

BRUNSWICK COLLEGE

Annual Report

1987-88

ANNUAL REPORT

1987 - 1988



BRUNSWICK COLLEGE
ALTAMA AT FOURTH
BRUNSWICK, GEORGIA 31523

A TWO-YEAR UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

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Section I

NARRATIVE

NARRATIVE

The year 1987-88, marking the twenty-fourth year of the college's operation, was a successful one with outstanding accomplishments in nearly every field of institutional endeavor. Comparative enrollment data revealed that there was a total increase of 6% in the overall enrollment as reflected by the quarter credit hour production. Even though the off-campus enrollment declined by 25% from 1986-87 levels, our on-campus enrollment increase of 10% was enough to produce an overall increase of 6%. The decline in off-campus enrollment resulted from the decision by Brunswick College to withdraw from teaching at the Kings Bay Naval Submarine Base and later in the year to begin a withdrawal from teaching at Fort Stewart. Even though this decision was based on sound educational planning, it was feared that the total institutional enrollment might decline. The resulting enrollment increase under these adverse circumstances attests to the overall health and vitality of the institution.

Although there are operational areas that will require additional attention and special funding in the future, we were able to operate this year at a very high level of performance. Many improvements were made in securing instructional equipment and learning resources, as well as improving campus facilities.

With the increase in enrollment and the resulting increase in internal revenue along with other internal funds which became available, we were able to purchase some of the critically needed equipment throughout the campus. Most significantly, 12 computers for

the Division of Continuing Education for use in training personnel from local businesses and industries were acquired and placed in service during the winter quarter. Additional equipment was purchased for the Office of the Registrar to increase the efficiency of student registration and student record maintenance. Copy machines were acquired for three campus locations as well as posture chairs for two computer laboratories. Other equipment was purchased and campus rehabilitation projects were completed as discussed elsewhere in this report.

In the area of institutional development, the college has continued to excel. The Brunswick College Foundation, through its annual fund drive, again exceeded its goal of \$200,000 by raising approximately \$217,000. The Foundation continued to support several programs including student scholarships, the lyceum program, and professional development funds for both the faculty and clerical staff of the college. The Foundation and community scholarship fund totaled \$188,000 for this year, placing Brunswick College among the leaders in scholarships awarded by two-year institutions and first in the amount per capita awarded by two-year institutions within the University System of Georgia.

HIGHLIGHTS OF THE YEAR'S WORK

ACADEMIC AFFAIRS

Division of General Studies

The 1987-88 academic year has been another very successful one as

reported by the Chairman of the Division of General Studies. Division faculty members have worked diligently in reviewing the liberal arts curriculum in a systematic and precise manner. They have taught and tutored energetically, and the students in their charge have done well by both internal and external measures. Morale among the regular faculty members has been generally high, although there has been some concern regarding the fate of the college vis-a-vis the possibility of changes in the organization of the institutions in this part of the state. The office staff has worked well and appears to be in good spirits. The Division Chairman reports, "I have rarely seen such loyalty and dedication on the part of clerical staff as that among our secretaries." Students, for the most part, have worked long and hard at their studies; however, some faculty members have reported that the proportion of poorly prepared students has seemed to be larger this year than last.

Faculty members have been actively engaged in study, research, and publication. Nine faculty members have published either articles, reviews, and books or have projects well underway.

Brunswick College students did extremely well this year on the Regents essay test. Of the first-time examinees, 92.98% passed this spring quarter; 92.11% passed in the winter quarter; 79.55% passed in the fall; and 83.78% passed in the summer of 1987.

Comparative data regarding the grades earned by transfer students within the University System of Georgia indicate that Brunswick

students have done well when they transferred to other institutions; they hold their own with other students at the college to which they transfer improving their grade point average (GPA) slightly (.12).

Division of Special Programs

The purpose of the Developmental Studies Department is to provide basic academic preparation for students in reading, mathematics and English to enable these students to have an opportunity for success in their college careers. The Department also has as its purpose broadening the college's service to the community by offering this academic preparation and by publicizing the availability of this service.

To retain students enrolled, the Department has continued to approach students with a positive attitude through the use of an orientation booklet, interpretation of the rules, and advisement which emphasized the benefits of Developmental Studies courses. The Study Skills 010 course was revised to include practical and useful skills which the students practiced in their other courses.

A major step for the Department this year has been the use of computer assisted instruction. The Department has had nine Apple IIe computers available for academic support to students. All areas have software for student use, and special emphasis has been placed on introducing all of the students to the computer. The English courses require at least one writing per quarter to be prepared with word

processing. During the fall 103 students used CAI for a total of 317 hours; 115 students worked 959 hours on CAI during the winter quarter. Two MacIntosh computers, just received, will give access through PLATO to at least 50 additional programs in each subject area. Additional software has been ordered for each area also. The current performance of former students (those who exited Developmental Studies) shows an increase in the first credit courses in mathematics and social science when compared to the performance of former students last year (1986-87). However, comparisons of the performance of these students with regard to the first course in English show a decrease in the passing rate of current students over those of last year (1986-87).

The table on page 12 of the statistical section shows the comparison of the passing performance of all developmental and non-developmental students enrolled from 1985-1988 in a first English, mathematics, or social science course. The passing rates are comparable between the groups in all areas. In 1987-88 developmental students had a passing rate of 60.5% in the first English course; non-developmental had a rate of 70.8%. Developmental students in their first math course had a passing rate of 91.6% as compared with a passing rate of 88.4% for non-developmental students. In the first social science course, 83.6% of the developmental students attained a D grade or above while 91.3% of the non-developmental students achieved a D grade or above. Both groups showed slight declines in performance in the first English course while both groups had significant gains in

mathematics and social science. The performance of developmental students in social science courses has improved significantly over the past three years. Changes in the reading program which include the incorporation of readings from Time and emphasis in Study Skills 010 on note-taking may account for this improvement.

The Physical Education and Recreation Department has redefined its planning report and established a schedule for accomplishing goals and objectives over the next three years. It has begun a review of its curriculum and has brought all courses and programs into compliance with the University System Core Curriculum Guidelines. Several departmental faculty members have upgraded their teaching credentials thus eliminating some deficiencies in teaching advanced swimming courses.

Library usage by students has increased through meaningful assignments in physical education courses. Library resources in the fields of study in the Department have been expanded and much-needed equipment has been added in archery, golf, and first aid. The Department continues to emphasize faculty professional growth programs and activities.

Over 500 people from the community attended the sixth annual Health and Fitness Festival conducted by the Brunswick College Department of Health, Physical Education, and Recreation. Approximately twenty other public/private health and fitness agencies participated in offering those in attendance such screenings as height-

weight, blood pressure, glaucoma test, hearing test, complete blood work-up, flexibility tests, strength and aerobic tests as well as information on diet and exercise, stress management, heart disease, cancer, nutrition, CPR, and much more. Exercise entertainment was provided throughout the festival by local dance studios and fitness centers. Other departments from the college assisting with the festival were Data Processing, Medical laboratory Technology, and Nursing. This festival provides more health and fitness screenings and information under one roof than any other similar event in the geographic area that Brunswick College serves.

The faculty members in the Nursing Department were very busy this year, completing the requirements for reaffirmation of accreditation by the National League for Nursing (NLN). Reaffirmation of accreditation was granted and the next self-study and visit is scheduled for the spring quarter, 1995.

A lunchtime Nursing Forum was initiated. Attendance at these programs ranged from 20-35 students, faculty, and practicing nurses from the community. This program provided an opportunity for open discussion of current health and nursing issues, including AIDS. Guest speakers and panel experts were invited to present stimulating issues.

The major focus of this year has been on recruitment and retention of students. The freshman nursing faculty worked diligently to increase retention. Efforts have included individual and small group tutorial sessions from 2-4 hours per week per faculty member,

counseling of students regarding course load and outside work, providing a sophomore student for tutoring in Biology 110/111, and referring students to the Tutorial Center for assistance with study skills. Of the original 56 students who began nursing courses in the fall, eight withdrew for personal reasons, six elected to complete the program in three years instead of two, and eight students failed a course. All 14 of the last two groups plan to reenter the program in the 1988-89 academic year.

The sophomore class increased in size from 18 to 31 students. Retention increased considerably due to improved tutoring and advisement programs. Only two students were lost, both in the fall quarter, and both have indicated their desire to return next fall. The fall quarter enrollment increased by 42.6% over the previous fall quarter enrollment. The 1988 graduates number 29, representing a 61% increase over the number graduated last year.

The Nursing faculty designed and developed new recruitment posters and display cases. Recruitment efforts included visits to high schools, a luncheon for high school counselors, a reception for high school students interested in nursing, and a cooperative effort with the Glynn-Brunswick Memorial Hospital to inform counselors of career/educational opportunities.

The preceptor program was expanded and more preceptors trained. To date, 20 preceptors are being utilized and the areas used expanded to include three additional units.

The Department maintained positive relationships with clinical agencies, through joint planning for clinical experiences, joint nursing-recruitment efforts, and hospital staff and nurses' participation in lunchtime nursing forums.

To enable the College to extend its services to meet a need for additional nurses in the area, a proposal was written in response to the Special Funding Initiative for two faculty positions to handle an anticipated increase in enrollment, and to continue aggressive tutorial assistance. Funding was approved and recruitment of faculty has begun.

The Department developed a three-year plan for its guidance in setting specific goals and objectives, and establishing deadlines for accomplishing planned projects.

The Department has strengthened its library holdings, especially in the area of audio-visual materials.

The Department chair serves on the State Board of Nursing and is chair of the Regents' Advisory Board.

Division of Vocational/Technical Education

The Division of Vocational/Technical Education continued to assess and strengthen its programs throughout this year. Many of the efforts of the past four years have reached fruition or are in the final stages of completion. After having been reorganized and restructured, the Division is in a position for expansion and the introduction of new programs as needed in the attendance area.

Some of the highlights of the accomplishments of the Division are

as follows:

The credentials of the faculty have been strengthened as a result of several individuals receiving advanced degrees in their respective fields. Additionally, all faculty have participated in seminars, in-service training programs or special workshops. Currently, among the faculty there are two Ph.D.'s, two Specialist Degrees, six Masters Degrees, two Bachelors Degrees, two Associate Degrees, one college diploma, and two technically certified faculty. Almost all faculty are veteran teachers proficient in their respective fields.

The Division embarked upon several major projects during the year. Each program instructor was directed to accomplish a comprehensive review of curriculum components during the year, and validate existing content of the programs. Instructors used management information data, employer testimonials, graduates' input, job market surveys and other means to accomplish this task. In all program areas it was found that adequate justification existed for programs, and that each program's content was appropriate when compared to industrial standards. Some content areas needed up-grading and this was accomplished to a large extent through the addition of essential equipment items.

The following programs have received equipment to upgrade and strengthen the instructional program:

Electronics - Computer equipment to teach interfacing between computers and industrial control circuits and to use as teaching devices in computer classes; and two robots and a diagnostic system were purchased for the electronics lab.

Auto Mechanics - An engine transaxle cradle handler, a front wheel drive car dolly, a transverse engine support bar and a partswasher and carburetor cleaner were purchased.

Machine Technology - A CNC (Computer Numerical Control) Center with an eight station turret was acquired.

Welding - A VCR recorder/player and an IBM proprinter were added to enable the instructor to prepare automated instructional units.

Drafting and Design - Four PS/2 Model 50 Computers were added.

Allied Health Programs - IBM proprinters for each health programs, two IVACs, a Dade Immunofuge II, and two microscope tables were added.

Data Processing - Eight IBM PS/2 Model 30 computers were added.

Current curriculum content was compared to standards contemplated by the State Board of Postsecondary Technical and Adult Education. Draft standards in Auto Mechanics, Secretarial Science and Welding were the only available state standards received for review. It was determined that the current structures in these programs would meet minimum state standards with some minor adjustments.

In addition to the comprehensive review of the curriculum, each instructor devised a pre-test and post-test which will be given to all entering students and to all graduates. These tests will continue to be refined during FY89.

As a result of intense advisory council/committee activity, the Division was able to secure additional clinical faculty for Radiologic Technology and Practical Nursing through salary matching from the Glynn-Brunswick Memorial Hospital. Through the involvement of faculty and staff in activities such as career fairs, presentations to community groups, professional associations, seminars, in-service programs and economic development activities, the Division has become perceived by the business community as a proactive change agent vital to the educational, social, and economic development of the area.

In addition to the regular on-going programs, the short-term

occupational (continuing education) programs served in excess of 1500 people through the short-term program in FY88. Classes were offered in Camden, Glynn and McIntosh counties. New classes were provided to the State Department of Transportation in computing, the up-grading of journeymen plumbers and pipefitters, cross-training of maintenance personnel at Fort Stewart and specialized classes were provided for local automotive mechanics as requested by employers. These were additional efforts beyond the scope of the regular short-term program. While there were no Quick Start Training projects during FY88, activities with new industry prospects have resulted in a major quick start training class to be offered during FY89. During the past four years, the Vocational/Technical Division has worked with the state staff in facilitating seven Quick Start projects.

The Career Development/Tutorial Learning Center continues to play a major role in recruiting, providing career information, and providing tutorial services to prospective and current students. During FY88, the Center was open 205 days, served 942 clients, provided career services to 181 clients, and provided tutorial services to 660 clients, and conducted 115 orientation workshops and classes. The total aggregate hours of career and tutorial services was 7,600.

Students who complete technical programs at Brunswick College have little difficulty in securing meaningful and profitable employment. As a result, the Division is perceived by the general public as being a key element to the future economic development of the service area.

Library

Four projects that dominated the attention of the library during Fiscal Year 1988 were: (1) the continuous assessment and revision of the set of library goals and objectives developed during the preceding fiscal year; (2) participation as one of two libraries in the southeastern United States in a test project for the Southeastern Library Information Network (SOLINET); (3) the replacing of the roof on the building; and, (4) recarpeting the library.

The top priority established during FY 1987 was to have been contracting with the Southeastern Library Information Network (SOLINET) to undertake the retrospective conversion of the bibliographic information contained in our card catalog into a machine-readable format as the first step in an automated library system. In February 1987, the SOLINET Board of Directors authorized SOLINET to lease its database on two laser disks for six months and select two libraries in its eleven-state area to serve as test sites for in-house retrospective conversion using local personnel. On April 22, 1987, we were selected as one of the two test sites. The test project began on June 12, 1987, and was completed before the end of the calendar year (about three and one-half years earlier, and was considerably less expensive, than it would have been under usual circumstances). This retrospective conversion is the essential foundation upon which an automated library system is built.

