

# Iowa Lakeside Laboratory Handbook

May 2000

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This document contains information about the administration and staffing of Iowa Lakeside Laboratory (Lakeside) and also about the policies and procedures used in its day-to-day operation that are unique to Lakeside. For most of its day-to-day operational and office procedures, Lakeside follows the procedures manuals of its administrative university. Information about course offerings can be found in the current Iowa Laboratory Bulletin and the current university bulletins of Iowa State University, The University of Iowa and The University of Northern Iowa.

## **Overview**

Iowa Lakeside Laboratory was established in 1909 as a private summer field station by faculty from a number of Iowa universities and colleges in order to provide university students and faculty, biology teachers, and the general public the opportunity to study nature first hand. In the words of Professor Thomas H. Macbride , the founder of the Laboratory, because of its close proximity to many kinds of natural areas, Lakeside provides the students and citizens of Iowa an exceptional opportunity for “the study of nature in nature”. In 1936, Iowa Lakeside Laboratory became a state institution and, since 1947, it has been run cooperatively by Iowa State University, The University of Northern Iowa, and The University of Iowa through the Iowa Board of Regents. Until 1994, Lakeside was administered through The University of Iowa. Since 1994, the director of Lakeside can be a tenured faculty member at any of the Regents’ universities. The university where the director is a faculty member is the administrative university for Lakeside.

Lakeside offers university students at the Regents’ universities a unique educational experience: small, total immersion, field-oriented courses. All courses meet all day (8 a.m. to 5 p.m.) from Monday through Friday for up to four weeks. Course enrollments are usually limited to 8 to 10 students. There are also special courses for teachers and the general public that typically last only one or two weeks. Courses can be taken for credit through all three Iowa Regents’ universities. Environmental education programs are also offered to the general public and for grade, middle and high school students.

Lakeside’s research program is focused primarily on water quality studies in the Iowa Great Lakes watershed. Facilities and space, however, are available for researchers wanting to do long-term or short-term studies on any aspect of the natural or human environments of NW Iowa.

The Lakeside campus is a residential facility located on the shores of West Okoboji Lake. The campus is over 140 acres, most of which is a nature preserve that is used as an outdoor classroom. The campus, which has over 40 buildings, is divided into two areas, teaching/research (south) and residential (north). On the south side, there are five field-stone teaching laboratories and the Waitt Water Quality Laboratory as well as the library, Mahan Hall, and King Lab, and some faculty housing. On the north side, there are student and faculty housing units and the Mess Hall as well as the Office and resident manager’s house and shops.

Many of Lakeside’s buildings are listed on the National List of Historic Places, and collectively they constitute the Iowa Lakeside Laboratory Historic District. Buildings in the Historic District include five field-stone laboratories, a library, a boathouse and water plant, a bathhouse, and four cottages that were built by the Civilian Conservation Corps in the 1930’s. Other buildings in the District include a nineteenth century barn that was moved to the site and converted into a dining hall and a nineteenth century summer cottage (Main Cottage).

The Administrative Office is located on the campus of the administrative university. The director is in residence at Lakeside only during the summer session.

## **Mission Statement**

Lakeside’s primary missions are to:

(1) provide university students with an opportunity to get hands-on experience working with Iowa’s natural and human environments through its field-oriented summer courses;

- (2) provide research facilities and support for researchers working on research projects in northwestern Iowa.
- (3) provide environmental education programs for grade, middle and high school students and residents of and visitors to the Iowa Great Lakes region; and
- (4) monitor and study the water quality of the Iowa Great Lakes.

## **Academic Programs**

### **Summer Program**

Lakeside's summer session is divided into three four-week terms which are followed by a one-week term known as Natural History Week. During each of the three summer terms, five or six university courses are offered in a variety of field-oriented disciplines from archaeology to wetland ecology. Courses offered during Natural History Week, which have no prerequisites, are designed for the general public. They can be taken on a credit or non-credit basis. Credit for courses can be obtained through all three Iowa Regents' universities. Information about courses offered during a given summer can be found in the current Iowa Lakeside Laboratory Bulletin, which is published each January, and on Lakeside's Website ([www.lakeside.iastate.edu](http://www.lakeside.iastate.edu)). Courses offered at Lakeside are also described in the general bulletins of all three Regents' universities and in their summer school bulletins.

### **Environmental Education Programs**

During the academic year, Lakeside functions as an environmental education center that provides mostly field-oriented programs for grade, middle and high school classes.

