

BRUNSWICK COLLEGE
Annual Report

1990-1991

ANNUAL REPORT

1990 - 1991



BRUNSWICK COLLEGE

Altama at Fourth Street
Brunswick, Georgia 31523

A TWO-YEAR UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

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SECTION I

NARRATIVE

Highlights of the Year's Work - Academic Affairs

A major achievement in academic affairs at Brunswick College was the 9.7% increase in quarter credit hour production over that of 1989-90. In addition, there was a dramatic increase in the number of summer quarter offerings. Summer quarter appears to be an area of great growth and popularity among students from all parts of the state and out of state. Brunswick College faculty (who have increased their teaching load from 48,019 quarter credit hours in 1989-91 to 52,693 in 1990-91), consisted of 67 persons, of whom 19 or 28% held the doctorate. Thirty-two, or forty-eight percent, are female and ten percent are black.

By rank, the faculty in 1990-91 was structured as follows: 29 (43%) were instructors 19 (28%) were assistant professors, 9 (13%) were associate professors and 9 (13%) were professors. By tenure, the faculty was structured as follows: 19 (28%) were tenured and of the remaining 48, 36 (53%) were on non-tenure track. Thus the faculty, by tenure, is broken down as follows: 28% tenured, 54% non-tenure track, and 18% non-tenured.

Notable among the highlights of the year's work was the completion of the institutional self-study for the reaffirmation of accreditation by the Southern Association. The academic program received six recommendations. Most of these were strictly procedural and easily answered. No structural changes will be needed to answer the remaining recommendations. In the important section on faculty qualifications, no recommendations were received. On the divisional level, the special accomplishments in

the General Studies Division include its faculty is earning of 48 graduate hours of credit toward doctoral degrees, the submitting of, or having accepted for publication, eleven articles, the publishing of a book, and the attendance at twenty-one professional meetings. In addition, four major events in Brunswick were hosted by the college with General Studies faculty members as coordinators: the Regional Science Fair, Regional Future Business Leaders of America Competition, the Model United Nations, and a regional art show. A special music initiative of \$2500 was solicited and received by Dr. Mary Freeman, Chairman of the Humanities Department. Dr. Freeman was also granted \$1500 for the purpose of developing an international-understanding focus in English courses. These grant funds provided three programs called "Cultural Conversations." The three programs centered on Japan, Nigeria, and Colombia.

Programs in the Special Programs Division have experienced significant growth. As a result, there has been an increase in the number of part-time faculty members utilized within the division. Five clinical assistants have been employed on a part-time basis in the nursing department. Additional funds were successfully sought from the Beach Trust to supply these part-time clinical assistants. Results from the 1989-90 Student Satisfaction Survey indicate that students graduating from the nursing program were very satisfied that the instruction they received was good to excellent.

The Developmental Studies Department has worked diligently to continue to meet the individual needs of unprepared students. Faculty members consistently provide tutoring and counseling for the department. The Developmental Studies program on

Brunswick College campus is extremely efficient. Eighteen percent of the spring 1990 Dean's List students, 17.4% of the fall 1990 Dean's List, and 20.1% of the winter 1991 Dean's List were former Developmental Studies students.

New weight training and life enhancement courses have been developed in physical education. The 1991 Health and Physical Fitness Festival was attended by a record crowd of over 600 participants and attracted the attention of a number of area health and fitness agencies.

The nursing program in the Department of Nursing (Division of Special Programs) has experienced a 32% enrollment increase compared to September 1989. Retention has also increased, and a retention study is in progress for sophomore students who failed or withdrew. Alternative methods of teaching/learning were implemented at both the freshman and sophomore levels with positive results.

A highlight of the year's activities in the Vocational/Technical Division was a major thrust to improve enrollment. In the previous several years, low enrollment had been considered a problem in the Vocational/Technical Division and several programs had been closed as a result. In fall quarter the division chairman submitted an enrollment development plan, the implementation of which resulted in an overall growth of 21.1% of quarter credit hour production over 1989-90.

The Vocational/Technical Division during this year also played a key role in helping to establish business and industrial activity in the Brunswick-Golden area. The division worked with the Economic Development Authority and the State Board of Technical Adult

Education in the implementation of a Quick Start project for the Jared Brown Brothers, Inc., a defense contractor which has announced its opening of a plant in Brunswick. Also during 1991, a major effort for the division has been the implementation of a data based institutional effectiveness system required by the State Department of Technical and Adult Education. The welding class built a model liberty ship which will be berthed at the welcome center at the entrance to the St. Simons/Sea Island causeway. This ship, which required many hours of dedicated welding, is a testimony both to the skill and the artistic ability of the welding students.

In the Allied Health Department, the highlights of the year's work include experiencing a 100% pass rate for Medical Laboratory Technology and Radiologic Technology students on certification exams. Practical nursing students passed at 92%. The director of the Radiologic Technology program was appointed to the Medical Laboratory Technology Associate Degree Review Board of the National Accrediting Agency of Clinical Laboratory Sciences.

In the Applied Business Studies Department, students in the marketing and management program were involved in the development of brochures for local small businesses. As a result, two students have class projects copyrighted and are seeking publishers.

In the Department of Applied Technology, the industrial coordinator completed the two-year certificate Certified Economic Development Trainee's program under the sponsorship of Georgia State University. The department also provided instruction to

approximately 100 city and county employees designed to assist them in passing the new federally based Georgia Truck Drivers' examination.

In the library, the highlight for the last several years has been the continued implementation of the Sirsi Unicorn Library Automation System. 1990-91 was the first full year of the implementation; and the reaction to the automation system was, for the most part, very positive.

As a result of the Chancellor's Special Funding Initiative during FY91, Georgia Southern University and Armstrong State College made arrangements for materials to be purchased and deposited in the Brunswick College library for their courses on campus. A special allocation for \$10,000 was made through Armstrong State College for the purpose of educational material which was used primarily for the children's literature course.

Highlights of 1990-91 - Continuing Education

The Continuing Education Division served 1,800 students in 1990-91 for 31,743 total hours of instruction.

The department sponsored a Women's History Month for the second year. A new public service program offered for the first time in April of 1991 was an Earth Day Celebration. This event consisted of a day of seminars taught by staff of various state agencies charged with regulating the environment. The evening program was designed for

children and adults with displays, an art exhibit, seminars on recycling, composting and coastal wildlife.

The second class of legal assistants graduated with fourteen persons completing the program. A survey conducted of the graduates of the two classes since 1987 indicated a high rate of placement in legal assistant positions. The annual average salary of graduates was \$22,920.

Highlights - Division of Student Affairs

The student affairs staff continued to be involved in numerous events. The vice president, counselor and student activities coordinator all participated in a multi-college student leadership retreat in September of 1990. The retreat was beneficial to students as well as to the staff. The on-campus student leadership program, which started last year continues to be developed and again has received good evaluations.

The counselor initiated two new campus organizations--Adult Student Organization and Cheerleader Ambassador Program. Both enjoyed success as new groups. The counselor also coordinated several workshops on various topics for students such as self-esteem, study skills, personal and spiritual wellness, alcohol awareness week, wellness week, and tax and investment seminars.

The coordinator once again coached a successful women's softball team. The alumni newsletter, BCAN, was mailed to all alumni twice during the year.

The vice president for student affairs and staff assistant once again served as the coordinators and liaisons to the Brunswick College Foundation and Foundation activities. This past year they were involved in the recruitment of new Foundation members as well as the organization of the annual fund drive.

The orientation program was overhauled during the past year and will have a different look for 1991-92. Special summer orientation programs will begin in August of 1991.

The entire student affairs staff was involved in high school recruitment activities on campus. Selected staff members made off campus visits to high schools to recruit.

Campus activities included a non-violence forum, a speaker on the Iraq crisis, a workshop on energy in the future presented by Georgia Power, Health and Fitness Festival '91, the Great American Smokeout, a classical guitarist, a one-man play about Frederick Douglass, an art show and various pop events.

The college literary magazine, Seaswells, won first-place award from ASPA. Mariner's Log received first place, best all-around newspaper award for the second year from ASPA.

Phi Theta Kappa achieved level "5" status this year and was designated the presidential chapter for the State of Georgia. Past PTK chapter president, John Talman, was featured in USA TODAY as a member of the National Academic All-American group.

The men's tennis team finished tenth in the nation among two-year colleges.

Of particular importance in student affairs were two major recommendations by the SACS Visiting Committee. The recommendations require a clearer statement of goals for student development services and that the college address the internal organization for delivery of student development services.

Student Minority Affairs

The year 1990-91, saw significant increase in activities designed to encourage minority students to feel a sense of involvement in the college. These activities also were designed to engender the support of minority leadership community in Brunswick and surrounding counties. The first major activity of the year was a banquet for the purpose of installing officers of the minority academic and social development association. The college also sponsored a campus Black History program with good attendance.

Physical Affairs and Plant Operations

The major event with regard to Fiscal Year 1990-91, was the beginning of construction of the new continuing education center, phase I. Bids were received for a third time for construction of this building and a contract finally was awarded to Randy Parr Construction Company, Inc., in the amount of \$1,298,995 for this 17,360 gross square foot facility. Even this bid exceeded funds available from the one million dollar bond issue

passed in 1987 and award of the contract was made possible only through generous private funding.

This facility will provide much needed space for the continuing education and public service function of the college. Phase I contains a 350-seat auditorium with lecture stage and audio visual capabilities, a 2,500 square-foot area divided into three classrooms by folding panels, registration office space, and a lobby which can be used as an exhibit area.

Although funds were extremely limited during fiscal year 1990-91, other projects were at least planned. Plans and specifications were obtained for three re-roofing projects: the student services building, the science building and plant operations building. The science center and plant operations roof contracts were awarded as of June 30 with the last round of Major Repair and Replacement Funds.

Work continued on the implementation of the energy conservation projects; however, the only significant project completed this year was replacement of incandescent lighting in the library.

Major accomplishments in the Physical Plant area included the following:

1. Installation of a Fume Hood in the Science Building (MRRF).
2. Installation of energy efficient lighting in the circulation area of the Library (Energy Conservation Grant).
3. Resurfacing of the tennis courts - one completed, two in progress (Plant Operations Funds).
4. Asbestos survey obtained for Central Plant and Science Buildings (MRRF and NOW Interest Funds).
5. Contract awarded for Continuing Education Center - Phase I (local bond issue and private grant funds).

6. Installation begun of fiber optic cable for campus local network (NOW Interest Funds, Administrative Data Processing and Plant Operations Budget).
7. Completion of several handicap access projects in response to Department of Adult and Technical Education Unit.
8. Completion of bidding process for re-roofing Plant Operations, Student Center and Science Building (MRRF and Auxiliary Replacement Funds).
9. Completed ditching for drainage problem in northwest corner of campus near the par course (County Maintenance Department and Plant Operations Budget Funds).
10. The setting up of a Quick-Start facility to provide a welding laboratory for the Jared Brown Quick-Start project.

With regard to fiscal affairs, the total resident instruction expenditure for fiscal year 1990-91 in the amount of \$6,943,980 exceeded total expenditures for fiscal year 1989-90 by 6.6 percent. A total enrollment increase of 8.51 percent, however, created larger class sizes, greater use of part-time faculty and scheduling problems the college had not faced in some time.

A slowdown in state revenue resulted in a total reduction in state appropriation of \$132,342 or 3.3 percent. This reduction was partially recovered by excess matriculation fees in the amount of \$66,743.00 - 3.37 percent above original budget estimates.

The self-study for reaccreditation by the Southern Association was completed and the visiting team had no recommendations in the area of fiscal affairs.

The fiscal affairs section is writing an instruction manual for executing business and procurement procedures.

The Texas Instrument 1500 computer was installed and additional storage capacity was purchased. The college accounting records will be transferred to the TI 1500 in August, 1991. The installation of the TI 1500 along with the installation of PeachNet was an important step toward the feasibility of networking the campus. Fiber optic cable was purchased with NOW Interest Funds, a network server was purchased for administrative data processing and electronics equipment was purchased to carry the network throughout the administration building and one academic classroom building.

The bookstore fixtures have been upgraded and will be installed prior to fall quarter, 1991.

Affirmative Action/Equal Opportunity

Information reflected on the chart "STATUS OF MINORITY PERSONNEL FOR TWO FISCAL YEARS" reflects the employment of one minority in each of two EEO categories--EEO-5, and EEO-7. Due to tight budget restrictions during FY 91, very few positions were filled, and even fewer qualified minority applications were received.

Brunswick College is committed to internal promotion whenever possible; however, Brunswick College advertises all positions off campus at the same time so that there will be a better opportunity to reach minority applicants. This year the college was fortunate not to have lost any of our minority employees and has increased minority employment in each of the two EEO categories--EEO-5 (campus police) and EEO-7 (custodian). In

addition, a minority EEO-2 (faculty) was successful in competing for a full-time regular appointment for which he had been employed in a temporary status in Fiscal Year 1989.

The College continues to support a staff development program funded by the Brunswick College Foundation, Inc., which allows staff members to continue their education and to attend specific work-related workshops. Faculty members were encouraged to attend and participate in various professional development activities throughout the year and were eligible to apply for funds from a \$8,000 grant provided by the Brunswick College Foundation, Inc.

A performance appraisal workshop was held for all supervisors and staff employees in an effort to encourage both the use of the performance appraisal as a tool for encouragement and improvement in all areas of the employees' work habits.

The Utilization Analysis submitted with the revised Affirmative Action Plan in October, 1990, continued to reflect an underutilization of minorities in categories 3 and 6. Efforts continue to be made to recruit qualified minorities whenever vacancies occur in these and other categories.

Institutional Effectiveness

1. Institutional effectiveness has been focused on at Brunswick College by tying planning and assessment activities together at all levels of the College.

A Committee on Institutional Planning and Assessment, appointed by the President, consisting of full-time faculty representatives and administrators, guided planning and assessment. The Vice President for Academic Affairs and a part-time Director of Planning and Institutional Research co-chaired the Committee.

The Committee on Institutional Planning and Assessment identifies and plans for college-wide objectives.

The Committee on Institutional Planning and Assessment is divided into seven subcommittees. The subcommittees worked with units throughout the College in unit planning. The subcommittees are:

- (1) Student Affairs, Financial Aid, Athletics, and Minority Affairs
- (2) Planning and Institutional Research, Records and Admissions, and Data Processing
- (3) Business and Auxiliary Enterprises
- (4) Security and Plant Operations
- (5) Library and Media Center
- (6) Academic Programs and Night School
- (7) Continuing Education

- a. The above structure is shown on the organizational chart at the end of this section. (See attached chart.)
- b. Because of the preparation for the Southern Association of Colleges and Schools (SACS) self-study visit in March, 1991, most college committees met on an as-needed basis in 1990-91. The Committee on Institutional Planning and Assessment met twice to consider matters pertaining to college planning and assessment and to planning and assessment at the System level. Subcommittees of that Committee assisted planning at the unit level.

The Committee on Institutional Planning and Assessment approved the new course and instructor evaluation form given to all students in each course. This form was designed, revised and pretested by the Committee on Institutional Planning and Assessment over a two-year period. It was designed to emphasize student learning outcomes and units' statements of purpose and goals. The new form was approved by the college's academic council and faculty as the college's standard evaluation form, although some

programs and instructors use additional course and instructor evaluation techniques.

Further, the Committee on Institutional Planning and Assessment revised the college's statement of purpose in response to a recommendation made by the SACS visiting committee. The revised statement of purpose passed through several levels of institutional governance and has been submitted to the Board of Regents. Upon the revised statement of purpose being approved by the Board, it will be published in college documents. The revised statement is reproduced under D.2. below.

With exception of fewer committee meetings during the self-study period, the institution's timetable of planning activities proceeded as usual.

- (1) September, 1990 - Unit and college plans followed a seven-point outline. Each unit and the Committee on Institutional Planning and Assessment tried to:
 - (a) state its expected goals and objectives with a time frame specified;
 - (b) list for each goal and objective an excerpt from the college's statements of purpose and goals to which the goal or objective is tied;
 - (c) state the assessment procedure for evaluating the extent to which the goals or objectives are being achieved;
 - (d) state who will administer the assessment findings;
 - (e) state how the assessment finding will be used;
 - (f) state what resources will be needed to achieve goals or objectives; and,
 - (g) at the end of the academic year, write up the outcome of the expectations.
- (2) Each quarter - All students entering transfer programs took the Academic Profile exam and all other entering students took pretests in their major areas of study.