Rehabilitation funds were secured to replace the leaking roof on

the building which was constructed during 1971-73. As the project was completed at a cost that was below the funded level, the President requested permission to retain the remaining funds and use them to replace the extremely worn carpet that had been installed in 1973. That this was permitted is certainly appreciated, and it allowed us to completely recarpet the building during December 1987. In connection with the recarpeting, we were able to make several layout modifications in service and collection areas that have resulted in better utilization and in a more attractive building. Verbal assessment of the changes reflects nearly unanimous patron approval of the new arrangements. The only objection that has been voiced is that we do not allow smoking in the building.

An increase in the collections budget from the preceding fiscal year coupled with budget amendments improved the purchasing power of the library and allowed us to order the majority of the items that had been requested by the faculty. The use of a new automated acquisitions program provided by a vendor late in the year has been helpful in determining exactly which requested titles are in stock and which have to be back ordered. The completion of our retrospective conversion project and the entering of our holdings data into a national database (OCLC, the Online Computer Library Center) has helped us to avoid unintentional duplication in our collection. These factors have combined to decrease the time it takes to place a book on the shelves after it is ordered.

Interlibrary loan services offered by our library have increased this year with the entering of our holdings data into the OCLC database. DIALOG database online searching is a new service that we offer our faculty and students, and which will increase as our skill in searching improves and as the Brunswick Center and the Camden Center grow. The addition of a telefacsimile machine will speed the receipt of photocopies to and from our library and will be a new service.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Office of Continuing Education coordinates all college sponsored non-credit activities, graduate courses sponsored by Georgia Southern College and other special non-credit offerings such as teleconferences sponsored by the University of Georgia Center for Continuing Education.

While the number of participants decreased in 1987, the total number of CEUs increased slightly. In 1987-88, there were 4,392 participants who generated 10,260 CEUs, while in 1986-87, 5,327 participants generated 10,245 CEUs. While fewer persons attended offerings, they attended activities of greater length. Much of the decline in the number of registrants was due to the loss of the Fort Stewart computer classes.

The Coastal Georgia Small Business Development Center moved to larger offices off campus on June 30, 1988. The S.B.D.C. will continue to offer training in classes and workshops on the college campus.

Architectural plans for the new Continuing Education Conference

Center have been modified during the year to accommodate suggestions. The current plan increases the seating to 423 in the lecture auditorium. Additional facilities include three break-out classrooms, a catering kitchen, restrooms, storage, an office for use by the continuing education staff during conferences, and a ticket booth. The satellite dish will be moved to the center when it is completed, expanding the modes of instructional delivery available at the center.

Four teleconferences were offered at the college in 1987-88, two for public school personnel, one for pharmacists and one open to the public on the subject of literacy. Two teleconferences are planned for Fall, 1988. One, produced by the American Management Association, will be co-sponsored by the Brunswick-Golden Isles Chamber of Commerce and will be on the subject of customer service. The second conference on the middle school will feature Glynn Middle School's selection as a "School of Excellence."

A state-of-the-art computer laboratory was established in the spring of 1988, so that classes needed by business and industry requiring expanded memory (e.g. Lotus 1-2-3), could be offered. Over 200 students attended classes in the lab, eighteen new part-time continuing education instructors were hired, and contract training for local business and industry was expanded.

The Legal Assistant program, new in 1987-88, has been very successful with enrollment from 40 to 50 students in each class. The first cycle of this program will be completed in the spring of 1989.

A new program to begin in the fall of 1988 is a Certified Professional Secretary Review Program. A new class in computer programming will be added in the fall of 1988, "Keyboarding for Microcomputers."

One new staff position was added as of July, 1988 to Continuing Education--an entry level registration/reception position. Additional staff may be needed to program the new conference center when it is completed.

The Office of Continuing Education is in a strong position to increase enrollment and service to the Brunswick area. When the conference center is completed, a wide variety of new program options will open to the college such as cooperative professional continuing education for CPAs, real estate professionals, attorneys, and others offered in cooperation with professional societies and other state and regional organizations.

STUDENT SERVICES

The Office of Student Services underwent several changes during the 1987-88 school year. Along with these changes, Student Services experienced several noteworthy accomplishments.

The Office of Student Services was reorganized during the 1987-88 year and the chief student affairs officer is now titled Director of Student Services. The new Director began work in September of 1987.

Two other personnel changes occurred in 1987-88. The Coordinator of Student Activities left the College in November, 1987 and was

replaced in January, 1988. The Director of the Tutorial Learning Center/supervisor of student publications announced his retirement effective at the end of the 1987-88 academic year.

The scope and nature of student activities began to change during the 1987-88 year. The first of a series of biannual student surveys was conducted in April, 1988. This device will give students direct input into program selection, time selection, and place selection of activities. This survey included questions about intramurals as well as spectator events. The initial results have some implications for 1988-89 programming.

Beginning in 1988-89, attendance of both students and non-students will be tallied at each event. A random sample of attendees will be asked to complete a short program evaluation after each event.

The 1987-88 activities program saw several highly successful events. With input from student surveys, the cultural affairs committee, and the newly formed fine arts consortium, there is plenty of reason to believe that success will continue.

The Office of Student Services continued to perform assessments for Brunswick College students. The area shows some signs of expansion in 1988-89. The usual duties of entrance testing were performed by Student Services; however, a new duty--that of exit testing--became a part of the Student Services agenda. The Student Services staff was involved in the selection of materials and was responsible for the actual administration of the new exit testing program. In addition,

the Student Service staff was involved in the state-wide norming of the new placement exam. As always, the CLEP and career testing services were available through the Office of Student Services and were used by the Brunswick College students.

The 1987-88 year in athletics was marked by success and expansion. The men's basketball team tied for the Region XVII regular season championship. The men's tennis team finished 2nd in Region XVII and 14th in the nation at the National Tournament.

On the administration side, the Intercollegiate Athletic Committee (IAC) began a study of the athletic program on campus. The first action of this study was to run a trial program for women's softball during the 1988-89 year. This program would be conducted at the extramural level and the season would be during the fall quarter. The funding for softball would come from the intramural account. Also, a pilot men's golf team will be fielded for the 1988-89 year. The golf program will be funded through community support and through the use of various fund-raising events.

The staff of the Student Services Office continued to perform the other duties assigned to it. The office personnel hosted two events for alumni--an alumni basketball game and an alumni mixer. In addition, an annual newsletter was mailed to all alumni. The need to clarify the database of alumni addresses became apparent in 1987-88.

The housing/apartment listing service assisted approximately 52 students in finding living accommodations.

Both student publications, Seaswells and The Mariners' Log, received national recognition for high quality in content and style. For the past six years, Seaswells has won national acclaim in the highest category in its class in competition in the American Scholastic Press Association judging. The Mariners' Log also has won four consecutive top national honor awards in the American Scholastic Press Association competition.

A preliminary workshop on the Myers-Biggs Type Indicator revealed campus interest in this type of workshop. Further workshops of this nature will be offered in 1988-89.

Career Day, an employer display (students shopping for jobs exchange session), was again a most successful event sponsored by student services.

Complete job descriptions were written for all staff members in 1987-88. The fine-tuning of these descriptions will take place early in the 1988-89 academic year.

A pilot program to assist in student retention was drafted and will be put into effect in the 1988-89 academic year.

FISCAL AFFAIRS

Fiscal year 1987-88 saw a positive increase in enrollment after four years of declining or stable enrollment. A total increase of 6% reflects a significant shift in the student enrollment in that on-campus enrollment increased by 10% while off-campus enrollment declined by 25%. As indicated in last year's annual report, this was to be

expected to some degree because of Georgia Military College's plan to move onto the Kings Bay Naval Base and essentially supplant the programs that we had been providing there. The on-campus enrollment showed a significant shift from developmental studies and vocational technical courses into the general education programs; and this in turn is creating some staffing difficulties in the academic area.

With the increase in enrollment and the resulting excess revenue along with significant lapsed personal services we were able to meet some of the much-needed equipment needs throughout the campus. Most significantly, 12 computers for the Continuing Education Division for business and industry training, equipment to increase the efficiency in the Registrar's Office, copy machines for three locations on campus, posture chairs for two computer labs, and two vehicles and a tractor for plant operations were purchased during the year.

Major Repair and Rehabilitation projects completed this year included the following: (1) Carpet and additional shelving for the library, (2) Roof replacement for the library, (3) New welcome signs and marquee-type information signs on Altama Avenue and in front of the gymnasium, (4) Complete survey of total campus, (5) Contract with Elwin Sasser for design of the master campus plan, (6) Technical Assistance for Energy Programs contract with Nottingham, Brook and Pennington Engineering Company, and (7) Installation of Essex telecommunications equipment (a major need now is to replace the obsolete telephone equipment at each workstation).

The architect for the Continuing Education Facility (Project #BR-82-13), Bob Gunn of Gunn and Meyerhoff, has finally completed the plans and specifications for this building. Barring any additional unforeseen circumstances, bids should be opened in November, 1988. The one bright spot of the delay in this project is that the money has been invested and this year almost \$72,000 was added to the project budget. When completed, this facility is expected to have a significant impact upon the scope and magnitude of continuing education services.

We were able to close Auxiliary Enterprises in the black again this year; however, profit from the bookstore continues to cover the deficit from the snack bar--this year a net loss of almost nine thousand dollars.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

Employees: The number of minority faculty members employed during FY 1988 remained unchanged from the previous year, FY 1987. There are four minority faculty members employed on the Brunswick College faculty. The number of female faculty members increased from 19 employed during the previous fiscal year, 1987 to 21 employed during FY 1988.

Due to attrition in EEO Category 5 (a minority public safety officer) and in EEO Category 7 (a net loss of one minority custodian), the College has realized a net loss of two minorities and slight reduction in the percentage of the total number employed from 16.9% in the fall 1986 to 15.1% in the fall 1987. However, with new hires of

two (2) minorities in FY 1988, the percentage is back up to 16.2% as of July 1, 1988.

Brunswick College is committed to internal promotion whenever possible and continues to support a staff development program funded by the College and by the Brunswick College Foundation to encourage full-time staff (primarily female) to continue their education by taking College courses and attending specific work-related workshops and conferences.

Faculty members were encouraged to participate in University System Workshops and other professional development activities. A grant in the amount of \$5,000 was provided by the Brunswick College Foundation to supplement college funds for these activities.

The Utilization Analysis submitted with the College Minority Hiring Plan in August, 1987 reflected an underutilization of one EE0-4 and one EE0-6; and a goal was established to employ a minority in each of these categories by the Fall of 1988. In fact, one minority has been employed in EE0-4 category; however, the college has been unsuccessful to date in attracting a category 6 minority. All other minorities have been retained.

INSTITUTIONAL EFFECTIVENESS

Brunswick College has been actively engaged in institutional planning and assessment for a number of years. With the appointment of a faculty-administrative Committee on Planning for the Future in 1980, shortly after the successful completion of the Institutional Self-Study

for Reaffirmation of Accreditation, the Planning for the Future Committee began its work and effort in this important area of endeavor.

The Planning for the Future Committee was reconstituted in 1986-87 and its charge was expanded to include assessing institutional effectiveness.

Considerable work was performed this year by the Committee on Institutional Planning and Assessment. In the interest of space, the summary of the work of this Committee is presented in Appendix A.

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.

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 Colleges 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.

Brunswick College submitted its Fifth Year Report to the Commission on Colleges on September 1, 1986. The report was accepted by the Commission on Colleges and the institution was notified to prepare to begin the Institutional Self-Study in 1989 with a projected visit of a committee from the Commission on Colleges during the spring quarter, 1991.

Brunswick College also holds special purpose accreditation in the following fields:

- * National League for Nursing
- * National Accrediting Agency for Clinical Laboratory Services
- * Joint Review Committee on Education and Radiologic Technology
- * Board of Examiners of Nurses for Georgia
- * Georgia Board of Examiners of Licensed Practical Nurses

Section II

I N S T I T U T I O N A L S T A T I S T I C S

MINORITY EMPLOYMENT BY EEO CATEGORIES
FALL 1986 AND FALL 1987

EEO Category	NUMBER EMPLOYED			
	<u>FALL 1986</u>		<u>FALL 1987</u>	
	No.	% of Category	No.	% of Category
Executive/Administrative/ Managerial	2	9.5	2	10.0
Faculty	4	9.8	4	9.3
Professional Non-Faculty	1	25.0	1	14.3
Secretarial Clerical	2	8.7	2	10.0
Technical/Paraprofessional	1	11.1	0	0.0
Skilled Craft	0	0.0	0	0.0
Service Maintenance	10	66.7	9	64.3
Total Minority Employment	20	16.9	18	15.1

FEMALE EMPLOYMENT BY EEO CATEGORIES
FALL 1986 AND FALL 1987

EEO Category	NUMBER EMPLOYED			
	<u>FALL 1986</u>		<u>FALL 1987</u>	
	No.	% of Category	No.	% of Category
Executive/Administrative/ Managerial	5	23.8	5	25.0
Faculty	19	46.3	21	48.8
Professional Non-Faculty	3	75.0	6	85.7
Secretarial Clerical	22	95.7	19	95.0
Technical/Paraprofessional	4	44.4	5	55.5
Skilled Craft	0	0.0	1	16.7
Service Maintenance	5	33.3	5	35.7
Total Female Employment	58	49.2	62	52.1

FALL QUARTER MINORITY ENROLLMENT

1984 - 1987

Fall Quarter	Total	Minority	Minority Percentage
1984	1,243	287	23.1
1985	1,184	254	21.5
1986	1,257	239	19.0
1987	1,297	274	21.2

MINORITY GRADUATES

1985 - 1988

Year	Total Cert.	Minority	Minority %	Total Assoc. Degrees	Minority	Minority %	Total Cert. & Degrees
1985	84	28	33	122	6	5	206
1986	39	14	36	108	8	7	147
1987	42	16	38	117	4	3	159
1988*	41	14	34	153	14	9	194

Total Minority	Minority Percentage
34	16.5
22	15.0
20	12.6
28	14.4

*1988 IPEDS report is not available until Summer 1988.