## **General Management**

### **Board of Regents**

Since 1947, Iowa Lakeside Laboratory has been managed and controlled by the Board of Regents. Because Lakeside is an inter-institutional facility that serves Iowa State University, The University of Iowa and The University of Northern Iowa, direct oversight of Lakeside has been delegated by the Board of Regents to the inter-institutional Lakeside Laboratory Coordinating Committee. The chairman of the Coordinating Committee or the director of Lakeside participates in Board of Regents' meetings when requested by the Board to discuss policy, make operational and capital budget recommendations, and to recommend personnel actions.

### **Lakeside Laboratory Coordinating Committee**

The primary function of the Lakeside Laboratory Committee is to provide for inter-institutional oversight of the Iowa Lakeside Laboratory and to provide necessary oversight and direction to its Director. The Committee will report to the Board on the overall operation of Iowa Lakeside Laboratory and will seek Board approval as needed. It will also consult with the Regents' institutions before making any recommendations to the Board of Regents. University representative on the Coordinating Committee are responsible for ensuring appropriate and timely internal communications regarding Iowa Lakeside Laboratory.

*Membership:* The Lakeside Laboratory Coordinating Committee consists of the provosts from the three Regents' universities, the director of Academic Affairs and Research of the Board of Regents' Office, a representative of the Iowa Great Lakes community, and the director of Iowa Lakeside Laboratory (*ex officio*). The representative of the Iowa great lakes community will be nominated by the Friends of Lakeside Lab, Inc. and appointed by to the Lakeside Laboratory Coordinating Committee by the Board of Regents.

Because membership the Interinstitutional Committee on Education (ICEC) and the Lakeside Laboratory Coordinating committee have considerable overlap, for convenience, meetings of the Lakeside Laboratory

Coordinating Committee will normally be held when needed in conjunction with regularly scheduled meetings of the ICEC.

*Meetings:* Meetings of the Lakeside Laboratory Coordinating Committee will normally be held as needed in association with regularly scheduled meetings of the Interinstitutional Committee on Educational Coordination (ICEC). The Lakeside Laboratory Coordinating Committee, however, can schedule meetings apart from ICEC meetings if required or desired.

*Duties:* The following duties were assigned to the Lakeside Laboratory Coordinating Committee by the Iowa Board of Regents on February 10, 2000:

- (1) Hire, establish salary, and annually evaluate the performance of the Director of Lakeside Laboratory.
- (2) Approve all policies, major operating procedures, and fees (including the disposition thereof).
- (3) Develop a strategic plan for the Lakeside Laboratory, to present the plan for approval of the Board of Regents and monitor progress of the plan.
- (4) Approve overall staffing of the Lakeside Laboratory and seek Board approval for any new positions consistent with Board policy.
- (5) Approve all budget requests for new institutional reallocation and for state appropriations before recommending such requests to the Board of Regents.
- (6) Approve all program offerings (credit and non-credit).
- (7) Approve all major additions, changes and plans for the property, including the physical facilities.
- (8) Provide any additional oversight to the Lakeside Laboratory operation as may be necessary for the effective operation of the facility.

### **Director**

The director is the principal administrative officer and is directly responsible to the Coordinating Committee for the operation of the Laboratory. The director is responsible for all day-to-day operations, including supervision of faculty and staff, budget preparation, approval of all expenditures, curriculum and program development, and hiring of faculty and staff. The director is selected by the Coordinating Committee and appointed for a three-year term, which can be renewed indefinitely by the Coordinating Committee. The director must be a tenured faculty member at one of the Regents' universities. The university at which the director is a faculty member becomes the "administrative" university for Lakeside.

### **Administrative University**

The university at which the director is a faculty member acts as the "administrative" university for Iowa Lakeside Laboratory. The administrative university provides the service support needed to run the Laboratory, including accounting, personnel, purchasing, and facilities management services. Lakeside buildings and equipment will be transferred to the inventory of the administrative university, and Lakeside faculty and staff will normally be employees of the administrative university. Within the administrative university, Lakeside operates as a campus unit that reports directly to the provost's office.

### **Operational Procedures**

Lakeside follows the general office and other procedures of its administrative university as described in relevant procedures manuals.

### **Academic Programs**

Lakeside's summer session offers a variety of field-oriented courses that serve the needs of many majors and programs at the Regents' universities and other universities and colleges. The Lakeside Curriculum Committee is responsible for deciding which courses should be offered each summer. Students who elect to take these courses must register for them through the Lakeside Administrative Office.

