

Brunswick Junior College

Annual Report

1983-84

ANNUAL REPORT

1983 - 1984



BRUNSWICK JUNIOR COLLEGE

ALTAMA AT FOURTH

BRUNSWICK, GEORGIA 31523

A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

T A B L E O F C O N T E N T S

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Section I

NARRATIVE

NARRATIVE

The year 1983-84, which marks the twentieth year of the college's operation, was a very successful year with outstanding accomplishments reported in nearly every field of institutional endeavor. It was a year in which the college was plagued with budgetary restraints but one in which the institution nevertheless made significant advances in off-campus programs, faculty recruitment, curriculum development, minority student affairs, and scholarship endowment. However, the many and varied accomplishments were, to some extent, overshadowed by a decline in student enrollment in credit courses.

Following last year's (1982-83) significant enrollment increases in credit programs, there was a small decline in total student hours of enrollment from 49,762 in 1982-83 to 48,076 in 1983-84. The decline, representing a 3.4% reduction in total student credit hours, occurred despite the fact that faculty and staff members had exerted considerable effort toward improving the processes of recruitment and retention of students. Although the available pool of high school graduates declined from the previous year, it was anticipated that intensive recruitment efforts coupled with the continued development of off-campus credit programs and some migration into the attendance area would enable the institution to continue to expand student enrollment. Instead, the intensive efforts served to hold the decline to only 3.4%. Regardless of the reasons for the decline, the leadership of the institution does not consider declining enrollments in the future as inevitable. To counter the declining availability of

traditional students, great effort has been exerted toward extending off-campus programs, especially at the two military bases in the attendance area. Off-campus credit hours (excluding those generated at the Federal Law Enforcement Training Center) have grown from 703 quarter hours for the previous year (1982-83) to 1,878 quarter hours for the current year, representing an increase of 167%. In addition to off-campus programming, an exemplary program of minority recruitment has been implemented. This program, which focuses on current high school seniors, should produce significant results during 1985-86 and beyond. Our judgment is that efforts to increase services to minorities and non-traditional students should enable Brunswick Junior College to continue to grow, or at least avoid significant declines in enrollment during a period when both national and local enrollment trends are downward.

This year was notable for success in faculty recruitment. In January, 1984, the college employed a new, highly qualified Division Chairman for the Vocational/Technical Division. Also, in September, 1983, the institution hired a highly qualified Chairman for the Department of Nursing, one of only a few nursing administrators in the state who holds the Ph.D. degree in nursing. In addition, replacement faculty members have been employed in nursing, data processing, secretarial science, business administration, and respiratory therapy. All new faculty replacements are well-qualified and have proved, throughout this initial year of service, to be able teachers.

The overall health of the institution is excellent. The major strength of the institution resides in the quality and dedication of the faculty and staff personnel. During the past decade a sustained

effort has been made to assemble a faculty which would not only reflect strong academic credentials, but would also be deeply committed to the goals and objectives of a comprehensive junior college serving a diverse student population. Success in this effort is evident in the academic credentials of the faculty and quality of the instructional programs offered by the institution. In the academic instructional areas where advanced degrees are the preferred credentials, 53% of the faculty hold doctoral degrees in their major fields of instruction. Those faculty members who do not hold the terminal degree, are all qualified at the masters degree level, and most of them have completed additional work toward advanced degrees.

Faculty members in career and technical fields are selected on the basis of work experience with advanced degrees being a secondary consideration. Nevertheless, many in these fields hold masters degrees, and one holds a doctoral degree. In trade and industrial programs in which advanced degrees are not available, persons with extensive work experience and master-craftsman status have been selected.

The overall health of the institution has been greatly enhanced by the completion of the addition to the vocational/technical complex. The additional building will house the allied health and technical programs offered in the Division of Vocational/Technical Education. Attractive and well-designed, the building contains well-equipped classroom and laboratory space for the following programs: Licensed Practical Nursing, Medical Laboratory Technology, Respiratory Therapy, Radiologic Technology, Data Processing, and Surgical Technology. In addition, it contains office space for the faculty of these programs,

as well as for the Chairman of the Division, the Industrial Coordinator, and the support personnel. The addition of this attractive and functional facility will enable the Division of Vocational/Technical Education to relocate programs from temporary quarters throughout the campus into permanent instructional space which is specifically designed for health programs. The new facility should assist the Vocational/Technical Division in upgrading the quality of instruction and subsequently in expanding the enrollment in the programs housed in this facility.

ACADEMIC DEVELOPMENT

The recent reorganization of the instructional areas has created three academic divisions, each headed by an outstanding faculty-administrator. This arrangement has worked exceedingly well and represents a vast improvement over the previous structure, which included numerous smaller divisions.

Division of General Studies

The General Studies Division serves as the foundation of liberal arts education at Brunswick Junior College, offering the basic general education component required in all programs, degrees, and certificates offered by the institution. In support of the institution, the Division has promoted cultural, educational, and professional activities on campus, in the Brunswick area, and at the state and regional levels.

This year faculty members were engaged in numerous and varied professional activities, as well as in activities related to high

school students, local businesses, student advisement, recruitment, intercollegiate athletics, intramural sports, academic college committees, and professional development programs. More than forty (40) major activities were sponsored, organized, and implemented by the Division of General Studies. Included among these cultural and educational activities was a literary exhibit of 111 submissions from 88 students representing five high schools.

Faculty members, in addition to their normal teaching and related duties, have been involved in many instructional support activities including offering study sessions with students before tests, pre- and post-testing to identify problem areas, reviewing student writing portfolios, providing post-test and post-theme conferences, receiving additional graded homework of students, tutoring out-of-class, making available accounting laboratories for practice, video taping class lectures for student remediation, and maintaining increased office hours for the convenience of students.

To meet the needs of students with exceptional learning ability, an Honors English 102 class, developed by the divisional faculty, was offered during the winter quarter. In addition, two members of the division are working with the Institutional Committee on Planning for the Future in an effort to determine cost effective alternatives to a traditional honors program.

Two members of the division have attended workshops which had as the theme, "Writing Across the Curriculum." As a result of general concern with writing, at least eleven divisional faculty members have placed greater emphasis in their examinations on writing skills. Among the disciplines placing more emphasis on writing in their

testing are business, mathematics, biology, English, history, political science, and sociology. A more formalized "writing across the curriculum" program will be formulated by winter quarter, 1985, and it is expected that after sufficient analysis and evaluation, this program will be implemented during the fall quarter, 1985.

In the area of faculty development, the division devoted considerable attention to the content and design of a faculty development program, which is scheduled for completion by winter quarter, 1985. One component of the plan is a possible faculty exchange with Savannah State College. In the area of scholarly pursuits, the faculty of the division developed 23 proposals/papers submitted for publication/presentation during the year as compared with 19 for the previous year. There were also eight faculty presentations at professional conferences, five of which were at national conventions.

All of the faculty participated in at least one professional organization by attending a regional or national meeting. Because divisional travel funds were curtailed by budget cuts, several faculty members participated in national meetings at their own expense.

In pursuit of excellence in teaching, each department within the division has emphasized writing skills on examinations, in book reviews, and in term papers. This emphasis complements that found in the Small College Goals Inventory. As an indication of their concern with teaching, the faculty members selected for consideration for Professor of the Year by the honor students in Phi Theta Kappa were from the division, while the Professor of the Year was a member of the Department of Social Sciences.

This year the division also provided 60 percent of the faculty representation on standing committees and much of the leadership and participation as presenters for the fall faculty workshop, as leaders for orientation, and as minority advisors and recruiters.

Division of Special Programs

One of the instructional divisions created by the recent academic reorganization is the Division of Special Programs, which includes three departments: Developmental Studies; Health, Physical Education, and Recreation; and Nursing.

The 1983-84 academic year has been a very productive one for the Division of Special Programs. It was a year highlighted by a great deal of activity in the area of instruction, by further development of the Division's faculty, and by significant undertakings in the areas of institutional and community service.

Each department of the Division undertook noteworthy instructional activities, with major changes occurring in the nursing program. An initial change has been to recommend a departmental admissions policy which seeks to enroll the most qualified applicants from the various student populations represented. During the academic year, the Department of Nursing designed major curriculum changes which have been approved by college councils and are to be established in the fall quarter, 1984. These revisions include a shift in conceptual focus, the introduction of new content and courses, the standardization of the ratio of classroom to clinical hours, and the transition from a seven to a six quarter nursing component. In addition, community psychiatric clinical facilities have been proposed

to and approved by the Georgia Board of Nursing and are being utilized during the summer quarter, 1984.

The Departments of Developmental Studies and Health, Physical Education and Recreation also have experienced significant instructional developments. In an effort to prepare students for vocational careers, the Developmental Studies Department included in this year's curriculum a new review course in arithmetic. Final content revisions planned for next year will establish the three developmental studies mathematics courses as sequential lecture/discussion based courses. In the Department of Health, Physical Education and Recreation, the resurgence of majors has led to the reintroduction of two 200 level courses during the year and plans for offering additional major courses. The Department's continuing curriculum review in light of recent trends in physical education has resulted in the catalogue deletion of several courses based on team activities and a scheduling focus on health and fitness rather than skills-oriented activity courses. An additional project in which all departments participated was the establishment of a divisional system for evaluating teaching effectiveness. This system, which involves self-review and peer involvement as well as supervisory evaluation, is aimed at encouraging continued development in teaching.

In addition to significant accomplishments in the instructional curriculum area, divisional faculty were responsible for noteworthy activities in the areas of institutional and community service. A major achievement has been the design and implementation of a minority recruitment and retention program, a project undertaken by the chairman of the Developmental Studies Department. This program

included an assortment of recruitment activities, including college day activities for visiting high school students, home visitations by faculty members, and numerous recruitment speeches at schools, churches and civic meetings. The program also involved a variety of retention activities, the establishment of a minority student advisement program, the institution of a system for identifying and counseling minority students having academic problems, the provision of special tutorial assistance for minority students, and the scheduling of minority student social events. The activities of this program were complemented by the numerous cultural events of Black History Week, events coordinated and co-sponsored by the Department of Developmental Studies.

Another major community service project was the annual Health and Fitness Festival sponsored by the Department of Health, Physical Education and Recreation. This festival, which brought together medical and fitness personnel from both the college and community, provided community participants with an array of health diagnostic and screening examinations. In response to recent requests from physicians, the chairman of the department is currently establishing a health and nutrition education program for cardiac disease prone individuals. Along similar lines, the chairman of the division, along with the chairman of the Department of Health, Physical Education, and Recreation, recently submitted a grant proposal to the Glynn County Heart Association seeking external funding for a community oriented health and nutrition program.

The Department of Nursing has also provided significant service to both the institution and the community, particularly through the

completion of a recent needs survey. The Nursing Needs Survey, which includes responses from major health agencies in a tri-county area, provides information regarding near and long term needs for practical and registered nursing personnel.

Other than the major undertakings cited above, members of the Division have been active in college recruitment and public relations activities, including several radio presentations, numerous speeches to civic and professional organizations, class addresses to school children and publication of several news articles.

The salient weaknesses of the Division continue to be the lack of adequate staffing in both the Department of Nursing and the Department of Health, Physical Education and Recreation and the lack of an adequate data management system for the multiplicity of records related to the Developmental Studies and Nursing programs. Should these areas of need be adequately addressed, the college can expect the Division of Special Programs to continue to improve in terms of instructional quality as well as in terms of institutional and community service.

Division of Vocational/Technical Education

During 1983-84, the Division of Vocational/Technical Education experienced a period of change and transition. Of major importance was the transfer of vocational/technical faculty from a tenure to a non-tenure track and the establishment of a vacation (annual leave) policy for vocational/technical faculty commensurate with that of other twelve month contracted faculty.

With the change in tenure policy, it is now possible for vocational/technical faculty to be employed on a continuing basis without facing the prospect of non-renewal of contracts because of the constraints faced under tenure considerations. This policy change will be particularly helpful in employing non-degreed faculty from industry. The establishment of a well-defined annual leave policy will enhance accountability and provide adequate time for program planning, curriculum development, and staff development activities.

In January of 1984, a new chairman of the Division of Vocational/Technical Education was appointed. Also during 1984, the Vocational/Technical Division experienced several faculty resignations. Although these resignations came at difficult times, they provided the opportunity for program review with the subsequent employment of highly qualified faculty.

Beginning in March, the division's faculty began staff development activities to develop a comprehensive planning document which could serve as a basis for the expenditure of supply and equipment funds and for the identification of curriculum and laboratory improvements. As companion efforts, staff development activities were begun to enhance the evaluation of program effectiveness and for the restructuring and implementation of program advisory committees. These staff development activities should have a positive impact on both the short-range and long-range quality of the vocational/technical programs at Brunswick Junior College.

In addition to reviewing regular on-going vocational/technical programs, measures have been taken to address the needs of short-term, off-campus, and "Quick-Start" programs. With the employment of a new

Industrial/Off-Campus Coordinator in July, the Vocational/Technical Division should begin to provide more short-term occupational training for the general citizenry as well as for business and industry.

During Spring Quarter of 1984, the division began to plan for the occupancy of the new Allied Health facility. This new facility will provide better instructional facilities and should provide for a more effective administrative organization.

Preliminary plans have been made to conduct intensive recruiting efforts. Paramount to this has been the intensive search for qualified minority vocational/technical faculty who could be instrumental in the recruitment of minority students. Success in this effort has been realized, and efforts are presently underway to seek additional minority faculty.