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

For Fiscal Year Ending June 30, 1988

Brunswick College

Institution

Faye H. Barber

Person Preparing

Institutional Department or Unit Receiving Award	Type*	Description Title/Granting Agency	Amount of Award
Special Programs Division - Developmental Studies Department	I	Brunswick College Foundation, Inc. - Computer Software	197
Special Programs Division - Nursing Department	I	Brunswick College Foundation, Inc. (Glynn- Brunswick Memorial Hospital) - Laboratory Assistants	17,348
Vocational-Technical Division	I	Board for Postsecondary Vocational Education Regular 01 - Improvements Regular 02 - Continuing Disadvantaged 03 Handicapped 04 Quickstart	44,101 474,936 24,508 17,994 7,165
Office of Academic Dean	I	Brunswick College Foundation, Inc. - Faculty Development Grant	5,000
Vocational-Technical Division - Allied Health Department	I	Brunswick College Foundation, Inc. (Glynn- Brunswick Memorial Hospital) - Clinical Faculty	25,165
TOTAL			616,414

* I = Instruction R = Research PS = Public Service

**UNIVERSITY SYSTEM OF GEORGIA
LIBRARY SURVEY
1987-1988**

<p>Name and mailing address of institution</p> <p>BRUNSWICK COLLEGE ALTAMA AVENUE AT FOURTH STREET BRUNSWICK, GEORGIA 31523-5101</p>	<p>Name, title, telephone number of respondent</p> <p>J. ALLEN SPIVEY HEAD LIBRARIAN 912/264-7270 GIST/365-7270</p>
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PART I — COLLECTION DATA

CATEGORY	LINE NO.	Held 6/30/87 (1)	Added 7/1/87 to 6/30/88 (2)	Deleted 7/1/87 to 6/30/88 (3)	Held 6/30/88 (4)
BOOKS, BOUND SERIALS AND GOVERNMENT DOCUMENTS (INCLUDE BOUND PERIODICALS AND NEWSPAPERS AND EXCLUDE MICROFORMS)					
NUMBER OF VOLUMES	1	51,428	1,167	708	51,887
NUMBER OF TITLES*	2	40,791	971	602	41,160
NUMBER OF GOVERNMENT DOCUMENT TITLES* (NOT REPORTED ON LINES 1 AND 2)	3	-	-	-	-
CURRENT SERIAL SUBSCRIPTIONS (INCLUDE PERIODICALS, NEWSPAPERS AND GOVERNMENT DOCUMENTS)					
NUMBER OF TITLES*	4	358	9	59	308
MICROFORMS					
NUMBER OF BOOK TITLES* REPRESENTED BY MICROFORMS	5	-	-	-	-
NUMBER OF SERIAL TITLES* REPRESENTED BY MICROFORMS	6	292	4	-	296
NUMBER OF GOVERNMENT DOCUMENT TITLES* REPRESENTED BY MICROFORMS AND NOT ALREADY COUNTED	7	-	-	-	-
TOTAL NUMBER OF PHYSICAL UNITS (NOT TITLES) OF ALL TYPES OF MICROFORMS	8	58,664	4,799	-	63,463
MANUSCRIPTS AND ARCHIVES (IN LINEAR FEET)	9				69
CARTOGRAPHIC MATERIALS, NUMBER OF UNITS	10	-	-	-	-
GRAPHIC MATERIALS, NUMBER OF UNITS	11				165
AUDIO MATERIALS, NUMBER OF TITLES*	12				786
FILMS, NUMBER OF TITLES*	13				581
VIDEO MATERIALS, NUMBER OF TITLES*	14	23	34	-	57
MACHINE READABLE MATERIALS, NUMBER OF TITLES*	15				2
OTHER LIBRARY MATERIALS, NUMBER OF TITLES*	16				381

*EXCLUDE DUPLICATE COPIES

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

STAFF	LINE NO.	NUMBER OF FTE
LIBRARIANS	17	2.0
ALL OTHER PAID STAFF	18	6.7
CONTRIBUTED SERVICES STAFF	19	-
STUDENT ASSISTANCE FROM ALL FUNDING SOURCES	20	.9
TOTAL FTE STAFF (SUM OF LINES 17 THROUGH 20)	21	9.6

PART III — LIBRARY EXPENDITURE DATA

CATEGORY	LINE NO.	AMOUNT (WHOLE DOLLARS ONLY)
SALARIES AND WAGES	22	\$ 181,548 *
COLLECTIONS PRINT MATERIALS (EXCLUDE SERIAL SUBSCRIPTIONS AND MICROFORMS)	23	\$ 29,571
CURRENT SERIAL SUBSCRIPTIONS (INCLUDE ALL PHYSICAL FORMATS)	24	\$ 19,738
MICROFORMS (EXCLUDE CURRENT SERIAL SUBSCRIPTIONS)	25	\$ 14,617
MACHINE READABLE MATERIALS	26	\$ -
AUDIOVISUAL MATERIALS	27	\$ 6,162
OTHER	28	\$ -
ONLINE REFERENCE TRANSACTION DATABASE SEARCHES	29	\$ -
PRESERVATION	30	\$ 2,400
EQUIPMENT FURNITURE AND EQUIPMENT	31	\$ 8,396
COMPUTER HARDWARE	32	\$ -
COMMUNICATIONS POSTAGE	33	\$ 1,020
TELECOMMUNICATIONS	34	\$ 6,387
CONTRACTED COMPUTER SERVICES	35	\$ 12,091
ALL OTHER OPERATING EXPENDITURES	36	\$ 22,510
TOTAL OPERATING EXPENDITURES (SUM OF LINES 22 THROUGH 36)	37	\$ 349,816 *

(* PLUS \$45,426 FRINGE BENEFITS)

PART IV — DEVELOPMENT AREAS

A. CIRCULATION OF MATERIALS	CATEGORY	LINE NO.	NUMBER
	CIRCULATION TRANSACTIONS GENERAL COLLECTION	38	9,087
	RESERVE COLLECTION	39	1,127
	INTERLIBRARY LOANS PROVIDED TO OTHER LIBRARIES	40	248
	RECEIVED FROM OTHER LIBRARIES	41	237

B. LIBRARY SERVICE TYPICAL WEEK, FALL 1987

CATEGORY	LINE NO.	NUMBER
PUBLIC SERVICE HOURS	42	69
ATTENDANCE IN LIBRARIES	43	2,117
REFERENCE TRANSACTIONS	44	NO RECORDS KEPT
ONLINE REFERENCE TRANSACTION DATABASE SEARCHES (also included on line 44)	45	N/A
INFORMATION SERVICE TO GROUPS NUMBER OF PRESENTATIONS	46	4
NUMBER OF PERSONS SERVED IN PRESENTATIONS	47	25

C. PARTICIPATION IN/WITH COOPERATIVES, CONSORTIA, NETWORKS, OR COMMERCIAL DATA BASE VENDORS

1. List the names of consortia, cooperatives, and networks to which this library belongs or participates:

- SGAL _____
- GLYNN COUNTY LIBRARY COUNCIL _____
- SOLINET/OCLC _____
- _____

2. List the names of commercial, on-line data based vendors which the library employs (exclude microform bases such as magazine traders):

- DIALOG _____
- SOLINET/OCLC _____
- BAKER & TAYLOR _____
- _____

MINORITY EMPLOYEES BY EEO CATEGORIES

	BLACK EMPLOYEES 10/82*	PERSONNEL ACTIONS 1986-87	PERSONNEL ACTIONS 1987-88	BLACK EMPLOYEES June 30, 1988
EEO-1 (Exe/Admin/Man)				
Ph.D. Level	0	0	0	0
All Others	0	0	0	2
EEO-2 (Faculty)				
Ph.D. Level	0	0	0	0
All Others	3	0	0	4
EEO-3 (Prof Non Fac)				
Ph.D. Level	0	0	0	0
All Others	1	0	0	1
EEO-4 (Sec/Cler)	2	+1 -1	+1	3
EEO-5 (Tech/Paraprof)	1	+1 -1	0	0
EEO-6 (Skilled Crafts)	0	0	0	0
EEO-7 (Serv/Main)	11	+2 -4	+4 -2	8

*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	37	139	131	58	25
Number of Class Sections Summer Session	12	33	14	7	0
TOTAL	49	172	145	65	25

AVERAGE SIZE OF CLASSES

Quarter	Number of Classes	Average Class Size
Summer	66	17.9
Fall	133	23.0
Winter	138	22.6
Spring	119	22.5

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

1987 - 1988

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
Summer	72.97	62.50	62.50
Fall	72.73	68.75	68.75
Winter	82.89	56.25	56.25
Spring	85.96	50.00	46.15

ACADEMIC EXCLUSIONS

1987 - 1988

Quarter	Number
Summer 1987	14
Fall 1987	17
Winter 1988	19
Spring 1988	27

QUARTERLY TEST ADMINISTRATION STATISTICS

Test	Summer 1987	Fall 1987	Winter 1988	Spring 1988
SAT	143	66	40	59
BSE	89	77	33	62
CPE	-	158	136	70
SVIB	10	14	7	11
NLN	3	11	-	2
ACT	-	-	29	-
CLEP	15	22	17	13
Major Tests	-	-	-	54
Independent Study	1	6	3	3

STUDENT INTERVIEW INVENTORY

(by Student Services Counseling Personnel)

Category	Summer 1987	Fall 1987	Winter 1988	Spring 1988
Placement	176	409	233	144
Academic	21	28	16	26
Personal	19	37	23	29
Career	38	82	54	47

STUDENT FINANCIAL AID

1987 - 1988

Category of Financial Aid	No. of Students	Aid Amount
<u>SCHOLARSHIPS</u>		
Foundation, Clubs, Other	224	\$ 188,395
Regents	4	1,700
Georgia Incentive	73	21,525
<u>LOANS</u>		
Short Term	23	6,208
GSL	125	224,178
State Nursing	32	58,662
Federal Nursing	0	0
<u>WORKSHIPS</u>		
College Work-Study	57	51,349
Student Assistant	36	23,663
<u>GRANTS</u>		
SEOG	71	24,399
Pell	352	377,788
Vocational Rehabilitation	5	6,047
JTPA Tuition	26	22,381
JTPA Need Base		12,052
<u>TOTAL</u>	1,028	\$1,018,347

COMPARISON OF THE PASSING PERFORMANCE OF ALL DEVELOPMENTAL
AND NON-DEVELOPMENTAL STUDENTS ENROLLED IN
1985, 1986, AND 1987

<u>Subject</u>	<u>Year</u>			<u>% Change 1987-88</u>	
	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>Increase</u>	<u>Decrease</u>
English					
Dev.	68.4	66.7	60.5		6.2
N-Dev.	70.2	72.9	70.8		2.1
Math					
Dev.	55.0	63.9	91.6	27.7	
N-Dev.	59.1	75.3	88.4	13.1	
Soc. Sci.					
Dev.	44.4	64.3	83.6	19.3	
N-Dev.	69.7	74.8	91.3	16.5	

Faculty Profile
FULL-TIME FACULTY

GENERAL STUDIES FACULTY

	Total	
	#	%
Total Number	<u>15</u>	
# Males <u>12</u> , % <u>80</u> , # Females <u>3</u> , % <u>20</u>	<u>15</u>	<u>100</u>
# Inst <u>1</u> , % <u>7</u> , # Asst <u>5</u> , % <u>33</u> , # Assoc <u>7</u> , % <u>47</u> , # Prof <u>2</u> , % <u>13</u>	<u>15</u>	<u>100</u>
# Tenure <u>13</u> , % <u>87</u> , # Non tenure <u>2</u> , % <u>13</u> , # Non Tenure Track <u>0</u> , % <u>0</u>	<u>15</u>	<u>100</u>
# Ph.D. <u>9</u> , % <u>60</u> , # Less than Ph.D. <u>6</u> , % <u>40</u>	<u>15</u>	<u>100</u>
QCH Produced <u>19,683</u> , Average Class Size <u>19.8</u>		

SPECIAL PROGRAMS FACULTY

Total Number	<u>13</u>	
# Males <u>4</u> , % <u>31</u> , # Females <u>9</u> , % <u>69</u>	<u>13</u>	<u>100</u>
# Inst <u>3</u> , % <u>23</u> , # Asst <u>6</u> , % <u>46</u> , # Assoc <u>3</u> , % <u>23</u> , # Prof <u>1</u> , % <u>8</u>	<u>13</u>	<u>100</u>
# Tenure <u>6</u> , % <u>46</u> , # Non tenure <u>3</u> , % <u>23</u> , # Non Tenure Track <u>4</u> , % <u>31</u>	<u>13</u>	<u>100</u>
# Ph.D. <u>3</u> , % <u>23</u> , # Less than Ph.D. <u>10</u> , % <u>77</u>	<u>13</u>	<u>100</u>
QCH Produced <u>8,291</u> , Average Class Size <u>18.4</u>		

VOCATIONAL/TECHNICAL FACULTY

	Total	
	#	%
Total Number	<u>18</u>	
# Males <u>9</u> , % <u>50</u> , # Females <u>9</u> , % <u>50</u>	<u>18</u>	<u>100</u>
# Inst <u>7</u> , % <u>39</u> , # Asst <u>9</u> , % <u>50</u> , # Assoc <u>2</u> , % <u>11</u> , # Prof <u>0</u> , % <u>0</u>	<u>18</u>	<u>100</u>
# Tenure <u>1</u> , % <u>6</u> , # Non tenure <u>0</u> , % <u>0</u> , # Non Tenure Track <u>17</u> , % <u>94</u>	<u>18</u>	<u>100</u>
# Ph.D. <u>2</u> , % <u>11</u> , # Less than Ph.D. <u>16</u> , % <u>89</u>	<u>18</u>	<u>100</u>
QCH Produced <u>7,505</u> , Average Class Size <u>9.9*</u>		

*All classes taught by vocational faculty in an individualized setting are equated to three sections per quarter for purposes of class size calculation.

Faculty Profile (Cont'd.)

FULL-TIME FACULTY TOTALS

# Males <u>25</u> , % <u>54</u> , # Females <u>21</u> , % <u>46</u>	<u>46</u>	<u>100</u>
# Inst <u>11</u> , % <u>24</u> , # Asst <u>20</u> , % <u>43</u> , # Assoc <u>12</u> , % <u>26</u> , # Prof <u>3</u> , % <u>7</u>	<u>46</u>	<u>100</u>
# Tenure <u>20</u> , % <u>43</u> , # Non tenure <u>5</u> , % <u>11</u> , # Non Tenure Track <u>21</u> , % <u>46</u>	<u>46</u>	<u>100</u>
# Ph.D. <u>14</u> , % <u>30</u> , # Less than Ph.D. <u>32</u> , % <u>70</u>	<u>46</u>	<u>100</u>
QCH Produced <u>35,479</u> , Average Class Size <u>16.0</u>		

PART-TIME FACULTY

	Total	
	#	%
# Males <u>27</u> , % <u>61</u> , # Females <u>17</u> , % <u>39</u>	<u>44</u>	<u>100</u>
# Ph.D. <u>6</u> , % <u>14</u> , # Less than Ph.D. <u>38</u> , % <u>86</u>	<u>44</u>	<u>100</u>
# Sections Taught <u>157</u> , QCH Produced <u>9,578</u> , Average Class Size <u>12.6</u>		

BRUNSWICK COLLEGE
INSTITUTION

DEGREES AND CERTIFICATES CONFERRED
SUMMER 1987 - SPRING 1988

PAGE: 1

DEGREE AND CERTIFICATE PROGRAM/ MAJOR	CORE CURRICULUM	(AACC - 24010100)	NUMBER CONFERRED
ASSOCIATE OF ARTS			1
ASSOCIATE OF APPLIED SCIENCE ELECTRONICS TECHNOLOGY *** UNKNOWN *** HEATING/VENTILATION/A C AUTOMOBILE MECHANICS MACHINE SHOP		(15030300) (24010100) (47020100) (47060400) (48050000)	3 1 2 1 2
===== TOTAL =====			
AAS IN ACCOUNTING	(AASA - 07010100)		0
AAS IN DRAFTING & DESIGN TECHNOLOGY	(AASDDT - 15020200)		0
AAS IN DATA PROCESSING	(AASDP - 07030100)		0
AAS IN ELECTRONICS TECHNOLOGY	(AASET - 15030300)		0
AAS IN MARKETING AND MANAGEMENT	(AASMM - 06140100)		0
AAS IN MECHANICAL TECHNOLOGY	(AASMT - 15080500)		0
AAS IN RECREATION	(AASR - 31030100)		0
AAS IN SECRETARIAL SCIENCE	(AASSS - 07060100)		0
===== TOTAL =====			
ASSOCIATE OF SCIENCE MARKETING AND MANAGEMENT ACCOUNTING DATA PROCESSING SECRETARIAL SCIENCE DRAFTING & DESIGN TECH. MECHANICAL TECHNOLOGY RADIOLOGIC TECHNOLOGY MEDICAL LABORATORY TECHNOLOGY NURSING		(06140100) (07010100) (07030100) (07060100) (15020200) (15080500) (17020800) (17030900) (18110100)	6 8 5 7 4 1 8 2 31 72

BRUNSWICK COLLEGE
INSTITUTION
SUMMER 1987 - SPRING 1988
PAGE: 1

DEGREES AND CERTIFICATES CONFERRED

ASSOCIATE OF ARTS

ASSOCIATE OF APPLIED SCIENCE

ASSOCIATE OF SCIENCE

MARKETING AND MANAGEMENT

ACCOUNTING

DATA PROCESSING

SECRETARIAL SCIENCE

DRAFTING & DESIGN TECH.