### **Curriculum Committee**

The Lakeside Curriculum Committee is an inter-institutional committee that is composed of one faculty member from each of the Regents' universities, one faculty member from a private university or college, a community college teacher and a high school teacher plus the director of Lakeside. Members of the Curriculum Committee usually have either taught at Lakeside or taken courses at Lakeside. The director of Lakeside appoints members of this committee. The Curriculum Committee usually meets once or twice in September and October of each year.

The major duties of the Committee include approving new courses and their catalog copy, deleting existing courses; and scheduling of courses for the summer session. Changes approved by the Lakeside Curriculum Committee are conveyed by a memo from the director to the university-level curriculum committees and to the Registrars' Offices at the Regents' universities.

### **Registration Procedures**

In order to track how many students are registering for Lakeside courses, all students must register for summer courses by submitting a Lakeside Registration/Housing Form to the Lakeside Administrative Office. This form can be found in the current Iowa Lakeside Laboratory Bulletin, on the Lakeside Website, and in the summer school bulletins of the Regents' universities. The Lakeside Administrative Office will then register students at the Regents' university through which the student would like to receive credit.

### **Tuition and Fees**

Lakeside has been classified by the Board of Regents as an off-campus program. Consequently, all students enrolled in Lakeside courses pay in-state tuition rates. Students are billed for tuition directly by the university through which they are receiving credit for coursework. Lakeside does not directly receive any tuition revenues. All course fees, room and board fees, and other fees are collected directly from students by the business manager while students are at Lakeside. (See Appendix A for methods used to calculate fees.)

### **Staff**

Lakeside has only a small core staff: director, resident manager, business manager, secretary/book keeper, manager of the water chemistry laboratory, and environmental education coordinator. Salaries of only three of the core staff are paid out of the operating budget (director, resident manager, and secretary/bookkeeper). The remaining staff salaries are covered by revenues generated from various fees or through grants. During the summer session, many seasonal employees are hired, including faculty to teach all Lakeside courses and a variety of hourly employees who run the kitchen and library, or who help with grounds and building maintenance.

### **Director**

*Duties:* The director is the principal administrative officer and is directly responsible to the Coordinating Committee for the operation of the Laboratory. The director is responsible for the day-to-day operations, including supervision of faculty and staff, budget preparation, approval of all expenditures, curriculum and program development, and hiring and firing of faculty and staff.

*Reports to:* Lakeside Laboratory Coordinating Committee.

*Interacts with:* All Lakeside staff, especially the resident and business managers and secretary/bookkeeper, summer session faculty, members of the curriculum committee, students, staff of the Regents' Office and staff of a variety of units at the administrative university. The director also serves on the board of directors of the Friends of Lakeside Lab, Inc.

*Terms of Employment:* The director is employed by Lakeside on a half-time basis during the academic year and full-time during the summer months (June, July and August). Room and board expenses of the director while in residence at Lakeside during the summer term are paid out of the operating budget.

### **Resident Manager**

*Duties:* Maintenance of all buildings (including electrical, plumbing and building repairs); maintenance of grounds (mowing grass, trimming trees) and docks and boats; operation of on-campus water, sewage, electrical and phone systems; annual equipment and building inventories; hiring and overseeing hourly maintenance help; and snow removal from roads and parking areas during the winter.

*Reports to:* Director

*Interacts with:* Business Manager, Environmental Education Coordinator, Manager of Water Chemistry laboratory, secretary/bookkeeper, summer session faculty, and summer staff.

*Terms of employment:* Full-time professional and scientific position. For historic reasons, the current resident manager is employed through The University of Iowa. Housing for resident manager and family is provided on campus.

### **Business Manager**

*Duties:* Manages the Laboratory Office, Mess Hall and housing units; makes housing assignments and collects room and board and all other fees and transfers funds to administrative university; and hires and supervises hourly kitchen and cleaning staff.

*Reports to:* Director

*Interacts with:* Resident manager, secretary/bookkeeper, students, staff, faculty and visitors.

*Terms of employment:* Full-time Regent Merit employee from May 1 to September 30 each year and hourly employee as needed the rest of the year. For historic reasons, the current business manager is employed through The University of Iowa. This is a self-supporting position. The business manager's salary is paid out of room and board revenues (Appendix A), not out of the operational budget.

### **Secretary/Bookkeeper**

*Duties:* Manages the Lakeside Administrative Office, including answering phone, filing, typing, ordering supplies and equipment, keeping accounts, registering students at the Regents' universities, and maintenance of Website.