While the Vocational/Technical Division at Brunswick Junior College has experienced a major period of change and transition, it now appears that most of the components for program growth and enhancement are in place.

Library

The 1983-84 year was not an easy one for the library. For the second straight year the materials budget was reduced shortly after the start of the fiscal year, the position of Catalog Assistant again went unfilled, the binding of periodicals was curtailed, and travel funds were reduced. In most cases these funds were not restored until the Spring Quarter, and some not until the final week of June. Fiscal Year 1984 showed a 19% drop in non-reserve circulation and 29% drop in total book circulation, negating the gains made last year. On the

positive side, there was an 8.5% increase in the number of patrons with 89,865 visits being made. Campus use of video equipment increased 63%, and video studio production increased 30%.

The reduction in budget meant that, until June, only previously committed items (standing orders, periodicals, and microform subscriptions) could be purchased; books and media requested by the faculty had to wait until funds were restored. At the end of May, only 308 books had been purchased while 231 had been added as gifts.

Nineteen exhibits were held in the library during the year, including a Georgia Art Bus traveling exhibit that attracted 1,980 local school students and teachers to our campus. Library Orientation was given to 26 classes during the year, many of which were followed by a second class visit for research. The library hosted one meeting each of the Glynn County Library Council, the South Georgia Associated Libraries, and the Regents Academic Committee on Libraries. In October, many staff members assisted with the biennial conference of the Georgia Library Association on Jekyll Island.

Major problems continue to be a critical shortage of space and shelving for periodicals, a great reduction in purchasing power because of inflation and budget cuts, a need for replacement of library and audio-visual equipment. In the twelve years since the shelving for this building was purchased, costs of shelving have increased approximately 160%. Several of our microfilm readers are more than 12 years old and must be replaced. Because the campus is using more and more video equipment, we are in desperate need of additional players, recorders and monitors. We must give serious consideration to modernizing operations via computer, both for student

use, interlibrary loans and for administrative purposes. We need to purchase more equipment for our electronic detection system so our rear entrance and exit can be utilized.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Office of Continuing Education at Brunswick Junior College serves as the coordinating office for college-sponsored non-credit activities, graduate courses sponsored by Georgia Southern College in Brunswick, and conferences and workshops sponsored by the University of Georgia in the Golden Isles area. During the program year beginning July 1, 1983, and ending June 30, 1984, the Continuing Education Office received a total of 4,355 registrations in the 265 non-credit activities sponsored by the College and 347 registrations in 45 Georgia Southern graduate courses.

The college non-credit registration totals represent a 13% decrease in comparison to the previous year's enrollment; funds generated, however, increased by 32%. During this year, non-credit programming trends on campus continued to shift toward offering fewer classes for more specific target populations at higher fees.

During this year, the Continuing Education Office co-sponsored two one-day seminars with the local Chamber of Commerce serving over 70 area business persons. Plans have been made for continued cooperation. Training activities related to the use of microcomputers in business were expanded, and on-site extension efforts to take continuing education into the community included computer training for Montgomery Ward employees, supervisory development training for King Shrimp employees, stress management for Kings Bay personnel, and

introduction to automated data processing and accounting for Federal Law Enforcement Training Center personnel. Local physicians and the Department of Health, Physical Education and Recreation have cooperated to organize a diagnostic-preventive health program entitled Health Improvement Program (HIP) through which physicians may refer patients to the College for health education and exercise.

Registrations for Vocational/Technical non-credit programs were assumed by the Office of Continuing Education in an effort to consolidate all non-credit registrations in a single location. Public response has been positive.

An administrative secretarial position was upgraded to Assistant to the Director of Continuing Education. The position of Assistant Director of Continuing Education was left vacant at the end of the current fiscal year as part of the College's overall budgetary cutbacks.

STUDENT SERVICES

This has been a busy year in the Office of Student Affairs, especially with reference to recruitment of students and upgrading the registration process. The college's first "on-line computer" registration of students took place during the spring quarter, 1984. This new procedure has greatly improved the registration process, enabling the college to register more students in a shorter period of time with fewer errors.

In an effort to improve the recruitment of students, especially minority students, the Office of Student Affairs assisted in organizing and conducting campus tours for 700 high school seniors

from the two local high schools and from high schools located in two adjacent counties. In addition, counselors instituted off-campus testing centers at the two military bases where courses are offered-- Kings Bay and Fort Stewart.

In the area of the tutorial learning center, there was a decrease in the number of students served. This decline may be related to the advent of computerized (individualized) programs in many instructional divisions and the loss of capable student tutorial assistants due to budgetary restraints.

A highlight of the fall student orientation program was the appearance of the noted author and lecturer, Jerry Teplitz. In his presentation, "How to Manage First Year College Stress," Teplitz not only gave students invaluable tips on how to handle freshman year emotional and physical stress, but imparted proven methods for improving one's performance on examinations, developing effective study habits, and acquiring the proper attitude and approaches toward learning in college.

The renewed interest in intercollegiate athletics was very much in evidence throughout the campus. The student leadership became very involved in promoting and encouraging an esprit de corps among faculty, students, and staff relative to intercollegiate athletics and student activities. All college personnel exhibited intense support for intercollegiate athletics and in particular the men's basketball team which won the junior college state championship.

The intramural sports program continued to be successful with the participation by faculty, staff, and students resulting in wholesome competition and good camaraderie.

ACCREDITATION STATUS

The college conducted an Institutional Self-Study for reaffirmation of accreditation during 1979-81. This study was completed in the spring of 1981, and a Visiting Committee from the Southern Association of College and Schools was on campus May 3-6, 1981. Following the Report of the Visiting Committee and the institutional response, the college received reaffirmation of accreditation during the annual meeting of the Southern Association in December, 1981.

The Commission on Colleges has notified the institution that the next progress report will be the Fifth Year Report, which is due September 1, 1986.

STATEMENT OF PURPOSE

The Statement of Purpose was revised as a result of the Institutional Self-Study. The following Statement of Purpose has been presented to the Southern Association of Colleges and Schools and was approved by the Board of Regents in December, 1981:

The purpose of Brunswick Junior College is to enrich the lives of the people it serves through educational, recreational, and cultural opportunities. The College, in response to the needs of the community and in keeping with its role as a unit of the University System of Georgia, seeks to promote the individual's pursuit of intellectual inquiry and analytical thinking, his understanding of himself and his world, and his desire for achievement. The college offers courses and programs designed to provide opportunities in five carefully limited areas: two-year associate degree programs to prepare students for transfer to senior colleges and universities; selected career programs designed to prepare students for

gainful employment; developmental and remedial work for those who need to strengthen their academic backgrounds; activities and student services; non-credit continuing education courses and community services for both career and personal enhancement.

FISCAL AFFAIRS

It was pointed out in last year's annual report that the past two years' budget cuts had dealt absolutely devastating blows to the operating budget of the College. The 1982-83 expenditures for supplies, materials, and equipment were at a three-year low. This year concerted efforts were made to reverse the trend toward decreased supply and equipment expenditures, and although we sustained a budget cut enforced by the Governor, some progress was made. Most significantly, the installation of the smaller central chiller and mild weather enabled us to hold utility costs to a zero increase.

It should be noted that practically all areas increased in budget allocations except plant operations, which sustained a 7% reduction. The 1984-85 budget does not include additional funding for the 12 percent added space resulting from the new Vocational/Technical facility.

PHYSICAL FACILITIES AND CAMPUS DEVELOPMENT

The Vocational/Technical addition was completed this year and provides space for the vocational/technical administrative offices, allied health programs and data processing. In addition to the specialized laboratories and classrooms, three general purpose classrooms are included.

The central plant building was renovated slightly to provide an office for security and a central duplicating/print shop. Work was begun to renovate the vacated print shop in the Administration Building to provide office space for the Director of Research and Development.

Most urgent needs for rehabilitation funds this year will include refurbishing two classrooms for continuing education and community service seminar areas, refurbishing the gymnasium multipurpose room, expanding and renovating the registrar and admissions area, adding freezer storage for the snack bar and constructing a security house.

The most urgent unmet major need is for adequate space for fine and performing arts and for a large auditorium. Plans for a Fine Arts Building were begun two years ago, but have not been pursued due to lack of funding.

INSTITUTIONAL RESEARCH AND DEVELOPMENT

Established in the summer of 1982, the Office of Institutional Research and Development and Alumni Affairs has completed its second year of operation.

In the area of institutional research, several projects were designed to provide pertinent information about the institution. The major thrust of the applied research has been in the area of student retention. A study on student dropouts begun in 1982 was completed this year. This study provides a detailed analysis of student dropouts, and has as its goal increased student retention.

Another survey of the faculty, staff, and administration was done to determine preferences regarding academic calendars for the

institution. A second part of the survey was to ascertain whether or not campus personnel desired a uniform academic calendar for the University System. The results revealed that the majority favored a uniform academic calendar within the University System and that the calendar should be based on the quarter system now in effect throughout the System.

Several other campus surveys were conducted. A survey of student-faculty satisfaction with the four-day summer quarter schedule showed overwhelming support for the four-day schedule. Student enrollment during the two summer quarters when the four-day schedule was used, was the highest in the history of the college--more than 700 students in each quarter.

In the area of institutional development, this office has had a very productive year. Two new endowments have been established: the Joseph and Minnie Borchardt Trust, valued at \$11,075; and the W. H. and Madeline Bloodworth Memorial Scholarship Fund, valued at \$5,000. These two endowment programs bring the College and Foundation endowments to a total of \$302,417.

In an effort to provide funds to purchase microcomputers, the Office of Development sought funding through the Sapelo Island Research Foundation, which provided a grant of \$12,500 and an additional \$12,500 to match college raised-funds. A total of \$13,854 was raised by the Office of Development through the Brunswick College Foundation, providing a total of \$38,854. In the fall, 1983, the college used the funds to purchase twelve microcomputers and accompanying software and hardware.

Private support plays an important and direct role in providing scholarships for academically superior students. Scholarship funds provided through the Brunswick College Foundation in 1983-84 totaled \$73,938, enabling the college to provide 118 scholarships to qualified students.

Other very important sources of private support are the in-kind gifts received by the College. These gifts, ranging from equipment and supplies to landscaping plants, play a significant role in the operation of the institution. The total value of the in-kind gifts for this year was \$31,340.30.

For the first time, the Brunswick College Foundation initiated an annual fund drive in support of the College. The faculty and staff contributed \$7,070 to this fund, and the Foundation has raised an additional \$15,155 for a total of \$22,225. The total private support for 1983-84 was \$235,416.

The Director of this office also serves as Athletic Director. The newly revived intercollegiate athletic program, in its second year, has been highly successful and has generated considerable enthusiasm among students, faculty, staff, and local citizens. This year, the men's basketball team won the state and regional championships, and participated in the National Tournament. The women's basketball team also had an improved record and continued to make progress toward a winning season. The men's tennis team placed third in the regional tournament after a very successful season, and the women's tennis team placed sixth in the regional tournament.

In the area of Alumni Affairs, some progress is being made toward compiling a mailing list of graduates from the past five years. A

survey of the last two graduating classes has been initiated. This year also marked the awarding of the first "Alumni of the Year Award." This year's recipient was Yvonne Lott, M.D., a general practitioner in our community and an active supporter of the College.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

Numbers and percentages of minority and female employees remained basically stable from fall, 1983 to fall, 1984. There was a change made in the method of reporting department chairmen, who now teach full time with a small stipend for administrative duties. The department chairmen, previously included in the EEO-1, category are now included as part of the EEO-2 category. This modification accounts for changes from last year to this in the "percent of category" column. The total minorities in categories 1 and 2 remained at three. One person resigned at the beginning of the year and another was employed at the end of the year. In addition, a new EEO-1 category position was created for the 1984-85 budget year, and a minority was employed effective July 1, 1984 (see table on p. 10-- Statistics--regarding Minority Employees by EEO Categories).

During the year 1983-84, affirmative action recruitment activities have centered on efforts to hire additional black teaching and administrative personnel. All previously used procedures were followed, including using advertisements of national scope, sending position announcements to southeastern regional, predominantly black institutions, and requesting the assistance of the Affirmative Action Office for the University System. Additional or new activities have included calling the local public school system to ask for names of

black teachers who were subsequently asked to apply, calling academic administrators of predominantly black institutions to seek applicant referrals, and calling a professional contact made at a conference which attracted a preponderant number of representatives from predominantly black institutions. To these activities was added a visit to the Department Chairman of the Atlanta University Center. The activities outlined have resulted in the hiring of one black teacher (replacing one who left during the year) and one black administrator. One additional black applicant continues to be considered for a position for which recruitment activities are not completed. The goals established in the 1983 Addendum to the Desegregation Plan have, therefore, been exceeded. Efforts are continuing in accordance with the Affirmative Action Plan to recruit additional minorities in all areas but particularly in EEO-4 and EEO-6 categories. Due to budgetary constraints, we have not replaced personnel in two EEO-7 categories.