MECHANICAL TECHNOLOGY

RADIOLOGIC TECHNOLOGY

MEDICAL LABORATORY TECHNOLOGY

NURSING

NUMBER CONFERRED

1

3

1

2

1

2

9

0

0

0

0

0

0

0

0

0

6

8

5

7

4

1

8

2

31

72

===== TOTAL =====

===== TOTAL =====

BRUNSWICK COLLEGE
INSTITUTION

DEGREES AND CERTIFICATES CONFERRED
SUMMER 1987 - SPRING 1988

PAGE: 2

DEGREE AND CERTIFICATE PROGRAM/ MAJOR	CORE CURRICULUM	(ASCC - 24010100)	(ASMLT - 17030900)	(ASN - 18110100)	(ASRT - 17020900)	I	NUMBER CONFERRED
ASSOCIATE OF SCIENCE						I	61
ASSOCIATE OF SCIENCE IN MEDICAL LAB TECHNOLOGY						I	0
ASSOCIATE OF SCIENCE IN NURSING						I	0
ASSOCIATE OF SCIENCE IN RADIOLOGIC TECHNOLOGY						I	0
ONE YEAR CERTIFICATE						I	
MARKETING & MANAGEMENT		(06140100)				I	8
DATA PROCESSING		(07030100)				I	1
SECRETARIAL SCIENCE		(07060100)				I	7
DRAFTING		(15020200)				I	0
SURGICAL TECHNOLOGY		(17021100)				I	1
PRACTICAL NURSING		(17060500)				I	7
INHALATION THERAPY		(17081800)				I	0
LAW ENFORCEMENT		(43010700)				I	0
INDST. ELEC. & ELECTRONICS		(47010500)				I	0
HEATING/VENTILATION/ A C		(47020100)				I	4
AUTOMOBILE MECHANICS		(47060400)				I	0
MACHINE SHOP		(48050300)				I	5
WELDING		(48050400)				I	2
						I	35
ASSOCIATE CERTIFICATE						I	143
GRAND TOTAL						I	35
						I	178

==== TOTAL ====

***** TOTALS BY LEVEL *****

BRUNSWICK COLLEGE
INSTITUTION

DEGREES AND CERTIFICATES CONFERRED
SUMMER 1987 - SPRING 1988

PAGE: 2

Section III

APPENDIX A

I N S T I T U T I O N A L E F F E C T I V E N E S S

INSTITUTIONAL EFFECTIVENESS

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

A committee on Planning and Assessment, appointed by the President, consisting of full-time faculty representatives and administrators, guides planning and assessment. The Dean of Academic Affairs and a half-time Director of Planning and Institutional Research co-chair the Committee.

The Committee on Planning and Assessment is divided into eight two member subcommittees. The subcommittees work with units throughout the college in unit planning. The subcommittees are:

- a) Student Affairs, Financial Aid, Athletics, and Minority Affairs
- b) Administration, Records and Data Processing
- c) Business and Auxiliary Enterprises
- d) Security and Plant Operations
- e) Library and Media Center
- f) Academic Programs
- g) Off-Campus Programs, Adult Learner, Night School
- h) Continuing Education

In the academic year 1987-88, the Committee on Planning and Assessment revised the College's Statement of Purpose and developed and officially adopted a Statement of Five-Year Goals. The goals are foci for support of and improved means of achieving the college purposes.

Unit planning, with the help of the Subcommittees of the Committee on Planning and Assessment, was emphasized in reaching goals and purposes. The Southern Association of Schools and Colleges (SACS) suggestions, with two additions, were followed in unit planning. Each unit tried to:

- a) state its expected goals and objectives with a time frame specified;
- b) for each goal and objective list an excerpt from the College's statement of purpose and goals to which the goal or objective is tied;
- c) state the assessment procedures for evaluating the extent to which the goals or objectives are being achieved;
- d) state who will administer and how the assessment procedure will be administered;

- e) state how the assessment finding will be used;
- f) state what resources will be needed to achieve goals or objectives; and;
- g) at the end of the academic year write up the outcome of the expectations.

In May, 1988, each unit of the college completed a planning and assessment report following the above seven-point outline. These reports were summarized and presented to the faculty and staff in a Fall Faculty Workshop in September, 1988.

2. The assessment program at Brunswick College was designed and begun during the 1988 academic year. The assessment was designed to answer the questions, "How effective are the College's programs in achieving the purpose of the College, the newly developed five-year goals, and the goals and objectives of each unit (which themselves were designed to meet the College purpose and goals)?" With the notable exception of Developmental Studies, the unit of analysis is the program, not the individual student. The evaluations are built around program goals especially focusing on student outcomes; and the results are for improving programs.

The following are the assessments by area of assessment methods used, and frequency of assessment.

<u>Area of Assessment</u>	<u>Assessment Methods</u>	<u>Frequency</u>
Core Curriculum Areas I, II, III	ETS Academic Profile	Continuously, as soon as core is com- pleted - Begun Spring, 1988
	Transfer Data	Continuously
	Regents Testing	Continuously
	Student Satisfaction Survey	Upon graduation or completion; begun Spring, 1988
Core Curriculum Area IV	Selected appropriate standardized tests for General Studies (CLEP and Watson- Glaser critical	Upon graduation or completion; begun Spring, 1988

	thinking test) and Nursing; and institutional developed major tests for Vo-Tech programs	
	Student Satisfaction Survey (specific section for each major)	Upon graduation or program completion; begun Spring, 1988
Student Services, Library and Advisement	Student Satisfaction Survey	Upon graduation or program completion; begun Spring, 1988
Overall purpose of the college	Student Satisfaction Survey	Upon graduation or program completion; begun Spring, 1988

The academic divisions selected or designed the major tests to be used as assessment measures based upon their program goals and objectives. The Planning and Assessment Committee selected the Academic Profile as an appropriate outcome measure of the goals and objectives of the College's core curriculum. The Director of Planning and Research designed the Student Satisfaction Survey with input from all college units and with the help of an experienced consultant from the University of Tennessee. The questions were selected because of their relevance to the college purpose and unit goals and objectives.

Implementation of the assessment program involved college-wide personnel. The Registrar's office provided information on graduating and completing students and collected the student satisfaction questionnaire; advisors contacted students and explained the program; Student Affairs ordered standardized tests and served as the test-taking site for all tests and; Academic Affairs and Institutional Planning and Research coordinated the program and issued press releases to the College and local newspapers.

The results of the assessment program were summarized by the Director of Planning and Institutional Research and evaluated by the Committee on Planning and Assessment in the fall. Units will use the results in planning and redefining expected outcomes.

Participation in the assessment program was 64 percent overall. Participation was as follows:

	<u>Major Test</u>			<u>Academic Profile</u>			<u>Student Satis- faction Survey</u>		
	Number Eligible	Number Partic.	%	Number Eligible	Number Partic.	%	Number Eligible	Number Partic.	%
Gen. Stud.	26	11	42	28	14	50	28	19	68
Vo/Tech	29	15	52				29	17	59
Spec. Prog.	29	29	100				29	22	76

Preliminary results are as follows:

ETS ACADEMIC PROFILE - Entering students taking the AP in the Winter Quarter scored at the 9th percentile of two-year students; graduating students in the Spring Quarter scored at the 88th percentile.

TRANSFER DATA - For 1985-86, Brunswick College was in the top four two-year units for increase in GPA after transfer to four-year colleges. For 1986-87, the average of Brunswick College students decreased after the transfer, but Brunswick College transferees still were above the average GPA of all students who transferred from two-year units.

REGENTS TESTING - In the past three quarters--Winter, Spring, and Summer of 1988--Brunswick College has been in the top five of all University System colleges in the rate of passing the Regents Test.

MAJOR TESTS - The passing rate on the NCLEX was 100% in 1987, and 93% in 1988. One-third of the students taking CLEP tests passed the tests; the Watson-Glaser critical thinking test scores are not available yet. Most Vo-Tech locally developed major test results are not available yet, but there was a standardized certification test given which all twelve welding student took and passed. In addition, 100% of the MLT students passed the national certification exam and a majority of LPN and RADTECH graduates passed their standardized exams. All marketing/management graduates passed the locally devised assessment test.

STUDENT SATISFACTION SURVEY - Results show overall high satisfaction, but there are some areas we need to look at for strengthening. Detailed reports on this will be presented later.

- 3-5. Each educational program identified its primary expected results and summarized its data and information concerning the attainment of results. These are presented below by division.

Special Studies

a. Department of Developmental Studies

1) Expected Results

The primary expected results which have been adopted for Developmental Studies are as follows:

- a) To implement a systematic, evidential review of the curriculum; to create a unified curriculum which reflects the purpose of the department and of the College;
- b) To improve the retention rate of Developmental Studies students. We will focus initially on the lowest retention category with the expected results of 6% increase in 1990; additional 3% increase in 1991;
- c) To improve instruction and learning.

The department will not set specific exit rates until an evaluation of new exit exam scores has been made.

2) Summary of Recent Assessment Data

In the areas of improvement of instruction and revision of curriculum, the assessment data from the Developmental Studies Department Annual Report for 1986-87 showed that 41% of the students enrolled in the English Developmental Studies courses exited; 61% of the students enrolled in Reading Developmental Studies courses exited; and, 28% of the students enrolled in the Math Developmental Studies courses exited. In addition, Developmental Studies students who exited the program had the following passing rates in the first level Core Curriculum courses: 68% passing rate in English 101, compared to a 73% rate for non-Developmental students; 92.3% passing rate in Math 101, compared to 88.2% for non-Developmental; 80% passing in Math 108, compared to 88.1% for non-Developmental; and 94.9% (90.9% non-Developmental) and 87.5% (91.6% non-Developmental) passing rate in Psychology 101 and

Political Science 101 respectively. The Developmental Studies Department faculty thinks that these exit results, while impressive, can be improved through developing a cycle of planning and assessment in the areas of improvement of instruction and revision of curriculum.

An analysis of the data on the students covered by the 1987 Retention Report (Academic Year 1986-87) shows that students exited Developmental Studies to one-year and two-year programs during this year at the following rates: black females, 52.6%; white females, 62%; black males, 35%; white males, 16.7%. These figures indicate that special attention for white males and black males should be a department objective (See planning report).

- 3) Description of how the assessment results have been used to improve the programs and services of Developmental Studies and to facilitate the achievement of its goals and objectives.

The Developmental Studies faculty used available data to set up a plan and a timetable to increase the number of students that exit the program. This will be accomplished by reevaluating and revising each discipline and revising and extending orientation for the developmental student.

The data further identified the need to increase the rate of retention resulting in a plan to increase the lowest retention category. Additionally, the department purchased \$700.00 of software, added four computers, and employed more tutors in an effort to improve academic support.

Finally, the faculty has become cognizant of the need to investigate the academic support of the developmental student after he/she exits the program.

b. Department of Health, Physical Education, and Recreation

1) Primary Expected Results

The primary expected results for the program are the following:

Improved skill level in skills classes.

Improved fitness level in fitness classes.

Improved concepts/knowledge pertinent to subject area in all classes.

2) Recent Assessment Data

The department does not have current data but will develop data for stating specific objectives and for assessing progress toward attainment of these objectives through the following:

Pre-test evaluative summary and post-test for skills.

Pre- and post-fitness tests.

Final examination on knowledge.

Student evaluations.

3) Use of Assessment Results

To examine fit of courses and purpose.

To add and/or delete courses.

To revise curriculum for majors.

To evaluate courses for appropriateness of content with objectives.

To establish expected performance levels for students.

c. Department of Nursing

1) Primary Expected Result

A minimum of at least 75% of graduates will pass the national licensure (NCLEX) examination on the first examination.

The retention rate will be maintained between 66-75% or better.

2) Summary of Recent Assessment Data

The passing rates on the NCLEX have been the

following:

1984 - 75%
1985 - 87%
1986 - 92%
1987 - 100%
1988 - 93%

The retention rate for the class of 1987 was 43% and for 1988 will be 72.5%.

Students also evaluate the program in detail.

Recent assessment tools include the use of the National League for Nursing Assessment Test for sophomore students and for freshmen who have completed Nursing 107 and 108. These data are not yet available.

3) Use of Assessment Results

The data have led to curriculum revisions, establishing peer tutorial sessions, required review of tests, teacher tutorial sessions, and changes in textbooks.

Vocational Technical Education

a. Department of Applied Technology

1) Automechanics

Ten students were enrolled in FY 87-88. Four students graduated. Nine students were placed in jobs. Five placements represented students who matriculated in previous years.

It is the intent to use the Automotive Service of Excellence (ASE) certification program as an independent assessment of graduates' performance at the time this program becomes a part of the state curriculum. However, presently a 1.5 year delay is required for students to take the test.

2) Drafting and Design

Enrollment for 1987-88 was 34 students. One student graduated; most enrollees were beginners, or had not matriculated through a two-year curriculum. Seven students graduated which

represents a combination of students who were placed before completion and those who transferred to a four-year degree program.