*Reports to:* Director.

*Interacts with:* Business manager, students, faculty and general public as well as staff from a variety of units at the administrative university and other Regents' universities, especially staff at the Registrar's Offices.

*Terms of employment:* half-time Regent Merit position.

### **Manager of Water Chemistry Laboratory**

*Duties:* Supervise the water chemistry laboratory in the Waitt Lab; collect and analyze water samples, maintain laboratory equipment; assist local groups with designing and implementing water quality monitoring programs; and supervise hourly laboratory staff.

*Reports to:* Director.

*Interacts with:* Resident manager, environmental education coordinator, and general public.

*Terms of employment:* Full-time professional and scientific position. This is a self-supporting position.

### **Environmental Education Coordinator**

*Duties:* Develop and carry out environmental education programs for schools and general public; coordinates volunteer water monitoring program for Iowa Great Lakes; provides guided nature tours for general public; and supervises interns working on environmental education programs.

*Reports to:* Director

*Terms of employment:* Full-time during the summer and half-time during the academic year. This is a self-supporting position. This position is an hourly position, and it is generally held by different people in the spring, winter and summer.

### **Summer Faculty**

*Duties:* Teach one or more summer courses.

*Reports to:* Director.

*Interacts with:* Students, resident manager, business manager, other faculty, and public..

*Terms of employment:* Full-time for the duration of course(s). Except faculty employed by the administrative university, whose benefits are paid by the administrative university, the only benefits that summer teaching faculty receive are social security and workmen's compensation. Room and board expenses of faculty while in residence at Lakeside during the summer term are paid out of the operating budget.

### **Summer Hourly Staff**

*Duties:* During the summer, many hourly employees are hired. These include cooking and cleaning staff to run the Mess Hall, maintenance staff to help the resident manager, and a librarian to run the library. Some hourly staff may also be hired to work in the water chemistry laboratory and with the environmental education coordinator.

*Reports to:* Business Manager, resident manager, environmental education coordinator or manager of the water chemistry laboratory.

*Interacts with:* Business manager, students, staff, and faculty.

*Terms of employment:* hourly employees.

## **Budgeting**

The annual budget is put together by the director and the Lakeside staff. The budget is divided into two parts: (1) the operating budgets which covers expenses associated with teaching summer courses, building and grounds maintenance, and administration; and (2) the room and board budget which is designed to cover all costs associated with the housing and feeding of students, researchers, visitors and faculty. The annual budget is submitted for approval first to the Lakeside Coordinating Committee and then to the Board of Regents.

Lakeside also submits to the Board of Regents' Five-Year Capital Plans and annual capital requests through the Coordinating Committee.

The director is the main budget officer and is responsible for managing budget expenditures to the limits set out in the budget. Accounting and other budget support will be provided by the accounting office of Lakeside's administrative university.

## **Income**

Lakeside has two major sources of income (operating budget, room and board fees) and several minor sources. As noted previously, Lakeside does not receive any tuition paid by students taking its courses. All Lakeside fees have to be approved by the Lakeside Laboratory Coordinating Committee. Formulas used to calculate fees are given in Appendix A.

### **Operating Budget from Regents' Universities**

The annual Lakeside operating budget is provided by the three Regents' universities according to the following formula:

The University of Iowa	50%
Iowa State University	30%
The University of Northern Iowa	20%

The annual operating budget is submitted to the Board of Regents each spring for approval through the Lakeside Laboratory Coordinating Committee.

### **Room and Board Fees**

Room and board fees are charged students, researchers, and visitors to Lakeside who live on campus. These fees are used to cover the salaries of the business manager, the kitchen staff and cleaning staff and all expenses associated with the running of the kitchen and housing facilities. Weekly and daily room and board fee rates have to be approved annually by the Lakeside Laboratory Coordinating Committee.

### **Registration Fee**

A registration fee is used to cover the cost of recruiting students into Lakeside courses. This fee is based on the cost of publishing and distributing the Iowa Lakeside Laboratory Bulletin each year.

### **Course Fees**

Course fees are charged for Lakeside courses that take overnight field trips to cover mileage costs and any other expenses that may be incurred such as entrance fees. Some courses may also charge a laboratory fee if they require specialized equipment or supplies. Students taking courses on a non-credit basis are also charged a course fee. All course fees have to be approved annually by the Lakeside Laboratory Coordinating Committee.