Section II

ASSESSMENT OF STRENGTHS, NEEDS,
AND FIVE YEAR PLANS

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
GENERAL STUDIES DIVISION

Strengths	Needs	Five Year Plans
<p>1. Organization which gives unity to the arts and sciences.</p>	<p>1. Market our programs more effectively.</p>	<p>1. Increase the number of prospective students who are exposed to the programs of the Division directly and indirectly.</p> <p>Increase the number of students who enroll in our programs.</p> <p>Implement a comprehensive contact-follow-through process for recruitment for the Division.</p> <p>Schedule family nights for prospective students.</p> <p>Conduct a phon-a-thon to students who have not attended college for one or more quarters.</p>
<p>2. Increase the number of students who persist in our courses and programs.</p>	<p>2. Increase the number of students who persist in our courses and programs.</p>	<p>2. Build support systems which increase student potential for academic success in our courses.</p> <p>Strengthen basic skills through emphasis on these in our courses and through workshops devoted to study skills and time management.</p> <p>Encourage use of academic support systems on campus, e.g., the tutorial, language, accounting, and computer laboratories.</p>

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
GENERAL STUDIES DIVISION (continued)

Strengths	Needs	Five Year Plans
<p>2. A well qualified, highly motivated, professional teaching faculty committed to the institution, and the service area of the College.</p>	<p>3. Develop our programs to meet the needs of the students and to reflect the balance we desire in a liberal arts education.</p>	<p>Extend support systems to off-campus centers.</p>
<p>2. A well qualified, highly motivated, professional teaching faculty committed to the institution, and the service area of the College.</p>	<p>3. Develop our programs to meet the needs of the students and to reflect the balance we desire in a liberal arts education.</p>	<p>3. Balance our programs by expanding our teaching resources in the fine arts, drama, music, art, and dance.</p>
<p>2. A well qualified, highly motivated, professional teaching faculty committed to the institution, and the service area of the College.</p>	<p>3. Develop our programs to meet the needs of the students and to reflect the balance we desire in a liberal arts education.</p>	<p>Study and recommend needed changes or modifications in programs.</p>
<p>2. A well qualified, highly motivated, professional teaching faculty committed to the institution, and the service area of the College.</p>	<p>3. Develop our programs to meet the needs of the students and to reflect the balance we desire in a liberal arts education.</p>	<p>Plan and implement "writing across the curriculum."</p>
<p>2. A well qualified, highly motivated, professional teaching faculty committed to the institution, and the service area of the College.</p>	<p>3. Develop our programs to meet the needs of the students and to reflect the balance we desire in a liberal arts education.</p>	<p>Plan and implement an Honors Program.</p>
<p>2. A well qualified, highly motivated, professional teaching faculty committed to the institution, and the service area of the College.</p>	<p>4. Emphasize faculty development.</p>	<p>4. Implement a faculty development program.</p>
<p>2. A well qualified, highly motivated, professional teaching faculty committed to the institution, and the service area of the College.</p>	<p>4. Emphasize faculty development.</p>	<p>Provide for opportunities for re-training for faculty in other academic areas.</p>
<p>2. A well qualified, highly motivated, professional teaching faculty committed to the institution, and the service area of the College.</p>	<p>4. Emphasize faculty development.</p>	<p>Strengthen relationships with the faculty of senior colleges within the System.</p>
<p>2. A well qualified, highly motivated, professional teaching faculty committed to the institution, and the service area of the College.</p>	<p>4. Emphasize faculty development.</p>	<p>Continue to engage in scholarly publication.</p>
<p>2. A well qualified, highly motivated, professional teaching faculty committed to the institution, and the service area of the College.</p>	<p>4. Emphasize faculty development.</p>	<p>Continue to participate actively in professional organizations.</p>

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
GENERAL STUDIES DIVISION (continued)

Strengths	Needs	Five Year Plans
	5. Emphasize excellence in teaching.	Engage in research.
	5. Emphasize excellence in teaching.	5. Emphasize personalized instruction.
		Relate course syllabi and content to the department goals of the Small College Goals Inventory.
		Demonstrate effectiveness of instruction, i.e., outcomes assessments.
		Reinstate full-time faculty for the areas of Political Science, Sociology, Criminal Justice, and English.
		Bring our science, computer, writing, language and accounting laboratories up to adequate levels with equipment to meet the needs of our students.
		Seek grant money to strengthen our academic programs.
	6. Support extracurricular student activities.	6. Continue to support campus extra-curricular activities.
	7. Support the institution.	Continue to sponsor clubs, organizations and/or student activities.
		7. Continue to accept difficult or time-consuming assignments on committees, in academic advisement, etc.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
GENERAL STUDIES DIVISION (continued)

Strengths	Needs	Five Year Plans
		Continue to serve the Brunswick community in areas related to the instructor's professional competence.
		Continue to offer courses through Continuing Education for the community.
		Plan and implement a summer enrichment program for prospective students.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
SPECIAL PROGRAMS DIVISION

Strengths	Needs	Five Year Plans
<ol style="list-style-type: none"> 1. Instructional and curriculum changes leading to enhanced program quality. 2. Institutional and community service in the areas of: <ol style="list-style-type: none"> (a) minority recruitment and retention (b) community health and fitness awareness (c) community health personnel needs. 3. Academic and professional achievement of faculty. 	<ol style="list-style-type: none"> 1. Additional faculty in Nursing; additional part-time faculty in Developmental Studies and Physical Education. 2. Funding for curriculum consultant in Nursing. 3. Student data base accessible to both Developmental Studies and Nursing faculty. 4. Adequate funding for faculty travel to professional conferences. 	<ol style="list-style-type: none"> 1. Increase Divisional EFT, particularly in Physical Education and Nursing. 2. Recruit more Physical Education majors. 3. Recruit more minority faculty and students. 4. Acquire computer-based record system for Developmental Studies and Nursing. 5. Seek four-year Nursing Center for Brunswick.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
VOCATIONAL/TECHNICAL EDUCATION DIVISION

Strengths	Needs	Five Year Plans
<p>1. Enrollment growth in many programs.</p>	<p>1. Additional full-time faculty members in Respiratory Therapy and Electronics.</p>	<p>1. Expand Industrial Electricity/Electronics into a two-year electronics technology program.</p> <p>Allow continued growth of Data Processing.</p> <p>Expand Secretarial Science into an evening program and include word processing.</p>
<p>2. Present programs form a base for future high technology programs.</p>	<p>2. Seek to encourage additional faculty and curriculum development.</p> <p>High technology hardware for Drafting, Electronics, and Machine Technology.</p>	<p>2. Develop a mini-robotics lab using an interdisciplinary approach.</p> <p>Expand Electronics (see above).</p> <p>Expand Mechanical Technology (includes Drafting, Machinist, and Electronics).</p>
<p>3. Placement statistics.</p>	<p>3. Continue to strengthen the placement of graduates.</p> <p>Further utilization of Career Development Center to emphasize career opportunities.</p> <p>Strengthen co-op program and expand into other fields.</p>	<p>Seek funding for equipment and faculty from (a) Regents, (b) State Department, (c) external sources.</p> <p>3. Administration will work closely with local industry in placement of graduates.</p> <p>Work more closely with General Advisory Committee, Industrial Development, and Chamber of Commerce.</p>

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
 VOCATIONAL/TECHNICAL EDUCATION DIVISION (continued)

Strengths	Needs	Five Year Plans
4. Cooperation with industries in obtaining materials, supplies, and equipment.	4. Provide additional supplies and resources for high cost programs.	4. Seek additional contributing industry.
5. Increase staff development activities.	5. Provide staff development in the areas of planning, evaluation, and advisory committees.	Encourage participation in the Techni-quip program.
		Solicit additional funds from Regents and State Department.
		5. Utilize a quality circle approach in addressing staff training needs.
		Utilize expertise of faculty and administrative staff.
		Secure college, university, state staff and others in providing staff development activities.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
LIBRARY

Strengths	Needs	Five Year Plans
1. Competent, courteous staff.	1. Additional space in periodicals area.	1. Request membership in SOLINET (Southeastern Library Information Network, Inc.). This would cost approximately \$14,000 the first year and approximately \$4,000 in subsequent years.
2. Well-organized, well-selected collection.	2. Better lighting in the reading area.	
3. Modern, attractive facility in most respects.	3. Enclosed classroom for library orientation.	2. Purchase of additional equipment for our electronic theft detection system and the opening of an exit to the student parking lot. This would cost approximately \$14,000 and some renovation of the existing building.
4. Good administrative support.	4. Greater percentage of E & G budget to help offset inflation.	
5. Rapid ordering and processing system.	5. Additional video players, monitors, and recording equipment.	3. Begin consideration of a building expansion for periodicals and audio-visuals.
6. Excellent interlibrary cooperation through South Georgia Associated Libraries, Glynn County Library Council and other sources.	6. Letter-quality word processing equipment.	4. Replace worn-out video and other audio-visual and library equipment.
	7. Replacement of micro readers and printers.	5. Increase usage of video studio.
	8. Replacement of torn and worn carpeting.	6. Install build-in audio-visual equipment in existing learning carrels.
		7. Install coin-operated computer terminals for student use.
		8. Renovation of reading area.
		9. Develop library holdings catalog on microfiche.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
DATA PROCESSING

Strengths	Needs	Five Year Plans
1. Administrative support for system improvement.	1. One additional position for a full-time computer operator.	1. Develop the Administrative Data Processing system to the extent that it can be more fully opened to the entire campus for research and study projects.
2. T. I. 990 Model 12 Computer.	2. Improved physical plant facilities for computer layout and programmer activities.	
3. 17 terminals.		
4. 10 printers.	3. Communication facilities to provide access from other points on campus.	2. Continue development of on-line system with capability for query, update, on-line registration, Financial Aid, and Continuing Education.
5. 575 megs disk storage.		3. Additional equipment for Library use in automated cataloging.
		4. Expansion of existing Student Records system to allow access by department heads.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
FISCAL OPERATIONS

Strengths	Needs	Five Year Plans
<ol style="list-style-type: none"> 1. Dedicated staff. 2. Participation with the University System Financial Accounting and Payroll Systems and ability to use other programs developed System-wide. 	<ol style="list-style-type: none"> 1. Work stations for data terminals. 	<ol style="list-style-type: none"> 1. Develop office procedures manual. 2. Maintain central stores perpetual inventory on computer.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
AUXILIARY ENTERPRISES

Strengths	Needs	Five Year Plans
<ol style="list-style-type: none"> 1. Dedicated staff. 	<ol style="list-style-type: none"> 1. Larger refrigeration areas 	<ol style="list-style-type: none"> 1. Enlarge refrigeration area. 2. Increase profit margin in snack bar.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
PLANT OPERATIONS

Strengths	Needs	Five Year Plans
1. Good basic design of campus and buildings.	1. Incentive and training programs for custodial staff.	1. Continue campus development.
2. Relatively low maintenance landscape plan.	2. Engineer to cope with older plant and more complicated management of heating and cooling plant.	2. Obtain funding for Fine Arts facility.
	3. Rehabilitation funds to deal with deferred maintenance problems.	3. Develop incentive and training programs for unskilled labor.
	4. Rehabilitation funds to upgrade lecture rooms on campus to more nearly suit needs of campus.	4. Implement energy management system.
	5. Upgrading of heating and cooling system to improve energy efficiency and improve distribution system.	
	6. Additional facilities for Fine Arts.	
	7. Additional funding for supplies, utilities, and equipment.	
	8. Energy Audit and implementation of cost savings retrofit for energy.	

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
STUDENT ACTIVITIES

Strengths	Needs	Five Year Plans
1. Administrative support for student programs.	1. Utilization of student leadership in recruitment, public relations, and institutional development.	1. Institute annual Alumni Day to highlight achievements and promote recruitment.
2. Increased focus on interest and needs of community in programming.	2. General and Special Programs Orientation to compliment New Student Orientation.	2. Designate funds for a "Student Center."
3. Creation of Cultural Affairs Committee with all-campus representation.	3. Active Alumni organization.	3. Reorganize "May Day" into "College Day" for high school recruitment.
4. Comprehensive Intra/Extra mural Sports Program.	4. More voluntary faculty and administration participation in activities.	4. Publish quarterly journal of year-book format.
5. Coordination of Orientation Program with learning process.	5. Increased Lyceum and Entertainment budget.	
6. Revival of College Newspaper.		

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
FINANCIAL AID

Strengths	Needs	Five Year Plans
1. Addition of full-time person to Financial Aid staff.	1. Additional scholarship money for athletes.	1. Computer assistance in compiling data for reports.
2. Computer assistance and processing of CWSP payroll, grant expenditures, and scholarship disbursements.	2. Less rigid technical audit requirements.	2. Terminal for this office with access to Registrar and Business Office.
3. New Federal regulations' allowance for more flexibility in deobligating and transferring funds.	3. More consistency in regulations governing disbursements of aid.	
4. Voucher system to monitor student repayment.	4. One operations manual and one set of guidelines for audits.	
5. Community, faculty, and College Foundation support of the scholarship program.	5. Fewer regulations restricting the professional judgement of the Aid Officer.	
6. Cooperation of Business Office, Registrar's Office, and members of the faculty, and staff that supervise CWSP personnel.	6. Two more filing cabinets.	
7. Purchase of M-Data hard and software to compute need analysis and SAR validations.	7. Additional space.	

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
REGISTRAR AND ADMISSIONS

Strengths	Needs	Five Year Plans
1. Dedicated and well-trained personnel.	1. Total physical renovation of the office area (an architectural plan has been drawn and approved awaiting funds).	1. Increase enrollment to minimum of 2,000 with aid of academic expansion and innovative planning.
2. Excellent working relationship with faculty and administration.	2. Increase vault/storage space.	2. Extend recruiting efforts throughout the immediate service area and regional areas.
3. Employment of full-time recruitment and assistant admissions administrator.	3. Full-time secretary.	
4. Computerized terminals and printer for records storage and retrieval.		
5. On-line registration and computerization of record keeping.		