An acceptable third party certification, or licensing test, appropriate to less than engineering level program graduates has not been found. It appears that improved input from employers may be an alternative to testing for assessment input.

3) Electronic Technology

The program had an enrollment of 31 in 1987-88. Three students graduated. A large number (31) were placed which represented those graduating plus those working and attending classes plus those who matriculated to a four-year degree institution.

The Certified Electronics Technician (CET) program and the Consumer Electronics certification program were considered as possible assessment programs. These were both rejected because they did not fit an industrial application. Improvement of employers' assessment of graduates is envisioned as a possible alternative to independent third party tests.

4) Machinist

Twenty-two students were enrolled in the machinist program. Eleven students graduated and nine have been placed.

An acceptable third party test for assessment validation has not been found, and it appears that improved input from employers should be used to provide this assessment.

5) Welding

Welding had fifteen students enrolled in 1987-88; four graduated. Nine students were placed which included those who matriculated in advanced courses taken after they completed their regular program in previous years.

The Pittsburgh Welding Certification test is used as an assessment tool for improvement. In 1987-

88, twelve students took the test and all twelve passed.

b. Department of Applied Business Studies

1) Secretarial Science

All students enrolled in the Secretarial Science program (certificate and associate degree) must enroll in and successfully complete a course entitled Office Practicum. This course stipulates that a student must devote a minimum of fifteen hours per week in an office situation. If a student is presently employed in an office setting, arrangements can be made with the immediate supervisor to utilize this experience to satisfy the requirements. Periodic visits to the office setting are made by the professor for the purpose of observation and evaluation. This experience is only offered during the Spring and Summer Quarters. During the past year, thirteen students have enrolled in this experience. The following results have been noted:

77% completed the experience with an overall average of "A."

15% completed the experience with an overall average of "B."

8% were unsuccessful in the completion of this experience.

Comprehensive exit examinations have been devised to be administered to students upon completion of their respective program of study, certificate or associate degree. The effectiveness of this instrument can not be determined since Spring Quarter, 1988, will be the first quarter of implementation.

The Department of Adult and Technical Education is presently in the process of developing a standardized curriculum for Business and Office Technology. This curriculum will include course outlines/syllabi, suggested textbooks and reference materials, and suggested test items for each course.

2) Data Processing

At the present time, there is no assessment tool in place to be used to measure the effectiveness of the program and the competency of the student. We are at present looking into the possibility of setting up a practicum for this purpose. We are also looking into several standardized tests which are available.

The effectiveness of the program is measured by feedback from employers at the present time. This feedback is mostly positive and the deficient areas are being addressed. For example, needed courses are being added to the curriculum.

c. Department of Allied Health

There has been more work done on program evaluation through graduate and employer feed-back in the MLT program than in either of the other two Allied Health programs because of one of the NAACLS Essentials of Accreditation for MLT-AD programs. The Essential (26) requires that all phases of the program have formal periodic review in order to assess program effectiveness. The suggested periodic review is annually and in some cases quarterly. The evaluations discussed here were done annually. The follow-up instrument used routinely by the Vocational Technical Division for all instructional programs was not specific enough to meet the requirements of the Essentials so appropriate instruments were developed and have been subsequently used by graduates and employers. Plans are to utilize some of these instruments in the other programs, particularly the Radiologic Technology program.

1) MLT

Four students graduated in June, 1987, and all are employed in the field of medical technology. All graduates took the national certification exam at the August administration and 100% passed on the first attempt. Employers of all graduates were mailed evaluation instruments, and results indicate employer satisfaction with the entry level training of program graduates. There was a 75% return on these survey instruments. Additionally, graduates were mailed a survey to

assess program didactic content and clinical training relative to what they felt they needed to know on the job. Results indicated the program adequately prepared graduates for the world of work but strongly indicated a need for more computer and automated equipment exposure during the two year educational program. One hundred percent of the graduates responded to this survey.

2) Practical Nursing

Eight students graduated from last year's PN program. Four (50% of the graduates passed the State Licensure examination on the first administration. Those who did not pass have been re-examined and the results of the April test administration have not been received by program officials as of yet. All graduates are employed in the health field with those who are now LPN's having full-time employment as nurses. No other forms of assessment have been done other than the routine job follow-up form which is standard for Vocational/Technical graduates.

3) Radiologic Technology

The Radiologic Technology program had seven graduates in the 1987 class with six of these individuals taking the national registry examination. Four of the six (67%) passed the exam on the first administration with those who were unsuccessful taking the examination a second time. Again, results have not been received for re-examinees. All are working in the field. The standard job follow-up assessment instruments are also used in this program.

General Studies

In addition to the campus-wide effort in assessment, individual members of the Division of General Studies have sought ways to measure objectively and evidentially the progress of their students. The following is a summary of the assessment activity in each department.

a. Natural Sciences and Mathematics

- 1) Dr. Keferl, in addition to summarizing the results of all student evaluations for the past five years, gave pre- and post-tests to all Biology 101

sections and presented the results; he also formulated behavioral objectives for his courses.

- 2) Mr. Hamilton administered pre- and post-tests to his physics students and his introductory mathematics students.
- 3) Dr. Lokken administered the Toledo Test to incoming Chemistry 121 students and the ACS Chemistry Test to those who completed 123, comparing the results in a special report. He also gave several "in-house" pre-tests and analyzed results to post-testing in chemistry.
- 4) Dr. Altman pre-tested her Math 101, 102, and 110 students. Although she uses these results to predict success in her courses, she has kept records of student test/success rates and is developing standard content measuring devices for her classes.
- 5) Mary Jones uses pre-post testing in her math classes and has produced excellent documented results for the record.

b. Business Administration

- 1) Dr. Sterrett has pre- and post-tests for BA 211 and 120.
- 2) Willie Watson reported good results on his pre-post testing in BA 211 and Economics 205-206.

c. Humanities

- 1) Dr. Freeman used pre-post testing and surveying in all her classes and reports good results. She has pioneered the attitude assessment (affective survey) for the past two years. She saves representative student writing in portfolio form as proof of student achievement.
- 2) James Edwards has done excellent testing and reporting on the progress of his students using both standardized and "in-house" instruments.
- 3) Dr. Davis has pre- and post-tested his English 101 and 102 students using surveys and objective answers formats. He also maintains portfolios of student work that shows improvement.

d. Social Sciences

- 1) Dr. Denty administers pre- and post-testing in his Psychology 101 classes.
- 2) Dr. Ridgley teaches to and measures specific objectives in his courses.
- 3) Randy Gann pre- and post-tests his students in history.

Continuing Education

a. Computer Applications Training Program

Attainment of written objectives for each course are assessed through student evaluations at the last class. These are handed out by instructors; students place them in an envelope which is sealed and submitted to the C.E. Office. An evaluation report is prepared for each class and reviewed by the director so needed adjustments or improvements can be made.

b. Conferences Program

Specific objectives need to be developed based on needs assessments, market surveys and other data collected over the next year. Program implementation cannot begin until completion of the conference facility in 1989. By Spring 1989, a marketing plan based on data collected, should be developed and ready for implementation.

c. Community Service

At least two public service programs per quarter should be offered. Evaluations will be collected to enhance the quality of future programs.

d. Children's Summer Enrichment Program

Each course is evaluated upon completion by the students. The director makes improvements based on the evaluations.

e. Continuing Education for Professional Development

Attainment of written objectives for each course are assessed through student evaluations at the last class.

f. University of Georgia Programs

Each program is evaluated.

g. Economic Development Programs

In addition to career and professional development programs and on-site training to enhance workers' skills, a "Summer on St. Simons Program" is being designed for Summer 88. This program will directly benefit our largest economic activity: tourism. Evaluations of this program will be sampled, the director will observe instructors and monitor evaluations to make program improvements.

(A brief summary of the most recent assessment data and information which demonstrate the effective level of attainment of results will be added in the fall.)

Administrative and Support Programs

- a. Student Affairs
- b. Admissions/Registrar/Financial Aid
- c. Minority Affairs
- d. Administrative Data Processing
- e. Business and Auxiliary Services
- f. Planning and Institutional Research

The Office of Planning and Institutional Research, directed by a half-time director for nine months, had five objectives for the 1987-88 academic year. They were:

- 1) to cochair and staff the Planning and Assessment Committee, including the development of a College purpose and statement of goals and writing of a College plan in accordance with SACS criteria;
- 2) to design an Outcomes Assessment College-wide program;
- 3) to prepare and write the University System Retention Report;
- 4) to work with faculty members who have research needs; and,
- 5) to assist University System Committees as requested.

All of the above objectives were met through various activities, workshops, and committees. The Outcomes Assessment College-wide program is presented above. An additional objective, to conduct external scanning carried out last year, was temporarily discontinued for the 1987-88 academic year, but will be an objective again in 1988-89 to support one of the College's goals concerning conducting an environmental review process. The Director of Planning and Research serves on the University System Committee on the Pre-College Curriculum and is Chairman Elect of the University System Institutional Research and Planning Advisory Committee.

Section IV

FINANCIAL REPORT

BRUNSWICK COLLEGE

BALANCE SHEET
June 30, 1988
With Comparative Figures at June 30, 1987

	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	
	1988	1987	1988	1987
CURRENT FUNDS				
Resident Instruction Funds				
Petty Cash	\$ 1,000.00	\$ 1,000.00	\$ 184,693.61	\$ 82,110.52
Cash in Banks - Demand Deposits	257,000.01	135,873.27	153,238.34	137,563.47
Receivables			21,000.00	21,000.00
State Appropriation - General	50,000.00	50,000.00	2,046.91	2,777.84
Other State Agencies	36,646.01	38,365.89		
Prepaid Expenses	250.00	409.40		
Stores Inventories	16,082.84	17,803.27		
Total Resident Instruction Funds	<u>360,978.86</u>	<u>243,451.83</u>	<u>360,978.86</u>	<u>243,451.83</u>
Restricted Funds				
Cash in Banks - Demand Deposits	(105,890.69)	(18,769.55)	3,207.71	1,720.47
Receivables				
Federal Funds	4,372.00			
State Funds	96,537.31	18,215.08		
Local Funds	682.50	368.68		
Private Funds	7,506.59	1,906.26		
Total Restricted Funds	<u>3,207.71</u>	<u>1,720.47</u>	<u>3,207.71</u>	<u>1,720.47</u>
Auxiliary Enterprises Funds				
Petty Cash	400.00	400.00	38.40	
Cash in Banks - Demand Deposits	37,859.06	11,945.67	80,759.35	71,926.22
Cash in Banks - Time Deposits	106,000.00	106,000.00	150,503.36	128,773.94
Receivables			9,619.10	1,598.61
Student Accounts	716.40	487.45	3,647.04	7,009.85
Other	18,832.44	18,549.28		
Inventory - Merchandise for Resale	80,759.35	71,926.22		
Total Auxiliary Enterprises Funds	<u>244,567.25</u>	<u>209,308.62</u>	<u>244,567.25</u>	<u>209,308.62</u>
TOTAL CURRENT FUNDS	<u>\$ 608,753.82</u>	<u>\$ 454,480.92</u>	<u>\$ 608,753.82</u>	<u>\$ 454,480.92</u>
LOAN FUNDS				
Cash in Banks - Demand Deposits	\$ 16,426.08	\$ 11,381.44		
Cash in S & L - Time Deposits	21,400.00	21,400.00		
Receivables - Student Notes	15,622.93	18,662.37	49,871.17	48,077.79
Total Loan Funds	<u>\$ 53,449.01</u>	<u>\$ 51,443.81</u>	<u>\$ 53,449.01</u>	<u>\$ 51,443.81</u>

BRUNSWICK COLLEGE

BALANCE SHEET
June 30, 1988
With Comparative Figures at June 30, 1987

	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	
	1988	1987	1988	1987
ENDOWMENT FUNDS				
Cash in Banks - Demand Deposits	\$ 4,630.63	\$ 1,946.51		
Cash in S & L - Time Deposits	32,600.00	32,600.00	\$ 77,308.72	\$ 74,624.60
Investments - At Book Value	40,078.09	40,078.09		
TOTAL ENDOWMENT FUNDS	\$ 77,308.72	\$ 74,624.60	\$ 77,308.72	\$ 74,624.60
PLANT FUNDS				
Unexpended Plant Funds				
Cash in Banks - Demand Deposits	\$ 49,710.90	\$ 128,331.35		
Cash in Banks - Time Deposits	1,050,000.00	1,000,000.00	\$ 5,120.00	\$ 66,924.68
Total Unexpended Plant Funds	1,099,710.90	1,128,331.35	1,094,347.99	1,057,548.20
Investment in Plant			242.91	3,858.47
Land	1,053,016.27	1,053,016.27	1,099,710.90	1,128,331.35
Buildings	6,899,953.92	6,776,880.92		
Improvements Other Than Buildings	566,311.15	550,417.79		
Library Collections	1,100,166.27	1,027,661.20	10,759,622.94	9,429,999.01
Equipment	1,140,175.33	1,003,731.83		
Total Investment in Plant	10,759,622.94	10,411,708.01	10,759,622.94	10,411,708.01
TOTAL PLANT FUNDS	\$ 11,859,333.84	\$ 11,540,039.36	\$ 11,859,333.84	\$ 11,540,039.36
AGENCY FUNDS - PRIVATE TRUST				
Cash in Banks - Demand Deposits	\$ 32,138.16	\$ 40,629.75	\$ 32,138.16	\$ 40,629.75
TOTAL AGENCY FUNDS - PRIVATE TRUST	\$ 32,138.16	\$ 40,629.75	\$ 32,138.16	\$ 40,629.75
AGENCY FUNDS - STUDENT ACTIVITIES				
Cash in Banks - Demand Deposits	\$ 36,138.05	\$ 40,834.22	\$ 119.00	\$ 2,218.99
			13,995.00	12,834.00
			22,024.05	25,781.23
TOTAL AGENCY FUNDS - STUDENT ACTIVITIES	\$ 36,138.05	\$ 40,834.22	\$ 36,138.05	\$ 40,834.22