### **Facility and Special Service Fees**

Lakeside facilities can be used by educational and other non-profit groups for classes, meetings and other events. There are fees for cleaning and maintenance of these facilities. Fees are charged for any special services provided by Lakeside staff such as picking up students at local airports or taking visiting groups on boat trips. These service fees are based on the hourly salary rate of the staff member providing the service. A list of all current facility and service fees is available from the business manager. These facility fees have to be approved annually by the Lakeside Laboratory Coordinating Committee.

### **Water Chemistry Laboratory Analytical Fees**

The water chemistry laboratory in the Waitt Lab is a self-supporting facility. Fees are charged for the analyses of water samples for outside groups. These fees are designed to cover staff time, supplies, and equipment maintenance. A complete list of fees charged for different kinds of chemical analyses is available from the manager of the water chemistry laboratory

### **Gifts, Grants and Contracts**

Lakeside can receive gifts, grants and contracts to support its teaching and research programs. Such gifts are administered in the same manner as gifts, contracts, and grants at the administrative university, except that any overhead received is split 50:50 between Lakeside and the administrative university.

### **Miscellaneous Sales**

In the Laboratory Office, T-shirts, sweatshirts, caps, mugs, and other souvenir items are available for sale. Proceeds from these sales are put into a scholarship account for Lakeside students at the administrative university's foundation. The markup over wholesale on these items is typically 40%.

### **Expenditures**

The Lakeside annual budget is submitted to the Coordinating Committee and then to the Board of Regents for approval in May with final approval in July. The Lakeside annual budget includes both the operating budget and room and board budget. The major expenditures at Lakeside are:

- Instruction (faculty salaries, course supplies and equipment)
- Academic support (academic administration, library)
- Institutional support (administration, public relations)
- Operation and maintenance (utilities, building maintenance, grounds maintenance)

### **Use of Facilities**

When not in use, Lakeside facilities are available only to groups from public and private educational institutions and to non-profit groups. In case there is a scheduling conflict, the following priorities will be used: (1) classes or meetings of groups from regents' institutions; (2) classes or meetings of educational institutions and non-profit groups from the Iowa Great Lakes region; (3) classes or meetings of groups from other public or private educational institutions; and (4) meetings or other events of scientific, environmental or other non-profit groups. There are charges for the use of certain Lakeside facilities. The facilities are not available for use by individuals, businesses, or for-profit groups.

### **Friends of Lakeside Lab, Inc.**

Friends of Iowa Lakeside Lab, Inc. was established as a 501(c)(3) organization to solicit contributions, gifts, grants, or bequests of real or personal property, or both, from individuals, foundations, partnerships, associations, governmental bodies, public or private corporations and agencies to benefit or support the educational mission and scientific research programs of Iowa Lakeside Laboratory. The Friends have successfully raised funds for both the Waitt Water Quality Laboratory, an endowment for environmental education programs and water quality research, and for student scholarships. The Friends group is also the Laboratory's link to the Iowa Great Lakes community

The director of Lakeside and the chair of the Lakeside Laboratory Coordinating Committee are both *ex officio* members of the Friends' board.

## **Appendix A.**

### **Calculation of Iowa Lakeside Laboratory Fee Rates**

#### **Room and Board Fees**

Housing and food service at Lakeside are self-supporting programs. Consequently, summer session room and board fees received must cover the total costs of these functions. This includes making payments on any money borrowed to build and maintain housing units, salaries and benefits of the business manager, kitchen staff, and cleaning staff; food and other kitchen supplies; housing and Mess Hall utilities; kitchen equipment repair and maintenance, and maintain a contingency fund to cover emergency repairs.

Housing expenses depend primarily on the type of housing: cabin or motel unit. Motel units are heated and air-conditioned and have individual bathrooms. They are much more expensive to maintain than the unheated cabins whose occupants use communal shower and bathroom facilities.

Cleaning staff costs are partitioned among the cabin (80%) and motel units (20%).

Total utilities (electricity, natural gas, and water/sewer) from the residential section of the campus are portioned among cabin housing (50%), motel housing (30%), and the Mess Hall (20%).

#### **Registration Fee**

A registration fee is used to offset the cost of recruiting students into Lakeside courses. This fee is based on the cost of publishing and distributing the Iowa Lakeside Laboratory Bulletin each year divided by the mean number of students enrolled in Lakeside courses over the previous three years.