- (3) Each quarter - The Academic Profile exam, a post-test in the major area of study, and a Student Satisfaction Survey were given to all graduates.
 - (4) June, 1991 - All assessment data were summarized, analyzed, catalogued, and presented to the respective units for the next planning cycle. These results are summarized below in D.5.
 - (5) July, 1991 - The unit plans statements of further needed resources were summarized and presented to the Vice President for Fiscal Affairs.
2. Brunswick College's current planning priorities, goals, and objectives were developed by the Committee on Institutional Planning and Assessment over a period of five years with the addition of a proposed set of student development goals. They include:
- (1) the college's newly revised Statement of Philosophy and Purpose which conceptualizes the expected learning outcomes for the College. A recommendation from SACS Visiting Committee was incorporated into the Statement of Purpose (See attached revision of the Philosophy and Purpose of Brunswick College);
 - (2) a Statement of Five-Year Goals which lists foci for support of and improved means of achieving the College's Purpose (See attached Statement of Five-Year Goals);
 - (3) a Proposed Statement of Student Development Goals (See attached Proposed Statement of Study Development Goals);
 - (4) eight objectives or expected results which represent the college's attempt to reach the conceptual expected outcomes outlined in the college's Statements of Purpose and Goals;
 - a. Students completing the core curriculum will compare favorably in their general education knowledge and skills with two-year graduates nationally.
 - b. Brunswick College students will transfer successfully to four-year colleges.
 - c. Brunswick College students will excel in written communication skills compared to other University System two-year unit students.

- d. Graduating Brunswick College students will perform satisfactorily on tests selected by the department or program responsible for program areas.
 - e. Graduating students will perceive that they have made gains in general education and in their major area of study and that they are satisfied with college services.
 - f. Students will perceive that they have learned in their courses and that they are satisfied with instruction.
 - g. Curricula will reflect the knowledge and skills outlined in the Statement of Purpose.
 - h. Students will develop oral communication skills.
- (5) There were almost 200 expected results identified by units for their programs. These were also guided by the Statements of Purpose and Goals. The expected results were catalogued by the Director of Planning and Institutional Research and maintained in the Institutional Effectiveness Plan, Brunswick College 1990-91 in the office of Planning and Institutional Research. The next planning cycle will include guidance by the proposed student development goals.

When the expected results were compared with the College's Statements of Purpose and Goals, there was at least one expected result for all but one item in the Statements of Purpose and Goals.

3. The overall assessment program at Brunswick College during the 1990-91 academic year was designed to answer the question, "How effective are the college's programs and courses in achieving the purpose of the college, the five-year goals, and the objectives of the college and each unit (which themselves were designed to meet the college purpose and goals)?" The unit of analysis is the program, not the individual student. The evaluations are built around the program goals especially focusing on student outcomes and the results are for improving programs.

As was stated in 2. above, the expected results were determined by the Committee on Institutional Planning and Assessment and by all college units working with subcommittees of the Committee on Institutional Planning and Assessment.

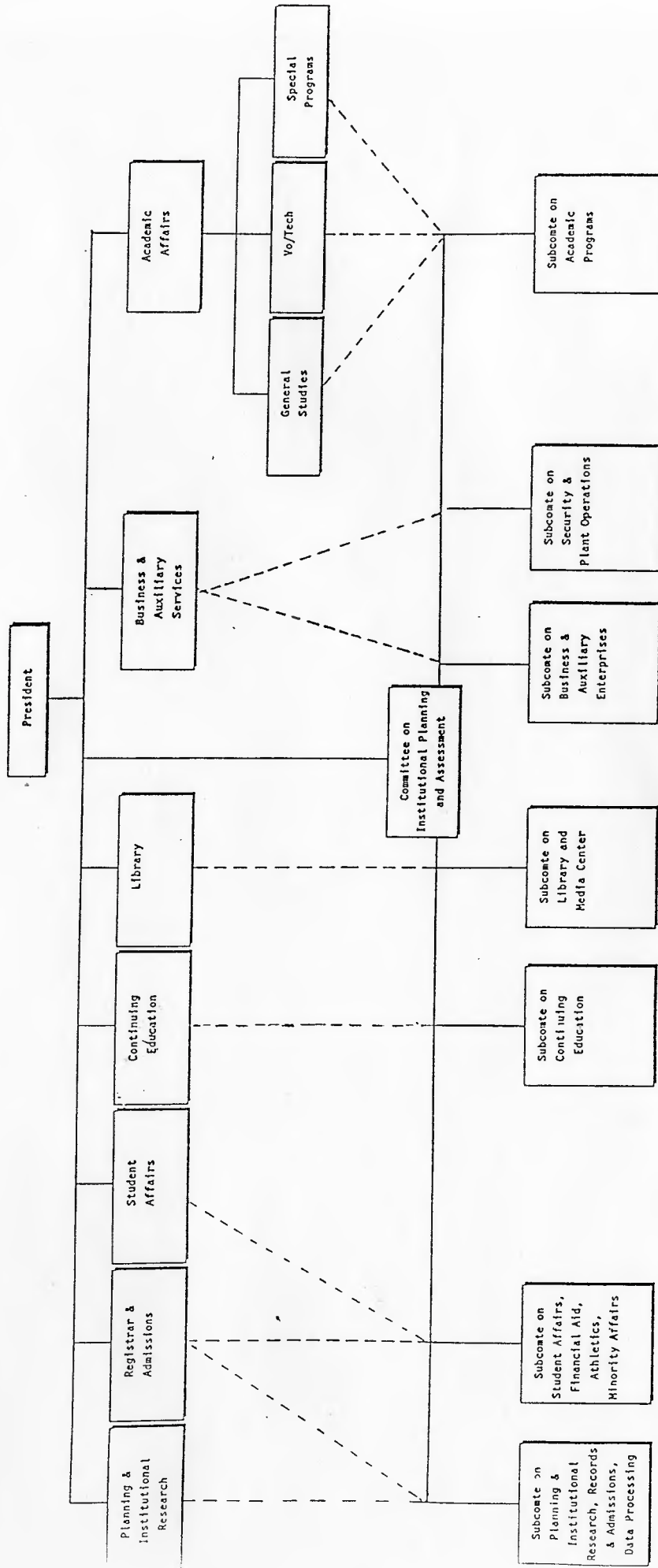
The following pages show examples of methods and results of assessment.

| <u>Area of Assessment</u> | <u>Assessment Methods</u> | <u>Office Responsible</u> | <u>When Assessed</u> | <u>Results</u> |
|----------------------------------|--|--|--|--|
| Core Curriculum Areas I, II, III | ETS Academic Profile (Long Form) | Registrar, Student Affairs, Academic Affairs, Coordinated by Office of Planning and Research | Twice each quarter. (Students indicating a transfer degree intent entering the college are tested and all graduates are tested.) | 1990-91 data show Brunswick College students above average of two year college students on total scores and all academic skills subscores. All scores of students with entering and exiting scores were higher upon graduation except in the area of critical thinking where there was a slight decrease in scores on the average. |
| | Student Satisfaction Survey (questions relate directly to College and unit expected results) | Programs and Departments Office of Planning and Institutional Research | Each quarter at graduation | Based upon 80 percent return rate, 1987-1991 data show overwhelmingly positive results. |
| | Student Evaluation of Instruction (questions emphasize learning outcomes) | Each instructor | Every class each quarter | Results of pretests show overwhelmingly positive learning outcomes; the new form will be used in fall, 1991. |
| | Transfer GPA Data | Office of Planning and Institutional Research | Annually | Brunswick College transfer GPAs for 1989-90 (the last year available) were below the two year system average. |
| | Regents Testing Data | Academic Affairs | Quarterly | For three quarters 1990-91 scores were in the top eight |

| <u>Area of Assessment</u> | <u>Assessment Methods</u> | <u>Office Responsible</u> | <u>When Assessed</u> | <u>Results</u> |
|---|---|---|--------------------------------|---|
| Vo/Tech and Special Programs | Selected appropriate standardized tests for Nursing and other programs and institutionally developed major tests for Vo/Tech programs | Programs and Departments | Annually at set mandated times | colleges in the whole system, including being the top scorer for Summer 1990. Passing National Council Licensure Exam (NCLEX) 100%, 1987; 93%, 1988; 84%, 1989; 100%, 1990; 97%, 1991. Practical Nursing program 91% pass rate on the National Licensure Exam for Practical Nursing. 100% MLT 1988, 1989, 1990, 1991 on Medical Lab Technology national certifying exam. |
| | Student Satisfaction Survey (specific section for each program) | Office of Planning and Institutional Research | Annually at graduation | Overwhelmingly positive perceptions |
| | Student Evaluation of Instruction (questions emphasize learning outcomes) | Each Instructor | Every class each quarter | Overwhelmingly positive perceptions (new form to be used beginning Fall 1991) |
| Student Services, Library, Advisement, Registration | Student Satisfaction Survey (questions relate to unit objectives) | Office of Planning and Institutional Research | Annually at graduation | Mostly positive perceptions |

| <u>Area of Assessment</u> | <u>Assessment Methods</u> | <u>Office Responsible</u> | <u>When Assessed</u> | <u>Results</u> |
|--------------------------------|---|---|--------------------------|---|
| Overall Purpose of the College | Student Satisfaction Survey (questions relate to purpose objectives) | Office of Planning and Institutional Research | Annually at graduation | Over half of students said they made gains in all areas of college Purpose except "ability to use mathematics in everyday life" |
| Continuing Education | Student self-ratings of abilities before and after instruction and satisfaction | Office of Continuing Education | Every class each quarter | Range of improvement from .9 to 4.0 on 4 point scale and overall satisfaction with content and instruction |

Organizational Chart
Brunswick College
Planning & Assessment



*Broken lines indicate that the subcommittees work with the indicated units in preparing the unit plans.

4,5, & 6.

As was discussed under 2. above, there were eight primary objectives or expected results and over 200 unit objectives or expected results. All of these were summarized on the seven-point outline developed by the SACS Resource Manual on Institutional Effectiveness with slight modification. These were catalogued for use by the Committee on Planning and Institutional Research and the SACS Self-Study Committee. The resources needed for implementing the expected results were prioritized and presented to the administration for the budgeting process.

Examples of the expected results, the assessment means, assessment data, and how the results have been used to improve the programs and services of the institution are attached. Those examples illustrate how the entire college faculty and staff have been operating within the guidelines of the college's assessment model.

The eight primary overall college objectives and expected results listed in 2. above have been outlined and catalogued in the same manner as the unit objectives and expected results.

From the summary list of the assessment areas, means, and results, it can be seen that the over all objectives are assessed by multiple means of assessment. For example, general education effectiveness was addressed by the Academic Profile II (long form); transfer GPAs; Regents Test Scores; and student perception of their learning outcomes by surveys in each course and at graduation.

The 1990-91 Academic Profile II (long form) data and Student Satisfaction Survey data were used by the Academic Vice President and for math faculty discussions of curriculum revision. The results of the Academic Profile II will need to be reviewed over several years to see if consistent weaknesses or strengths in our curriculum are identified.

The Director of Student Services provides feedback to and counsels students on Academic Profile II (long form) results.

In summary, the planning and assessment processes to examine and pursue institutional effectiveness have been set up and implemented. College purposes and goals have been defined conceptually. Attempts to operationalize and measure these purposes and goals have been done at the unit level and in an overarching College-wide program. The latter measures learning in the major area of study and gauges student opinions as to their learning and their opinions of the services they have received. The results of the first years of this multi-measure program will be used in planning in the coming academic year.

7. The primary expected results to be sought by the institution will be revised in Fall, 1991. The 1990-91 year was the year for the SACS Self-Study visiting committee. The planning cycle and the assessment processes presented above were analyzed carefully as part of the Self-Study and revisions are being made as a result of the SACS visiting committee's recommendations and suggestions. In the SACS Sections II, Institutional Purpose, and III, Institutional Effectiveness, there were two recommendations, both of which have been addressed and submitted to SACS. One recommendation regarded the modification of the college purpose to emphasize specific student affairs goals. The second recommendation stated that the college establish a regular evaluation process for its institutional research component.

The institution presently evaluates its research function. The director of planning and institutional research is evaluated annually by the President. As part of the planning process, the director makes yearly plans which include assessment procedures. Using a nationally known consultant, the University System has done an evaluation of all institutional research offices. Peer and self evaluation of the research function occur through the director's work with the University System office of research and planning and through participation in the system advisory committee on institutional research.

In addition, the director of planning and institutional research quarterly will distribute information and research data which will aid college-wide and unit planning and decision-making. The information will range from quarterly enrollment statistics and periodic university system reports to research conducted by individual college units. The format will be a document titled **FOR YOUR INFORMATION**.

At the end of each academic year, the office of planning and institutional research will send out an evaluation survey of the usefulness of the quarterly distributions. This survey has been designed and submitted to SACS.

8. No major changes have occurred in the general and special purpose accreditation held by the institution. Reaffirmation of accreditation by SACS is expected in December, 1991.

The Statement of Philosophy and Purpose

The following statement of philosophy and purpose has been revised recently. The change occurs in section five which deals with student services.

Philosophy

Brunswick College, as a community-oriented college within the University System of Georgia, is primarily concerned with the development of an educated, responsive, and participating citizenry. The college believes in the dignity and worth of every individual and in the right of every student to have the opportunity to develop intellectually, socially, physically, and emotionally to his or her fullest potential.

The College is committed to the concept that education can be, and should be, made available to all interested individuals.

In support of these beliefs the administration and faculty of Brunswick College establish the following purpose.

Purpose

In response to the needs of its service region for education which is accessible and in its role as a unit of the University System of Georgia, Brunswick College offers the following:

1. Two-year degree programs which include those which prepare students to transfer and those which prepare students to begin employment; these programs encourage the development of critical thinking, communication skills, the effective use of mathematics, the understanding of self and the social and physical worlds, and the skills and concepts for the enhancement of physical well being;
2. Selected career programs designed to prepare students to develop competencies and learn skills which will prepare them for gainful employment;
3. Developmental programs in reading, writing, and mathematics to prepare students to enter career and degree programs and remedial studies to address college preparatory deficiencies;
4. Non-credit continuing education courses and community services which contribute to the educational and economic development of the region and to the professional and personal enhancement of the individual;

5. Services and programs which aid and enrich students' educational and cultural experience and which contribute to students' intellectual, social, physical, and emotional development; and
6. Access to the baccalaureate and master's degree programs in cooperation with other units of the University System.

The following is the revised text which shows the revision made.

5. ~~Services and programs which aid and enrich students' educational and cultural experience; and~~

Services and programs which aid and enrich students' educational and cultural experience and which contribute to students' intellectual, social, physical, and emotional development; and

This revision was made at the suggestion of the reaccreditation committee so as to cover the areas of student services more effectively. The institutional self-study for reaccreditation was officially begun on September 1, 1989 and concluded in December of 1990. The on-site visit by a Committee of the Southern Association of Schools and Colleges, the visiting committee, took place on March 4-7, 1991. Recommendations and suggestions have been delivered to the institution and responses to these recommendations and suggestions are due by October 1, 1991 so that a decision regarding reaccreditation may be made at the next meeting of the Southern Association.

Brunswick College also holds special purpose accreditation in the following fields: National League for Nursing, National Accreditation Agency for Clinical Laboratory Services, Joint Review Committee on Education and Radiologic Technology, Board of Examiners of Nurses for Georgia, Georgia Board of Examiners for Licensed Practical Nurses.

BRUNSWICK COLLEGE
STATEMENT OF INSTITUTIONAL GOALS
(April, 1988)

25

1. To develop and implement a comprehensive planning process that will link together planning, budgeting, operations, and evaluation in an institutional process that will assure the involvement of faculty, staff, and administration.
2. To develop and implement a campus landscaping, facilities construction, and preventative maintenance plan that will ensure an environment that is supportive of a high quality two-year institution of higher education.
3. To implement a systematic, evidential review of the curriculum. This review will address the questions of completeness and coherence, the extent to which both traditional and contemporary content is included, and the congruence with the University System Core Curriculum and with the purpose of the institution.
4. To implement a college-wide plan for the improvement of instruction and learning as well as library resources, service, and usage to support instruction. The plan will include a process to measure institutional improvement and effectiveness.
5. To establish and maintain a management information system designed to provide pertinent information to the several units of the institution which will allow them to make better decisions concerning the services provided by the college.
6. To stimulate the growth of the college through campus wide enrollment development and retention programs. Each unit will engage in systematic activities including marketing programs, student recruitment, public information programs, and other activities designed to inform the public and potential students as to the comprehensive education opportunities available through Brunswick College, as well as activities to retain currently enrolled students.
7. To maintain and implement a system for the professional evaluation of the performance of the faculty, staff, and administration. This evaluation system will contain criteria against which each individual employee's performance will be measured. The evaluation criteria will be known to all concerned. This evaluation process will be used toward improving the performance level of all employees.
8. To maintain an environmental review process which will enable the institution to anticipate external changes which will have an impact upon the delivery of institutional services, and which will provide the necessary information for the institution to adjust to the impending changes.