STATEMENT OF CHANGES
Year Ended

	CURRENT FUNDS		
	Resident Instruction	Restricted	Auxiliary Enterprises
FUND BALANCE, July 1, 1987 as Previously Reported Adjustment per State Audit	\$ 2,777.84 -	\$ (18,769.55) -	\$ 7,009.85 -
FUND BALANCE, ADJUSTED July 1, 1987	<u>2,777.84</u>	<u>(18,769.55)</u>	<u>7,009.85</u>
REVENUES AND OTHER ADDITIONS			
Unrestricted Revenue	4,576,891.59	-	441,513.60
Restricted Revenue	1,156,319.87	-	-
Restricted Additions - Gifts, Grants & Contracts			
Federal Sources	-	443,182.00	-
State Sources	-	490,620.81	-
Local Sources	-	751.48	-
Private Sources	-	134,640.84	-
Endowment Income	-	5,486.00	-
Interest Income on Student Loans	-	-	-
Investment Income	-	-	-
Adjustments - Prior Year			
Accounts Payable	2,013.57	-	-
Accounts Receivable	(31.04)	-	(94.02)
Other	.57	-	245.00
Additions to Plant Properties	-	-	-
TOTAL REVENUES AND OTHER ADDITIONS	<u>5,735,194.56</u>	<u>1,074,681.13</u>	<u>441,664.58</u>
EXPENDITURES AND OTHER DEDUCTIONS			
Unrestricted Expenditures	4,576,827.78	-	406,444.35
Restricted Expenditures	1,156,319.87	-	-
Net Lapse of Surplus - Prior Year	2,777.84	-	-
Provisions for Reserves			
Inventories	-	-	8,833.13
Renewals and Replacements	-	-	21,729.42
Bus Replacements	-	-	8,020.49
Transfers to			
Resident Instruction Funds			
Direct Expenditures	-	1,156,319.87	-
Administrative Allowances	-	5,482.40	-
Collection Costs	-	-	-
Distribution per Trust Agreements	-	-	-
Disposal of Plant Properties	-	-	-
Adjustment to Inventory Counts	-	-	-
TOTAL EXPENDITURES AND OTHER DEDUCTIONS	<u>5,735,925.49</u>	<u>1,161,802.27</u>	<u>445,027.39</u>
FUND BALANCE, June 30, 1988	<u>\$ 2,046.91</u>	<u>\$ (105,890.69)</u>	<u>\$ 3,647.04</u>

COLLEGE

IN FUND BALANCES
June 30, 1987

LOAN FUNDS	ENDOWMENT FUNDS	P L A N T F U N D S		AGENCY FUNDS Student Activities
		Unexpended	Investment In Plant	
\$ 51,443.81	\$ 74,624.60	\$ 1,061,406.67	\$ 10,411,708.01	\$ 25,781.23
-	-	800.00	-	-
<u>51,443.81</u>	<u>74,624.60</u>	<u>1,062,206.67</u>	<u>10,411,708.01</u>	<u>25,781.23</u>
-	-	188,748.26	-	151,909.99
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	1,772.00	-	-	-
-	-	-	-	-
646.44	-	-	-	-
1,616.08	6,398.12	-	-	-
-	-	340.00	-	-
-	-	-	-	-
-	-	(245.00)	-	-
-	-	-	420,398.19	-
<u>2,262.52</u>	<u>8,170.12</u>	<u>188,843.26</u>	<u>420,398.19</u>	<u>151,909.99</u>
-	-	151,800.56	-	155,667.17
-	-	-	-	-
-	-	4,658.47	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
257.32	-	-	-	-
-	5,486.00	-	-	-
-	-	-	-	-
-	-	-	44,140.15	-
-	-	-	28,343.11	-
<u>257.32</u>	<u>5,486.00</u>	<u>156,459.03</u>	<u>72,483.26</u>	<u>155,667.17</u>
<u>\$ 53,449.01</u>	<u>\$ 77,308.72</u>	<u>\$ 1,094,590.90</u>	<u>\$ 10,759,622.94</u>	<u>\$ 22,024.05</u>

BRUNSWICK COLLEGE

SUMMARY STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES
 Year Ended June 30, 1988
 With Comparative Figures for 1987

	1 9 8 8				1987 TOTAL
	EDUCATIONAL AND GENERAL		AUXILIARY ENTERPRISES	TOTAL	
	Unrestricted	Restricted			
REVENUE					
General Operations					
Student Tuition and Fees	\$ 982,705.85	\$	\$	\$ 982,705.85	\$ 898,186.23
State Appropriations	3,387,622.00			3,387,622.00	3,249,336.00
Sales and Services of Educ Depts	10,328.40			10,328.40	11,408.47
Other Sources	18,334.06			18,334.06	16,928.78
Departmental Sales and Services					
Revenues for Program Support	212,008.13			212,008.13	275,885.95
Less: Quasi-Revenue	(34,106.85)			(34,106.85)	(31,988.95)
Sponsored Operations					
Federal Grants and Contracts		441,176.60		441,176.60	370,802.30
State Grants and Contracts		568,704.69		568,704.69	472,802.88
Local Grants and Contracts		1,065.30		1,065.30	368.68
Private Grants and Contracts		139,887.28		139,887.28	106,516.10
Endowment Income		5,486.00		5,486.00	6,100.00
Auxiliary Enterprises					
Food Services			59,680.87	59,680.87	65,805.72
Stores and Shops			341,304.57	341,304.57	276,209.17
Other Service Units			40,528.16	40,528.16	34,329.74
TOTAL REVENUE	<u>4,576,891.59</u>	<u>1,156,319.87</u>	<u>441,513.60</u>	<u>6,174,725.06</u>	<u>5,752,691.07</u>
EXPENDITURES					
Educational and General					
Instruction	2,160,800.19	568,911.93		2,729,712.12	2,592,382.67
Public Service	4,431.47	17,416.87		21,848.34	17,045.57
Academic Support	449,092.24	4,766.37		453,858.61	425,951.19
Student Services	402,688.75	42,502.48		445,191.23	426,359.10
Institutional Support	721,235.78	41,794.90		763,030.68	736,170.19
Operation and Maintenance of Plant	838,579.35			838,579.35	784,168.07
Scholarships and Fellowships		480,927.32		480,927.32	394,245.41
Auxiliary Enterprises					
Food Services			68,562.65	68,562.65	67,863.16
Stores and Shops			310,387.94	310,387.94	247,612.84
Other Service Units			27,493.76	27,493.76	19,325.17
TOTAL EXPENDITURES	<u>4,576,827.78</u>	<u>\$ 1,156,319.87</u>	<u>406,444.35</u>	<u>6,139,592.00</u>	<u>5,711,123.37</u>
Excess of Revenue Over Expenditures	63.81		35,069.25	35,133.06	41,567.70
Beginning Fund Balance	2,777.84		7,009.85	9,787.69	(4,998.66)
Adjustments Other Than State Audit	1,983.10		150.98	2,134.08	2,728.27
Lapsed Surplus Returned - Prior Year	(2,777.84)			(2,777.84)	(4,517.28)
Provisions for Reserves			(38,583.04)	(38,583.04)	(24,992.34)
ENDING FUND BALANCES	<u>\$ 2,046.91</u>		<u>\$ 3,647.04</u>	<u>\$ 5,693.95</u>	<u>\$ 9,787.69</u>

BRUNSWICK COLLEGE

SCHEDULE OF CURRENT FUNDS REVENUES
Year Ended June 30, 1988

	<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>
EDUCATIONAL AND GENERAL REVENUE			
General Operations			
Student Tuition and Fees			
Matriculation	\$ 946,363.85	\$	\$ 946,363.85
Non-Resident Tuition	27,953.00		27,953.00
Other Student Fees	8,389.00		8,389.00
State Appropriations			
State Appropriations - General	3,387,622.00		3,387,622.00
Sales and Services of Educational Departments			
Transcript Fees	1,272.00		1,272.00
Library Fines	773.85		773.85
Copier Fees	4,602.55		4,602.55
Vo-Tech Service Fees	57.00		57.00
Scholastic Aptitude Testing Fees	1,956.50		1,956.50
Welding Testing Fees	327.00		327.00
Nursing Testing Fees	1,339.50		1,339.50
Other Sources			
Salvage Sales	2,086.05		2,086.05
Veterans Adm Recording Fees	418.77		418.77
Parking Decals and Fines	2,727.00		2,727.00
Administrative Cost Allowance			
College Work Study Program	2,567.40		2,567.40
Supplemental Educational Opportunity Grant	1,220.00		1,220.00
Pell Grant Program	1,695.00		1,695.00
Job Training Partnership Act Program	2,500.00		2,500.00
Identification Card Fees	25.00		25.00
Returned Check Fees	3,611.77		3,611.77
Insurance Recovery	953.31		953.31
Other Revenues	529.76		529.76
Total Revenue from General Operations	<u>4,398,990.31</u>		<u>4,398,990.31</u>
Departmental Sales and Services			
Revenues for Program Support			
Fees - Vocational-Technical Short Term	18,649.01		18,649.01
Fees - Continuing Education	159,252.27		159,252.27
Quasi-Revenue from Distribution of Costs			
Cost Transfers - Service Departments	34,106.85		34,106.85
Sub-Total	212,008.13		212,008.13
Less: Quasi-Revenue from Distribution of Costs	(34,106.85)		(34,106.85)
Total Revenue from Departmental Sales and Services	<u>177,901.28</u>		<u>177,901.28</u>
Sponsored Operations			
Federal Grants and Contracts		441,176.60	441,176.60
State Grants and Contracts		568,704.69	568,704.69
Local Grants and Contracts		1,065.30	1,065.30
Private Grants and Contracts		139,887.28	139,887.28
Endowment Income		5,486.00	5,486.00
Total Revenue from Sponsored Operations		<u>1,156,319.87</u>	<u>1,156,319.87</u>
TOTAL EDUCATIONAL AND GENERAL REVENUE	<u>4,576,891.59</u>	<u>1,156,319.87</u>	<u>5,733,211.46</u>
AUXILIARY ENTERPRISES REVENUE			
Food Services			
Snack Bar - Operated by Institution			
Sales - Snack Bar	55,700.74		55,700.74
Other Income - Interest Earned	3,980.13		3,980.13
Stores and Shops			
Bookstore			
Sales - Bookstore	337,318.29		337,318.29
Other Income - Interest Earned	3,986.28		3,986.28
Other Service Units			
Student Transportation			
Rents - Transportation	11,825.28		11,825.28
Vending			
Commissions - Vending Contracted	211.07		211.07
Sales - Vending Institutional	26,657.71		26,657.71
Game Room			
Sales - Game Room	1,834.10		1,834.10
TOTAL AUXILIARY ENTERPRISES REVENUE	<u>441,513.60</u>		<u>441,513.60</u>
TOTAL CURRENT FUNDS REVENUES	<u>\$ 5,018,405.19</u>	<u>\$ 1,156,319.87</u>	<u>\$ 6,174,725.06</u>

BRUNSWICK COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES
Year Ended June 30, 1988

	FUND CLASSIFICATION				OBJECT CLASSIFICATION			
	Unrestricted	Restricted	Total	Personal Services	Travel	Operating		Equipment
						Supplies & Expenses		
EDUCATIONAL AND GENERAL EXPENDITURES								
INSTRUC T I O N								
General Academic Instruction								
Division of General Studies								
Administration	\$ 101,667.55	\$	\$ 101,667.55	\$ 87,760.30	\$ 437.90	\$ 13,469.35	\$	
Department of Business Administration	105,111.29		105,111.29	104,702.56	64.82	343.91		
Department of Humanities	158,246.72		158,246.72	152,698.67	2,168.16	3,379.89		
Department of Natural Science	218,250.40		218,250.40	204,756.50	2,003.25	11,490.65		
Department of Social Science	177,225.13		177,225.13	174,307.64	1,060.14	1,857.35		
Division of Special Programs								
Administration	70,435.11		70,435.11	65,833.95	205.35	4,395.81		
Department of Nursing	227,686.93	17,347.96	245,034.89	237,726.69	1,231.44	6,076.76		
Department of Physical Education	102,515.20		102,515.20	98,913.72	592.00	3,009.48		40,859.03
Quality Improvement Program	45,115.32		45,115.32			4,256.29		
Vocational and Technical Instruction								
Division of Vocational Technical								
Administration	93,606.29	147,734.54	241,340.83	144,540.84	9,166.56	10,095.24		77,538.19
Department of Applied Business	130,260.30	93,384.20	223,644.50	211,528.39		12,116.11		
Department of Allied Health	89,010.45	107,604.76	196,615.21	186,768.56		9,846.65		
Department of Applied Technology	166,404.11	91,723.55	258,127.66	227,294.00		13,370.66		17,463.00
Department of Industrial Training	36,626.12	90,526.71	127,152.83	111,943.06		15,209.77		9,596.78
Vocational Technical Departmental	18,649.01		18,649.01			9,052.23		
Community Education								
Department of Off Campus Credit Programs								
Fort Stewart	77,044.35		77,044.35	63,887.38	3,111.81	9,496.41		548.75
Kings Bay	19,958.25		19,958.25	13,224.38	2,459.50	4,274.37		
Department of Continuing Education	180,484.46	20,393.45	200,877.91	132,757.61	2,793.37	43,949.41		21,377.52
Preparatory and Remedial Instruction								
Department of Developmental Studies	142,503.20	196.76	142,699.96	137,802.87	1,240.89	3,656.20		
TOTAL INSTRUCTION	2,160,800.19	568,911.93	2,729,712.12	2,356,447.12	26,535.19	179,346.54		167,383.27
PUBLIC SERVICE								
Community Services								
Community Service								
Small Business Development Ctr.	4,431.47	17,416.87	17,416.87	2,648.42	30.24	14,768.45		
Consortium - Brunswick Center			4,431.47	417.63		3,983.60		
TOTAL PUBLIC SERVICE	4,431.47	17,416.87	21,848.34	3,066.05	30.24	18,752.05		

BRUNSWICK COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES (Continued)

	FUND CLASSIFICATION		OBJECT CLASSIFICATION				
	Unrestricted	Restricted	Total	Personal Services	Travel	Operating Supplies & Expenses	Equipment
EDUCATIONAL AND GENERAL EXPENDITURES (Continued)							
ACADEMIC SUPPORT							
Libraries							
Gould Memorial Library	278,119.80	120.26	278,240.06	177,098.06	1,316.84	37,868.99	61,956.17
Audio Visual Services							
Media Center	59,576.18		59,576.18	49,875.72		3,520.01	6,180.45
Academic Administration							
Office of Academic Dean	111,396.26		111,396.26	100,258.75	2,136.32	8,028.19	973.00
Academic Personnel Development							
Faculty Development		4,646.11	4,646.11		1,313.98	3,332.13	
TOTAL ACADEMIC SUPPORT	449,092.24	4,766.37	453,858.61	327,232.53	4,767.14	52,749.32	69,109.62
STUDENT SERVICES							
Student Services Administration							
Office of Student Services	155,660.11		155,660.11	142,130.52	1,061.44	12,468.15	
Counseling and Career Guidance							
Career Development Center		42,502.48	42,502.48	41,156.90	46.68	1,298.90	
Financial Aid Administration	58,126.07		58,126.07	52,774.19	1,132.13	4,219.75	
Financial Aid Office							
Student Records	188,902.57		188,902.57	136,942.39	4,138.18	37,060.00	10,762.00
Office of the Registrar							
TOTAL STUDENT SERVICES	402,688.75	42,502.48	445,191.23	373,004.00	6,378.43	55,046.80	10,762.00
INSTITUTIONAL SUPPORT							
Executive Management							
Office of the President	143,026.69		143,026.69	126,894.84	4,849.11	11,236.01	46.73
Office of Research & Planning	22,408.70		22,408.70	18,220.45	2,082.39	2,105.86	
Fiscal Operations							
Office of the Comptroller	278,532.81		278,532.81	248,139.10	6,259.14	24,134.57	
General Administrative/Logistical Svcs							
Office of Central Duplications	40,760.46		40,760.46	39,086.09		(4,228.63)	5,903.00
Office of Campus Security	86,169.07		86,169.07	83,662.84		1,758.23	748.00
Administrative Computing Support							
Computer Services - Administrative	79,979.77		79,979.77	50,453.46	462.02	29,064.29	
General Institutional							
Other Staff Benefits (Non-Payroll)	45,129.43		45,129.43	45,129.43			
General Institutional Expense	15,675.01		15,675.01	2,239.40		13,435.61	
College Work Study Program							
On Campus	9,553.84	38,215.31	47,769.15			47,769.15	
Off Campus		3,579.59	3,579.59			3,579.59	
TOTAL INSTITUTIONAL SUPPORT	721,235.78	41,794.90	763,030.68	613,825.61	13,652.66	128,854.68	6,697.73