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
COUNSELING, TESTING, AND PLACEMENT

Strengths	Needs	Five Year Plans
1. Day and evening availability and use of Tutorial Learning Laboratory.	1. Budgeting for professional growth and development of counselors.	1. Provide Counseling Services outreach for community agencies.
2. Veterans Affairs in Counseling Center has offered extensive support services to handicapped vets of our nine county area.	2. Protect professional accreditation of Counseling Center. Review due 1985--on site visit.	2. Develop more group programs.
3. Career Development Center Laboratory continues to attract potential students and to assist them. Good liaison between Counseling Center staff and advisors regarding student placement has been maintained.	3. Counseling Center travel and operations budget.	
4. Close affiliation and working relationship with community resources and referral agencies.	4. Implementation of Orientation 100 course.	
5. Entrance and placement test scores printed on placement ticket.	5. Better follow-up/re-entry procedure for students with academic probation of suspension status.	
6. Additions to and updating of Singer and Valpar Evaluation stations and Georgia Career Information System "Quest" in Career Laboratory.	6. Efficient test score recording and retrieval system via data processing (see #5 under strengths).	
7. Addition of CPP to Vo/Tech testing.	7. Computer-based career information system.	

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
TUTORIAL LABORATORY

Strengths	Needs	Five Year Plans
1. Administrative, faculty, and student support of the program.	1. Directed placement of students who need tutorial services.	1. More intensive effort to get community participation.
2. Qualified professional staff.	2. More qualified para-professionals, student tutors, or volunteer faculty.	2. Computerized individual instruction.
3. Adequate and functional physical facilities.	3. Better dissemination of information by faculty concerning services offered to students.	3. Comprehensive statistical study to show effects of program.
4. Detailed student records and reports of usage.	4. Study Skills course to promote retention.	4. Upon procurement of adequate personnel, the addition of short courses and workshops in selected areas.
5. Success in accomplishing objectives.	5. Implementation of Counseling Center Orientation course proposal.	
6. Diversity of tutorial programs and materials.	6. Computer hard and software.	

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
CONTINUING EDUCATION

Five Year Plans

Needs

Strengths

<p>1. Registrations in Continuing Education programs continue to exceed 5,000 annually.</p>	<p>1. New transitional non-credit programs are needed to attract previously unserved populations to the credit program (i.e., displaced homemakers, academically disadvantaged).</p>	<p>1. Transitional non-credit programs for women in transition, honors programs for high school juniors/seniors, and remedial programs for the junior/senior high academically disadvantaged will be studied for implementation within the next two years.</p>
<p>2. Programming trends indicate projected growth in short-term, non-credit continuing education conferences and workshops as continuing education requirements within the professions increase.</p>	<p>2. More local continuing education programming is needed to meet continuing education requirements in the professions.</p>	<p>2. Work will continue during the next two years on establishing advisory committees for selected professional areas and creating a series of continuing education activities to meet expressed needs and recertification requirements of those professions.</p>
<p>3. New computer terminals and printers have been ordered for the major administrative offices of the College.</p>	<p>3. Registration, permanent records, and other Continuing Education office procedures will need to be adapted to a format appropriate for computer input.</p>	<p>Additional multi-purpose/classroom/conference facilities needed.</p> <p>Additional multi-purpose/conference facilities addressed in Future Planning document of the College.</p>
<p>3. Specialized meeting facilities for groups of 20 to 50 persons are needed for short-term, professional development conferences and workshops.</p>	<p>3. The Data Processing staff will complete Continuing Education registration, permanent records, mailing list, and other related computer programs for computerization of Continuing</p>	<p>Effective August of 1984, rooms 118 and 120 of the Academic Building will be designated for continuing education activities and refurbished for short-term conference/training activities.</p>

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
CONTINUING EDUCATION (continued)

Strengths	Needs	Five Year Plans
4. College has now established a microcomputer laboratory with 22 IBM personal computers.	4. Non-credit course offerings dealing with practical applications of computer technology need to be expanded as consumer needs grow. Also needed will be appropriate software.	Education office functions by December of 1984.
	4.	Based upon identified community needs, a full range of non-credit microcomputer courses will be designed over the next two years and related software acquired for use in instruction.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
 INSTITUTIONAL RESEARCH, DEVELOPMENT AND ALUMNI AFFAIRS

Five Year Plans

Needs

Strengths

1. Efficient coordination of Foundation projects.
2. Efficient and productive management of intercollegiate athletic program.
3. Effective coordination of faculty fund drive.
4. Institution of five research projects in one year.

1. Public relations and assistant development officer.
2. Full computerization of mail-outs and maintenance of all records.

1. Continue annual fund drive.

2. Enlargement of intercollegiate athletic program to include baseball and golf.

3. Develop a full functional alumni association.

4. Establish deferred and planned giving programs.

5. Develop capital fund drive to finance construction of a dormitory.

6. Re-evaluate College and Foundation relationship.

Section III

INSTITUTIONAL STATISTICS

MINORITY EMPLOYMENT BY EEO CATEGORIES
FY 1983 and FY 1984

EEO Category	Number Employed			
	Fall 1983		Fall 1984	
	No.	% of Category	No.	% of Category
Executive Administrative Managerial	1	3.7	0	--
Faculty	2	4.7	3	13.3
Professional Non-Faculty	1	50.0	1	50.0
Secretarial Clerical	2	8.3	2	8.3
Technical Paraprofessional	1	20.0	1	20.0
Skilled Crafts	0	--	0	--
Service Maintenance	11	55.0	11	55.0
Total Minority Employment	18		18	

FEMALE EMPLOYMENT BY EEO CATEGORIES
FY 1983 and FY 1984

EEO Category	Number Employed			
	Fall 1983		Fall 1984	
	No.	% of Category	No.	% of Category
Executive Administrative Managerial	9	33.3	5	25.0
Faculty	20	46.5	25	50.0
Professional Non-Faculty	1	50.0	1	50.0
Secretarial Clerical	23	95.8	23	95.8
Technical Paraprofessional	5	100.0	6	85.7
Skilled Crafts	0	--	0	--
Service Maintenance	3	15.0	3	15.0
Total Female Employment	61		63	

FALL QUARTER MINORITY ENROLLMENT

1982 - 1983

Fall Quarter	Number	% of Total Enrollment
1982	228	18.2
1983	229	17.5

MINORITY GRADUATES

FY 1983 - FY 1984

Year	Certificate	Associate	Bachelor	Master's	Total	% of Total
1983	15	11	-	-	36	13.3
1984	18	12	-	-	30	12.0

Brunswick Junior College

Institution

E. Frederick Griffith, Jr.

Person Preparing

DEGREES AND CERTIFICATES CONFERRED
Summer 1983 – Spring 1984

DEGREE OR CERTIFICATE PROGRAM/ MAJOR	Number Conferred
<u>ASSOCIATE OF APPLIED SCIENCE WITH MAJORS IN:</u>	
17021100 Surgical Technology	1
47020100 Heating, Ventilation & Air Conditioning	2
17020900 Radiologic Technology	1
47010500 Industrial Electricity/Electronics	1
<u>ASSOCIATE OF SCIENCE WITH MAJORS IN:</u>	
06140100 Marketing and Management	8
07010100 Accounting	3
07030100 Data Processing	7
07060100 Secretarial Science	4
15020200 Drafting and Design	1
17020900 Radiologic Technology	4
17030900 Medical Laboratory Technology	10
18110100 Nursing	51
24000000 Associate of Science	<u>58</u>
total	151
<u>ONE YEAR CERTIFICATE WITH MAJORS IN:</u>	
06140100 Marketing & Management	1
07030100 Data Processing	5
07060100 Secretarial Science	11
15020200 Drafting and Design	1
17021100 Surgical Technology	5
17060500 Practical Nursing	18
17081800 Respiratory Therapy	11
47010500 Industrial Electricity/Electronics	8
47020100 Heating, Ventilation & Air Conditioning	2
47060400 Automobile Mechanics	3
48050300 Machine Shop	9
48050400 Welding	<u>7</u>
total	81

**SUMMARY OF GRANTS, CONTRACTS, AND GIFTS
FOR PROGRAMS OF INSTRUCTION, RESEARCH,
AND PUBLIC SERVICE**

For Fiscal Year Ending June 30, 1984

Brunswick Junior College

Institution

Faye H. Barber

Person Preparing

Institutional Department or Unit Submitting Request	Type*	Description (Title/Granting Agency)	Number of Proposals			Amount of Proposals		
			Submitted	Awarded	Rejected or Withdrawn	Submitted	Awarded	Rejected or Withdrawn
Vocational/Technical	I	Glynn Brunswick Memorial Hospital	1	1		10,177	10,177	
Vocational/Technical	I	Inhalation Therapy Services, Inc.	1	1		8,000	8,000	
Vocational/Technical	I	Job Training Partnership Act	1		1	93,100		93,100
Nursing	I	Glynn Brunswick Memorial Hospital	1	1		7,200	7,200	
Natural Science	I	Sapelo Island Research Foundation	1	1		296,200	25,000	271,200
Natural Science	I	Brunswick College Foundation, Inc.	1	1		13,230	13,230	

* I = Instruction R = Research PS = Public Service

FACULTY PROFILE - TOTAL FACULTY
 (Includes All Persons Who Hold Academic Rank)
 AS OF JUNE 30, 1984

Brunswick Junior College
 Institution
 Morgan L. Stapleton
 Person Preparing

CATEGORIES

	Full-Time Teaching Faculty	Research Faculty	General Administrators	Academic Administrators	Public Service	Librarians	Counselors	On Leave	Part-Time Faculty*	Other (Append Definition)	Total
DISTRIBUTION BY RANK											
Professor	2			2							4
Associate Professor	11		1	3							15
Assistant Professor	17		1	1	1	2	2		1		24
Instructor	17		4			1	1	1			24
Lecturer	0								1		1
Total	47		6 #	5	1 #	3	3	1	2		68
DISTRIBUTION BY HIGHEST DEGREE											
Doctorate	14		2	4	1				1		22
First Professional**											
Education Specialist/Masters	23		3	1	1	3	3	1			35
Baccalaureate	3		2								5
Other	7								1		8
Total	47		7	5	2	3	3	1	2		70
DISTRIBUTION BY RACE AND SEX											
Black (Non-Hispanic)	M 2	M F	M F	M F	M F	M F	M F	M F	M F	M F	3
American Indian or Alaskan Native											
Asian or Pacific Islander											
Hispanic											
White (Non-Hispanic)	24	21	6	4	1	2	1	1	1	1	67
Total	24	23	6	4	1	2	1	1	1	1	70

*Includes only those part-time faculty (those persons who are less than .75 EFT) who are on an academic year contract; does not include part-time faculty who are hired on a per course, per quarter basis as needed.

**Includes M.D., J.D., D.V.M., D.D.S.

#The President does not have faculty rank and is not included in this category. He is included in the distribution by highest degree and by race and sex.
 ##Same for Assistant Director of Continuing Education.

**FACULTY PROFILE
SUPPLEMENTARY TENURE AND RANK DATA**
(Includes Only Persons Holding Academic Rank)
AS OF JUNE 30, 1984

Brunswick Junior College
Institution
Morgan L. Stapleton
Person Preparing

I. BY FACULTY CATEGORY

TENURED FACULTY ACADEMIC RANK	Full-Time Teaching Faculty	Research Faculty	General Adminis- trators		Academic Adminis- trators	Public Service	Librarians	Counselors	On Leave	Part-Time Faculty	Other (Append Definition)	Total
			Male	Female								
Professor	2				1							3
Associate Professor	8		1		1							10
Assistant Professor	6											6
Total	16		1		2							19

II. BY RACE AND SEX

TENURED FACULTY ACADEMIC RANK	Black (Non-Hispanic)		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White (Non-Hispanic)		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
												Total
Professor											3	
Associate Professor	1								8	1	10	
Assistant Professor	1								3	2	6	
Total	2								12	5	19	
NON-TENURED/ON TRACK												
ACADEMIC RANK												
Professor												4
Associate Professor									3	1		4
Assistant Professor									4	1		5
Instructor										4		4
Lecturer												
Total									7	6		13
NON-TENURE TRACK												
ACADEMIC RANK												
Professor												1
Associate Professor												2
Assistant Professor												12
Instructor												20
Total									20	14		35

Note: Three are not included on these totals: (1) President, (2) Ass't. Dir. of Continuing Education, (3) Lecturer in Art Lecturer in Art is a Non-Tenure Track position, but there is no category for him on this form.