STATEMENT OF STUDENT DEVELOPMENT GOALS DEVELOPED BY COORDINATING COMMITTEE

Academic Advising

The primary purpose of academic advising is to provide an academic advisement program which has as its primary purpose to assist students in the development and completion of a suitable educational plan which is consistent with career and life goals.

Activities

The purpose of student activities is to complement academic studies and to enhance the overall educational experience of students through development of exposure to and participation in intellectual, social, cultural, recreational, and governance programs.

Admissions

The purpose of admissions is to provide accurate, thorough, and current information about the college and its programs and activities to prospective students and to assist them in completing the admissions process.

Athletics

The goal of athletics is to enhance the overall educational, social, and recreational experience of students through providing intercollegiate competition in basketball, tennis, and softball, and intramural athletic programs in various sports.

Career Development

The primary goal of career planning and placement is to aid students in developing, evaluating, and effectively initiating and implementing career plans.

Counseling

The purpose of the counseling program is to assist students in defining and accomplishing personal and academic goals. The counseling program is developmental, remedial and preventive in its scope and nature.

Financial Aid

The purpose of the financial aid program is to provide assistance to students as they access the funds that may be available to them to pay for their college experience.

Orientation

The purpose of the student orientation program is to provide assistance to students in their transition to college, to expose the students to opportunities available at the college and to integrate new students into the campus life.

Records

The purpose of student records is to set up system(s) of collecting, storing, and retrieving data in an accurate, orderly, and timely fashion according to current professional practices.

Testing

The purpose of the evaluation program is to provide a means by which students can be assessed for admissions, exiting, and credit granting purposes. To accomplish this purpose, the program will provide:

1. Admissions testing for vocational/technical students performed by CDC personnel, and admissions testing for general studies students performed by Student Affairs personnel. Students are referred to the correct testing center by admissions and testing personnel.
2. Exit testing for all students performed by Student Affairs personnel.
3. Credit granting testing for all students, performed by Student Affairs personnel and exemption testing performed by department heads. Students are referred to the correct testing center by department heads and Student Affairs personnel.

SECTION II

INSTITUTIONAL STATISTICS

**SUMMARY OF CHANGES IN RACE COMPOSITION
BY EEO CATEGORIES
FALL 1989 AND FALL 1990**

| <u>EEO Category</u> | <u>FALL 1989</u> | | <u>FALL 1990</u> | |
|---|------------------|------------------|------------------|------------------|
| | No. | % of Category | No. | % of Category |
| Executive/Administrative/ Managerial | 3 | 15.0 | 3 | 14.3 |
| Faculty | 5 | 10.2 | 5 | 10.2 |
| Professional Non-Faculty | 0 | 0.0 | 0 | 0.0 |
| Secretarial Clerical | 3 | 15.0 | 2 | 11.1 |
| Technical/Paraprofessional | 2 | 16.6 | 2 | 14.3 |
| Skilled Craft | 0 | 0.0 | 0 | 0.0 |
| Service Maintenance | 9 | 64.3 | 10 | 71.4 |
| Total Minority Employment | 22 | 17.1 | 22 | 16.9 |

**SUMMARY OF CHANGES IN GENDER COMPOSITION
BY EEO CATEGORIES
FALL 1989 AND FALL 1990**

| <u>EEO Category</u> | <u>FALL 1989</u> | | <u>FALL 1990</u> | |
|---|------------------|------------------|------------------|------------------|
| | No. | % of Category | No. | % of Category |
| Executive/Administrative/ Managerial | 7 | 35.0 | 7 | 33.3 |
| Faculty | 25 | 51.0 | 25 | 51.0 |
| Professional Non-Faculty | 6 | 75.0 | 7 | 87.5 |
| Secretarial Clerical | 19 | 95.0 | 17 | 94.4 |
| Technical/Paraprofessional | 6 | 50.0 | 9 | 64.3 |
| Skilled Craft | 1 | 16.6 | 1 | 16.6 |
| Service Maintenance | 6 | 42.9 | 6 | 42.9 |
| Total Female Employment | 70 | 54.3 | 72 | 55.4 |

Academic Exclusions
1990-91

| Quarter | Number |
|-------------|--------|
| Summer 1990 | 9 |
| Fall 1990 | 39 |
| Winter 1991 | 18 |
| Spring 1991 | 12 |

Minority Enrollment Data
1986-1991

| FALL QUARTER | TOTAL ENROLLMENT | MINORITY ENROLLMENT | MINORITY PERCENTAGE |
|-----------------|---------------------|------------------------|------------------------|
| 1986 | 1257 | 239 | 19.0 |
| 1987 | 1297 | 274 | 21.2 |
| 1988 | 1338 | 262 | 19.5 |
| 1989 | 1332 | 232 | 17.4 |
| 1990 | 1446 | 232 | 18.1 |

Minority Graduates
1986-1991

| YEAR | TOTAL CERT. | MIN. # | MIN. % | TOTAL ASSOC. DEGREES | MIN. # | MIN. % | TOTAL CERT. & DEG. | TOTAL MIN. # | MIN. % |
|------|----------------|-----------|-----------|----------------------------|-----------|-----------|--------------------------|--------------------|-----------|
| 1986 | 39 | 14 | 36 | 108 | 8 | 7 | 147 | 22 | 15 |
| 1987 | 42 | 16 | 38 | 116 | 4 | 3 | 158 | 20 | 12.6 |
| 1988 | 41 | 14 | 34 | 153 | 14 | 9 | 194 | 28 | 14.4 |
| 1989 | 21 | 6 | 30 | 142 | 21 | 15 | 162 | 27 | 16.7 |
| 1990 | 23 | 8 | 35 | 165 | 18 | 11 | 188 | 26 | 13.8 |
| 1991 | 31 | 12 | 39 | 127 | 11 | 9 | 158 | 23 | 14.6 |

**SUMMARY OF GRANTS, CONTRACTS, AND GIFTS
FOR PROGRAMS OF INSTRUCTION, RESEARCH,
AND PUBLIC SERVICE**
For Fiscal Year Ending June 30, 1991

Brunswick College
Institution
Faye H. Barber
Person Preparing

| (1) Institutional Department or Unit Receiving Award | (2) Type* | (3) Description Title/Granting Agency | (4) Amount of Award |
|---|--------------|--|---|
| Special Programs Division - Nursing Dept. | I | Brunswick College Foundation, Inc. (Glynn Brunswick Memorial Hospital) - Laboratory Assistants | \$ 59,847. |
| Vocational-Technical Division-Allied Health Dept. | I | Brunswick College Foundation, Inc. (Glynn Brunswick Memorial Hospital) - Clinical Faculty | 60,646 |
| Office of the Academic Dean | I | Brunswick College Foundation, Inc. - Faculty Development Funds | 10,123 |
| Gould Memorial Library | I | Georgia Southern University - International Library Resources for the Humanities Grant | 1,500 |
| General Studies Division - Dept. of Humanities | I | Georgia Humanities Council - Cultural Conversations Grant | 3,914 |
| Vocational-Technical Division | I | Department of Technical and Adult Education Federal Regular 01-Improvements Federal Regular 02-Continuing Federal Disadvantaged 03 Federal Handicapped 04 Federal Sex Equity Grant Regular 01 - Improvements Regular 02 - Continuing Quick Start | 20,945 9,804 45,920 9,104 7,815 38,442 434,606 7,033 |
| | | JTPA Individual Referral | 19,667 |

* I = Instruction R = Research PS = Public Service

**UNIVERSITY SYSTEM OF GEORGIA
LIBRARY SURVEY
1990-1991**

Name and mailing address of institution

Brunswick College
Altama at Fourth
Brunswick, Georgia 31523-5101

Name, title, telephone number of respondent

J. Allen Spivey
Head Librarian
912/264-7270 GIST/365-7270

PART I — COLLECTION DATA

| CATEGORY | Line No. | Held 6/30/90 (1) | Added 7/1/90 to 6/30/91 (2) | Deleted 7/1/90 to 6/30/91 (3) | Held 6/30/91 (4) |
|--|----------|---------------------|--------------------------------|----------------------------------|---------------------|
| BOOKS, BOUND SERIALS AND GOVERNMENT DOCUMENTS (INCLUDE BOUND PERIODICALS AND NEWSPAPERS AND EXCLUDE MICROFORMS) NUMBER OF VOLUMES | 1 | 54,450 | 1,568 | 9 | 56,009 |
| NUMBER OF TITLES* | 2 | 43,374 | 1,277 | 9 | 44,642 |
| NUMBER OF GOVERNMENT DOCUMENT TITLES* (NOT REPORTED ON LINES 1 AND 2) | 3 | - | - | - | - |
| CURRENT SERIAL SUBSCRIPTIONS (INCLUDE PERIODICALS, NEWSPAPERS AND GOVERNMENT DOCUMENTS) NUMBER OF TITLES* | 4 | 318 | 22 | 7 | 333 |
| MICROFORMS NUMBER OF BOOK TITLES* REPRESENTED BY MICROFORMS | 5 | - | - | - | - |
| NUMBER OF SERIAL TITLES* REPRESENTED BY MICROFORMS | 6 | 325 | - | - | 325 |
| NUMBER OF GOVERNMENT DOCUMENT TITLES* REPRESENTED BY MICROFORMS AND NOT ALREADY COUNTED | 7 | - | - | - | - |
| TOTAL NUMBER OF PHYSICAL UNITS (NOT TITLES) OF ALL TYPES OF MICROFORMS | 8 | 78,477 | 5,924 | - | 84,401 |
| MANUSCRIPTS AND ARCHIVES (IN LINEAR FEET) | 9 | 71 | 1 | - | 72 |
| CARTOGRAPHIC MATERIALS. NUMBER OF UNITS | 10 | - | - | - | - |
| GRAPHIC MATERIALS. NUMBER OF UNITS | 11 | 165 | - | 1 | 164 |
| AUDIO MATERIALS. NUMBER OF TITLES* | 12 | 787 | - | 1 | 786 |
| FILMS. NUMBER OF TITLES* | 13 | 582 | - | 36 | 546 |
| VIDEO MATERIALS. NUMBER OF TITLES* | 14 | 138 | 38 | - | 176 |
| MACHINE READABLE MATERIALS. NUMBER OF TITLES* | 15 | 2 | 2 | - | 4 |
| OTHER LIBRARY MATERIALS. NUMBER OF TITLES* | 16 | 381 | - | 25 | 356 |

* EXCLUDE DUPLICATE COPIES

PART II — STAFF DATA
(EXCLUDE MAINTENANCE AND CUSTODIAL STAFF)

| STAFF | LINE NO. | NUMBER OF FTE |
|--|----------|---------------|
| LIBRARIANS | 17 | 3 |
| ALL OTHER PAID STAFF | 18 | 5.75 |
| CONTRIBUTED SERVICES STAFF | 19 | - |
| STUDENT ASSISTANCE FROM ALL FUNDING SOURCES | 20 | 1.25 |
| TOTAL FTE STAFF (SUM OF LINES 17 THROUGH 20) | 21 | 10.00 |

PART III — LIBRARY EXPENDITURE DATA

| CATEGORY | LINE NO. | AMOUNT (WHOLE DOLLARS ONLY) |
|---|----------|-----------------------------|
| SALARIES AND WAGES | 22 | \$ 211,763* |
| COLLECTIONS | | |
| PRINT MATERIALS (EXCLUDE SERIAL SUBSCRIPTIONS AND MICROFORMS) | 23 | \$ 33,327 |
| CURRENT SERIAL SUBSCRIPTIONS (INCLUDE ALL PHYSICAL FORMATS) | 24 | \$ 16,052 |
| MICROFORMS (INCLUDE CURRENT SERIAL SUBSCRIPTIONS) | 25 | \$ 12,313 |
| MACHINE READABLE MATERIALS | 26 | \$ 3,051 |
| AUDIOVISUAL MATERIALS | 27 | \$ 7,871 |
| OTHER | 28 | \$ - |
| ONLINE REFERENCE TRANSACTION DATABASE SEARCHES | 29 | \$ 207 |
| PRESERVATION | 30 | \$ 1,513 |
| EQUIPMENT | | |
| FURNITURE AND EQUIPMENT | 31 | \$ 17,239 |
| COMPUTER HARDWARE | 32 | \$ 4,402 |
| COMMUNICATIONS | | |
| POSTAGE | 33 | \$ 1,326 |
| TELECOMMUNICATIONS | 34 | \$ 3,311 |
| CONTRACTED COMPUTER SERVICES | 35 | \$ 3,742 |
| ALL OTHER OPERATING EXPENDITURES | 36 | \$ 27,670 |
| TOTAL OPERATING EXPENDITURES (SUM OF LINES 22 THROUGH 36) | 37 | \$ 343,787* |

(*Plus \$60,627 Fringe Benefits)

PART IV — DEVELOPMENT AREAS

| CATEGORY | LINE NO. | NUMBER |
|---|----------|-----------------|
| A. CIRCULATION OF MATERIALS | | |
| CIRCULATION TRANSACTIONS GENERAL COLLECTION | 38 | 12,914 |
| RESERVE COLLECTION | 39 | 4,540 |
| INTERLIBRARY LOANS PROVIDED TO OTHER LIBRARIES | 40 | 394 |
| RECEIVED FROM OTHER LIBRARIES | 41 | 176 |
| B. LIBRARY SERVICE TYPICAL WEEK, FALL 1990 | | |
| PUBLIC SERVICE HOURS | 42 | 75 |
| ATTENDANCE IN LIBRARIES | 43 | 2,200 |
| REFERENCE TRANSACTIONS | 44 | No records kept |
| ONLINE REFERENCE TRANSACTION DATABASE SEARCHES | 45 | - |
| INFORMATION SERVICE TO GROUPS NUMBER OF PRESENTATIONS | 46 | 2 |
| NUMBER OF PERSONS SERVED IN PRESENTATIONS | 47 | 27 |
| C. PARTICIPATION IN/WITH COOPERATIVES, CONSORTIA, NETWORKS, OR COMMERCIAL DATA BASE VENDORS | | |
| 1. List the names of consortia, cooperatives, and networks to which this library belongs or participates: | | |
| <u>South Georgia Associated Libraries</u> | | |
| <u>Glynn County Library Council</u> | | |
| <u>SOLINET/OCLC</u> | | |
| | | |
| | | |
| 2. List the names of commercial, on-line data based vendors which the library employs (exclude microform bases such as magazine traders): | | |
| <u>SOLINET/OCLC</u> | | |
| <u>DIALOG</u> | | |
| <u>Baker & Taylor</u> | | |
| | | |
| | | |

**STATUS OF MINORITY PERSONNEL
FOR TWO FISCAL YEARS**

| | BLACK EMPLOYEES 10/82** | PERSONNEL ACTIONS 1989-90 | PERSONNEL ACTIONS 1990-91 | BLACK EMPLOYEES 6/30/91 |
|---|-------------------------------|---------------------------------|---------------------------------|-------------------------------|
| EEO-1 (Exe/Admin/Man) Ph.D. Level | 0 | 0 | 0 | 0 |
| All Others | 0 | 0 | 0 | 3 |
| EEO-2 (Faculty) Ph.D. Level | 0 | 0 | 0 | 1 |
| All Others | 3 | 0 | 0 | 4 |
| EEO-3 (Prof Non Fac) Ph.D. Level | 0 | 0 | 0 | 0 |
| All Others | 1 | 0 | 0 | 0 |
| EEO-4 (Sec/Cler) | 2 | -1 | 0 | 2 |
| EEO-5 (Tech/Paraprof) | 1 | -1 +1 | +1 | 3 |
| EEO-6 (Skilled Crafts) | 0 | 0 | 0 | 0 |
| EEO-7 (Serv/Main) | 11 | 0 | +1 | 10 |

*as appears in the Addendum to the Desegregation Plan

QUARTERLY TEST ADMINISTRATION STATISTICS

| TEST | Summer '90 | Fall '90 | Winter '91 | Spring '91 |
|---------------|------------|------------|------------|------------|
| SAT | 51 | 23 | 12 | 8 |
| CPE | | | | |
| Entrance | 300 | 118 | 60 | 81 |
| Exit | <u>64</u> | <u>148</u> | <u>135</u> | <u>133</u> |
| | 364 | 266 | 195 | 214 |
| CLEP | - | 6 | 1 | 3 |
| AP | 12 | 97 | 49 | 57 |
| NLN | 6 | 4 | 1 | - |
| ACT | - | 36 | - | 45 |
| MAJOR TESTS | 2 | 2 | 6 | 10 |
| OTHER/OUTSIDE | 3 | 15 | 6 | 8 |