BRUNSWICK COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES (Continued)

	FUND CLASSIFICATION		OBJECT CLASSIFICATION				
	Unrestricted	Restricted	Total	Personal Services	Travel	Operating Supplies & Expenses	Equipment
EDUCATIONAL AND GENERAL EXPENDITURES (Continued)							
OPERATION & MAINTENANCE OF PHYSICAL PLANT							
Physical Plant Administration	117,630.94		117,630.94	109,614.83	1,120.55	5,196.54	1,699.02
Building and Equipment Maintenance	191,519.97		191,519.97	105,165.12		75,108.85	11,246.00
Custodial Services	176,561.16		176,561.16	162,465.35		12,898.81	1,197.00
Utilities	186,259.07		186,259.07			186,259.07	
Landscape and Grounds Maintenance	166,608.21		166,608.21	106,869.16		35,717.05	24,022.00
TOTAL OPERATION & MAINTENANCE OF PLANT	838,579.35		838,579.35	484,114.46	1,120.55	315,180.32	38,164.02
SCHOLARSHIPS AND FELLOWSHIPS							
Scholarships							
Supplemental Educ Opportunity Grants		24,399.00	24,399.00			24,399.00	
Pell Grants Program		376,048.00	376,048.00			376,048.00	
Scholarships - Endowment Funds		5,486.00	5,486.00			5,486.00	
Scholarships - Private Funds		74,994.32	74,994.32			74,994.32	
TOTAL SCHOLARSHIPS AND FELLOWSHIPS		480,927.32	480,927.32			480,927.32	
TOTAL EDUCATIONAL & GENERAL EXPENDITURES	4,576,827.78	1,156,319.87	5,733,147.65	4,157,689.77	52,484.21	1,230,857.03	292,116.64
AUXILIARY ENTERPRISES EXPENDITURES							
FOOD SERVICES							
Snack Bar - Operated by Institution	68,562.65		68,562.65	38,131.29	14.37	30,416.99	
TOTAL FOOD SERVICES	68,562.65		68,562.65	38,131.29	14.37	30,416.99	
STORES AND SHOPS							
Bookstore	310,387.94		310,387.94	56,110.70	190.45	254,086.79	
TOTAL STORES AND SHOPS	310,387.94		310,387.94	56,110.70	190.45	254,086.79	
OTHER SERVICE UNITS							
Student Transportation	3,804.79		3,804.79	689.14	1.44	3,114.21	
Vending Operations - Institutional	22,660.35		22,660.35	4,684.15	1.44	17,974.76	
Game Room	1,028.62		1,028.62	620.67	1.43	406.52	
TOTAL OTHER SERVICE UNITS	27,493.76		27,493.76	5,993.96	4.31	21,495.49	
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	406,444.35		406,444.35	100,235.95	209.13	305,999.27	
TOTAL CURRENT FUNDS EXPENDITURES	4,983,272.13	1,156,319.87	6,139,592.00	4,257,925.72	52,693.34	1,536,856.30	292,116.64

BRUNSWICK COLLEGE

SCHEDULE OF OPERATION OF RESTRICTED FUNDS
Year Ended June 30, 1988

	FUND BALANCE JULY 1, 1987	RECEIPTS	DEDUCTIONS/TRANSFERS		FUND BALANCE JUNE 30, 1988
			For Direct	For Indirect & Adm Allow	
FEDERAL FUNDS					
Supplemental Educ Opportunity Grants	\$	\$ 25,619.00	\$ 24,399.00	\$ 1,220.00	\$
Pell Grants - FY 1988		375,141.00	377,818.00	1,695.00	(4,372.00)
Pell Grants - FY 1987		(1,770.00)	(1,770.00)		
College Work Study Program		894.00	40,729.60	2,567.40	1,789.00
TOTAL FEDERAL FUNDS	894.00	443,182.00	441,176.60	5,482.40	(2,583.00)
STATE FUNDS					
Vocational Technical					
Regular 01	(2,319.93)	45,436.12	44,101.19		(985.00)
Regular 02	(9,020.95)	340,724.89	399,728.04		(68,024.10)
Continuing Education	(2,176.61)	54,397.65	75,208.33		(22,987.29)
Vo-Tech Quick Start Hyster		7,403.00	7,164.65		238.35
Disadvantaged 03	(1,992.54)	23,974.52	24,508.38		(2,526.40)
Handicapped 04	(2,705.05)	18,684.63	17,994.10		(2,014.52)
TOTAL STATE FUNDS	(18,215.08)	490,620.81	568,704.69		(96,298.96)
LOCAL FUNDS					
College Work-Study Program					
Off Campus - Social Security Admin.	(368.68)	751.48	1,065.30		(682.50)
TOTAL LOCAL FUNDS	(368.68)	751.48	1,065.30		(682.50)
PRIVATE FUNDS					
Brunswick College Foundatfon-Fac. Develop.	826.47	5,000.00	4,646.11		1,180.36
Brunswick College Foundation-Other Programs		35,323.39	42,829.98		(7,506.59)
Brunswick College Foundation-Scholarship		74,994.32	74,994.32		
Small Business Development	(1,906.26)	19,323.13	17,416.87		
TOTAL PRIVATE FUNDS	(1,079.79)	134,640.84	139,887.28		(6,326.23)
ENDOWMENT FUNDS					
Gormly Endowment Fund Scholarship		166.00	166.00		
Wells Endowment Fund Scholarship		4,320.00	4,320.00		
Whittle Endowment Fund Scholarship		1,000.00	1,000.00		
TOTAL ENDOWMENT FUNDS		5,486.00	5,486.00		
TOTAL RESTRICTED FUNDS - CASH BASIS	(18,769.55)	1,074,681.13	1,156,319.87	5,482.40	(105,890.69)
AMOUNTS EXPENDED BUT NOT REIMBURSED	20,490.02	88,608.38			109,098.40
TOTAL RESTRICTED FUNDS - ACCRUAL BASIS	\$ 1,720.47	\$ 1,163,289.51	\$ 1,156,319.87	\$ 5,482.40	\$ 3,207.71

BRUNSWICK COLLEGE

STATEMENT OF CHANGES IN BALANCES OF PUBLIC TRUST FUNDS
Year Ended June 30, 1988

	<u>LOAN FUNDS</u>	<u>ENDOWMENT FUNDS</u>	<u>TOTAL</u>
BEGINNING FUND BALANCE	\$ 51,443.81	\$ 74,624.60	\$ 126,068.41
ADDITIONS			
Private Gifts and Grants		1,772.00	1,772.00
Service Charges - Institutional Loans	62.00		62.00
Investment and Interest Income			
Federal Nursing Loan	2,050.70		2,050.70
Private Loan Funds	149.82		149.82
Endowment Funds		6,398.12	6,398.12
TOTAL ADDITIONS	<u>2,262.52</u>	<u>8,170.12</u>	<u>10,432.64</u>
DEDUCTIONS			
Loan Collection Costs - Federal Nursing Loans	257.32		257.32
Transfer to Restricted Funds		5,486.00	5,486.00
TOTAL DEDUCTIONS	<u>257.32</u>	<u>5,486.00</u>	<u>5,743.32</u>
ENDING FUND BALANCE	<u>\$ 53,449.01</u>	<u>\$ 77,308.72</u>	<u>\$ 130,757.73</u>

SCHEDULE OF OPERATION OF PUBLIC TRUST FUNDS
Year Ended June 30, 1988

	<u>FUND BALANCE JULY 1, 1987</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>FUND BALANCE JUNE 30, 1988</u>
LOAN FUNDS				
Federal				
Nursing Student Loans	\$ 48,077.79	\$ 2,050.70	\$ 257.32	\$ 49,871.17
Private				
Brunswick College Loan	3,366.02	211.82		3,577.84
TOTAL LOAN FUNDS	<u>51,443.81</u>	<u>2,262.52</u>	<u>257.32</u>	<u>53,449.01</u>
ENDOWMENT FUNDS				
Restricted As To Income				
Charles Wesley Wells Scholarship Fund	43,703.95	4,174.32	4,320.00	43,558.27
Rosalie S. Gormly Scholarship Fund	3,932.11	952.78	166.00	4,718.89
Charles Whittle Scholarship Fund	11,647.01	878.70	1,000.00	11,525.71
Mary Jane Austin Scholarship Fund	13,789.11	2,058.39		15,847.50
L.E. Williams Scholarship Fund	1,552.42	105.93		1,658.35
TOTAL ENDOWMENT FUNDS	<u>74,624.60</u>	<u>8,170.12</u>	<u>5,486.00</u>	<u>77,308.72</u>
TOTAL PUBLIC TRUST FUNDS	<u>\$ 126,068.41</u>	<u>\$ 10,432.64</u>	<u>\$ 5,743.32</u>	<u>\$ 130,757.73</u>

BRUNSWICK COLLEGE

SUMMARY OF PUBLIC TRUST FUND INVESTMENTS
Year Ended June 30, 1988

	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>
ENDOWMENT FUNDS		
Stocks		
Common Stocks	\$ 890.96	\$ 650.00
Preferred Stocks	10,689.63	9,262.00
Total Stocks	<u>11,580.59</u>	<u>9,912.00</u>
Bonds		
General Telephone of Indiana	10,000.00	9,400.00
Georgia Power Company	4,397.50	4,230.00
Houston Light and Power	14,100.00	17,075.00
Total Bonds	<u>28,497.50</u>	<u>30,705.00</u>
TOTAL ENDOWMENT FUNDS	<u>40,078.09</u>	<u>40,617.00</u>
TOTAL PUBLIC TRUST FUND INVESTMENTS	<u>\$ 40,078.09</u>	<u>\$ 40,617.00</u>

ENDOWMENT FUNDS
DETAIL OF INVESTMENTS IN STOCKS

	<u>NUMBER OF SHARES</u>	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>
COMMON STOCKS			
BEI Holdings, Ltd.	100	\$ 890.96	\$ 650.00
TOTAL COMMON STOCKS	<u>100</u>	<u>890.96</u>	<u>650.00</u>
PREFERRED STOCKS			
Florida Power Company, 8.80%	100	10,689.63	9,262.00
TOTAL PREFERRED STOCKS	<u>100</u>	<u>10,689.63</u>	<u>9,262.00</u>
TOTAL INVESTMENTS IN STOCKS - ENDOWMENT FUNDS	<u>200</u>	<u>\$ 11,580.59</u>	<u>\$ 9,912.00</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	9.000%	12/01/00	\$ 10,000.00	\$ 9,400.00
Georgia Power Company	11.750%	12/01/05	4,397.50	4,230.00
Houston Light and Power	8.375%	10/01/06	14,100.00	17,075.00
TOTAL BONDS			<u>28,497.50</u>	<u>30,705.00</u>
TOTAL INVESTMENTS IN BONDS - ENDOWMENT FUNDS			<u>\$ 28,497.50</u>	<u>\$ 30,705.00</u>

BRUNSWICK COLLEGE

SCHEDULE OF OPERATION OF UNEXPENDED PLANT FUNDS
Year Ended June 30, 1988

	UNRESTRICTED	RESTRICTED	TOTAL
REVENUE/ADDITIONS			
State Appropriations			
Major Repair/Rehabilitation Funds	\$ 93,000.00		\$ 93,000.00
Gifts and Grants - Student Activities	5,000.00		5,000.00
Other Income			
Interest Income	18,868.47		18,868.47
Interest Income - Continuing Education Project		71,879.79	71,879.79
TOTAL REVENUE/ADDITIONS	<u>116,868.47</u>	<u>71,879.79</u>	<u>188,748.26</u>
EXPENDITURES/DEDUCTIONS			
Buildings			
Vo-Tech Building Addition	114.00		114.00
Gould Library (MRRF)	87,879.00		87,879.00
Continuing Education Phase I		35,080.00	35,080.00
Total Buildings	<u>87,993.00</u>	<u>35,080.00</u>	<u>123,073.00</u>
Improvements Other Than Buildings			
Signs and Markers	10,643.36		10,643.36
Campus Master Plan	5,250.00		5,250.00
Total Improvements Other Than Buildings	<u>15,893.36</u>		<u>15,893.36</u>
Equipment			
Administration Building	4,414.86		4,414.86
Science Building	1,821.24		1,821.24
Library Building (MRRF)	5,120.00		5,120.00
Total Equipment	<u>11,356.10</u>		<u>11,356.10</u>
Expenditures Not To Be Capitalized			
Office Furniture	1,478.10		1,478.10
Total Expenditures Not To Be Capitalized	<u>1,478.10</u>		<u>1,478.10</u>
TOTAL EXPENDITURES/DEDUCTIONS	<u>116,720.56</u>	<u>35,080.00</u>	<u>151,800.56</u>
Excess of Revenue Over Expenditures	147.91	36,799.79	36,947.70
Beginning Fund Balance, Adjusted	4,658.47	1,057,548.20	1,062,206.67
Adjustments - Accounts Payable Prior Year	95.00		95.00
Lapsed Surplus Returned - Prior Year	(4,658.47)		(4,658.47)
ENDING FUND BALANCE	<u>\$ 242.91</u>	<u>\$ 1,094,347.99</u>	<u>\$ 1,094,590.90</u>

