

BRUNSWICK JUNIOR COLLEGE

ANNUAL REPORT

1980 - 81

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1980 - 1981



BRUNSWICK JUNIOR COLLEGE

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BRUNSWICK, GEORGIA 31523

A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

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Section I

NARRATIVE

## Narrative

The fiscal year 1980-81 was an eventful and busy period in the history of the college. During this year, the Southern Association of Colleges and Schools Institutional Self-Study for reaffirmation was completed. The work of the several faculty committees was completed during the winter quarter, and the Visiting Committee was on campus May 3-6, 1981. This visit by twelve colleagues from member institutions from throughout the Southeast culminated a two year study and self-evaluation required for reaffirmation of accreditation. The Visiting Committee made several recommendations and suggestions which the institution will address in the ensuing year.

There was an unexpected increase in student enrollment for each quarter covered by this report. Even though it was anticipated that the enrollment would remain rather stable over the next several years, there seems to be certain factors, not yet studied carefully, which may portend a slight enrollment increase over the next several years. Enrollment statistics in the high schools located in the attendance area indicate an overall decline in the number of graduates for the next several years. The decline will have an adverse affect on the enrollment trend, especially in the number of freshmen students who enter college directly from high school. However, there is some evidence to indicate that the college will continue to enroll more of the older, non-traditional students who are returning to college to upgrade their occupational and professional skills or to pursue new career opportunities. Off campus courses offered in the Kings Bay area to serve

the needs of the military personnel moving into the new Kings Bay naval installation and the citizens of the area, coupled with credit courses in business administration for some personnel at the Federal Law Enforcement Training Center, were sufficient to off-set declining freshman enrollment and even accounted for some increase during the year.

With a new director assuming his duties as Director of Continuing Education and Community Services, there were significant increases in adults citizens served through community oriented courses and programs.

#### Academic Development

As in the preceeding year, the faculty was heavily occupied with the Institutional Self-Study for Reaffirmation of Accreditation. During the 1980-81 fiscal year, the faculty committees completed their evaluations and prepared the Self-Study Report as required by the Southern Association of Colleges and Schools. Many of the highlights and accomplishments reported herein were motivated by findings of the Self-Study.

The curriculum of the college has been relatively stable during the year. Except for the request for authorization of two new programs, there were no major revisions. Several adjustments have been made as needed to the course offerings in a few fields, but these were minor, not major modifications.

A substantial growth in enrollment during 1980-81 has allowed for the expansion of staffing in several areas. The effect of the staffing will not be felt until next year, since all positions are to begin in September, 1981. However, the recruitment of additional instructors in

the Divisions of Business Administration and the Humanities as well as replacements in other areas has been accomplished, and the academic quality of the new appointments is high. Staffing changes made at the end of 1979-80 and during 1980-81 have been successful. Two replacement nurses and a replacement in Industrial Electricity appear to be very successful and have strengthened their respective programs. A temporary instructor in physical education who has replaced a faculty member on a leave of absence has been a highly competent replacement. Even though all these positions were replacements and no additional staffing was added during 1980-81, they, nevertheless, represent an upgrading of faculty.

As stated previously, courses have been taught on the Naval Submarine Support Base at Kings Bay each quarter during the year covered by this report. Enrollment has been small, but the groundwork has been laid for future growth. Also, a contract was signed for instruction of U.S. Customs officials stationed at the Federal Law Enforcement Training Center. The contract guarantees sufficient enrollment of fully qualified students. During the 1980-81 year, 3 courses were offered to a total of 88 students.

It is encouraging to report that library circulation, after a significant decline reported last year, has experienced a year of growth. With this growth, total circulation has exceeded that of any previous year. Also, the number of new volumes acquired increased sharply, represented by an 83 percent increase over the previous year. The

increase in library acquisitions is attributed to budget amendments, a large number of gift books, and improvements in the ordering process.

During the year, fifty-one library orientation classes were held, including one for a graduate class and seven for local public and private schools. The library staff continued its active involvement with professional organizations. The library hosted one meeting each of the Glynn County Library Council and the South Georgia Associate Libraries, with a staff member being elected secretary/treasurer of the latter organization. Also, many excellent art and craft exhibits were provided in the library throughout the year.