* * * * *

STUDENT INTERVIEW INVENTORY

(by Student Affairs Counseling Personnel)

| CATEGORY | Summer '90 | Fall '90 | Winter '91 | Spring '91 |
|----------|------------|----------|------------|------------|
| Transfer | 4 | 21 | 33 | 38 |
| Academic | 7 | 25 | 19 | 26 |
| Personal | 13 | 36 | 32 | 28 |

STUDENT FINANCIAL AID

1990-91

| Category of Financial Aid | No of Students | Aid Amount |
|---------------------------|----------------|------------|
| <u>SCHOLARSHIPS</u> | | |
| Foundation, Clubs, Others | 282 | \$231,759 |
| Regents | 4 | 1,700 |
| Georgia Incentive | 139 | 40,153 |
| <u>LOANS</u> | | |
| Short Term | 37 | 14,190 |
| GSL | 97 | 199,706 |
| State Nursing | 15 | 34,000 |
| Federal Nursing | 0 | |
| <u>WORKSHIPS</u> | | |
| College Work-Study | 80 | 62,692 |
| Student Assistant | 52 | 44,896 |
| <u>GRANTS</u> | | |
| SEOG | 145 | 38,269 |
| Pell | 486 | 659,196 |
| Vocational Rehabilitation | 6 | 4,167 |
| <u>TOTAL</u> | 1,343 | 1,330,728 |

bc:
08-07-91

BRUNSWICK COLLEGE
Brunswick, GA
May 10, 1991

HEADCOUNT

| | *1986 | *1987 | *1988 | *1989 | 1990 | 1991 | % Change |
|--------|-------|-------|-------|-------|------|------|----------|
| Summer | 518 | 645 | 649 | 694 | 617 | 777 | +25.9 |
| Fall | 1184 | 1257 | 1297 | 1338 | 1332 | 1446 | + 8.6 |
| Winter | 1268 | 1167 | 1303 | 1389 | 1335 | 1420 | + 6.3 |
| Spring | 1104 | 1084 | 1161 | 1144 | 1238 | 1363 | +10.1 |

EFT

| | | | | | | | |
|--------|-----|-----|-----|-----|-----|------|-------|
| Summer | 292 | 353 | 348 | 367 | 335 | 428 | +27.8 |
| Fall | 882 | 905 | 927 | 975 | 994 | 1070 | + 7.6 |
| Winter | 899 | 845 | 940 | 975 | 991 | 1028 | + 3.7 |
| Spring | 782 | 744 | 804 | 811 | 879 | 940 | + 6.9 |

MINORITIES (Percentages)

%PointDif.

| | | | | | | | |
|--------|------|------|------|------|------|------|------|
| Summer | 21.7 | 19.5 | 22.8 | 22.3 | 18.2 | 18.2 | 0 |
| Fall | 21.5 | 19.0 | 21.2 | 19.5 | 17.5 | 18.1 | + .6 |
| Winter | 21.3 | 21.4 | 21.8 | 21.7 | 18.4 | 17.7 | - .7 |
| Spring | 22.5 | 21.1 | 22.3 | 18.6 | 19.2 | 18.2 | -1.0 |

Quarterly Data by Gender and Enrollment Status

| | Full time | | | Part time | | | Total | | |
|-------|-----------|--------|-------|-----------|--------|-------|-------|--------|--------|
| | Male | Female | Total | Male | Female | Total | Male | Female | Total |
| SP 90 | 229 | 374 | 603 | 206 | 426 | 632 | 435 | 800 | 1238 |
| SP 91 | 188 | 448 | 636 | 230 | 492 | 722 | 418 | 940 | **1363 |
| Diff. | -41 | +74 | +33 | +24 | +66 | +90 | -17 | +140 | +125 |

* Includes off-campus students at Ft. Stewart

**Includes 5 students classified elsewhere.

Note: We again experienced a significant loss in full-time males which was off set by part-time males and an even greater gain in full and part-time females. We are approaching a 70/30 ratio in gender enrollment.

1990-91 UNIT PLAN FOR THE DIVISION OF GENERAL STUDIES

Name of Unit: Division of General Studies
Division Goal #3.

RELATIONSHIP TO STATEMENT OF PURPOSE OR STATEMENT OF GOALS

This division goal is related to college goal number 3.

INTENDED OUTCOME/OBJECTIVE

To implement a division-wide plan for the improvement of instruction and learning. The plan will include a process to measure the improvement and effectiveness of instruction in the division.

ASSESSMENT CRITERIA AND PROCEDURES

Each faculty member, as a part of his yearly evaluation (MMBO) will plan activities for each course that he teaches which will promote the improvement of instruction and the learning of his students. This plan will include a process to measure the improvement and effectiveness of the instruction in his classes and will feature outcomes assessment methods of his choosing. The faculty member will estimate or project an improvement rate to be measured by these outcomes assessment instruments. Student evaluation of teachers will be collected each quarter. This information will be made available to each faculty member.

ADMINISTRATION OF ASSESSMENT PROCEDURES

See above.

HOW ASSESSMENT FINDING WILL BE USED.

Results of student evaluations of each teacher's class, together with the outcomes assessment for that class, will be used to counsel each faculty member and to recommend ways the instructor can improve instruction in his class. This will be done by conference with both department chairman and division chairman.

RESOURCES NEEDED

Student evaluation instruments. New evaluation instruments were approved in the spring, and will be used for the first

YEARLY SUMMARY OF RESULTS

In addition to the departmental outcomes listed in the individual unit plans, the following faculty members had assessment activities.

| <u>Faculty Member</u> | <u>Assessment</u> |
|------------------------|---|
| Clendenin (Business) | Pre and posttests in each class |
| | <u>Pretest</u> <u>Posttest</u> |
| | B.A. 100 63 72 |
| | B.A. 120 56 74 |
| | B.A. 120 58 78 |
| | B.A. 120 58 69 |
| | B.A. 120 58 68 |
| Watson (Business) | Pre and posttests in each class |
| | <u>Pretest</u> <u>Posttest</u> |
| | Econ 206 36 80 |
| | B.A. 120 49 91 |
| | B.A. 211 62 86 |
| | Econ 205 49 75 |
| | Econ 206 36 71 |
| | Econ 206 33 72 |
| | Econ 205 49 71 |
| | Econ 205 46 83 |
| | B.A. 211 51 60 |
| | Econ 205 47 74 |
| | B.A. 211 69 84 |
| Sterrett (Business) | Pre and posttests in each class |
| Bartkovich | Pre and posttests in grammar (with scores increasing over 30% in English 101, and 70% in English 121), portfolios, and work with several students in publications |
| Brockland (Humanities) | Portfolios and student conferences pretests and posttests. |
| | <u>Pretest</u> <u>Posttest</u> |
| | Winter, 1990 18 81 |
| | Spring, 1990 23 80 |
| | Summer, 1990 23 68 |
| | Fall, 1990 22 66 |
| Freeman (Humanities) | Student conferences, and a familiarity survey she developed for critical thinking. Dr. Freeman is a leader in outcomes assessment in Georgia. |
| | Dr. Freeman had 60% of her students pass English 101 with a C or better, and 60% improved their posttest at least 40 points. |
| | Brunswick College generally scores |

higher than average scores on the Regents' test (over 95% of English 101 students pass the essay part on the first try), which speaks well for the Humanities faculty.

Balman (Math)

Pre and posttests in each class
Mr. Balman is noted for spending a lot of extra time helping students, and was selected as the "Professor of the Year" by Phi Theta Kappa in the Spring of 91.

Hamilton (Math\Physics)

Peer evaluation (with Jones) of his instruction, increased use of study guides, and pre and posttests

| | <u>Pretest</u> | <u>Posttest</u> |
|----------|----------------|-----------------|
| Math 101 | 21 | 68 |
| Math 108 | 16 | 71 |
| Physics | 27 | 76 |

Jones (Math)

Practice tests, review sessions, progress checks, student conferences, and Pre and posttests in each class.

| | <u>Pretest</u> | <u>Posttest</u> |
|----------|----------------|-----------------|
| Math 235 | 3.9 | 6.3 |
| Math 108 | 4.8 | 9.0 |

Lokken (Chemistry)

Keferl (Biology)

Pre and posttests in each class
Pre and posttests

Denty (Psychology)

Pre and posttests in each class

| | <u>Pretest</u> | <u>Posttest</u> |
|----------------|----------------|-----------------|
| Psychology 101 | 45 | 78 |

Gann (History)

Pre and posttests in each class and an evaluation of student evaluations

Ridgley (History)

Wege (Pol. Sci.)

Pre and posttests in each class
Posttest conferences..

Vocational Technical Division
 Allied Health Department
 Licensed Practical Nursing Program
 Unit Planning and Assessment

RELATIONSHIP TO PURPOSE

Relates to Purpose #2 of Brunswick College's purpose - prepares students to develop competencies and learn skills which will prepare them for gainful employment.

INTENDED OUTCOMES/OBJECTIVES

The Licensed Practical Nursing program will:

sustain an average yearly enrollment which will justify continuation of the program

graduate yearly minimum numbers of students to justify program continuation

Graduates of the program will -

demonstrate mastery of technical skills

be placed in positive activities in a number required for program continuation.

ASSESSMENT CRITERIA AND PROCEDURES

1. The program will maintain an average yearly enrollment of 9 students.
 - a. Enrollment data will be obtained from the State Management Information System.
2. 6 students will graduate each year.
 - a. Graduate data will be obtained from the State Management Information System.
3. Program completers will improve their post-test scores by 50% when compared to pre-test scores.
4. 75% of employers responding to the Management Information System follow-up survey of graduates employed will rate graduates skills good or higher.

5. 75% of graduates electing to certify will pass the NCLEX certifying examination over a three year period.
6. 6 students will be positively placed per year.

ADMINISTRATION OF ASSESSMENT PROCEDURES

1. A pre & post test will be given for every Licensed Practical Nursing course as well as an overall pre- and post-test. These tests will be administered by the instructor.
 - a. Each test will be analyzed and information gained will be used to plan program improvements.
2. A programmatic survey will be conducted by the program director and information will be used to strengthen the program.
3. NCLEX certifying scores will be analyzed to not only demonstrate areas of weakness but also to improve the program.

HOW ASSESSMENT WILL BE USED

1. Faculty members will evaluate the pre- and post-test and utilize the information to improve weak areas of the program.
2. Faculty members will analyze the programmatic survey and utilize information to improve areas of weakness.
3. Any area which demonstrates an overall deficiency on the NCLEX certifying exam will be analyzed.

RESOURCES NEEDED

At least five computers are needed to assist students in the learning procedure.

YEARLY SUMMARY OF RESULTS

1. At the end of each year the pre- and post-test scores will be evaluated and compared to the past years scores to determine areas of strength and weakness.
2. Employer surveys will be evaluated and compared to past surveys and information will be used to develop areas of strength and weakness.

SUMMARY OF RESULTS FOR 1990-91

1. An average enrollment of 31 has been maintained since June, 1990.
2. Eleven students graduated in August, 1990.
3. August, 1990 program completers improved their pre-test scores by 47%.
4. Responses from employers have not been obtained via MIS follow-up survey. Informal employer evaluation is excellent.
5. 91% of graduates passes the NCLEX (national certifying exam) in October, 1990.
6. Eleven graduates were positively placed in 1990.
7. The Damon System for Medical Terminology has been utilized during the 1990-91 year with excellent results.

GOAL 2 - TO IMPROVE THE RETENTION RATE OF DEVELOPMENTAL STUDIES STUDENTS**RELATIONSHIP TO PURPOSE**

Brunswick College offers developmental programs in reading, writing, and mathematics to prepare students to enter career and degree programs.

INTENDED OUTCOMES/OBJECTIVES**Objective 8**

Implement activities based on results of surveys with the lowest retention category.

ASSESSMENT CRITERIA AND PROCEDURES

Student attitudinal surveys; student evaluation of measures; attainment of an increase in retention, 6% - 1990 and an additional 3% in 1991.

ADMINISTRATION OF ASSESSMENT PROCEDURES

Student attitudinal surveys; student evaluation of measures; attainment of an increase in retention, 6% - 1990 and an additional 3% in 1991.

HOW ASSESSMENT FINDINGS WILL BE USED

Analyze and revise retention activities; use experience and knowledge in structuring retention efforts for other groups.

RESOURCES NEEDED

Shared time with counselor.

YEARLY SUMMARY OF RESULTS

1. During 1990 - 1991 we continued the procedure of assigning white males to Mr. Nutt in order that he may work closely with them during the quarter.
2. Developmental Studies faculty have made a concentrated effort to keep Mr. Nutt aware of the academic and attitudinal progress of the male students within their classes. Mr. Nutt has then met with students on a regular basis to discuss these areas. He has provided these students with advice and strategies for improving weakness, academic moral support to help students overcome frustration, and positive reinforcement for successes students have had. In addition, Mr. Nutt has set up some students with specific assignments to complete such as meeting with instructors, setting up

personal time management plans, and organizing notes and class material in a specific order.

3. Study Skills 010 was further refined for 1990 -1991 to emphasize the concept of active learning for our students. Developmental Studies students are notorious for being passive; this emphasis has been successful in making students aware that by being active they can be more successful.
4. In fall 1991, the black males will be assigned to Dr. Maasha as the white males are assigned to Mr. Nutt. This will enable these students to have contact with a black male role model.

PLANT OPERATIONS UNIT
May 31, 1991
(For Academic Year 1990-91)

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RELATIONSHIP TO PURPOSE

The Physical Plant Department provides services that enhance the use of facilities. This is done in a manner consistent with the goals, objectives, and criteria established in the Institution's Statement of Purpose.

INTENDED OUTCOMES/OBJECTIVES

Implement provisions of the Right to Know Act relative to hazardous materials.

ASSESSMENT CRITERIA AND PROCEDURES

Assessment will be determined by whether or not the instructions of the Act have been followed. Training classes will be held with all employees to inform them of the Right to Know Act. Periodic inspections will be performed to assure compliance with regard to maintaining appropriate files and observing proper methods for storing hazardous chemicals.

ADMINISTRATION OF ASSESSMENT PROCEDURES

The Vice President for Business Affairs and the Director of Plant Operations will assume the responsibility for assuring compliance of the plan and training.

HOW ASSESSMENT FINDING WILL BE USED

If routine inspections reveal any problems, additional training will be given.

RESOURCES NEEDED

Minimal. Proper storage facilities will be necessary.

YEARLY SUMMARY OF RESULTS

All Plant Operations personnel were given training to comply with the "Right to Know Act" concerning hazardous materials.

RELATIONSHIP TO STATEMENT OF PURPOSE OR STATEMENT OF GOALS

A program of student government will be offered in accordance with the college's purpose of enriching students' educational experience.

INTENDED OUTCOME/OBJECTIVE

Students who participate in the SGA will have their college experiences enriched via understanding the governance of the college, managing an activities program and participating in leadership training.

ASSESSMENT CRITERIA AND PROCEDURES

Percentage of student participation on all governance committees, involvement in programming (success of programming) and percentage of participation in leadership training.

ADMINISTRATION OF ASSESSMENT PROCEDURES

Observation of participation.

HOW ASSESSMENT FINDING WILL BE USED

Note the activity level of students and revise to attain highest possible participation rate.

RESOURCES NEEDED

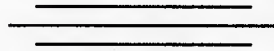
Sponsor commitment to training and development, activity fee funding, and continued willingness by administration to hear student input.

SUMMARY OF RESULTS

SGA was successful. Students served on self-study and presidential search committees. Students were also active in academic council activities. More leadership training will be offered next year.