**UNIVERSITY SYSTEM OF GEORGIA
LIBRARY SURVEY
1983-84**

Name and mailing address of institution Brunswick Junior College Altama at Fourth Street Brunswick, GA 31523	Name, title, telephone number of respondent J. Allen Spivey Head Librarian (912) 264-7270 GIST 365-7270
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PART I -- COLLECTION DATA

	Held 6/30/83	Added 7/1/83 to 6/30/84	Deleted 7/1/83 to 6/30/84	Held 6/30/84
A. PRINT				
1. Number of bound volumes	49,000	831	231	49,600
2. Number of current periodical and newspaper subscriptions	363	13	15	361
3. Number of current serial subscriptions	148	20		168
4. Separate government documents included in #1				
5. Microform units				
microfilm reels	7,675	135	215	7,595
microfiche	27,996	5,067	--	33,063
B. NON-PRINT				
1. Films (16, 8, 8s, strips)				
a. Number of reels	848	2	-	850
b. Number of titles	681	2	-	683
2. Video (cassettes, discs, tapes)				
a. Number of reels	-	-	-	-
b. Number of titles	-	-	-	-
3. Audio (discs, tapes, cassettes)				
a. Number of units	1,294	2	-	1,296
b. Number of titles	1,238	2	-	1,240
4. Graphics (slides, transparencies, pictures)				
a. Number of units	90	1	-	91
b. Number of titles	74	1	-	75
5. Kits and all other				
a. Number of units	608	3	-	611
b. Number of titles	550	3	-	553

PART II -- STAFF DATA

	Full-time Persons		Part-time Persons		
	a.	b.	c.	d.	e.
A. REGULAR	Full-time (whole numbers)	Salaries (whole dollars)	Part-time (whole numbers)	Part-time (eft)	Salaries (whole dollars)
1. Librarians (include chief, deputy, assistant, and all other librarians)	2				
2. Other professional staff on the library budget (media specialists, subject bibliographers, analysts)	1		1	.4	
3. Para-Professional (undergraduate degree in library science or undergraduate)					
4. Technical, clerical, and other supporting staff on the library budget	4				
5. Totals	7		1	.4	
6. Total Salaries (II.A.5.b. + II.A.5.c.)					132,519

PART II – STAFF DATA (Continued)		
	a.	b.
B. STUDENTS AND OTHER	Number of hours served for the year 1982 to 1983	Wages of students serving on an hourly basis
1. Students (Library budgeted)	478	1,585
2. Students (Work study, grants, other)	1,554	--
3. Volunteers	66	
4. Total Wages (II.B.1.b. + II.B.2.b.)		1,585
C. TOTAL STAFF SALARY AND WAGE EXPENDITURES (II.A.6 + II.B.4)		134,104
PART III – LIBRARY EXPENDITURE DATA		
		Amount (whole dollars)
A. COLLECTION DEVELOPMENT		
1. Books (includes \$256 Title II funds)		17,028
2. Periodicals, including newspapers and serials		23,361
3. Microforms		8,077
4. Binding		1,350
5. Non-print materials (includes \$634 Title II funds)		7,267
6. Total (III.A.1 through III.A.5)		57,083
B. OPERATING AND OTHER		
1. Travel		710
2. Rents		1,363
3. Capital outlay (Equipment)		--
4. All other (including processing costs)		17,596
5. Total (III.B.1. through III.B.4.)		19,669
C. TOTAL STAFF SALARY AND WAGE EXPENDITURES (II.C.)		134,104
D. TOTAL LIBRARY EXPENDITURES (III.A.6. + III.B.5. + III.C.)		210,856
PART IV – STATISTICS		
		Whole Dollars or Real Numbers
A. INSTITUTIONAL E & G EXPENDITURES, July 1, 1983 – June 30, 1984		4,405,247
B. LIBRARY EXPENDITURES (III.D.)		210,856
C. INSTITUTIONAL EFT, Fall Quarter 1983		1,005
D. PERCENTAGE: library expenditures ÷ institutional e & g (IV. B. ÷ IV. A.)		4.80
E-PERCENTAGE: collection development expenditures ÷ eft (III. A. 6. ÷ IV. C.) \$ per EFT		56.80
F-PERCENTAGE: total staff expenditures ÷ eft (III. C. ÷ IV. C.) \$ per EFT		133.44
G-PERCENTAGE: total library expenditures ÷ eft (III. D. ÷ IV. C.) \$ per EFT		209.81
PART V – DEVELOPMENT AREAS		
A. CIRCULATION		Number
1. Circulation of materials, equipment, to library users:		
a. Circulation of materials outside library (exclude reserves, transactions by dial access, and interlibrary loan)		12,642
b. Circulation of media (films, filmstrips, kits, videotapes, audio recordings, etc.)		374
c. Circulation of Audiovisual equipment (includes pickup by faculty and students)		21,144
d. Circulation of reserve material		2,893
e. Are individuals not directly associated with the institution permitted unrestricted borrowing privileges? (Yes or No)		no

PART V – DEVELOPMENT AREAS (Continued)

		Number
B. INTERLIBRARY LOANS		
1. Number of items in original and reproduced format		
a. Provided to other libraries		64
b. Received from other libraries		64
C. HOURS OF OPERATION		
1. Total hours open per typical week		68
2. Total weekday nights open		4
3. Total hours open Saturday		0
4. Total hours open Sunday		5
D. 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> _____		

2. List the names of commercial, on-line data based vendors which the library employs. Exclude microform subscription bases such as magazine traders.		
<u>none</u> _____		

MINORITY EMPLOYEES BY EEO CATEGORIES

	<u>Black Employees</u> <u>10/82*</u>	<u>Personnel Actions</u> <u>1983-84</u>	<u>Black Employees</u> <u>July 1, 1984</u>
EEO-1 (Exe/Admin/Man) Ph.D. Level			
All Others		+1	1
EEO-2 (Faculty) Ph.D. Level			
All Others	3	+1 -1	3
EEO-3 (Prof Non Fac) Ph.D. Level			
All Others	1	0	1
EEO-4 (Sec/Cler)	2	0	2
EEO-5 (Tech/Paraprof)	1	0	1
EEO-6 (Skilled Crafts)	0	0	0
EEO-7 (Serv/Main)	11	-2	9

*as appears in the Addendum to the Desegregation Plan

NUMBER OF CLASSES IN
EACH SIZE CATEGORY

	Size of Class				
	1-9	10-20	21-30	31-40	Over 40
Number of Class Sections Regular Session	46	176	141	60	8
Number of Class Sections Summer Session	13	43	23	6	0
TOTAL	49	219	164	66	8

AVERAGE SIZE OF CLASSES

Quarter	Number of Classes	Average Class Size
Summer	85	18.0
Fall	154	21.4
Winter	143	21.2
Spring	134	19.3

In certain instances, several sections have been combined in these data to represent one section. In particular, sections in which an instructor is listed as teaching several courses concurrently by individualized instruction are combined to reflect the actual number of students he or she taught during that period.

STUDENT PERFORMANCE ON REGENTS' TEST

1983-84

Percentage of Students Completing
Regents Testing Program Requirements

Quarter	1st Time Examinees	Repeaters	
		Only Those Attempting to Complete Requirements	Total of Repeaters Tested This Quarter
Fall	67.35	70.00	60.87
Winter	71.96	76.19	72.73
Spring	59.09	61.54	53.33
Summer	73.68	75.00	66.67

QUARTERLY TEST ADMINISTRATION STATISTICS

Test	Summer 1983	Fall 1983	Winter 1984	Spring 1984
NTE	-	-	5	3
STRONG (approx.)	17	23	35	26
Special Tests	23	35	37	29
SAT	116	45	96	66
BSE	189	55	90	60
CLEP	12	18	11	17
Handscored	317	118	234	143
Regents	55	73	129	37

STUDENT FINANCIAL AID

1983 - 84

Category of Financial Aid	No. of Students	Aid Amount
<u>SCHOLARSHIPS</u>		
Foundation, Clubs, Other	118	73,938
Regents	0	2,780
Georgia Incentive	80	17,450
<u>LOANS</u>		
Short Term	21	2,390
GSL	48	81,722
State Nursing	37	44,013
Federal Nursing	3	4,130
<u>WORKSHIPS</u>		
College Work-Study	86	41,181
Student Assistant	19	7,787
<u>GRANTS</u>		
SEOG	56	19,830
BEOG	336	245,016
Vocational Rehabilitation	4	2,205
<u>TOTAL</u>	808	542,442

STUDENT INTERVIEW INVENTORY
(By Student Affairs Counseling Personnel)

Category	Summer 1983	Fall 1983	Winter 1984	Spring 1984
Vocational	288	132	113	212
Academic	485	328	345	204
Personal	372	233	175	163
Financial	1,241	888	733	752
Other	582	654	581	404
VCIP	769	743	774	630
Learning Lab	332	1,472	773	641
CDC				
Handicapped	48	20	38	23
Disadvantaged	72	226	104	54

Above counts represent numbers of visits. Often more than one visit was needed.

ACADEMIC EXCLUSIONS

1983 - 84

Quarter	Number
Summer 1983	27
Fall 1983	49
Winter 1984	23
Spring 1984	34

Section IV

FINANCIAL REPORT

Brunswick Junior College FINANCIAL REPORT

For the Year Ended
June 30, 1984



BRUNSWICK JUNIOR COLLEGE

Brunswick, Georgia

John W. Teel
President

Faye Barber
Comptroller

BRUNSWICK JUNIOR COLLEGE

BALANCE SHEET
June 30, 1984

With Comparative Figures at June 30, 1983

A S S E T S

L I A B I L I T I E S A N D F U N D B A L A N C E S

	1984	1983	1984	1983
CURRENT FUNDS				
Resident Instruction Funds				
Petty Cash	\$ 1,000.00	\$ 600.00	\$ 53,794.46	\$ 23,892.26
Cash in Banks - Demand Deposits	161,292.26	142,146.96	118,070.70	125,648.34
Receivables - Other	12,709.20	10,778.38	21,000.00	21,000.00
Prepaid Items	2,463.00		2,795.36	282.83
Stores Inventories	18,196.06	17,298.09		
Total Resident Instruction Funds	<u>195,660.52</u>	<u>170,823.43</u>	<u>195,660.52</u>	<u>170,823.43</u>
Restricted Funds				
Cash in Banks - Demand Deposits	(65,134.54)	(63,929.27)	2,374.63	17,730.88
Accounts Receivable				
Federal Funds	28,664.29	26,102.85		
State Funds	38,458.29	55,395.83		
Local Funds	386.59			
Private Funds		161.47		
Total Restricted Funds	<u>2,374.63</u>	<u>17,730.88</u>	<u>2,374.63</u>	<u>17,730.88</u>
Auxiliary Enterprises Funds				
Petty Cash	400.00	400.00	72,458.78	59,408.86
Cash in Banks - Demand Deposits	3,563.04	55,452.01	146,307.37	130,106.20
Cash in Banks - Time Deposits	100,000.00	100,000.00	10,066.76	12,093.20
Receivables			7,386.76	21,269.62
Student Accounts	3,279.80	3,171.86		
Other	11,772.45	4,445.15		
Inventories - Merchandise for Resale	72,458.78	59,408.86		
Investments	44,745.60			
Total Auxiliary Enterprises Funds	<u>236,219.67</u>	<u>222,877.88</u>	<u>236,219.67</u>	<u>222,877.88</u>
TOTAL CURRENT FUNDS	<u>\$ 434,254.82</u>	<u>\$ 411,432.19</u>	<u>\$ 434,254.82</u>	<u>\$ 411,432.19</u>
LOAN FUNDS				
Cash in Banks - Demand Deposits	\$ 14,089.32	\$ 20,123.88	\$ 7,724.37	\$ 17,592.93
Cash in Banks - Time Deposits	26,000.00	25,000.00	57,635.62	56,970.62
Receivables - Student Notes	25,270.67	29,439.67		
TOTAL LOAN FUNDS	<u>\$ 65,359.99</u>	<u>\$ 74,563.55</u>	<u>\$ 65,359.99</u>	<u>\$ 74,563.55</u>

BRUNSWICK JUNIOR COLLEGE

BALANCE SHEET
June 30, 1984

With Comparative Figures at June 30, 1983

	A S S E T S		L I A B I L I T I E S A N D F U N D B A L A N C E S	
	1984	1983	1984	1983
ENDOWMENT FUNDS				
Cash in Banks - Demand Deposits	\$ 620.16	\$ 664.82		
Cash in Banks - Time Deposits	27,200.00	25,650.00	\$ 67,898.25	\$ 65,342.49
Investments - At Book Value	40,078.09	39,027.67		
TOTAL ENDOWMENT FUNDS	\$ 67,898.25	\$ 65,342.49	\$ 67,898.25	\$ 65,342.49
PLANT FUNDS				
Unexpended Plant Funds				
Cash in Banks - Demand Deposits	\$ 61,265.00	\$ 11,267.67	\$ 62,235.00	\$ 15,819.61
Receivables - GSFIC	970.00	4,589.29		37.35
Total Unexpended Plant Funds	62,235.00	15,856.96	62,235.00	15,856.96
Investment in Plant Funds				
Land	1,142,470.23	1,142,470.23	1,427,958.00	1,762,784.00
Buildings and Additions	6,400,273.04	5,627,430.43	8,484,685.29	7,132,625.43
Improvements Other Than Buildings	290,236.32	273,363.13		
Library Collections	844,003.61	786,920.56		
Equipment	1,235,660.09	1,065,225.08		
Total Investment in Plant Funds	9,912,643.29	8,895,409.43	9,912,643.29	8,895,409.43
TOTAL PLANT FUNDS	\$ 9,974,878.29	\$ 8,911,266.39	\$ 9,974,878.29	\$ 8,911,266.39
AGENCY FUNDS - PRIVATE TRUST				
Cash in Banks - Demand Deposits	\$ 7,313.07	\$ 12,349.67	\$ 7,313.07	\$ 12,349.67
TOTAL AGENCY FUNDS - PRIVATE TRUST	\$ 7,313.07	\$ 12,349.67	\$ 7,313.07	\$ 12,349.67
AGENCY FUNDS - STUDENT ACTIVITIES				
Cash in Banks - Demand Deposits	\$ 16,835.34	\$ 35,567.24	\$ 393.64	\$ 13,440.00
			9,840.00	22,127.24
			6,601.70	
TOTAL AGENCY FUNDS - STUDENT ACTIVITIES	\$ 16,835.34	\$ 35,567.24	\$ 16,835.34	\$ 35,567.24