#### **Course Fees**

##### **Overnight Field Trip Fees**

Students are not charged for local field trip transportation, i.e., field trips that return the same day. Because of the additional mileage associated with extended trips, students enrolled in courses that take overnight trips are charged for the vehicle mileage costs associated with them. They are also charged for any other costs (OC) associated with the trip such as camping fees and park entrance fees.

Field trip fees are estimated from the number of miles that the overnight trips will cover and the current cost per mile of leasing the vehicle(s) divided by the number of students going on the field trip:

Because it is impossible to calculate the exact field trip fee until the course begins, estimates rounded up to the nearest \$10 are used in the Lakeside Bulletin that are based on mileage rates in effect when the Bulletin was written and the assumption that six students will go on the field trip. Actual, not estimated, field trip fees will be paid by the students in a course.

##### **Laboratory Supply Fee**

For courses that require the use of expensive laboratory supplies or chemicals, students will be charged a fee to cover the cost of these supplies or chemicals. This fee is the total costs of these specialized supplies purchased for a course divided by the number of students enrolled in the course.

##### **Non-Credit Course Fee**

Students who opt to take Lakeside short courses on a non-credit basis are charged a course fee that is equivalent to the undergraduate in-state tuition fee per credit for each week of class for sections of the Natural History Workshop and Techniques in Biology Teaching. For the Diatom Workshop, a fee

equivalent to the graduate in-state tuition fee for one credit is charged. These fees are charged to cover the costs of teaching these courses.

#### **Facility and Special Service Fees**

These fees are all based on the hourly rate of cleaning staff or other staff who are providing a special service plus any travel (mileage) or other expenses associated with the service. The number of hours used to provide the service (e.g., to clean up the Waitt Lab, pick up a student at an airport, or conduct a guided nature tour) is multiplied by the hourly rate of the staff member. The minimum time for any service is one hour. Above one hour, services cost are calculated into 0.5 hr increments.

#### **Water Chemistry Laboratory Analytical Fees**

These fees are based on the hourly personnel salaries, laboratory supplies, chemicals, and equipment maintenance costs for a given type of chemical analysis done in the water chemistry laboratory. These fees are recalculated annually.

**Appendix B.****Iowa Lakeside Laboratory Fees**

**NOTE:** These fees were not derived using the formulas in Appendix A, but are carry over rates based on fees charged when the Laboratory was administered by The University of Iowa. New fees will be calculated for FY2001 based on the formulas given in Appendix A.

**Registration Fee:** \$35, payable at time of registration.

**Course Fees:** Overnight Field Trip Fees and Laboratory Supply Fees are payable at Lakeside at the start of a course. These fees, if charged, vary from course to course.

	Child*	Adult
<b>Meals</b>		
Breakfast	\$3.00	\$6.00
Lunch	\$3.00	\$6.00
Dinner	\$3.00	\$6.00
<b>Lodging</b>		
Room without bath	\$5.00	\$10.00
Room with bath	\$10.00	\$20.00(per person, double occupancy) \$35.00(single occupancy)
<b>Linens</b>		
Bedding	\$4.00	\$4.00
Towel	\$2.00	\$2.00

\*Child is >2 and <13 years of age. Children less than 2 years old are free.

**Summer Session Weekly Room and Board Rates**

During the summer session, the weekly housing rate (room and board) for students enrolled in Lakeside courses and for visiting researchers in rooms without baths or heat is \$140 per week and in rooms with baths is \$175 per week (double occupancy) or \$210 per week (single occupancy).

Researchers or other visitors who stay less than one week will be charged daily room and meals rates.

**Off-Season Housing Rates**

Members of classes and groups are charged daily housing rates (see above).

Our Mess Hall serves meals only during the summer session. Catered meals, however, can be arranged for classes and groups meeting at Lakeside, and the Mess Hall can be rented for meal services. Daily rental of the Mess Hall is \$30 per day plus the actual cost for any special set ups, if necessary. Contact the Business Manager for specifics.

**Facility and Special Service rates**

Except for classes from Regents' universities, there is a minimal charge for the use of teaching laboratories, classrooms in the Waitt Lab, the Library, Mahan Hall, and other facilities of \$10 per hour plus the actual cost of any special sets ups, if necessary.

For group excursions on Lake West Okoboji, there is a charge of \$20 per hour for the use of the pontoon boat. The pontoon boat will hold 18 people. Only laboratory personnel are allowed to drive the pontoon boat.

Shuttle service to nearby airports is available for students or visitors without cars: To or from Spencer Airport the fee is \$25.00; and to or from Sioux Falls Airport the fee is \$80.00

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