Brunswick College
FINANCIAL REPORT

**For the Year Ended
June 30, 1991**



BRUNSWICK COLLEGE

Brunswick, Georgia

Watson L. Holloway
Acting President

Faye H. Barber
Vice President for Business Affairs

BRUNNICK COLLEGE

BALANCE SHEET
JUNE 30, 1991

With Comparative Figures at June 30, 1990

| | ASSETS | | LIABILITIES AND FUND BALANCES | |
|---|---------------------|---------------------|-------------------------------|---------------------|
| | 1991 | 1990 | 1991 | 1990 |
| CURRENT FUNDS | | | | |
| Resident Instruction Funds | | | | |
| Petty Cash | \$1,000.00 | \$1,000.00 | | \$228,402.39 |
| Cash in Banks – Demand Deposits | 260,306.16 | 339,308.41 | \$160,608.67 | 172,900.56 |
| Receivables | | | 222,789.20 | 21,000.00 |
| State Appropriations – General | 93,000.00 | 50,000.00 | 21,000.00 | 4,390.79 |
| Other State Agencies | 40,768.88 | 16,080.29 | 7,798.36 | |
| Prepaid Expenses | 923.00 | 2,660.00 | | |
| Stores Inventories | 16,198.19 | 17,645.04 | | |
| Fund Balance – Unallocated | | | | |
| Total Resident Instruction Funds | 412,196.23 | 426,693.74 | 412,196.23 | 426,693.74 |
| Restricted Funds | | | | |
| Cash in Banks – Demand Deposits | (106,754.61) | (115,951.08) | | |
| Receivables | | | | |
| Federal Funds | 5,403.64 | | | |
| State Funds | 101,538.92 | 120,024.91 | 734.11 | 4,334.53 |
| Private Funds | 546.16 | 260.70 | | |
| Total Restricted Funds | 734.11 | 4,334.53 | 734.11 | 4,334.53 |
| Auxiliary Enterprises Funds | | | | |
| Petty Cash | 700.00 | 400.00 | | 145.07 |
| Cash in Banks – Demand Deposits | 29,088.46 | 34,324.93 | 726.70 | |
| Cash in Banks – Time Deposits | 142,400.00 | 27,000.00 | 94,658.71 | 105,258.64 |
| Cash in Savings & Loans – Time Deposits | 6,600.00 | 145,400.00 | 146,318.45 | 194,175.34 |
| Receivables | | | 29,731.30 | 25,805.75 |
| Student Accounts | 8,936.77 | 3,270.06 | 33,083.67 | 9,133.91 |
| Other | 22,134.89 | 18,865.08 | | |
| Inventory – Merchandise for Resale | 94,658.71 | 105,258.64 | | |
| Total Auxiliary Enterprises Funds | 304,518.83 | 334,518.71 | 304,518.83 | 334,518.71 |
| TOTAL CURRENT FUNDS | \$717,449.17 | \$765,546.98 | \$717,449.17 | \$765,546.98 |
| LOAN FUNDS | | | | |
| Cash in Banks – Demand Deposits | \$33,357.88 | \$6,359.23 | | |
| Cash in Banks – Time Deposits | 2,000.00 | 22,000.00 | | |
| Receivables – Student Notes | 10,661.47 | 15,251.61 | \$41,708.59 | \$39,531.15 |
| Privately Funded Loan Programs | | | 4,310.76 | 4,079.69 |
| TOTAL LOAN FUNDS | \$46,019.35 | \$43,610.84 | \$46,019.35 | \$43,610.84 |

BRUNSWICK COLLEGE

BALANCE SHEET
June 30, 1991

With Comparative Figures at June 30, 1990

| | LIABILITIES AND FUND BALANCES | | |
|--|-------------------------------|------------------------|------------------------|
| | 1991 | 1990 | 1990 |
| ASSETS | | | |
| ENDOWMENT FUNDS | | | |
| Cash in Banks - Demand Deposits | \$2,063.79 | \$3,166.62 | \$83,002.62 |
| Cash in Banks - Time Deposits | 5,600.00 | | |
| Cash in Savings & Loans - Time Deposits | 35,400.00 | 37,600.00 | \$80,844.71 |
| Investments - At Book Value | 39,938.83 | 40,078.09 | |
| TOTAL ENDOWMENT FUNDS | \$83,002.62 | \$80,844.71 | \$80,844.71 |
| PLANT FUNDS | | | |
| Unexpended Plant Funds | | | |
| Cash in Banks - Demand Deposits | \$51,048.73 | \$9,525.30 | \$1,362,460.41 |
| Cash in Banks - Time Deposits | 1,168,000.00 | 118,000.00 | |
| Cash in Savings & Loans - Time Deposits | | 1,100,000.00 | |
| Receivables | | | 0.97 |
| State Appropriations - MRRF | 120,444.00 | 28,480.00 | |
| Other | 22,968.65 | | |
| Total Unexpended Plant Funds | 1,362,461.38 | 1,256,005.30 | 1,256,005.30 |
| Investment in Plant | | | |
| Land | 1,053,016.36 | 1,053,016.36 | \$11,263,227.69 |
| Buildings | 8,635,372.80 | 7,069,568.51 | |
| Improvements Other Than Buildings | 622,571.30 | 612,300.68 | |
| Library Collections | 1,336,580.87 | 1,262,437.65 | |
| Equipment | 1,347,838.74 | 1,265,904.79 | |
| Total Investment in Plant | 12,995,380.07 | 11,263,227.99 | \$11,263,227.69 |
| TOTAL PLANT FUNDS | \$14,357,841.45 | \$12,519,233.29 | \$12,519,232.99 |
| AGENCY FUNDS - PRIVATE TRUST | | | |
| Cash in Banks - Demand Deposits | \$68,692.72 | \$46,044.39 | \$46,044.39 |
| TOTAL AGENCY FUNDS - PRIVATE TRUST | \$68,692.72 | \$46,044.39 | \$46,044.39 |
| AGENCY FUNDS - STUDENT ACTIVITIES | | | |
| Cash in Banks - Demand Deposits | \$62,734.15 | \$55,705.30 | \$1,938.14 |
| | | | 18,990.00 |
| | | | 34,777.16 |
| TOTAL AGENCY FUNDS - STUDENT ACTIVITIES | \$62,734.15 | \$55,705.30 | \$55,705.30 |
| LIABILITIES AND FUND BALANCES | | | |
| ENDOWMENT FUNDS | | | |
| Fund Balance | \$83,002.62 | \$80,844.71 | \$80,844.71 |
| PLANT FUNDS | | | |
| Unexpended Plant Funds | \$1,362,460.41 | \$1,256,005.30 | \$1,256,005.30 |
| Accounts Payable | | | \$68,558.00 |
| Fund Balance - Allocated | | | 1,187,447.14 |
| Fund Balance - Unallocated | 0.97 | | 0.16 |
| Total Unexpended Plant Funds | 1,362,461.38 | 1,256,005.30 | 1,256,005.30 |
| Investment in Plant | \$12,995,380.07 | \$11,263,227.69 | \$11,263,227.69 |
| TOTAL PLANT FUNDS | \$14,357,841.45 | \$12,519,232.99 | \$12,519,232.99 |
| AGENCY FUNDS - PRIVATE TRUST | | | |
| Fund Balance | \$68,692.72 | \$46,044.39 | \$46,044.39 |
| TOTAL AGENCY FUNDS - PRIVATE TRUST | \$68,692.72 | \$46,044.39 | \$46,044.39 |
| AGENCY FUNDS - STUDENT ACTIVITIES | | | |
| Accounts Payable | \$5,750.03 | \$1,938.14 | \$1,938.14 |
| Deferred Revenue - Tuition and Fees | 24,129.00 | 18,990.00 | 18,990.00 |
| Fund Balance - Unallocated | 32,856.12 | 34,777.16 | 34,777.16 |
| TOTAL AGENCY FUNDS - STUDENT ACTIVITIES | \$62,734.15 | \$55,705.30 | \$55,705.30 |

BRUNSWICK

STATEMENT OF CHANGES
Year Ended

| | CURRENT FUNDS | | |
|---|-------------------------|----------------|--------------------------|
| | Resident Instruction | Restricted | Auxiliary Enterprises |
| FUND BALANCE, July 1, 1990 as Previously Reported | \$4,390.79 | (\$115,951.08) | \$9,133.91 |
| REVENUES AND OTHER ADDITIONS | | | |
| Unrestricted Revenue | 5,404,572.33 | | 584,995.32 |
| Restricted Revenue | 1,538,539.41 | | |
| Restricted Additions—Gifts, Grants, Contracts | | | |
| Federal Sources | | 834,711.36 | |
| State Sources | | 523,699.74 | |
| Local Sources | | — | |
| Private Sources | | 190,599.58 | |
| Endowment | | 5,500.00 | |
| Interest Income on Student Loans | | | |
| Investment Income | | | |
| Other | | | |
| Provisions for reserves | | | |
| Inventories | | | 10,599.93 |
| Adjustments—Prior Year | | | |
| Accounts Payable | 7,952.26 | | 8.09 |
| Other | | | |
| Additions to Plant Properties | | | |
| TOTAL REVENUES AND OTHER ADDITIONS | 6,951,064.00 | 1,554,510.68 | 595,603.34 |
| EXPENDITURES AND OTHER DEDUCTIONS | | | |
| Unrestricted Expenditures | 5,404,441.04 | | 536,357.25 |
| Restricted Expenditures | 1,538,539.41 | | |
| Lapse of Surplus – Prior Year | | | |
| Returned to State Treasury | 4,358.01 | | |
| Transfer to Health Insurance Reserve | 32.78 | | |
| Provisions for Reserves | | | |
| Renewals and Replacements | | | 28,774.11 |
| Bus/Van Replacements | | | 3,925.55 |
| Transfers to | | | |
| Resident Instruction Funds For | | | |
| Direct Expenditures | | 1,538,539.41 | |
| Administrative Allowances | | 6,774.80 | |
| Unexpanded Plant Funds | | | 2,497.00 |
| Accounts Receivable | 285.19 | | 99.67 |
| Collection Costs | | | |
| Repayments to Federal Government | | | |
| Distribution per Trust Agreements | | | |
| Disposal of Plant Properties | | | |
| Adjustments to Inventory Counts | | | |
| Other – Loss on Bond Recall | | | |
| TOTAL EXPENDITURES AND OTHER DEDUCTIONS | 6,947,656.43 | 1,545,314.21 | 571,653.58 |
| FUND BALANCE, June 30, 1991 | \$7,798.36 | (\$106,754.61) | \$33,083.67 |

COLLEGE

IN FUND BALANCES
June 30, 1991

| LOAN FUNDS | ENDOWMENT FUNDS | PLANT FUNDS | | AGENCY FUNDS |
|---------------|--------------------|----------------|------------------------|-----------------------|
| | | Unexpended | Investment In Plant | STUDENT ACTIVITIES |
| \$43,610.84 | \$80,844.71 | \$1,187,447.30 | \$11,263,227.69 | \$34,777.16 |
| | | 396,321.59 | | 167,711.49 |
| 155.07 | | | | |
| 2,177.44 | 7,757.29 | | | |
| 76.00 | | | | |
| | | | 1,769,128.78 | |
| 2,408.51 | 7,757.29 | 396,321.59 | 1,769,128.78 | 167,711.49 |
| | | 281,862.26 | | 169,633.53 |
| | | 1,301,905.50 | | |
| | | 0.16 | | |
| | 5,500.00 | | 36,976.40 | |
| | 99.38 | | | |
| | 5,599.38 | 1,583,767.92 | 36,976.40 | 169,633.53 |
| \$46,019.35 | \$83,002.62 | \$0.97 | \$12,995,380.07 | \$32,855.12 |

BRUNSWICK COLLEGE

SUMMARY STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES

Year Ended June 30, 1991

With Comparative Figures for 1990

19 91

| | EDUCATIONAL AND GENERAL | | AUXILIARY | TOTAL | 1990 TOTAL |
|--|-------------------------|-----------------------|--------------------|---------------------|---------------------|
| | Unrestricted | Restricted | ENTERPRISES | | |
| REVENUE | | | | | |
| General Operations | | | | | |
| Student Tuition and Fees | \$1,225,158.62 | \$ | \$ | \$1,225,158.62 | \$1,083,028.16 |
| State Appropriations | 4,036,658.00 | | | 4,036,658.00 | 3,835,745.00 |
| Sales and Services of Educ Activities | 16,215.80 | | | 16,215.80 | 18,877.30 |
| Other Sources | 32,613.92 | | | 32,613.92 | 33,223.03 |
| Departmental Sales and Services | | | | | |
| Revenues for Program Support | 148,333.64 | | | 148,333.64 | 179,104.81 |
| Eliminate Quasi Revenue | (54,407.65) | | | (54,407.65) | (39,454.47) |
| Sponsored Operations | | | | | |
| Federal Grants and Contracts | | 836,575.20 | | 836,575.20 | 637,375.53 |
| State Grants and Contracts | | 505,213.75 | | 505,213.75 | 614,647.11 |
| Local Grants and Contracts | | | | | 121.00 |
| Private Grants and Contracts | | 191,250.46 | | 191,250.46 | 142,600.39 |
| Endowment Income | | 5,500.00 | | 5,500.00 | 5,900.00 |
| Auxiliary Enterprises | | | | | |
| Food Services | | | 60,834.63 | 60,834.63 | 64,783.97 |
| Stores and Shops | | | 475,509.07 | 475,509.07 | 410,157.64 |
| Other Service Units | | | 48,651.62 | 48,651.62 | 44,009.74 |
| TOTAL REVENUE | 5,404,572.33 | 1,538,539.41 | 584,995.32 | 7,528,107.06 | 7,030,119.21 |
| EXPENDITURES | | | | | |
| Educational and General | | | | | |
| Instruction | 2,511,807.68 | 638,424.41 | | 3,150,232.09 | 2,915,025.78 |
| Public Service | 58,811.58 | 5,615.33 | | 64,426.91 | 32,281.51 |
| Academic Support | 537,316.55 | 8,703.47 | | 546,020.02 | 525,936.79 |
| Student Services | 501,395.97 | 34,508.26 | | 535,904.23 | 525,652.53 |
| Institutional Support | 912,203.28 | 43,939.01 | | 956,142.29 | 939,458.80 |
| Operation and Maintenance of Plant | 882,905.98 | | | 882,905.98 | 866,475.13 |
| Scholarships and Fellowships | | 807,348.93 | | 807,348.93 | 706,312.86 |
| Auxiliary Enterprises | | | | | |
| Food Services | | | 72,084.98 | 72,084.98 | 76,786.31 |
| Stores and Shops | | | 429,494.49 | 429,494.49 | 353,515.98 |
| Other Service Units | | | 34,777.78 | 34,777.78 | 29,857.47 |
| TOTAL EXPENDITURES | 5,404,441.04 | \$1,538,539.41 | 536,357.25 | 7,479,337.70 | 6,971,303.16 |
| Excess of Revenue Over Expenditures | 131.29 | | 48,638.07 | 48,769.36 | 58,816.05 |
| Beginning Fund Balance, Adjusted | 4,390.79 | | 9,133.91 | 13,524.70 | 9,349.90 |
| Adjustments Other Than State Audit | 7,667.07 | | (91.58) | 7,575.49 | 4,366.33 |
| Lapsed Surplus Returned - Prior Year | (4,358.01) | | | (4,358.01) | (3,735.57) |
| Transfer to Reserve for Health Insurance | (32.78) | | | (32.78) | |
| Transfers to Other Funds | | | (2,497.00) | (2,497.00) | (1,300.00) |
| Provisions for Reserves | | | (22,099.73) | (22,099.73) | (55,272.01) |
| ENDING FUND BALANCES | \$7,798.36 | | \$33,083.67 | \$40,882.03 | \$12,224.70 |

BRUNSWICK COLLEGE

SCHEDULE OF CURRENT FUNDS REVENUES
YEAR ENDED June 30, 1991

| | <u>UNRESTRICTED</u> | <u>RESTRICTED</u> | <u>TOTAL</u> |
|---|---------------------|---------------------|---------------------|
| EDUCATIONAL AND GENERAL REVENUE | | | |
| General Operations | | | |
| Student Tuition and Fees | | | |
| Matriculation | \$1,186,120.62 | \$ | \$1,186,120.62 |
| Non-Resident Tuition | 27,243.00 | | 27,243.00 |
| Other Student Fees | 11,795.00 | | 11,795.00 |
| State Appropriations | | | |
| State of Georgia - General | 3,872,658.00 | | 3,872,658.00 |
| State of Georgia - Spec Initiative | 164,000.00 | | 164,000.00 |
| Sales and Services of Educational Activities | | | |
| Library Fines | 1,900.21 | | 1,900.21 |
| Transcript Fees | 1,730.25 | | 1,730.25 |
| Copier Fees | 8,207.79 | | 8,207.79 |
| S A T Testing Fees | 1,602.00 | | 1,602.00 |
| Nursing Testing Fees | 2,576.00 | | 2,576.00 |
| Computer Search Charges | 199.55 | | 199.55 |
| Other Sources | | | |
| Rents | 50.00 | | 50.00 |
| Salvage Sales | 924.20 | | 924.20 |
| Administrative Cost Allowances | | | |
| College Work-Study Program | 3,250.80 | | 3,250.80 |
| Pell Grants Program | 1,915.00 | | 1,915.00 |
| Supplemental Educ Opportunity Grants Program | 1,609.00 | | 1,609.00 |
| Other Revenues | 24,864.92 | | 24,864.92 |
| Total Revenue from General Operations | 5,310,646.34 | | 5,310,646.34 |
| Departmental Sales and Services | | | |
| Revenues from Program Support | | | |
| Fees - Community Education | 83,775.74 | | 83,775.74 |
| Fees - Public Services Programs | 1,465.00 | | 1,465.00 |
| Fees - Vocational Tech Short Term | 8,685.25 | | 8,685.25 |
| Quasi-Revenue from Distribution of Cost | | | |
| Cost Transfers - Service Departments | 54,407.65 | | 54,407.65 |
| Sub-Total | 148,333.64 | | 148,333.64 |
| Eliminate Quasi-Revenue | (54,407.65) | | (54,407.65) |
| Total Revenue from Departmental Sales and Services | 93,925.99 | | 93,925.99 |
| Sponsored Operations | | | |
| Federal Grants and Contracts | | 836,575.20 | \$836,575.20 |
| State Grants and Contracts | | 505,213.75 | 505,213.75 |
| Private Grants and Contracts | | 191,250.46 | 191,250.46 |
| Endowment Income | | 5,500.00 | 5,500.00 |
| Total Revenue from Sponsored Operations | | 1,538,539.41 | 1,538,539.41 |
| TOTAL EDUCATIONAL AND GENERAL REVENUE | 5,404,572.33 | 1,538,539.41 | 6,943,111.74 |