BRUNSWICK JUNIOR COLLEGE

STATEMENT OF CHANGES IN FUND BALANCES
Year Ended June 30, 1984

	CURRENT FUNDS		Auxiliary Enterprises	LOAN FUNDS	ENDOWMENT FUNDS	PLANT FUNDS		AGENCY FUNDS
	Resident Instruction	Restricted Funds				Unexpended	Investment In Plant	
BEGINNING FUND BALANCE	\$ 282.83	\$ 17,730.88	\$ 21,269.62	\$ 74,563.55	\$ 65,342.49	\$ 37.35	\$ 8,895,409.43	\$ 22,127.24
Adjustments per State Audit	-	-	-	-	-	-	(34.23)	-
BEGINNING FUND BALANCE, ADJUSTED	282.83	17,730.88	21,269.62	74,563.55	65,342.49	37.35	8,895,375.20	22,127.24
REVENUE AND OTHER ADDITIONS								
Revenue	4,407,550.81	-	343,434.23	-	-	98,205.36	-	103,090.88
Federal Grants and Contracts	-	305,139.29	-	-	-	-	-	-
Other Governmental Grants & Contracts	-	364,278.41	-	-	-	-	-	-
Private Gifts, Grants, and Contracts	-	98,955.62	-	-	461.00	-	-	-
Interest Income on Loans	-	-	-	515.06	-	-	-	-
Investment Income	-	-	-	2,250.41	5,121.76	-	-	-
Adjustments - Prior Year	633.56	-	-	-	-	-	-	-
Accounts Payable	(142.14)	-	(2.13)	-	-	-	-	(84.00)
Other	-	-	-	-	-	-	1,017,268.09	-
Additions to Plant Properties	-	-	-	346.00	-	-	-	-
Other Additions	-	-	-	-	-	-	-	-
TOTAL REVENUE AND OTHER ADDITIONS	4,408,042.23	768,373.32	343,432.10	3,111.47	5,582.76	98,205.36	1,017,268.09	103,006.88
EXPENDITURES AND OTHER DEDUCTIONS								
Expenditures	4,405,246.87	-	315,942.55	-	-	98,205.36	-	98,532.42
Lapsed Surplus Returned - Prior Year	282.83	-	-	-	-	37.35	-	-
Provisions for Reserves	-	-	-	-	-	-	-	-
Renewals and Replacements	-	-	16,346.17	-	-	-	-	-
Bus Replacement	-	-	11,613.56	-	-	-	-	-
Inventories	-	-	13,049.92	-	-	-	-	-
Loan Cancellations	-	-	-	1,657.95	-	-	-	-
Collection Costs	-	-	-	410.08	-	-	-	-
Distribution per Trust Agreements	-	-	-	-	3,027.00	-	-	-
Repayment of Capital Contributions	-	-	-	10,247.00	-	-	-	-
Transfers to								
Resident Instruction Funds	-	-	-	-	-	-	-	-
Direct Expenditures	-	778,942.51	-	-	-	-	-	-
Administrative Cost Allowance	-	4,787.06	-	-	-	-	-	-
Unexpended Plant Funds	-	-	362.76	-	-	-	-	20,000.00
TOTAL EXPENDITURES & OTHER DEDUCTIONS	4,405,529.70	783,729.57	357,314.96	12,315.03	3,027.00	98,242.71	-	118,532.42
ENDING FUND BALANCE	\$ 2,795.36	\$ 2,374.63	\$ 7,386.76	\$ 65,359.99	\$ 67,898.25	\$ -	\$ 9,912,643.29	\$ 6,601.70

BRUNSWICK JUNIOR COLLEGE

SUMMARY STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES
 Year Ended June 30, 1984
 With Comparative Figures for 1983

	1984			1983 TOTAL
	EDUCATIONAL AND GENERAL		AUXILIARY	
	Unrestricted	Restricted	ENTERPRISES	
REVENUE				
General Operations				
Student Tuition and Fees	\$ 707,163.33	\$	\$ 707,163.33	\$ 612,623.13
State Appropriations	2,774,100.00		2,774,100.00	2,387,160.00
Indirect Cost Recoveries				900.00
Sales & Services of Educational Dept.	12,014.99		12,014.99	12,853.97
Other Sources	9,251.01		9,251.01	9,957.28
Departmental Sales and Services				
Revenues for Program Support	126,078.97		126,078.97	96,952.04
Sponsored Operations				
Federal Grants and Contracts		300,352.23	300,352.23	277,789.78
State Grants and Contracts		364,278.66	364,278.66	406,194.38
Local Grants and Contracts		16,151.69	16,151.69	14,456.47
Private Grants and Contracts		94,772.93	94,772.93	29,547.05
Endowment Income		3,387.00	3,387.00	4,650.00
Auxiliary Enterprises				
Food Services			78,530.65	87,652.41
Stores and Shops			232,573.70	236,734.21
Other Service Units			32,329.88	30,720.06
TOTAL REVENUE	3,628,608.30	778,942.51	4,750,985.04	4,208,190.78
EXPENDITURES				
Educational and General				
Instruction	1,478,055.86	400,449.83	1,878,505.69	1,757,499.65
Research				13,712.38
Academic Support	302,606.30	1,190.02	303,796.32	281,918.84
Student Services	238,560.65	26,761.13	265,321.78	252,787.42
Institutional Support	1,043,530.20	33,331.53	1,076,861.73	720,699.58
Operation and Maintenance of Plant	563,551.35		563,551.35	553,733.55
Scholarships and Fellowships		317,210.00	317,210.00	272,621.46
Auxiliary Enterprises				
Food Services			84,400.72	89,724.97
Stores and Shops			217,235.27	218,460.02
Other Service Units			14,306.56	14,378.62
TOTAL EXPENDITURES	3,626,304.36	\$ 778,942.51	315,942.55	4,721,189.42
Excess Revenue Over Expenditures	2,303.94		27,491.68	32,654.29
Beginning Fund Balance, Adjusted	282.83		21,269.62	12,989.75
Adjustments Other Than State Audit	491.42		(364.89)	171.61
Lapsed Surplus Returned - Prior Year	(282.83)			(1,387.64)
Provisions for Reserves			(41,009.65)	(22,875.56)
ENDING FUND BALANCES	\$ 2,795.36		\$ 7,386.76	\$ 21,552.45

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF CURRENT FUNDS REVENUES
Year Ended June 30, 1984

	<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>
EDUCATIONAL AND GENERAL REVENUE			
General Operations			
Student Tuition and Fees			
Matriculation	\$ 682,826.97	\$	\$ 682,826.97
Non-Resident Tuition	15,494.36		15,494.36
Other Student Fees	8,842.00		8,842.00
State Appropriations			
State of Georgia - General	2,758,000.00		2,758,000.00
State of Georgia - Indirect Funding	16,100.00		16,100.00
Sales and Services of Educational Departments			
Library Fines	965.36		965.36
Transcript Fees	1,008.75		1,008.75
Xerox Copy Fees	4,009.06		4,009.06
Vo-Tech Service Fees	777.32		777.32
Scholastic Aptitude Testing Fees	3,626.50		3,626.50
Welding Testing Fees	250.00		250.00
Nursing Testing Fees	1,378.00		1,378.00
Other Sources			
Cash Over/Short	35.68		35.68
Veterans Recording Fees	685.00		685.00
Parking Decals and Fines	2,827.00		2,827.00
Administrative Cost Allowance	4,787.06		4,787.06
Identification Cards	185.00		185.00
Other	731.27		731.27
Total Revenue from General Operations	<u>3,502,529.33</u>		<u>3,502,529.33</u>
Departmental Sales and Services			
Revenues for Program Support			
Fees - Vocational-Technical	13,958.00		13,958.00
Fees - Continuing Education	112,120.97		112,120.97
Total Revenue from Departmental Sales and Services	<u>126,078.97</u>		<u>126,078.97</u>
Sponsored Operations			
Federal Grants and Contracts		300,352.23	300,352.23
State Grants and Contracts		364,278.66	364,278.66
Local Grants and Contracts		16,151.69	16,151.69
Private Grants and Contracts		94,772.93	94,772.93
Endowment Income		3,387.00	3,387.00
Total Revenue from Sponsored Operations		<u>778,942.51</u>	<u>778,942.51</u>
TOTAL EDUCATIONAL AND GENERAL REVENUE	<u>3,628,608.30</u>	<u>778,942.51</u>	<u>4,407,550.81</u>
AUXILIARY ENTERPRISES REVENUE			
Food Services			
Sales - Snack Bar	76,997.18		76,997.18
Other Income - Interest Earned	1,533.47		1,533.47
Stores and Shops			
Sales - Bookstore	231,040.22		231,040.22
Other Income - Interest Earned	1,533.48		1,533.48
Other Service Units			
Fees - Student Transportation	16,510.83		16,510.83
Commissions - Vending Operations/Contracted	267.43		267.43
Sales - Vending Operations/Institutional	10,930.90		10,930.90
Sales - Game Room	4,620.72		4,620.72
TOTAL AUXILIARY ENTERPRISES REVENUE	<u>343,434.23</u>		<u>343,434.23</u>
TOTAL CURRENT FUNDS REVENUES	<u>\$ 3,972,042.53</u>	<u>\$ 778,942.51</u>	<u>\$ 4,750,985.04</u>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES
Year Ended June 30, 1984

	FUND CLASSIFICATION			OBJECT CLASSIFICATION			
	Unrestricted	Restricted	Total	Personal Services	Travel	Operating Supplies & Expenses	Equipment
EDUCATIONAL AND GENERAL EXPENDITURES							
INSTRUCTION							
General Academic Instruction	\$ 63,461.36	\$	\$ 63,461.36	\$ 55,902.46	\$ 50.00	\$ 7,508.90	\$
General Studies Division	95,893.53		95,893.53	92,572.00	471.70	2,849.83	
Department of Business Administration	131,780.53		131,780.53	128,726.60	462.16	2,591.77	
Department of Humanities	160,994.07	38,229.70	199,223.77	142,613.03	1,204.01	9,831.20	45,575.53
Department of Natural Science	138,822.97		138,822.97	134,990.46	715.72	3,116.79	
Special Programs Division	44,948.60		44,948.60	39,761.90		5,186.70	
Department of Physical Education	83,127.51		83,127.51	77,140.00	660.00	4,833.48	494.03
Department of Nursing	154,947.03	7,200.00	162,147.03	152,549.37	1,477.37	6,142.11	1,978.18
Vocational and Technical Instruction							
Vocational Technical Division	342,737.37	355,020.13	697,757.50	597,621.96	11,156.79	54,956.91	34,021.84
Community Education							
Department of Continuing Education	149,900.62		149,900.62	113,523.92	1,444.56	34,932.14	
Preparatory and Adult Basic Education							
Department of Developmental Studies	111,442.27		111,442.27	110,041.80	449.99	950.48	
TOTAL INSTRUCTION	1,478,055.86	400,449.83	1,878,505.69	1,645,443.50	18,092.30	132,900.31	82,069.58
ACADEMIC SUPPORT							
Libraries							
Coulb Memorial Library	166,313.69	1,190.02	167,503.71	102,679.12	709.91	14,104.28	50,010.40
Audio Visual Services	43,351.46		43,351.46	31,424.64		4,854.17	7,072.65
Media Center							
Academic Administration	92,941.15		92,941.15	82,278.83	2,871.30	7,791.02	
Office of Academic Affairs							
TOTAL ACADEMIC SUPPORT	302,606.30	1,190.02	303,796.32	216,382.59	3,581.21	26,749.47	57,083.05
STUDENT SERVICES							
Administration							
Office of Student Affairs	73,887.18		73,887.18	67,686.24	1,939.57	3,266.37	995.00
Counseling and Career Guidance							
Counseling Center	70,294.93	26,761.13	97,056.06	83,356.60	960.31	9,711.10	3,028.05
Student Admissions and Records							
Office of the Registrar	94,378.54		94,378.54	72,061.12	839.06	20,097.28	1,381.08
TOTAL STUDENT SERVICES	238,560.65	26,761.13	265,321.78	223,103.96	3,738.94	33,074.75	5,404.13