Fiscal year 1980-81 was a good year for the library. However, as indicated elsewhere in this report, the library has several needs which must be addressed in the ensuing years. A persistent and serious problem is the mildew which collects on the books and other library holdings. This is caused by the excessively high humidity which is prevalent in the library during the hot and humid months of the year. Efforts have been made over the years to correct the problem, but with limited success. To provide the proper temperature and humidity control system for the library will require a substantial modification and upgrading of the cooling system. The solution to this problem is high on the list of rehabilitation projects, and every effort is being made to acquire the funding for alleviating this perennial problem.

Effort was made during the year to strengthen the student academic advisory program. The Dean of Academic Affairs and the division chairmen,

working with a faculty advisory committee, modified the advisement system to utilize teaching faculty members as permanent advisors. Although this system is still flawed and will need adjustments in several details, it is considered to be generally sound in its approach to the problem.

A comprehensive evaluation system of faculty evaluation was implemented. The Self-Study recommended that the evaluation system be reviewed by a faculty committee. However, no major revisions of the system are anticipated. In addition to faculty evaluation, a system of administrative evaluation by faculty, which includes evaluation of major administrators and division chairmen, was devised and implemented. Also, effort has been initiated toward clarification of the University System and institutional criteria for promotion, tenure, and salary increases.

Continued effort was exerted to improve the evening instructional program. Graduation requirements were modified to provide an alternate means for evening students to meet physical education requirements. A change was also made in the evening class hours which allows the late period to be completed one-half hour earlier, a convenience requested by a large number of evening students.

The academic exclusion policy was revised to include a program of academic warning and academic probation prior to academic exclusion. Even though under special circumstances a student may be excluded for poor academic performance in one or two quarters, in most cases a student will be allowed three quarters to adjust to college before being excluded for academic deficiency. It is anticipated that this adjustment

in the academic exclusion policy will have a more positive effect upon the low achiever and enable faculty advisors and counselors to offer more assistance to the academically disadvantaged and non-traditional students.

In order to support the quality of the educational program and to enhance the overall cultural atmosphere of the college, efforts were made to provide high quality and stimulating musical, literary, and public affairs programs. The Division of Humanities was especially successful in presenting interesting and culturally stimulating art exhibits, concerts, and literary workshops for high school students. The contacts with the high schools and with community groups through a number of these activities should have a beneficial effect on the academic program in the future.

Plans have been developed for implementation during the ensuing year of a major cultural affairs series to be funded by the student activity fees. The student leadership and the Student Affairs office are to be commended for this support.

The quality of the academic program was also supported and enhanced by the quality of the publications of the faculty. In addition to numerous smaller publications and papers read at regional conferences, several faculty members have published articles and book reviews in national and regional professional journals.

#### Continuing Education and Community Services

The Division of Continuing Education experienced an increase in

enrollment for non credit activities during the 1980-81 program year. A total of 2,744 registrations was received in non credit community service activities and 845 registrations in non credit vo/tech activities, resulting in a total for non credit registrations of 3,589. When compared with 1979-80 program statistics, these figures represent a 38.6% increase in non credit community service, a 38.4% decrease in non credit vo/tech, and an increase of 7% in overall non credit registrations for the program year. Total fees generated by non credit community service programs in the year covered by this report represented an 18.4% increase over the previous fiscal year total.

The Office of Continuing Education has enjoyed an increasing level of support from area organizations, agencies, and the community at large. Concurrent with the expansion of leisure course offerings during this year was the implementation of numerous professional development conferences and workshops in cooperation with the Center for Continuing Education at the University of Georgia. Other cooperative programs were organized with the Glynn-Brunswick Memorial Hospital, the Mental Health Association, and the Cooperative Extension Service. The Adult Health Club was also expanded into a comprehensive Physical Fitness Institute which will provide supervised community access to gymnasium and recreation facilities, health education films and lectures, and a cardiac rehabilitation program. A \$10,000 grant was received from the Brunswick Heart Association to assist in the development of this program.

#### Student Services

The office of Student Affairs reported a considerable amount of

activity relative to student services and student development. In the area of counseling services, counseling personnel received extensive educational and professional experiences through counseling workshops and course work which expanded their skill and competencies. Counseling services will be expanded next year by the recent addition of a counselor/evaluator in the area of vocational/technical education for handicapped students.