BRUNSWICK COLLEGE

SCHEDULE OF CURRENT FUNDS REVENUES (Continued)

| | <u>UNRESTRICTED</u> | <u>RESTRICTED</u> | <u>TOTAL</u> |
|--|-----------------------|-----------------------|-----------------------|
| AUXILIARY ENTERPRISES REVENUE | | | |
| Food Services | | | |
| Snack Bar | | | |
| Sales – Snack Bar | 54,104.86 | | 54,104.86 |
| Other Income – Interest Earned | 6,729.77 | | 6,729.77 |
| Stores and Shops | | | |
| Bookstore | | | |
| Sales – Bookstore | 468,779.30 | | 468,779.30 |
| Other Income – Interest Earned | 6,729.77 | | 6,729.77 |
| Other Service Units | | | |
| Student Transportation | | | |
| Rents – Bus/Vans | 9,513.02 | | 9,513.02 |
| Vending | | | |
| Sales – Vending of Food | 37,457.31 | | 37,457.31 |
| Commissions – Vending Contracted | 67.41 | | 67.41 |
| Game Room | | | |
| Sales – Game Room | 1,613.88 | | 1,613.88 |
| TOTAL AUXILIARY ENTERPRISES REVENUE | <u>584,995.32</u> | | <u>584,995.32</u> |
| TOTAL CURRENT FUNDS REVENUES | <u>\$5,989,567.65</u> | <u>\$1,538,539.41</u> | <u>\$7,528,107.06</u> |

BRUNSWICK COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES
Year Ended June 30, 1991

| | FUND CLASSIFICATION | | | OBJECT CLASSIFICATION | | | |
|---|---------------------|-------------------|---------------------|-----------------------|------------------|-------------------------------|------------------|
| | Unrestricted | Restricted | Total | Personal Services | Travel | Operating Supplies & Expenses | Equipment |
| EDUCATIONAL AND GENERAL EXPENDITURES | | | | | | | |
| INSTRUCTION | | | | | | | |
| General Academic Instruction | | | | | | | |
| Division of General Studies | | | | | | | |
| Administration | \$126,029.53 | \$ | \$126,029.53 | \$96,341.66 | \$ | \$29,687.87 | \$ |
| Dept of Business Administration | 137,819.07 | | 137,819.07 | 133,644.35 | 677.92 | 1,498.80 | 1,998.00 |
| Dept of Humanities | 207,763.51 | | 207,763.51 | 203,215.85 | 535.61 | 4,012.05 | |
| Dept of Natural Science | 329,770.62 | | 329,770.62 | 308,798.39 | 420.13 | 17,999.15 | 2,552.95 |
| Dept of Social Science | 242,584.37 | | 242,584.37 | 240,545.01 | 46.20 | 1,993.16 | |
| Division of Special Programs | | | | | | | |
| Administration | 89,525.34 | | 89,525.34 | 75,100.42 | 33.60 | 9,272.28 | 5,119.04 |
| Dept of Nursing | 256,685.69 | 45,360.33 | 302,046.02 | 290,541.38 | 881.31 | 10,623.33 | |
| Special Initiative - Nursing | 64,000.00 | | 64,000.00 | 64,000.00 | | | |
| Dept of Physical Education | 125,327.69 | | 125,327.69 | 118,502.63 | 184.74 | 6,640.32 | |
| Quality Improvement Program | 22,469.52 | | 22,469.52 | | | 3,354.97 | 19,114.55 |
| Vocational and Technical Instruction | | | | | | | |
| Division of Vocational Technical | | | | | | | |
| Administration | 89,484.12 | 137,261.10 | 226,745.22 | 137,696.83 | 6,021.63 | 17,694.35 | 65,332.41 |
| JTPA Individual Referral | | 2,734.20 | 2,734.20 | 1,802.26 | 34.44 | 897.50 | |
| Dept of Applied Business | 140,424.19 | 108,686.69 | 249,110.88 | 238,189.85 | | 10,921.03 | |
| Dept of Allied Health | 110,902.08 | 164,091.37 | 274,993.45 | 258,796.90 | | 16,196.55 | |
| Dept of Applied Technology | 131,793.41 | 83,351.40 | 215,144.81 | 204,230.20 | | 10,914.61 | |
| Dept of Industrial Training | 42,395.88 | 76,746.82 | 119,142.70 | 81,472.40 | | 37,670.30 | |
| Sex Equity Grant | | 7,815.00 | 7,815.00 | | 1,057.94 | 6,757.06 | |
| Vocational Technical Departmental | 8,685.25 | | 8,685.25 | | | 8,685.25 | |
| Community Education | | | | | | | |
| Dept of Off Campus Credit Programs | | | | | | | |
| Kings Bay | 262.29 | | 262.29 | | | 262.29 | |
| Dept of Continuing Education | | | | | | | |
| Continuing Education | 63,643.12 | 12,215.55 | 75,858.67 | 67,425.26 | 1,538.13 | 6,895.28 | |
| Continuing Education Departmental | 85,240.74 | | 85,240.74 | 25,589.02 | | 56,029.72 | 3,622.00 |
| Preparatory and Remedial Instruction | | | | | | | |
| Special Programs Division | | | | | | | |
| Dept of Developmental Studies | 237,001.26 | 161.95 | 237,163.21 | 228,269.22 | 968.60 | 7,925.39 | |
| TOTAL INSTRUCTION | 2,511,807.68 | 638,424.41 | 3,150,232.09 | 2,774,161.63 | 12,400.25 | 265,931.26 | 97,738.95 |

BRUNSWICK COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES (Continued)

| | FUND CLASSIFICATION | | | OBJECT CLASSIFICATION | | | |
|---|---------------------|-----------------|-------------------|-----------------------|-----------------|-------------------------------|------------------|
| | UNRESTRICTED | RESTRICTED | TOTAL | PERSONAL SERVICES | TRAVEL | OPERATING SUPPLIES & EXPENSES | EQUIPMENT |
| | | | | | | | |
| EDUCATIONAL AND GENERAL EXPENDITURES (Continued) | | | | | | | |
| PUBLIC SERVICE | | | | | | | |
| Community Service | | | | | | | |
| Cultural Conversations Grant | | 3,913.79 | 3,913.79 | | | 3,913.79 | |
| Small Business Development Center | | 1,701.54 | 1,701.54 | | | 1,701.54 | |
| Consortium--Brunswick Center | 3,811.58 | | 3,811.58 | (313.07) | | 4,124.65 | |
| Special Initiative--Brunswick Center | 55,000.00 | | 55,000.00 | 50,533.86 | 46.84 | 3,166.52 | 1,252.78 |
| TOTAL PUBLIC SERVICE | 58,811.58 | 5,615.33 | 64,426.91 | 50,220.79 | 46.84 | 12,906.50 | 1,252.78 |
| ACADEMIC SUPPORT | | | | | | | |
| Libraries | | | | | | | |
| Gould Memorial Library | 298,373.25 | 1,500.00 | 299,873.25 | 189,823.55 | 819.77 | 33,100.11 | 76,129.82 |
| Special Initiative - Library | 35,000.00 | | 35,000.00 | 25,000.00 | | | 10,000.00 |
| Audio Visual Services | | | | | | | |
| Media Center | 69,540.27 | | 69,540.27 | 57,271.67 | | 9,286.07 | 2,982.53 |
| Academic Administration | | | | | | | |
| Office of the V P for Academic Affairs | 134,403.03 | | 134,403.03 | 115,877.91 | 1,998.42 | 9,847.21 | 6,679.49 |
| Academic Personnel Development | | | | | | | |
| Faculty Development | | 7,203.47 | 7,203.47 | | 5,646.83 | 1,556.64 | |
| TOTAL ACADEMIC SUPPORT | 537,316.55 | 8,703.47 | 546,020.02 | 387,973.13 | 8,465.02 | 53,790.03 | 95,791.84 |
| STUDENT SERVICES | | | | | | | |
| Student Services Administration | | | | | | | |
| Office of Student Services | 158,196.56 | | 158,196.56 | 145,214.80 | 625.80 | 11,104.26 | 1,251.70 |
| Special Init--Student Svcs/Bwkc Ctr | 10,000.00 | | 10,000.00 | | | 5,857.81 | 4,142.19 |
| Social and Cultural Development | | | | | | | |
| Minority Advisement Program | 1,999.80 | | 1,999.80 | | | 1,999.80 | |
| Counseling and Career Guidance | | | | | | | |
| Career Development Center | 22,885.13 | | 22,885.13 | 21,816.44 | | 1,068.69 | |

BRUNSWICK COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES (Continued)

| | FUND CLASSIFICATION | | | OBJECT CLASSIFICATION | | | |
|---|---------------------|------------------|-------------------|-----------------------|------------------|-------------------------------|------------------|
| | UNRESTRICTED | RESTRICTED | TOTAL | PERSONAL SERVICES | TRAVEL | OPERATING SUPPLIES & EXPENSES | EQUIPMENT |
| | | | | | | | |
| EUCDATIONAL AND GENERAL EXPENDITURES (Continued) | | | | | | | |
| STUDENT SERVICES (Continued) | | | | | | | |
| Counseling and Career Guidance (Continued) | | | | | | | |
| Disadvantaged 03 | 25,404.26 | | 25,404.26 | 21,073.90 | 425.18 | 3,905.18 | |
| Handicapped 04 | 9,104.00 | | 9,104.00 | 9,101.19 | | 2.81 | |
| Financial Aid Administration | | | | 64,180.94 | 1,883.26 | 9,337.91 | |
| Financial Aid Office | 75,402.11 | | 75,402.11 | | | | |
| Student Records | | | | 166,071.21 | 3,109.06 | 60,125.30 | 3,606.80 |
| Office of Director of Admissions | 232,912.37 | | 232,912.37 | | | | |
| TOTAL STUDENT SERVICES | 501,395.97 | 34,508.26 | 535,904.23 | 427,458.48 | 6,043.30 | 93,401.76 | 9,000.69 |
| INSTITUTIONAL SUPPORT | | | | | | | |
| Executive Management | | | | | | | |
| Office of the President | 132,287.27 | | 132,287.27 | 118,177.68 | 1,131.91 | 9,925.62 | 3,052.06 |
| Office of Inst Res & Plan | 38,451.63 | 50.81 | 38,502.44 | 29,136.60 | 2,092.02 | 7,273.82 | |
| Fiscal Operations | | | | 294,001.16 | 4,730.36 | 29,215.87 | 2,844.96 |
| Office of the V P for Business Affairs | 330,792.35 | | 330,792.35 | | | | |
| General Admin & Logistical Service | | | | 37,642.00 | 15.54 | (9,504.39) | |
| Office of Central Duplicating | 28,153.15 | | 28,153.15 | | | | |
| Office of Campus Security | 100,742.87 | | 100,742.87 | 91,337.06 | 758.15 | 3,441.86 | 5,205.80 |
| Aministrative Computing Support | | | | 60,288.45 | 1,126.73 | 43,186.96 | 15,223.21 |
| Computer Services - Admin | 119,825.35 | | 119,825.35 | | | | |
| General Institution | | | | 88,773.73 | | 786.00 | |
| Other Benefits (Non-Payroll) | 89,559.73 | | 89,559.73 | | | | |
| General Institutional Expense | 2,128.06 | | 2,128.06 | 200.00 | | 1,928.06 | |
| Institutional Self Study | 18,707.63 | | 18,707.63 | | 146.85 | 18,560.78 | |
| Presidential Search/Screen Comm | 32,750.96 | | 32,750.96 | 17,230.07 | 2,009.18 | 13,511.71 | |
| College Work Study Program | 18,804.28 | 43,888.20 | 62,692.48 | | | 62,692.48 | |
| TOTAL INSTITUTIONAL SUPPORT | 912,203.28 | 43,939.01 | 956,142.29 | 736,786.75 | 12,010.74 | 181,018.77 | 26,326.03 |

BRUNSWICK COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES (Continued)

| | FUND CLASSIFICATION | | | OBJECT CLASSIFICATION | | | |
|---|---------------------|---------------------|---------------------|-----------------------|------------------|-------------------------------|-------------------|
| | UNRESTRICTED | RESTRICTED | TOTAL | PERSONAL SERVICES | TRAVEL | OPERATING SUPPLIES & EXPENSES | EQUIPMENT |
| EDUCATIONAL AND GENERAL EXPENDITURES (Continued) | | | | | | | |
| OPERATIONS & MAINTENANCE OF PHYSICAL PLANT | | | | | | | |
| Physical Plant Administration | 116,341.79 | | 116,341.79 | 105,697.96 | 521.17 | 10,122.66 | |
| Building & Equipment Maintenance | 195,506.97 | | 195,506.97 | 122,778.60 | 113.20 | 59,255.24 | 13,359.93 |
| Custodial Services | 206,335.15 | | 206,335.15 | 192,272.64 | | 14,062.51 | |
| Utilities | 202,395.15 | | 202,395.15 | | | 202,395.15 | |
| Landscape & Grounds Maintenance | 162,326.92 | | 162,326.92 | 124,742.10 | 28.09 | 37,556.73 | |
| TOTAL OPERATIONS & MAINTENANCE OF PLANT | 882,905.98 | | 882,905.98 | 545,491.30 | 662.46 | 323,392.29 | 13,359.93 |
| SCHOLARSHIPS AND FELLOWSHIPS | | | | | | | |
| Scholarships | | | | | | | |
| Scholarships-Federal Funds | | | | | | | |
| Pell Grants Program | | 660,830.00 | 660,830.00 | | | 660,830.00 | |
| Supplemental Educ Opportunity Grants | | 38,269.00 | 38,269.00 | | | 38,269.00 | |
| Scholarships-Private Funds | | 85,816.67 | 85,816.67 | | | 85,816.67 | |
| Scholarships-Endowment Funds | | 5,500.00 | 5,500.00 | | | 5,500.00 | |
| Scholarships-JTPA IIA | | 16,933.26 | 16,933.26 | | | 16,933.26 | |
| TOTAL SCHOLARSHIPS AND FELLOWSHIPS | | 807,348.93 | 807,348.93 | | | 807,348.93 | |
| TOTAL EDUCATIONAL AND GENERAL EXPENDITURE | 5,404,441.04 | 1,538,539.41 | 6,942,980.45 | 4,922,092.08 | 39,628.61 | 1,737,789.54 | 243,470.22 |