BRUNSWICK JUNIOR 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)							
INSTITUTIONAL SUPPORT							
Executive Management	86,556.78		86,556.78	76,938.70	2,751.58	6,866.50	
Office of the President							
Fiscal Operations	168,831.52		168,831.52	148,422.04	2,283.27	16,753.17	1,373.04
Office of the Comptroller							
General Administrative Services	72,227.20		72,227.20	43,580.46	532.45	26,649.43	1,464.86
Data Processing							
Logistical Services	25,176.13		25,176.13	11,234.49		2,201.64	11,740.00
Central Duplications							
Community Relations	50,426.77		50,426.77	44,546.64	1,342.73	4,537.40	
Office of Institutional Development							
Staff Benefits							
F.I.C.A.	174,668.25		174,668.25	174,668.25			
Retirement - Employer	295,370.09		295,370.09	295,370.09			
Group Insurance - Health	122,794.05		122,794.05	122,794.05			
Group Insurance - Life	14,015.63		14,015.63	14,015.63			
Personal Liability Insurance - Employees	1,030.30		1,030.30	1,030.30			
Unemployment Insurance	1,330.16		1,330.16	1,330.16			
Workers Compensation	11,354.00		11,354.00	11,354.00			
General							
General Expense	11,899.68		11,899.68			11,899.68	
College Work-Study Program	7,849.64	33,331.53	41,181.17			41,181.17	
TOTAL INSTITUTIONAL SUPPORT	1,043,530.20	33,331.53	1,076,861.73	933,930.81	6,910.03	121,442.99	14,577.90
OPERATION AND MAINTENANCE OF PLANT							
Physical Plant Administration	63,425.06		63,425.06	60,377.81	687.67	2,359.58	
Building and Equipment Maintenance	75,876.69		75,876.69	49,825.34		26,051.35	
Custodial Services	120,735.45		120,735.45	106,958.70		12,820.75	956.00
Utilities	142,697.64		142,697.64			142,697.64	
Landscape and Grounds Maintenance	95,101.97		95,101.97	64,297.10		30,496.88	307.99
Campus Security	65,714.54		65,714.54	56,887.57		2,176.97	6,650.00
TOTAL OPERATION AND MAINTENANCE OF PLANT	563,551.35		563,551.35	338,346.52	687.67	216,603.17	7,913.99
SCHOLARSHIPS AND FELLOWSHIPS							
Scholarships		317,210.00	317,210.00			317,210.00	
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES	3,626,304.36	778,942.51	4,405,246.87	3,357,207.38	33,010.15	847,980.69	167,048.65

BRUNSWICK JUNIOR 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	84,400.72		84,400.72	44,288.67		40,112.05	
STORES AND SHOPS							
Bookstore	217,235.27		217,235.27	47,949.22		169,286.05	
OTHER SERVICE UNITS							
Student Transportation	4,897.27		4,897.27	523.22		4,374.05	
Vending Operations - Institutional	8,550.06		8,550.06	209.29		8,340.77	
Game Room	859.23		859.23	523.21		336.02	
TOTAL OTHER SERVICE UNITS	14,306.56		14,306.56	1,255.72		13,050.84	
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	315,942.55		315,942.55	93,493.61		222,448.94	
TOTAL CURRENT FUNDS EXPENDITURES	\$ 3,942,246.91	\$ 778,942.51	\$ 4,721,189.42	\$ 3,450,700.99	\$ 33,010.15	\$ 1,070,429.63	\$ 167,048.65

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF RESTRICTED FUNDS
Year Ended June 30, 1984

	FUND BALANCE JULY 1, 1983	RECEIPTS	DISBURSEMENTS/TRANSFERS		FUND BALANCE JUNE 30, 1984
			For Direct	Indirect & Adm Allowances	
FEDERAL FUNDS					
Supplemental Educ. Opportunity Grants					
Initial Program	\$	\$ 12,031.00	\$ 12,031.00	\$	\$
Continuing Program		7,799.00	7,799.00		
Pell Grants Program		247,481.00	245,216.00	2,265.00	
Veterans Cost of Instruction Program		1,469.00	1,469.00		
College Work-Study Program		35,467.00	32,944.94	2,522.06	
Library Title II		892.29	892.29		
TOTAL FEDERAL FUNDS		305,139.29	300,352.23	4,787.06	
STATE FUNDS					
Vo-Tech Regular Program	45.09	338,986.28	338,986.53		44.84
Vo-Tech Disadvantaged		18,395.49	18,395.49		
Vo-Tech Handicapped		6,896.64	6,896.64		
TOTAL STATE FUNDS	45.09	364,278.41	364,278.66		44.84
LOCAL FUNDS					
Glynn-Brunswick Hospital Vo-Tech		10,177.00	8,565.10		1,611.90
Glynn-Brunswick Hospital Nursing		7,200.00	7,200.00		
College Work-Study Off Campus Matching		386.59	386.59		
TOTAL LOCAL FUNDS		17,763.59	16,151.69		1,611.90
PRIVATE FUNDS					
Sapelo Island Grant		25,000.00	25,000.00		
Brunswick College Foundation		13,229.70	13,229.70		
Inhalation Therapy Grant		8,000.00	7,468.50		531.50
A W Jones Memorial Scholarship	225.00	(225.00)			
Foundation Honors Scholarship	400.00	15,666.00	16,066.00		
Glynn Assn. Educators Scholarship	1,216.00		1,216.00		
Howard Winn Scholarship	46.00	435.00	481.00		
Legal Secretaries Scholarship		696.00	696.00		
Hercules Scholarship		600.00	600.00		
Hugh M Garner Scholarship	133.00	600.00	733.00		
Jekyll Island Garden Club Scholarship		2,000.00	2,000.00		
Ronald Adams Scholarship	416.00	184.00	600.00		
Ga. Federal Savings & Loan Scholarship		333.00	333.00		
Foundation Leadership Scholarship		1,100.00	1,100.00		
Exchange Club Scholarship		500.00	500.00		
Hospital Auxiliary Scholarship	1,334.00	(334.00)	1,000.00		
University Women Scholarship	675.00		675.00		
Pilot Club Scholarship	234.00	417.00	651.00		
Charles Champion Scholarship	236.00	600.00	836.00		
Piggly Wiggly Scholarship	734.00	366.00	1,100.00		
Belk Hudson Scholarship	550.00	(223.00)	327.00		
Farm Bureau Scholarship	1,500.00		1,500.00		
Conrad Fonseca Scholarship	500.00	(500.00)			
Helen Elliott Scholarship		901.00	901.00		
Brunswick Junior College					
Athletic Scholarship	803.71	9,230.29	10,034.00		
Nursing Scholarship	605.00	(105.00)	500.00		
Vo-Tech Scholarship	3,367.06	768.94	4,136.00		
General Fund Scholarship	3,439.15	(3,439.15)			
Humanities Scholarship	276.76	(276.76)			
Natural Science Scholarship	487.00	30.00	517.00		
Social Science Scholarship	344.72	(344.72)			
ABC Home Health Scholarship		1,000.00	1,000.00		
Library Gifts	163.39	320.73	297.73		186.39
Non-Traditional Scholarship		1,275.00	1,275.00		
TOTAL PRIVATE FUNDS	17,685.79	77,805.03	94,772.93		717.89

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF RESTRICTED FUNDS (Continued)

	FUND BALANCE JULY 1, 1983	RECEIPTS	DISBURSEMENTS/TRANSFERS		FUND BALANCE JUNE 30, 1984
			For Direct	Indirect & Adm Allowances	
ENDOWMENT FUNDS					
Wells Endowment Scholarship		2,250.00	2,250.00		
Whittle Endowment Scholarship		937.00	937.00		
Austin Endowment Scholarship		200.00	200.00		
TOTAL ENDOWMENT FUNDS		3,387.00	3,387.00		
TOTAL RESTRICTED FUNDS	\$ 17,730.88	\$ 768,373.32	\$ 778,942.51	\$ 4,787.06	\$ 2,374.63

STATEMENT OF CHANGES IN BALANCES OF PUBLIC TRUST FUNDS
Year Ended June 30, 1984

	LOAN FUNDS	ENDOWMENT FUNDS	TOTAL
FUND BALANCE, BEGINNING	\$ 74,563.55	\$ 65,342.49	\$ 139,906.04
ADDITIONS			
Private Gifts and Grants		461.00	461.00
Service Charges	46.00		46.00
Investment and Interest Income			
National Direct Student Loan	330.10		330.10
Federal Nursing Loan	2,435.37		2,435.37
Other Funds		5,481.76	5,481.76
Federal Reimbursement for Cancellations	300.00		300.00
TOTAL ADDITIONS	3,111.47	5,942.76	9,054.23
DEDUCTIONS			
Transfer to Restricted Funds		3,387.00	3,387.00
Loan Cancellations and Adjustments			
Service - Federal Nursing Loan	1,657.95		1,657.95
Loan Collection Costs	410.08		410.08
Repayments to Federal Government	10,247.00		10,247.00
TOTAL DEDUCTIONS	12,315.03	3,387.00	15,702.03
FUND BALANCE, ENDING	\$ 65,359.99	\$ 67,898.25	\$ 133,258.24

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF PUBLIC TRUST FUNDS
Year Ended June 30, 1984

	<u>FUND BALANCE</u> <u>JULY 1, 1983</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>FUND BALANCE</u> <u>JUNE 30, 1984</u>
LOAN FUNDS				
Federal				
National Direct Student Loan	\$ 17,592.93	\$ 423.10	\$ 10,291.66	\$ 7,724.37
Federal Nursing Loan	54,808.65	2,642.37	2,023.37	55,427.56
Institutional				
Glynn County Assn. of Life Underwriters	1,135.30	46.00		1,181.30
Glynn Academy Loan Fund	466.00			466.00
Earl Fl Hargett Loan Fund	273.67			273.67
Brunswick Junior College Loan Fund	287.00			287.00
TOTAL LOAN FUNDS	<u>74,563.55</u>	<u>3,111.47</u>	<u>12,315.03</u>	<u>65,359.99</u>
ENDOWMENT FUNDS				
Restricted As To Income				
Wells Scholarship	39,901.57	3,484.40	2,250.00	41,135.97
Rosalie S. Gormly Scholarship	3,396.39	309.72		3,706.11
Whittle Endowment Fund	11,677.37	906.53	937.00	11,646.90
Mary Jane Austin Endowment Fund	9,187.66	1,142.55	200.00	10,130.21
L.E. Williams Endowment Fund	1,179.50	99.56		1,279.06
TOTAL ENDOWMENT FUNDS	<u>65,342.49</u>	<u>5,942.76</u>	<u>3,387.00</u>	<u>67,898.25</u>
TOTAL PUBLIC TRUST FUNDS	<u>\$ 139,906.04</u>	<u>\$ 9,054.23</u>	<u>\$ 15,702.03</u>	<u>\$ 133,258.24</u>

BRUNSWICK JUNIOR COLLEGE

SUMMARY OF PUBLIC TRUST FUND INVESTMENTS
Year Ended June 30, 1984

	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>
ENDOWMENT FUNDS		
Stocks	\$ 11,580.59	\$ 6,612.00
Bonds	28,497.50	21,742.50
TOTAL PUBLIC TRUST FUND INVESTMENTS	<u>\$ 40,078.09</u>	<u>\$ 28,354.50</u>

ENDOWMENT FUNDS
DETAIL OF INVESTMENTS IN STOCKS

	<u>NUMBER OF SHARES</u>	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>
Common Stocks			
Lifetime Communities, Inc.	100	\$ 890.96	\$ 550.00
Preferred Stocks			
Florida Power	<u>100</u>	<u>10,689.63</u>	<u>6,062.00</u>
TOTAL INVESTMENTS IN STOCKS - ENDOWMENT FUNDS	<u>200</u>	<u>\$ 11,580.59</u>	<u>\$ 6,612.00</u>

ENDOWMENT FUNDS
DETAIL OF INVESTMENTS IN BONDS

	<u>RATE OF INTEREST</u>	<u>DATE OF MATURITY</u>	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>
BONDS				
General Telephone of Indiana	9.00%	12/01/20	\$ 10,000.00	\$ 6,812.50
Georgia Power Company	11.75%	12/01/05	4,397.50	3,130.00
Houston Light and Power	8.37%	10/01/06	<u>14,100.00</u>	<u>11,800.00</u>
TOTAL INVESTMENTS IN BONDS - ENDOWMENT FUNDS			<u>\$ 28,497.50</u>	<u>\$ 21,742.50</u>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF UNEXPENDED PLANT FUNDS
Year Ended June 30, 1984

	<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>
ADDITIONS			
Transfers from Other Funds			
Auxiliary Enterprises Funds			
Reserve for Renewals and Replacements	\$ 145.00	\$	\$ 145.00
Reserve for Bus Replacement	13,640.00		13,640.00
Fund Balance (Surplus)	362.76		362.76
Agency Funds - Student Activities	20,000.00		20,000.00
Loan from Auxiliary Enterprises Funds	44,745.60		44,745.60
Interest Income	19,312.00		19,312.00
TOTAL ADDITIONS	<u>98,205.36</u>		<u>98,205.36</u>
DEDUCTIONS			
Buildings			
Administration	1,775.00		1,775.00
Equipment			
Snack Bar	362.76		362.76
Athletic Bus	33,640.00		33,640.00
Bookstore	145.00		145.00
Administration Building	62,282.60		62,282.60
TOTAL DEDUCTIONS	<u>98,205.36</u>		<u>98,205.36</u>
Excess Additions Over Deductions			
Beginning Fund Balance, Adjusted	37.35		37.35
Lapsed Surplus Returned - Prior Year	(37.35)		(37.35)
FUND BALANCE, ENDING	<u>\$</u>	<u>\$</u>	<u>\$</u>

