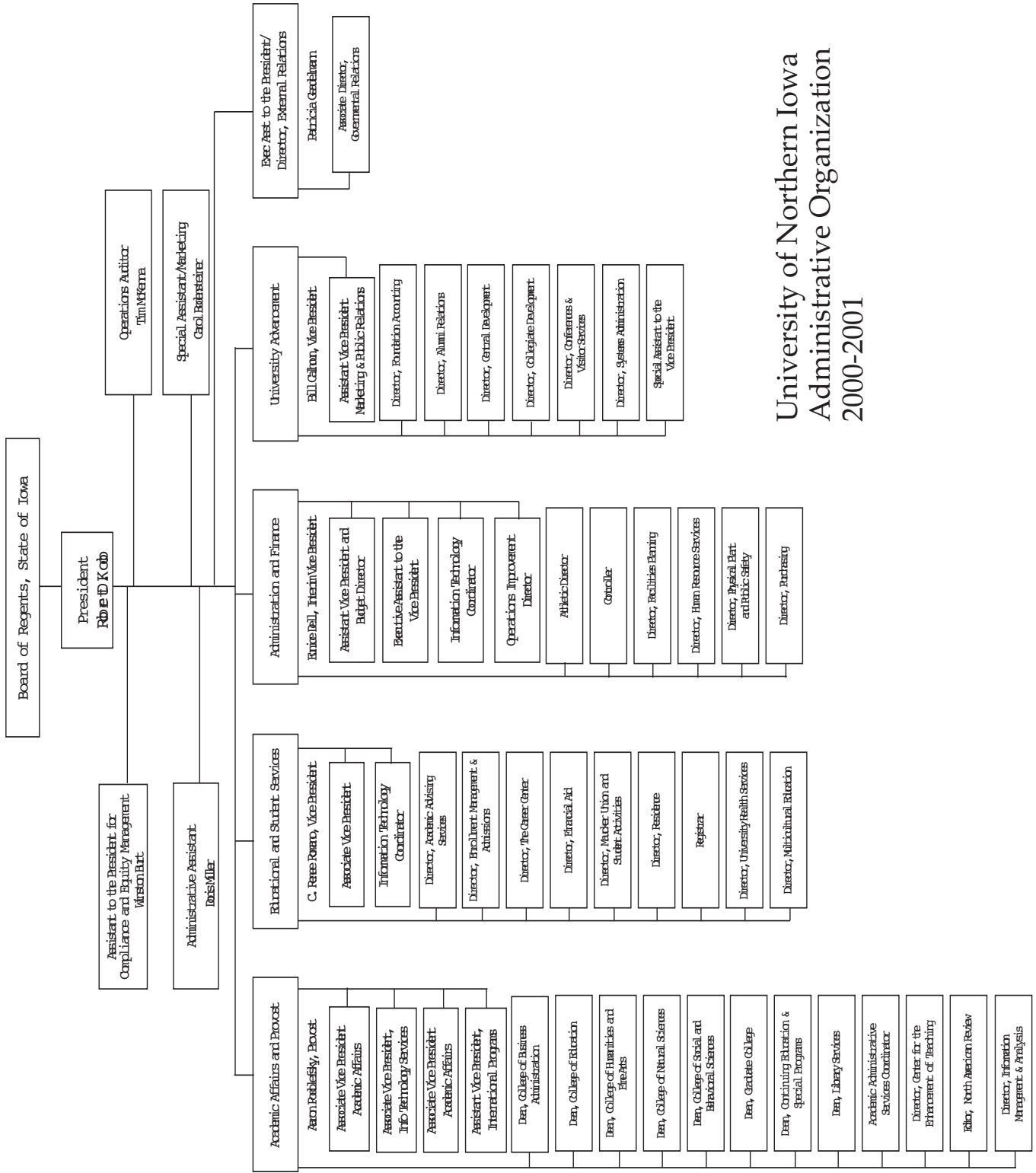
Interim Vice President for Administration and Finance
Eunice A. Dell, B.A., M.B.A.

Vice President for Educational and Student Services
C. Renee Romano, B.A., M.S. Ed., Ph. D.

Controller, University Secretary and Treasurer
Gary B. Shontz, B.B.A., M.A.E., Ed. S.

Vice President for University Advancement
William D. Calhoun, Jr., B.A., M.A.

Executive Assistant/Director of External Relations
Patricia L. Gadelmann, B.A., M.A., Ed.D.



University of Northern Iowa
Administrative Organization
2000-2001