BRUNSWICK COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES (Continued)

| | FUND CLASSIFICATION | | | OBJECT CLASSIFICATION | | | |
|--|---------------------|----------------|----------------|-----------------------|-------------|-------------------------------|--------------|
| | UNRESTRICTED | RESTRICTED | TOTAL | PERSONAL SERVICES | TRAVEL | OPERATING SUPPLIES & EXPENSES | EQUIPMENT |
| | | | | | | | |
| AUXILIARY ENTERPRISES EXPENDITURES | | | | | | | |
| FOOD SERVICES | | | | | | | |
| Snack Bar | 72,084.98 | | 72,084.98 | 39,996.09 | 8.51 | 32,080.38 | |
| TOTAL FOOD SERVICES | 72,084.98 | | 72,084.98 | 39,996.09 | 8.51 | 32,080.38 | |
| STORES AND SHOPS | | | | | | | |
| Bookstore | 429,494.49 | | 429,494.49 | 69,590.22 | 273.99 | 359,630.28 | |
| TOTAL STORES AND SHOPS | 429,494.49 | | 429,494.49 | 69,590.22 | 273.99 | 359,630.28 | |
| OTHER SERVICE UNITS | | | | | | | |
| Student Transportation | 5,587.47 | | 5,587.47 | 699.35 | 0.85 | 4,887.27 | |
| Vending Operations--Food | 28,075.48 | | 28,075.48 | 5,359.88 | 0.85 | 22,714.75 | |
| Game Room | 1,114.83 | | 1,114.83 | 699.36 | 0.85 | 414.62 | |
| TOTAL OTHER SERVICE UNITS | 34,777.78 | | 34,777.78 | 6,758.59 | 2.55 | 28,016.64 | |
| TOTAL AUXILIARY ENTERPRISES EXPENDITURES | 536,357.25 | | 536,357.25 | 116,344.90 | 285.05 | 419,727.30 | |
| TOTAL CURRENT FUND EXPENDITURES | \$5,940,798.29 | \$1,538,539.41 | \$7,479,337.70 | \$5,038,436.98 | \$39,913.66 | \$2,157,516.84 | \$243,470.22 |

BRUNSWICK COLLEGE

SCHEDULE OF OPERATION OF RESTRICTED FUNDS

Year Ended June 30, 1991

| | FUND BALANCE JULY 1, 1990 | RECEIPTS | DEDUCTIONS/TRANSFERS | | FUND BALANCE JUNE 30, 1991 |
|---|------------------------------|-----------------------|-----------------------|-----------------------------|-------------------------------|
| | | | For Direct | For Indirect & Adm Allow | |
| FEDERAL FUNDS | | | | | |
| Supplemental Educ Opportunity Grants | \$ | \$39,878.00 | \$38,269.00 | \$1,609.00 | \$ |
| Pell Grants - FY 90 | | 1,670.00 | 1,670.00 | | |
| Pell Grants - FY 91 | | 661,075.00 | 659,160.00 | 1,915.00 | |
| College Work Study Program | 3,235.00 | 43,904.00 | 43,888.20 | 3,250.80 | |
| Federal Vo-Tech Regular 01 | | 20,945.00 | 20,945.00 | | |
| Federal Vo-Tech Regular 02 | | 9,804.00 | 9,804.00 | | |
| Federal Vo-Tech Disadvantaged 03 | (21,118.94) | 45,404.86 | 45,920.00 | | (21,634.08) |
| Federal Vo-Tech Handicapped 04 | | 9,104.00 | 9,104.00 | | |
| Federal Vo-Tech Sex Equity Grant | (1,630.44) | 2,926.50 | 7,815.00 | | (6,518.94) |
| TOTAL FEDERAL FUNDS | (19,514.38) | 834,711.36 | 836,575.20 | 6,774.80 | (28,153.02) |
| STATE FUNDS | | | | | |
| Vocational Technical | | | | | |
| Regular 01 | (19,367.00) | 49,213.36 | 38,442.00 | | (8,595.64) |
| Regular 02 | (8,416.44) | 337,482.75 | 384,110.67 | | (55,044.36) |
| Vo-Tech Short Term | (61,217.64) | 102,803.70 | 50,495.82 | | (8,909.76) |
| Vo Tech Quick Start Brown | | 5,186.39 | 7,033.20 | | (1,846.81) |
| Economic Dev/Special Initiative | | 50.81 | 50.81 | | |
| Int'l Understanding Grant/Spec Init | | 1,500.00 | 1,500.00 | | |
| Handicapped 04 | (5,079.93) | 4,600.75 | | | (479.18) |
| JTPA Individual Referral | (3,194.52) | 22,861.98 | 19,667.46 | | |
| Cultural Conversations Grant | | | 3,913.79 | | (3,913.79) |
| TOTAL STATE FUNDS | (97,275.53) | 523,699.74 | 505,213.75 | | (78,789.54) |
| PRIVATE FUNDS | | | | | |
| Brunswick College Fdn - Other Programs | 1,099.53 | 103,366.83 | 103,732.25 | | 734.11 |
| Brunswick College Fdn - Scholarships | | 85,315.67 | 85,816.67 | | (501.00) |
| Small Business Development Center | (260.70) | 1,917.08 | 1,701.54 | | (45.16) |
| TOTAL PRIVATE FUNDS | 838.83 | 190,599.58 | 191,250.46 | | 187.95 |
| ENDOWMENT FUNDS | | | | | |
| Wells Scholarship Fund | | 4,500.00 | 4,500.00 | | |
| Whittle Scholarship Fund | | 1,000.00 | 1,000.00 | | |
| TOTAL ENDOWMENT FUNDS | | 5,500.00 | 5,500.00 | | |
| TOTAL RESTRICTED FUND - CASH BASIS | (115,951.08) | 1,554,510.68 | 1,538,539.41 | 6,774.80 | (106,754.61) |
| AMOUNT EXPENDED BUT NOT REIMBURSED | 120,285.61 | (12,796.89) | | | 107,488.72 |
| TOTAL RESTRICTED FUNDS - ACCRUAL BASIS | \$4,334.53 | \$1,541,713.79 | \$1,538,539.41 | \$6,774.80 | \$734.11 |

BRUNSWICK COLLEGE

STATEMENT OF CHANGES IN BALANCES OF PUBLIC TRUST FUNDS
YEAR ENDED June 30, 1991

| | LOAN FUNDS | ENDOWMENT FUNDS | TOTAL |
|-------------------------------------|-------------|-----------------|--------------|
| BEGINNING FUND BALANCE | \$43,610.84 | \$80,844.71 | \$124,455.55 |
| ADDITIONS | | | 0.00 |
| Service Charges—Institutional Loans | 76.00 | | 76.00 |
| Interest Income | | | |
| Federal Nursing Loan | 2,177.44 | | 2,177.44 |
| Private Loan Funds | 155.07 | | 155.07 |
| Endowment Funds | | 7,757.29 | 7,757.29 |
| TOTAL ADDITIONS | 2,408.51 | 7,757.29 | 10,165.80 |
| DEDUCTIONS | | | |
| Transfers to Restricted Funds | | 5,500.00 | 5,500.00 |
| Other—Loss on Bond Recall | | 99.38 | 99.38 |
| TOTAL DEDUCTIONS | | 5,599.38 | 5,599.38 |
| ENDING FUND BALANCE | \$46,019.35 | \$83,002.62 | \$129,021.97 |

SCHEDULE OF OPERATION OF PUBLIC TRUST FUNDS
Year Ended June 30, 1991

| | FUND BALANCE JULY 1, 1990 | ADDITIONS | DEDUCTIONS | FUND BALANCE JUNE 30, 1991 |
|---------------------------------------|------------------------------|-------------|------------|-------------------------------|
| LOAN FUNDS | | | | |
| Federal | | | | |
| Nursing Student Loans | \$39,531.15 | \$2,177.44 | \$ | \$41,708.59 |
| Private | | | | |
| Brunswick College Loan | 4,079.69 | 231.07 | | 4,310.76 |
| TOTAL LOAN FUNDS | 43,610.84 | 2,408.51 | | 46,019.35 |
| ENDOWMENT FUNDS | | | | |
| Restricted as to Income | | | | |
| Charles Wesley Wells Scholarship Fund | 43,066.66 | 4,173.86 | 4,599.38 | 42,641.14 |
| Rosalie S. Gormly Scholarship Fund | 4,641.24 | 482.98 | | 5,124.22 |
| Charles Whittle Scholarship Fund | 11,242.35 | 935.04 | 1,000.00 | 11,177.39 |
| Mary Jane Austin Scholarship Fund | 19,996.07 | 2,036.11 | | 22,032.18 |
| L.E. Williams Scholarship Fund | 1,898.39 | 129.30 | | 2,027.69 |
| TOTAL ENDOWMENT FUNDS | 80,844.71 | 7,757.29 | 5,599.38 | 83,002.62 |
| TOTAL PUBLIC TRUST FUNDS | \$124,455.55 | \$10,165.80 | \$5,599.38 | \$129,021.97 |

BRUNSWICK COLLEGE

SUMMARY OF PUBLIC TRUST FUND INVESTMENTS
June 30, 1991

| | <u>BOOK VALUE</u> | <u>MARKET VALUE</u> |
|--|--------------------|---------------------|
| ENDOWMENT FUNDS | | |
| Money Market Funds | | |
| American Express Daily Dividend Fund | \$960.12 | \$987.24 |
| Total Money Market Funds | <u>960.12</u> | <u>987.24</u> |
| Stocks | | |
| Common Stocks | 890.96 | 462.50 |
| Preferred Stocks | 10,689.63 | 10,137.50 |
| Total Stocks | <u>11,580.59</u> | <u>10,600.00</u> |
| Bonds and Notes | | |
| General Telephone of Indiana | 10,000.00 | 10,000.00 |
| Georgia Power Company | 3,298.12 | 3,172.50 |
| Houston Light and Power | 14,100.00 | 18,375.00 |
| Total Bonds and Notes | <u>27,398.12</u> | <u>31,547.50</u> |
| TOTAL INVESTMENTS – ENDOWMENT FUNDS | <u>39,938.83</u> | <u>43,134.74</u> |
| TOTAL INVESTMENTS OF PUBLIC TRUST FUNDS | <u>\$39,938.83</u> | <u>\$43,134.74</u> |

BRUNSWICK COLLEGE

ENDOWMENT FUNDS
 DETAIL OF INVESTMENTS IN STOCKS
 June 30, 1991

| | <u>NUMBER OF SHARES</u> | <u>BOOK VALUE</u> | <u>MARKET VALUE</u> |
|--|-----------------------------|-------------------|---------------------|
| MONEY MARKET FUNDS | | | |
| American Express Daily Dividend Fund | 960 | \$960.12 | \$987.24 |
| TOTAL MONEY MARKET FUNDS | 960 | 960.12 | 987.24 |
| COMMON STOCKS | | | |
| BEI Holdings, LTD. | 100 | 890.96 | 462.50 |
| TOTAL COMMON STOCKS | 100 | 890.96 | 462.50 |
| PREFERRED STOCKS | | | |
| Florida Power Company, 8.80% | 100 | 10,689.63 | 10,137.50 |
| TOTAL PREFERRED STOCKS | 100 | 10,689.63 | 10,137.50 |
| TOTAL INVESTMENT IN STOCKS -- ENDOWMENT FUNDS | 1160 | \$12,540.71 | \$11,587.24 |

ENDOWMENT FUNDS
 DETAIL OF INVESTMENTS IN BONDS
 June 30, 1991

| | <u>RATE OF INTEREST</u> | <u>DATE OF MATURITY</u> | <u>BOOK VALUE</u> | <u>MARKET VALUE</u> |
|---|-----------------------------|-----------------------------|-------------------|---------------------|
| BONDS | | | | |
| General Telephone of Indiana | 9.000% | 12/01/00 | \$10,000.00 | \$10,000.00 |
| Georgia Power Company | 11.750% | 12/01/05 | 3,298.12 | 3,172.50 |
| Houston Light and Power | 8.375% | 10/01/06 | 14,100.00 | 18,375.00 |
| TOTAL BONDS | | | 27,398.12 | 31,547.50 |
| TOTAL INVESTMENT IN BONDS AND NOTES -- ENDOWMENT FUNDS | | | \$27,398.12 | \$31,547.50 |

BRUNSWICK COLLEGE

SCHEDULE OF OPERATION OF UNEXPENDED PLANT FUNDS
Year Ended June 30, 1991

| | <u>UNRESTRICTED</u> | <u>RESTRICTED</u> | <u>TOTAL</u> |
|---|---------------------|---------------------|---------------------|
| REVENUE/ADDITIONS | | | |
| State Appropriations – MRRF | \$171,174.00 | \$ | \$171,174.00 |
| Gift & Grants | | | |
| Energy Conservation | 13,080.62 | | 13,080.62 |
| Private | | 15,590.53 | 15,590.53 |
| Transfers from Auxiliary Reserve | 76,631.00 | | 76,631.00 |
| Auxiliary Surplus | 2,497.00 | | 2,497.00 |
| Other Sources | | | |
| Interest Income (NOW Account) | 18,480.61 | | 18,480.61 |
| Interest Income (C/E Project) | | 98,867.83 | 98,867.83 |
| TOTAL REVENUE/ADDITIONS | <u>281,863.23</u> | <u>114,458.36</u> | <u>396,321.59</u> |
| EXPENDITURES/DEDUCTIONS | | | |
| Buildings | | | |
| Continuing Education Building, Phase I | | 1,301,905.50 | 1,301,905.50 |
| Boiler Replacement – MRRF | 7,129.40 | | 7,129.40 |
| Science Center – MRRF | 39,217.33 | | 39,217.33 |
| Bookstore | 23,246.00 | | 23,246.00 |
| Library | 14,608.69 | | 14,608.69 |
| Plant Operations – MRRF | 52,918.67 | | 52,918.67 |
| Student Center | 53,385.00 | | 53,385.00 |
| Science Center/Roof – MRRF | 73,394.00 | | 73,394.00 |
| Total Buildings | <u>263,899.09</u> | <u>1,301,905.50</u> | <u>1,565,804.59</u> |
| Improvements Other Than Buildings | | | |
| Intercampus Network | 10,270.62 | | 10,270.62 |
| Total Improvements Other Than Buildings | <u>10,270.62</u> | | <u>10,270.62</u> |
| Equipment | | | |
| Student Center | 2,497.00 | | 2,497.00 |
| Administration Building | 2,738.20 | | 2,738.20 |
| Plant Operations | 2,457.35 | | 2,457.35 |
| Total Equipment | <u>7,692.55</u> | | <u>7,692.55</u> |
| TOTAL EXPENDITURES/DEDUCTIONS | <u>281,862.26</u> | <u>1,301,905.50</u> | <u>1,583,767.76</u> |
| Excess Additions Over Deductions | 0.97 | (1,187,447.14) | (1,187,446.17) |
| Beginning Fund Balance, Adjusted | 0.16 | 1,187,447.14 | 1,187,447.30 |
| Adjustments to Accounts Payable – Prior Year | | | |
| Transfer to Reserve for Health Insurance | (0.16) | | (0.16) |
| ENDING FUND BALANCE | <u>\$0.97</u> | <u>\$</u> | <u>\$0.97</u> |

BRUNSWICK COLLEGE

SCHEDULE OF CHANGES IN INVESTMENT IN PLANT
Year Ended June 30, 1991

| | | |
|---|--------------|------------------------|
| BEGINNING INVESTMENT IN PLANT | | \$11,263,227.69 |
| ADDITIONS | | |
| Expended from Current Funds | \$243,470.22 | |
| Vo-Tech Equipment Purchased by State Dept. of Education | (65,332.41) | |
| Expended from Unexpended Plant Funds | 1,583,767.76 | |
| Deduct Non-Inventory Equipment | (178.00) | |
| Expended from Agency Funds - Student Activities | 3,401.21 | |
| Donations Received | 4,000.00 | |
| TOTAL ADDITIONS | | 1,769,128.78 |
| DEDUCTIONS | | |
| Disposal of Equipment | 36,976.40 | |
| TOTAL DEDUCTIONS | | 36,976.40 |
| ENDING INVESTMENT IN PLANT | | <u>\$12,995,380.07</u> |

SCHEDULE OF INVESTMENT IN PLANT
Year Ended June 30, 1991

| | <u>YEAR ACQUIRED</u> | <u>INVESTMENT JULY 1, 1990</u> | <u>ADDITIONS</u> | <u>DEDUCTIONS</u> | <u>ADJUSTMENTS/ TRANSFERS</u> | <u>INVESTMENT JUNE 30, 1991</u> |
|--|--------------------------|------------------------------------|------------------|-------------------|-----------------------------------|-------------------------------------|
| LAND | | | | | | |
| Main Campus | | \$1,053,016.36 | \$ | \$ | \$ | \$1,053,016.36 |
| TOTAL LAND | | 1,053,016.36 | | | | 1,053,016.36 |
| BUILDINGS | | | | | | |
| Administration Building | 1964 | 398,270.15 | | | | 398,270.15 |
| Classroom Building | 1964 | 396,183.55 | | | | 396,183.55 |
| Student Center Building | 1964 | 592,985.84 | 76,631.00 | | | 669,616.84 |
| Maintenance Building | 1964 | 297,304.41 | 7,129.40 | | | 304,433.81 |
| Howard E. Coffin Gym | 1967 | 870,571.82 | | | | 870,571.82 |
| Gould Memorial Library | 1969 | 997,453.29 | 14,808.69 | | | 1,012,061.98 |
| Warehouse/Shop | 1972 | 240,457.53 | 52,918.67 | | | 293,376.20 |
| Vo-Tech Facility (Shop) | 1967 | 1,965,969.98 | | | (1,156,989.03) | 808,980.95 |
| A W Jones Science Building | 1973 | 1,153,469.07 | 112,611.33 | | | 1,266,080.40 |
| Fine Arts Center | 1981 | 31,500.00 | | | | 31,500.00 |
| Vo-Tech Allied Health | 1983 | 3,200.00 | | | 1,156,989.03 | 1,160,189.03 |
| Continuing Education Phase I (BR82-13) | 1988 | 122,202.57 | 1,301,905.50 | | | 1,424,108.07 |
| TOTAL BUILDINGS | | 7,069,568.21 | 1,565,804.59 | | | 8,635,372.80 |