SCHEDULE OF CHANGES IN INVESTMENT IN PLANT
Year Ended June 30, 1984

INVESTMENT IN PLANT, BEGINNING	\$ 8,895,409.43	
Adjustments per State Audit	(34.23)	
ADJUSTED INVESTMENT IN PLANT, BEGINNING		\$ 8,895,375.20
ADDITIONS		
Expended from Current Funds	167,048.65	
Expended from Unexpended Plant Funds	98,205.36	
Expended by Georgia State Finance and Investment Commission	787,975.03	
Vo-Tech Equipment Purchased by State Department of Education	(36,899.63)	
Expended from Agency Funds - Student Activities	938.68	
TOTAL ADDITIONS		<u>1,017,268.09</u>
INVESTMENT IN PLANT, ENDING		9,912,643.29
Less: Equity of Georgia Education Authority (University)		<u>1,427,958.00</u>
NET INVESTMENT IN PLANT		<u>\$ 8,484,685.29</u>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF INVESTMENT IN PLANT
Year Ended June 30, 1984

	YEAR ACQUIRED	INVESTMENT JULY 1, 1983	ADDITIONS	DEDUCTIONS	ADJUSTMENTS OR TRANSFERS	INVESTMENT JUNE 30, 1984
LAND		\$ 1,142,470.23	\$	\$	\$	\$ 1,142,470.23
BUILDINGS						
Administrative Building	1964	358,846.15	1,775.00			360,621.15
Classroom Building	1964	396,183.55				396,183.55
Student Center Building	1964	117,615.43			1,900.00	119,515.43
Student Ctr. Addition/GEA(U) R-37	1969	428,303.04			(1,900.00)	426,403.04
Maintenance Building/8205	1964	282,229.55	3,400.01			285,629.56
Howard E. Coffin Gym						
Brunswick Junior College	1969	20,412.66				20,412.66
GEA(U) 3-18	1967	773,038.74				773,038.74
Library/GEA(U) T-12	1969	905,574.29				905,574.29
Warehouse-Shop/GEA(U) T-21		240,457.53				240,457.53
Vo-Tech Facility/GEA(U) M-26	1967	702,427.95			(25,998.62)	676,429.33
Vo-Tech Addition/C-65	1983	230,943.77	767,667.60			998,611.37
Vo-Tech Addition/BJC	1980				25,998.62	25,998.62
Science Facility/GEA(U) M-21	1973	1,139,897.77				1,139,897.77
Fine Arts Center	1981	31,500.00				31,500.00
TOTAL BUILDINGS		5,627,430.43	772,842.61			6,400,273.04
IMPROVEMENTS OTHER THAN BUILDINGS						
Campus Lightin System		35,246.85				35,246.85
Paving and Sidewalks/8206		87,492.85	16,907.42			104,400.27
Zell Memorial Clock Tower		37,128.65				37,128.65
Landscaping		23,540.43				23,540.43
Entranceways and Markers		10,118.86				10,118.86
Irrigation System		4,230.63				4,230.63
Physical Educ. Area Development		69,873.06			(34.23)	69,838.83
Campus Master Plan		4,150.00				4,150.00
Extension of Water Mains		1,581.80				1,581.80
TOTAL IMPROVEMENTS OTHER THAN BUILDINGS		273,363.13	16,907.42		(34.23)	290,236.32
LIBRARY COLLECTIONS						
General Acquisitions		785,043.92	56,785.32			841,829.24
Donations		1,876.64	297.73			2,174.37
TOTAL LIBRARY COLLECTIONS		786,920.56	57,083.05			844,003.61
EQUIPMENT						
Administration Building		235,203.28	79,188.98			314,392.26
Classroom Building		238,274.71	1,978.18			240,252.89
Student Center Building/BJC		42,287.06	686.76			42,973.82
Student Center Building/GEA(U)		24,264.10				24,264.10
Campus Maintenance Equipment		46,179.55	307.99			46,487.54
Library/BJC		153,610.41				153,610.41
Library/GEA(U)		49,799.38				49,799.38
Vo-Tech Building/BJC		2,700.00				2,700.00
Vo-Tech Building/GEA(U)		6,371.60				6,371.60
Science Facility/BJC		45,355.36	45,773.39			91,128.75
Science Facility/GEA(U)		68,692.74				68,692.74
Maintenance Building		49,461.20	956.00			50,417.20
Automotive Equipment		52,596.56	40,290.00			92,886.56
Garbage Disposal Equipment		622.00				622.00
Physical Education Building/BJC		34,018.85	1,253.71			35,272.56
Physical Education Building/GEA(U)		15,788.28				15,788.28
TOTAL EQUIPMENT		1,065,225.08	170,435.01			1,235,660.09
TOTAL INVESTMENT IN PLANT		\$ 8,895,409.43	\$ 1,017,268.09	\$	\$ (34.23)	\$ 9,912,643.29

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF AGENCY FUNDS - PRIVATE TRUST
Year Ended June 30, 1984

	FUND BALANCE JULY 1, 1983	RECEIPTS	DISBURSEMENTS	FUND BALANCE JUNE 30, 1984
FUNDS HELD ON DEPOSIT				
Continuing Education Activity Fees	\$	\$ 688.83	\$ 688.83	\$
Alumni Account	209.04	21.00		230.04
Nightingale Lamps	264.00			264.00
Graduation Fund	10.00		10.00	
Comprehensive Employment Training Act	22.19	(22.19)		
Mariner Golf Program		2,161.46	1,035.32	1,126.14
Phi Theta Kappa	422.55	489.00	564.50	347.05
Phi Beta Lambda	517.96	1,599.59	1,168.01	949.54
Literary Club	45.00			45.00
Business Officers Workshop	174.50		174.50	
Doris Harden Award		500.00	500.00	
Composition Award	170.00		170.00	
Advance Composition Award		100.00	100.00	
Barr Poetry Award		75.00	75.00	
Vocational-Technical Industrial Club	73.48	798.50	391.47	480.51
Athletic Advance		4,373.13	4,373.13	
Return Check Fees	470.22	544.90	362.40	652.72
Student Liability Insurance	306.00	2,248.50	2,554.50	
Student Accident Insurance	104.00	441.00	545.00	
Faculty Fellowship Fund	18.49			18.49
Faculty Flower Fund	57.24	104.00	36.90	124.34
Student Deans Conference	275.04		275.04	
Staff Council	17.70	786.47	801.50	2.67
Pell Grants Audit Exceptions	1,331.49	718.00	3,187.00	(1,137.51)
Basketball Rental Program	50.00	4,275.94	4,325.94	
Retirement Dinner Fund		1,298.65	1,298.65	
Georgia Sales Tax		12,677.05	12,677.05	
Basketball Meal Program		3,362.72	3,362.72	
Bowling Refund		290.00	290.00	
Library Workshop		4,980.00	4,977.15	2.85
Office of Education Cash Account		302,577.85	302,577.85	
Souther Georgia Library Association	840.00	13.99	853.99	
TOTAL FUNDS HELD ON DEPOSIT	<u>5,378.90</u>	<u>345,103.39</u>	<u>347,376.45</u>	<u>3,105.84</u>
DESIGNATED SCHOLARSHIPS				
Regents Scholarships - Prior Year	500.00	(500.00)		
Regents Scholarships - Current Year		2,780.00	2,613.00	167.00
Winn Dixie Scholarship	249.00	(249.00)		
Womens Club of Brunswick		651.00	651.00	
Business & Professional Womens Club		651.00	651.00	
Sapelo Island Foundation Scholarship		6,100.00	6,100.00	
Kahn Scholarship	166.67	(166.67)		
Eastern Star Scholarship	500.00	100.00	600.00	
Phi Beta Lambda		300.00	300.00	
ABWA Golden Isles Chapter		668.29	668.29	
Job Corp Center		592.00	592.00	
Mauldin Memorial Scholarship		1,113.00	1,113.00	
Ty Cobb Scholarship	216.00	(216.00)		
Zion Baptist Scholarship		100.00	100.00	
Delta Sigma Theta Scholarship		300.00	300.00	
Primitive Baptist Scholarship		150.00	150.00	
Spencer E. White Scholarship		100.00	100.00	
Glynn Brunswick Hospital Scholarship		3,689.00	3,689.00	
Guaranteed Student Loan				
Keating		1,545.67	1,545.67	
Falcon		807.50	807.50	
Coop		316.00	316.00	
McRae		778.85	778.85	
TOTAL DESIGNATED SCHOLARSHIPS	<u>1,631.67</u>	<u>19,610.64</u>	<u>21,075.31</u>	<u>167.00</u>

BRUNSWICK JUNIOR COLLEGE

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

	<u>FUND BALANCE</u> <u>JULY 1, 1983</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>FUND BALANCE</u> <u>JUNE 30, 1984</u>
PAYROLL OPERATIONS				
Payroll Deductions				
F.I.C.A.		176,607.05	176,607.05	
Federal Income Tax		403,579.65	403,579.65	
State Income Tax		108,781.01	108,781.01	
Teachers Retirement System		156,909.13	156,909.13	
Group Insurance - Health	2,531.28	43,125.42	43,643.78	2,012.92
Group Insurance - Life	1,415.24	26,963.73	27,115.95	1,263.02
Disability Insurance	572.50	10,982.16	11,031.80	522.86
Garnishments		862.10	783.17	78.93
Credit Union		230,607.79	230,607.79	
United Way		2,455.03	2,455.03	
Savings Bonds	25.00	1,062.50	1,050.00	37.50
Lincoln Tax Sheltered Annuity		9,200.00	9,200.00	
Tax Levy		959.75	959.75	
Variable Tax Sheltered Annuity	125.00	10,976.00	10,976.00	125.00
Brunswick Junior College Scholarship		2,258.25	2,258.25	
Foundation Scholarship	670.08	2,936.92	3,607.00	
Employer Liability				
F.I.C.A.		181,282.08	181,282.08	
Teachers Retirement - State		87,193.74	87,193.74	
Teachers Retirement - Local		8,218.90	8,218.90	
Group Insurance - Life		14,693.18	14,693.18	
Group Insurance - Health		129,715.56	129,715.56	
TOTAL PAYROLL OPERATIONS	<u>5,339.10</u>	<u>1,609,369.95</u>	<u>1,610,668.82</u>	<u>4,040.23</u>
TOTAL AGENCY FUNDS - PRIVATE TRUST	<u>\$ 12,349.67</u>	<u>\$ 1,974,083.98</u>	<u>\$ 1,979,120.58</u>	<u>\$ 7,313.07</u>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF AGENCY FUNDS - STUDENT ACTIVITIES
Year Ended June 30, 1984

REVENUE

Student Tuition and Fees		
Student Activity Fees	\$ 30,784.00	
Athletic Fee	61,561.00	\$92,345.00
Other Sources		
Program Sales	94.47	
Ticket Sales	6,456.29	
Program Ads	3,330.00	
Other Income	865.12	10,745.88

TOTAL REVENUE

\$ 103,090.88

EXPENDITURES

Athletic and Related Activities		
Intramurals and Related Activities	3,555.43	
Intercollegiate Athletics	69,022.17	72,577.60
Social and Entertainment Activities		16,084.11
Student Government		2,079.15
Student Publications		6,380.15
Other Activities		1,411.41

TOTAL EXPENDITURES

98,532.42

Excess Revenue Over Expenditures

4,558.46

Beginning Fund Balance, Adjusted

22,127.24

Adjustments - Prior Year

(84.00)

Transfer to Unexpended Plant Funds

(20,000.00)

FUND BALANCE, ENDING

\$ 6,601.70

BRUNSWICK JUNIOR COLLEGE

STATEMENT OF OPERATIONS
 AUXILIARY ENTERPRISES
 PRIOR TO PROVISION FOR RENEWALS AND REPLACEMENTS
 Year Ended June 30, 1984

A P P E N D I X A

	FOOD SERVICES		STORES AND SHOPS		O T H E R S E R V I C E U N I T S			
	TOTAL	Snack Bar	Bookstore	Student Transportation	Vending-Institution	Vending-Contracted	Game Room	
OPERATING INCOME								
Revenues	\$ 340,367.28	\$ 76,997.18	\$ 231,040.22	\$ 16,510.83	\$ 10,930.90	\$ 267.43	\$ 4,620.72	
Less: Cost of Goods Sold	198,867.83	33,890.29	156,771.18	-	8,206.36	-	-	
GROSS OPERATING INCOME	141,499.45	43,106.89	74,269.04	16,510.83	2,724.54	267.43	4,620.72	
OPERATING EXPENDITURES								
Direct Expenses								
Personal Services	83,029.26	38,742.56	44,286.70	-	-	-	-	
Operating Supplies and Expenses	16,860.71	2,659.95	10,162.73	4,038.03	-	-	-	
Indirect Expenses - Plant Operations								
Personal Services	10,464.35	5,546.11	3,662.52	523.22	209.29	-	523.21	
Travel	21.27	11.69	7.44	1.07	-	-	1.07	
Operating Supplies and Expenses	2,285.79	1,257.18	800.03	114.29	-	-	114.29	
Utilities	4,413.34	2,292.94	1,544.67	220.66	134.41	-	220.66	
TOTAL OPERATING EXPENDITURES	117,074.72	50,510.43	60,464.09	4,897.27	343.70	-	859.23	
NET OPERATING INCOME/DEFICIT	24,424.73	(7,403.54)	13,804.95	11,613.56	2,380.84	267.43	3,761.49	
OTHER INCOME								
Interest Earned	3,066.95	1,533.47	1,533.48	-	-	-	-	
NET INCOME/DEFICIT	\$ 27,491.68	\$ (5,870.07)	\$ 15,338.43	\$ 11,613.56	\$ 2,380.84	\$ 267.43	\$ 3,761.49	