SCHEDULE OF CHANGES IN INVESTMENT IN PLANT
Year Ended June 30, 1988

BEGINNING INVESTMENT IN PLANT		\$ 10,411,708.01
ADDITIONS		
Expended from Current Funds	\$ 292,116.64	
Vo-Tech Equipment purchased by State Dept of Education	(77,538.19)	\$ 214,578.45
Expended from Unexpended Plant Funds		150,322.46
Expended from Agency Funds - Student Activities		2,388.42
Donations Received		30,941.00
Adjustments to Inventory Counts		
Add Items from Physical Count	2,167.86	
Add Trade-In Allowance for Bus	20,000.00	22,167.86
TOTAL ADDITIONS		420,398.19
DEDUCTIONS		
Adjustments to Inventory Counts		
Equipment		28,343.11
Disposals and Trade-Ins		44,140.15
TOTAL DEDUCTIONS		72,483.26
ENDING INVESTMENT IN PLANT		<u>\$ 10,759,622.94</u>

BRUNSWICK COLLEGE

SCHEDULE OF INVESTMENT IN PLANT
Year Ended June 30, 1988

	YEAR ACQUIRED	INVESTMENT JULY 1, 1987	ADDITIONS	DEDUCTIONS	TRANSFERS	INVESTMENT JUNE 30, 1988
LAND						
Campus		\$ 1,053,016.27	\$	\$	\$	\$ 1,053,016.27
TOTAL LAND		<u>1,053,016.27</u>				<u>1,053,016.27</u>
BUILDINGS						
Administration Building	1964	398,270.15				398,270.15
Classroom Building	1964	396,183.55				396,183.55
Student Center Building	1964	587,385.84				587,385.84
Maintenance Building	1964	297,304.41				297,304.41
Howard E. Coffin Gym	1967	807,251.40				807,251.40
Gould Library	1969	909,574.29	87,879.00			997,453.29
Warehouse/Shop	1972	240,457.53				240,457.53
Vo-Tech Facility	1967	1,965,855.98	114.00			1,965,969.98
A W Jones Science Building	1973	1,139,897.77				1,139,897.77
Fine Arts Center	1981	31,500.00				31,500.00
Vo-Tech Allied Health Building	1983	3,200.00				3,200.00
Continuing Education Phase I	1988		35,080.00			35,080.00
TOTAL BUILDINGS		<u>6,776,880.92</u>	<u>123,073.00</u>			<u>6,899,953.92</u>
IMPROVEMENTS OTHER THAN BUILDINGS						
Campus Lighting System		35,246.85				35,246.85
Paving and Sidewalks 8206		104,400.27				104,400.27
Zell Memorial Clock Tower		32,128.65				32,128.65
Landscaping		25,554.93				25,554.93
Entranceways and Markers		10,118.86	10,643.36			20,762.22
Irrigation System		4,230.63				4,230.63
Physical Education Area Development		69,838.83				69,838.83
Campus Master Plan		4,150.00	5,250.00			9,400.00
Extension of Water Mains		1,581.80				1,581.80
Metered Electrical Lines		4,859.57				4,859.57
Underground Distribution Lines		258,307.40				258,307.40
TOTAL IMPROVEMENTS OTHER THAN BUILDINGS		<u>550,417.79</u>	<u>15,893.36</u>			<u>566,311.15</u>
LIBRARY COLLECTIONS						
General Acquisitions		1,023,143.21	72,384.81			1,095,528.02
Donations		4,517.99	120.26			4,638.25
TOTAL LIBRARY COLLECTIONS		<u>1,027,661.20</u>	<u>72,505.07</u>			<u>1,100,166.27</u>
EQUIPMENT						
Administration Building		223,642.59	42,525.11	6,600.12	(23,062.68)	236,504.90
Classroom Building		130,490.31	7,379.59	15,000.00	(6,484.34)	116,385.56
Student Center Building		41,056.84	2,388.42	1,499.95	3,018.00	44,963.31
Campus Maintenance Equipment		50,246.73		1,220.00	1,220.00	50,246.73
Library		125,701.52	14,917.60	1,746.73	5,768.00	144,640.39
Vo-Tech Building		8,405.90	47,608.53			56,014.43
Science Facility		149,609.47	29,560.49	1,903.25	18,778.19	196,044.90
Maintenance Building		134,142.84	26,946.24	13,694.46	(31,800.65)	115,593.97
Automotive Equipment		56,576.00	36,250.78	25,000.00	33,235.76	101,062.54
Physical Education Building		17,539.07	1,350.00	1,091.74	1,475.00	19,272.33
Vo-Tech Allied Health Building		44,208.97		4,727.01	(2,722.28)	36,759.68
Fort Stewart		11,896.65			575.00	12,471.65
Kings Bay		10,214.94				10,214.94
TOTAL EQUIPMENT		<u>1,003,731.83</u>	<u>208,926.76</u>	<u>72,483.26</u>		<u>1,140,175.33</u>
TOTAL INVESTMENT IN PLANT		<u>\$ 10,411,708.01</u>	<u>\$ 420,398.19</u>	<u>\$ 72,483.26</u>		<u>\$ 10,759,622.94</u>

BRUNSWICK COLLEGE

SCHEDULE OF OPERATION OF AGENCY FUNDS - PRIVATE TRUST
Year Ended June 30, 1988

	FUND BALANCE JULY 1, 1987	RECEIPTS	DISBURSEMENTS	FUND BALANCE JUNE 30, 1988
FUNDS HELD ON DEPOSIT				
Continuing Education Activity	\$ 71.42	\$ 109,945.43	\$ 109,571.75	\$ 445.10
Small Business Development Center	1,786.64	17,251.89	19,038.53	
Alumni Account	328.04	68.00		396.04
Mariner Golf Program	7,099.49			7,099.49
Mariner Golf Classic		160.00	8.00	152.00
Phi Theta Kappa	677.63	1,954.69	1,777.74	854.58
Phi Beta Lambda	1,592.42	2,495.83	3,041.00	1,047.25
Basketball Regional Tournament		729.00	729.00	
Developmental Studies Conference		9,573.05	5,892.50	3,680.55
Deans Conference	2,564.84	3,560.19	6,125.03	
Research and Planning Conference	557.94			557.94
Math Tournament	7.10			7.10
Vo-Tech Industrial Club	844.33	2,424.02	2,321.68	946.67
Financial Aid Clearing Account		2,121.88	2,121.88	
Returned Check Fees		1,200.29	4,583.13	
Student Liability Insurance	3,382.84	1,620.00	1,579.50	94.50
Student Accident Insurance	54.00	520.50	489.00	31.50
Faculty Fellowship Fund	14.20		3.10	11.10
Faculty Flower Fund	136.34			136.34
Cheerleader Concessions	340.10			340.10
Staff Council Fund	3.00	678.75	676.57	5.18
Christmas Dinner		1,374.59	1,374.59	
Athletic Awards Banquet		63.00	63.00	
Athletes Rental Program		24,543.00	24,543.00	
Student Deposits		1,772.53	1,772.53	
Library Workshop	132.19			132.19
Model United Nations		1,653.56	1,634.50	19.06
Goal Banquet		66.00		66.00
Public Occasions	3,276.09	1,141.64	2,664.36	1,753.37
JTPA - Needs Based Program	(1,432.00)	12,428.00	12,052.00	(1,056.00)
Financial Aid Vouchers				
Georgia Southern College		2,919.00	2,919.00	
Armstrong State College		2,484.00	2,484.00	
Matriculation Holding Account				
Georgia Southern College		60,880.00	60,880.00	
Armstrong State College		35,672.00	35,672.00	
Savannah State College		2,000.00	2,000.00	
Armstrong State College Nursing Test		1,830.00	1,830.00	
Office of Education Cash Account	6,487.00	435,000.00	441,487.00	
TOTAL FUNDS HELD ON DEPOSIT	27,923.61	738,130.84	749,334.39	16,720.06
FUNDS FOR DESIGNATED SCHOLARSHIPS				
BWK-Golden Isles Pageant Scholarship		250.00	250.00	
Kappa Alpha Psi Scholarship		600.00		600.00
Killgallon Foundation Scholarship		300.00	300.00	
Regents Scholarship		1,700.00	1,700.00	
Jeff Davis Hospital Scholarship		520.00	520.00	
Sapelo Island Foundation Scholarship		6,999.00	6,999.00	
Day Investment Company Scholarship		323.00	285.00	38.00
Donald Jonas Scholarship		6,000.00	6,000.00	
BWK Business/Prof Women Scholarship		480.00	480.00	
American Business Women Assn Scholarship		1,000.00	1,000.00	
Prince Hall Chapter Scholarship		600.00	300.00	300.00
Sons of 1st Division Scholarship		1,000.00	1,000.00	
Camden Rotary Club Scholarship		1,600.00	1,600.00	
Curtis Hames Scholarship		3,000.00	2,500.00	500.00
First Baptist Scholarship		323.00	323.00	
McIntosh Co Chamber of Commerce Scholarship		250.00	250.00	
Phi Beta Lambda Scholarship		600.00	600.00	
Glynn-Brunswick Hospital Scholarship		16,205.00	16,205.00	
Edgar Victoria Scholarship		500.00	500.00	
Chick-Fil-A Scholarship		2,000.00	1,401.52	598.48
Brunswick Rotary Club Scholarship		1,000.00	1,000.00	
Rochfort Foundation Scholarship		666.00	666.00	
Brunswick Policemen Scholarship		4,000.00	2,000.00	2,000.00
Camden Co High School Scholarship		250.00	250.00	
O'Brien Corporation Scholarship		1,500.00	1,250.00	250.00
Guaranteed Student Loans		25,550.63	25,550.63	
TOTAL FUNDS FOR DESIGNATED SCHOLARSHIPS		77,216.63	72,930.15	4,286.48

BRUNSWICK COLLEGE

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

	<u>FUND BALANCE</u> <u>JULY 1, 1987</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>FUND BALANCE</u> <u>JUNE 30, 1988</u>
PAYROLL OPERATIONS				
Payroll Deductions From Employee				
F I C A	456.21	210,789.17	211,246.88	(1.50)
F I C A - Medicare	3.92	3,508.07	3,511.99	
Federal Withholding Taxes	328.49	424,846.31	425,174.80	
State Income Tax	1,216.56	138,520.81	139,737.37	
Teachers Retirement		184,693.15	184,693.15	
Group Insurance - Health	2,003.20	76,798.48	75,970.88	2,830.80
Group Insurance - Life	1,213.14	31,911.31	32,001.07	1,123.38
Group Insurance - Disability	543.12	12,487.41	12,553.79	476.74
Garnishments		4,371.45	4,371.45	
Credit Union		243,713.89	243,713.89	
United Way		2,138.59	2,138.59	
Savings Bonds	25.00	3,250.00	3,250.00	25.00
Tax Sheltered Annuities		65,980.90	65,980.90	
Federal Tax Levies		586.51	586.51	
Foundation Scholarships		4,467.10	4,467.10	
Employer Liability				
F I C A	456.25	225,076.88	225,533.13	
F I C A - Medicare	3.96	3,491.80	3,495.76	
Teachers Retirement		413,406.88	413,406.88	
Group Insurance - Health	6,003.89	197,003.23	196,749.92	6,257.20
Group Insurance - Life	452.40	14,441.14	14,473.54	420.00
TOTAL PAYROLL OPERATIONS	<u>12,706.14</u>	<u>2,261,483.08</u>	<u>2,263,057.60</u>	<u>11,131.62</u>
TOTAL AGENCY FUNDS - PRIVATE TRUST	<u>\$ 40,629.75</u>	<u>\$ 3,076,830.55</u>	<u>\$ 3,085,322.14</u>	<u>\$ 32,138.16</u>

BRUNSWICK COLLEGE

SCHEDULE OF OPERATION OF AGENCY FUNDS - STUDENT ACTIVITIES
Year Ended June 30, 1988

REVENUE

Student Fees			
Fees - Student Activities	\$	55,609.00	
Fees - Athletics		<u>69,862.00</u>	\$ 125,471.00
Gifts & Grants			
Gifts and Grants - Private (Student Activity)		8,403.41	
Gifts and Grants - Private (Athletic)		<u>5,554.15</u>	13,957.56
Other Sources			
Sales - Tickets/Athletic Events		4,607.75	
Sales - Tickets/Dinner Theater		1,220.19	
Sales - Tickets/Jerry Clower		4,713.94	
Sales - Tickets/Glenn Miller Orchestra		301.45	
Sales - Tickets/Beatles		1,038.10	
Other - Insurance Recovery		<u>600.00</u>	<u>12,481.43</u>
TOTAL REVENUE			\$ 151,909.99
EXPENDITURES			
Athletics and Related Activities			74,983.82
Social and Entertainment Activities			50,841.76
Student Government			6,584.52
Student Publications			
Seawells		6,200.51	
Mariners Log		<u>7,615.13</u>	13,815.64
Other Programs			<u>9,441.43</u>
TOTAL EXPENDITURES			<u>155,667.17</u>
Excess of Revenue Over Expenditures			(3,757.18)
Beginning Fund Balance			25,781.23
ENDING FUND BALANCE			<u>\$ 22,024.05</u>

BRUNSWICK COLLEGE

AUXILIARY ENTERPRISES
STATEMENT OF OPERATIONS PRIOR TO PROVISION FOR RENEWALS AND REPLACEMENTS
Year Ended June 30, 1988

A P P E N D I X C

	TOTAL	FOOD SERVICES		STORES & SHOPS		O T H E R S E R V I C E U N I T S		
		Snack Bar	Bookstore	Student Transportation	Vending-Institution	Game Room		
OPERATING INCOME								
Revenue	\$ 433,547.19	\$ 55,700.74	\$ 337,318.29	\$ 11,825.28	\$ 26,868.78	\$ 1,834.10		
Less: Cost of Goods Sold	280,868.13	25,205.48	238,266.69	--	17,395.96	--		
GROSS OPERATING INCOME	152,679.06	30,495.26	99,051.60	11,825.28	9,472.82	1,834.10		
OPERATING EXPENDITURES								
Direct Expenses								
Personal Services	87,822.66	31,924.64	51,766.05	68.48	4,063.49	--		
Travel	180.39	--	180.39	--	--	--		
Operating Supplies and Expenses	17,049.48	1,170.68	12,991.52	2,710.13	174.72	2.43		
Indirect Expenses - Plant Operations								
Personal Services	12,413.29	6,206.65	4,344.65	620.66	620.66	620.67		
Travel	28.74	14.37	10.06	1.44	1.44	1.43		
Operating Supplies and Expenses	3,305.77	1,652.88	1,157.02	165.28	165.29	165.30		
Utilities	4,775.89	2,387.95	1,671.56	238.80	238.79	238.79		
TOTAL OPERATING EXPENDITURES	125,576.22	43,357.17	72,121.25	3,804.79	5,264.39	1,028.62		
NET OPERATING INCOME/DEFICIT	27,102.84	(12,861.91)	26,930.35	8,020.49	4,208.43	805.48		
OTHER INCOME								
Interest Earned	7,966.41	3,980.13	3,986.28	--	--	--		
NET INCOME/DEFICIT	\$ 35,069.25	\$ (8,881.78)	\$ 30,916.63	\$ 8,020.49	\$ 4,208.43	\$ 805.48		