BRUNSWICK COLLEGE

SCHEDULE OF INVESTMENTS IN PLANT (Continued)

| | <u>YEAR ACQUIRED</u> | <u>INVESTMENT JULY 1, 1990</u> | <u>ADDITIONS</u> | <u>DEDUCTIONS</u> | <u>TRANSFERS</u> | <u>INVESTMENT JUNE 30, 1991</u> |
|--|--------------------------|------------------------------------|-----------------------|--------------------|------------------|-------------------------------------|
| IMPROVEMENTS OTHER THAN BUILDINGS | | | | | | |
| Campus Lighting System | | 35,246.85 | | | | 35,246.85 |
| Paving and Sidewalks | | 119,400.27 | | | | 119,400.27 |
| Zell Memorial Clock Tower | | 32,128.65 | | | | 32,128.65 |
| Landscaping | | 25,554.93 | | | | 25,554.93 |
| Entranceways and Markers | | 20,762.22 | | | | 20,762.22 |
| Irrigation System | | 4,230.63 | | | | 4,230.63 |
| Physical Education Area Development | | 78,048.36 | | | | 78,048.36 |
| Campus Master Plan | | 32,180.00 | | | | 32,180.00 |
| Extension of Water Mains | | 1,581.80 | | | | 1,581.80 |
| Metered Electrical Lines | | 4,859.57 | | | | 4,859.57 |
| Underground Distribution Lines | | 258,307.40 | | | | 258,307.40 |
| Intercampus Network | | | 10,270.62 | | | 10,270.62 |
| TOTAL IMPROVEMENTS OTHER THAN BUILDINGS | | 612,300.68 | 10,270.62 | | | 622,571.30 |
| LIBRARY COLLECTIONS | | | | | | |
| General Acquisitions | | 1,256,871.35 | 74,143.22 | | | 1,331,014.57 |
| Donations | | 5,566.30 | | | | 5,566.30 |
| TOTAL LIBRARY COLLECTIONS | | 1,262,437.65 | 74,143.22 | | | 1,336,580.87 |
| EQUIPMENT | | | | | | |
| Administration Building | | 291,068.17 | 39,497.50 | 17,272.74 | 17,041.07 | 330,334.00 |
| Assembly Room Building | | 73,361.26 | 14,212.71 | | | 87,573.97 |
| Student Center Building | | 31,245.19 | 2,293.89 | | | 33,539.08 |
| Campus Maintenance Equipment | | 51,121.50 | 5,205.80 | 1,000.00 | | 55,327.30 |
| Library | | 163,692.39 | 14,975.68 | 5,670.00 | | 172,998.07 |
| Vo-Tech Building | | 77,145.96 | | 6,148.28 | | 70,997.68 |
| Science Building | | 290,935.67 | 16,884.28 | 6,862.56 | (17,041.07) | 283,916.32 |
| Maintenance Building | | 112,007.77 | 17,858.59 | 22.82 | | 129,843.54 |
| Automotive Equipment | | 125,049.41 | | | | 125,049.41 |
| Physical Education Building | | 20,519.14 | 1,359.90 | | | 21,879.04 |
| Vo-Tech Allied Health Building | | 29,758.33 | 3,000.00 | | | 32,758.33 |
| Continuing Education Building | | | 3,622.00 | | | 3,622.00 |
| TOTAL EQUIPMENT | | 1,265,904.79 | 118,910.35 | 36,976.40 | | 1,347,838.74 |
| TOTAL INVESTMENT IN PLANT | | \$11,263,227.69 | \$1,769,128.78 | \$36,976.40 | \$ | \$12,995,380.07 |

BRUNSWICK COLLEGE

SCHEDULE OF OPERATION OF AGENCY FUNDS - PRIVATE TRUST

Year Ended June 30, 1991

| | FUND BALANCE JULY 1, 1990 | RECEIPTS | DISBURSEMENTS | FUND BALANCE JUNE 30, 1991 |
|---|------------------------------|---------------------|---------------------|-------------------------------|
| FUNDS HELD ON DEPOSIT | | | | |
| Administrative Allowance | \$ | \$1,915.00 | \$1,915.00 | \$ |
| Alumni Account | 404.04 | 28.00 | | 432.04 |
| Armstrong College Academic Profile | | 120.00 | 120.00 | |
| Armstrong College Financial Aid Vouchers | (2,224.00) | 51,536.98 | 53,228.10 | (3,915.12) |
| Armstrong College Matriculation | 28,619.00 | 129,248.00 | 123,907.00 | 33,960.00 |
| Armstrong College Nursing Test | | 350.00 | 350.00 | |
| Athletics Rental Program | | 6,851.45 | 6,851.45 | |
| A-1 Carpets | 185.00 | | | 185.00 |
| Bookstore Used Book Buy Back | | 55,422.25 | 55,422.25 | |
| Christmas Dinner | | 767.00 | 767.00 | |
| Continuing Education Activity Account | 20.73 | 1,681.80 | 256.78 | 1,445.75 |
| Faculty Flower Fund | 147.44 | | | 147.44 |
| Financial Aid Clearing Account | | 8,942.10 | 8,942.10 | |
| Georgia Student Incentive Grants | | 40,303.00 | 40,303.00 | |
| Georgia Southern Financial Aid Vouchers | | 231.52 | 231.52 | |
| Georgia Southern Matriculation | | 9,758.00 | 9,758.00 | |
| Georgia Unicorn Users | | 547.50 | 547.50 | |
| Health, Physical Education & Recreation | | 297.50 | 277.84 | 19.66 |
| Job Training Partnership Act Title III Management and Training (Job Corps) | (1,366.09) | 1,366.09 | 4,322.50 | 500.00 |
| Model United Nations | 649.66 | 435.00 | 522.24 | 562.42 |
| M.A.S.D.A. Club | | 25.00 | 25.00 | |
| Nursing Class of 1992 | | 490.00 | 42.38 | 447.62 |
| Nursing Class of 1991 | 242.37 | 388.00 | 411.28 | 219.09 |
| Office of Education Cash Account | 517.00 | 745,885.62 | 744,747.62 | 1,655.00 |
| Peach Program | | 5,053.07 | 5,053.07 | |
| Phi Beta Lambda | 353.39 | 911.30 | 1,081.30 | 183.39 |
| Phi Delta Kappa | | 60.18 | 60.18 | |
| Phi Theta Kappa | 572.01 | 1,762.74 | 1,536.93 | 797.82 |
| Public Occasions | | 1,989.91 | 1,989.91 | |
| Research and Planning Conference | 1,207.78 | | 1,207.78 | |
| Six Flags Tickets | 116.00 | 284.00 | 400.00 | |
| Staff Awards | 2,656.08 | | 954.35 | 1,701.73 |
| Staff Council | 114.98 | 299.40 | 182.44 | 231.94 |
| Student Accident Insurance | | 63.00 | 63.00 | |
| Student Liability Insurance | 40.50 | 2,646.00 | 2,686.50 | |
| Trade Adjustment Act | (3,347.17) | 3,347.17 | | |
| Vo Tech Industrial Club | 401.49 | 920.00 | 1,318.75 | 2.74 |
| Vo Tech Recognition Banquet | | 264.00 | 190.01 | 73.99 |
| Vocational Social Funds | 138.42 | 135.09 | 100.75 | 172.76 |
| TOTAL FUNDS HELD ON DEPOSIT | 29,448.63 | 1,079,148.17 | 1,069,773.53 | 38,823.27 |
| DESIGNATED SCHOLARSHIPS | | | | |
| ABWA (Hinesville) Scholarship | 500.00 | | 500.00 | |
| BPOE Lodge 691 | | 333.00 | 333.00 | |
| Brunswick Policemen Scholarship | 1.00 | 4,000.00 | 4,000.00 | 1.00 |
| Brunswick Womans Club Scholarship | | 750.00 | 750.00 | |
| Chick-Fil-A Scholarship | | 3,000.00 | 2,003.60 | 996.40 |
| Deen Day Smith Scholarship | | 770.00 | 701.96 | 68.04 |
| Delta Kappa Gamma | | 300.00 | 300.00 | |
| Dept. of Georgia - VFW | | 500.00 | 500.00 | |
| Dowling Memorial Scholarship | 375.00 | | 375.00 | |

BRUNSWICK COLLEGE

SCHEDULE OF OPERATION OF AGENCY FUNDS - PRIVATE TRUST (Continued)

| | FUND BALANCE JULY 1, 1990 | RECEIPTS | DISBURSEMENTS | FUND BALANCE JUNE 30, 1991 |
|--|------------------------------|-----------------------|-----------------------|-------------------------------|
| DESIGNATED SCHOLARSHIPS (Continued) | | | | |
| Georgia Pacific Scholarship | | 1,250.00 | | 1,250.00 |
| Gilman Hospital Auxiliary | | 500.00 | 500.00 | |
| Glynn/Bwk Hospital Loans (SE GA MED CTR) | (4,410.00) | 34,530.40 | 30,120.40 | |
| Guaranteed Student Loans | | 2,436.88 | 2,436.88 | |
| Kappa Alpha Psi Scholarship | 600.00 | | 600.00 | |
| Pat Wiggins Memorial | | 250.00 | | 250.00 |
| Phi Delta Kappa Scholarship | | 500.00 | 500.00 | |
| Prince Hall Chap. E. Star Scholarship | | 1,050.00 | 750.00 | 300.00 |
| Regents Scholarship | | 1,700.00 | 1,700.00 | |
| R.A. Bowen Trust Scholarship | | 400.00 | 400.00 | |
| Sapelo Island Foundation Scholarship | | 3,166.00 | 2,289.33 | 876.67 |
| Student Foundation Awards Scholarship | | 575.00 | 575.00 | |
| Wal-Mart Foundation | | 1,000.00 | 1,000.00 | |
| Wine/Spirits Wholesalers | | 400.00 | 400.00 | |
| TOTAL DESIGNATED SCHOLARSHIPS | (2,934.00) | 57,411.28 | 50,735.17 | 3,742.11 |
| PAYROLL OPERATIONS | | | | |
| Payroll Deductions | | | | |
| FICA | | 242,190.94 | 242,190.94 | |
| Federal Income Tax | | 439,291.77 | 439,291.77 | |
| State Income Tax | | 144,515.52 | 144,515.52 | |
| Teachers Retirement System | | 197,233.70 | 197,233.70 | |
| Group Health Insurance | 4,741.40 | 144,748.30 | 143,748.70 | 5,743.00 |
| Group Life Insurance | 1,633.48 | 41,494.61 | 41,393.37 | 1,734.72 |
| Group Disability Insurance | 724.68 | 16,349.08 | 16,114.54 | 959.22 |
| Garnishments | | 4,382.81 | 4,382.81 | |
| Credit Union | | 396,608.42 | 396,608.42 | |
| United Way | | 1,190.00 | 1,190.00 | |
| Savings Bonds | 37.50 | 4,150.00 | 4,150.00 | 37.50 |
| FICA/Medicare | | 30,737.59 | 30,737.59 | |
| Tax Levy | | 1,682.14 | 1,682.14 | |
| Variable Life Annuity | | 108,225.84 | 108,225.84 | |
| Fidelity Annuity | | 19,356.00 | 19,356.00 | |
| Foundation Scholarships | | 4,146.60 | 4,146.60 | |
| ORPITIAA CREF | | 4,938.24 | 4,938.24 | |
| ORP2 Valic | | 17,706.11 | 17,706.11 | |
| Charity | | 1,894.00 | 1,894.00 | |
| Employer Liability | | | | |
| FICA | | 242,050.55 | 242,050.55 | |
| Teachers Retirement - State | | 436,517.49 | 436,517.49 | |
| Group Life Insurance | 728.50 | 21,980.07 | 21,792.07 | 916.50 |
| Group Health Insurance | 11,664.20 | 364,064.50 | 358,992.30 | 16,736.40 |
| FICA/Medicare | | 30,737.59 | 30,737.59 | |
| ORPITIAA CREF | | 3,292.20 | 3,292.20 | |
| ORP2 Valic | | 11,804.21 | 11,804.21 | |
| TOTAL PAYROLL OPERATIONS | 19,529.76 | 2,931,288.28 | 2,924,690.70 | 26,127.34 |
| TOTAL AGENCY FUNDS- PRIVATE TRUST | \$46,044.39 | \$4,067,847.73 | \$4,045,199.40 | \$68,692.72 |

BRUNSWICK COLLEGE

SCHEDULE OF OPERATION OF AGENCY FUNDS – STUDENT ACTIVITIES
Year Ended June 30, 1991

REVENUE

Student Tuition and Fees
Student Activity Fees
Athletic Fees

\$70,442.00

88,052.50

\$158,494.50

Gifts & Grants

Gifts & Grants – Private (Athletic)

7,218.90

Other Sources

Sales – Ticket/Athletic Events

1,998.099,216.99

TOTAL REVENUE

\$167,711.49

EXPENDITURES

Athletics and Related Activities
Social and Entertainment Activities
Student Government
Student Publications
Other Programs

93,669.09

39,333.13

6,581.29

19,122.08

10,927.94

TOTAL EXPENDITURES

169,633.53

Excess of Revenue Over Expenditures

(1,922.04)

Beginning Fund Balance, Adjusted

34,777.16

ENDING FUND BALANCE

\$32,855.12

APPENDIX C

BRUNSWICK COLLEGE
 AUXILIARY ENTERPRISES
 STATEMENT OF OPERATIONS PRIOR TO PROVISION FOR RENEWALS AND REPLACEMENTS
 Year Ended June 30, 1991

| | FOOD SERVICES | | STORES AND SHOPS | | OTHER SERVICE UNITS | | |
|---------------------------------------|----------------------|--------------------|------------------------|-------------------|---------------------|--|--|
| | Snack Bar | Bookstore | Student Transportation | Vending | Game Room | | |
| TOTAL | | | | | | | |
| OPERATING INCOME | | | | | | | |
| Revenue | \$54,104.86 | \$468,779.30 | \$9,513.02 | \$37,524.72 | \$1,613.88 | | |
| Less: Cost of Goods Sold | 27,388.24 | 337,618.40 | | 22,300.14 | | | |
| GROSS OPERATING INCOME | 26,716.62 | 131,160.90 | 9,513.02 | 15,224.58 | 1,613.88 | | |
| OPERATING EXPENDITURES | | | | | | | |
| Direct Expenses | | | | | | | |
| Personal Services | 33,002.55 | 64,694.74 | | 4,660.53 | | | |
| Travel | | 268.04 | | | | | |
| Operating Supplies and Expenses | 546.00 | 19,109.59 | 4,472.66 | | | | |
| Indirect Expenses - Plant Operations | | | | | | | |
| Personal Services | 6,993.54 | 4,895.48 | 699.35 | 699.35 | 699.36 | | |
| Travel | 8.51 | 5.95 | 0.85 | 0.85 | 0.85 | | |
| Utilities | 2,594.82 | 1,764.47 | 276.78 | 276.79 | 276.78 | | |
| Operating Supplies and Expense | 1,551.32 | 1,137.82 | 137.83 | 137.82 | 137.84 | | |
| TOTAL OPERATING EXPENDITURES | 44,696.74 | 91,876.09 | 5,587.47 | 5,775.34 | 1,114.83 | | |
| TOTAL OPERATING INCOME/DEFICIT | (17,980.12) | 39,284.81 | 3,925.55 | 9,449.24 | 499.05 | | |
| OTHER INCOME | | | | | | | |
| Interest Earned | 6,729.77 | 6,729.77 | | | | | |
| NET INCOME/DEFICIT | (\$11,250.35) | \$46,014.58 | \$3,925.55 | \$9,449.24 | \$499.05 | | |