The Tutorial Laboratory, which was added to the office of Student Affairs during the fiscal year 1979-80, continued to be available to students who have academic deficiencies. Effort was made to reach a large number of students who were on academic probation and to help "salvage" these students.

In its effort to provide more meaningful programs in social, cultural, and physical activities for a diversified student body, the Student Life Advisory Council encouraged student participation by offering non-traditional, family-oriented activities and programs. Campus clubs and organizations were given the autonomy to sponsor the kinds of programs which would complement the educational process. Student leadership made valuable contributions to the Institutional Self-Study process and were actively involved in the study until its successful completion. Students continued to have an active voice in matters of college governance through membership on policy and decision-making faculty/student committees. The Student Life Advisory Council was especially instrumental in organizing the initial meeting of former students for the purpose of formulating plans for developing a functional alumni asso-

ciation.

In the area of student records, effort was made to redefine the services to be rendered by this operation. It is anticipated that data processing services will expand to include institutional research on a much larger scale, on-line registration, and a new student record system. In an effort to avoid liabilities which can result from errors and incorrect payments in the financial aid program, a voucher system has been developed for the distribution of all aid funds. This system will be implemented in the fall, 1981. Plans include adding a computer terminal and printer in an effort to place as much of the record keeping on computer tape as possible.

Financial aid is an important factor for many students who attend a commuter institution. Many students work either part-time or full-time to supplement their family budget. The office of Student Affairs reported that community subsidized scholarships to the college increased, making available a wide range of aid applicable to varied classifications of students.

The workload in the office of the Registrar and Director of Admissions continues to increase. This year that office processed more than 2,049 applications. The workload in this office has increased gradually over the years, and there is a critical need to add a position at the earliest possible time.

#### Accreditation Status

The Southern Association of Colleges and Schools, Commission on Colleges, indicated during its annual meeting in December, 1979, that

Brunswick Junior College should begin to prepare for its second Institutional Self-Study. The college was advised by the Commission on Colleges that a steering committee should be selected by the spring quarter, 1979, and that a representative of the Commission on Colleges would visit the campus during the spring quarter to discuss the self-study procedure with the faculty and staff.

The Self-Study was initiated according to the timetable described above. The Steering Committee began functioning during the spring quarter, 1979, and Dr. Bennett Hudson, Associate Executive Secretary, Commission on Colleges, addressed the faculty and staff in March, 1979. A Self-Study handbook, including the prospectus, was published by the Steering Committee. The various faculty committees were selected during the summer, 1979, and began functioning during the fall quarter, 1979. Since the fall quarter, these committees were actively and diligently engaged in the study and evaluation of every aspect of the operation of the college. Following the Self-Study Handbook of the Southern Association of Colleges and Schools, the committee conducted a self-study and published its findings in the Institutional Self-Study Report. The Self-Study culminated with a visit by a Reaffirmation of Accreditation Visiting Committee of the Southern Association, May 3-6, 1981. The Visiting Committee conducted its study of the institution and prepared its report for the Commission on Colleges.

The institutional self-study yielded a number of suggestions and recommendations for strengthening the operation of the institution. The responsibility for responding to the recommendations and suggestions

was assigned to a faculty-administrative Committee on Planning for the Future. This committee has reviewed all of the suggestions and recommendations contained in the institutional Self-Study Report and initiated action toward meeting the requirements of a large number of the suggestions and recommendations.

The Reaffirmation of Accreditation Visiting Committee's Report contained several recommendations and suggestions. The institution is in the process of preparing a response to the Visiting Committee's report according to the published timetable. The institution does not anticipate any difficulty in complying with the recommendations made in the Self-Study process. Official announcement concerning the reaffirmation of accreditation for the institution will be made at the next annual meeting of the Southern Association of Colleges and Schools, Commission on Colleges, in December, 1981.

#### Fiscal Affairs

The most significant highlight of this year's work in the fiscal affairs section was the completion of the Self-Study and the report of the Visiting Committee. The Visiting Committee's Report contained no recommendations and suggestions for the area of fiscal affairs, but there were several suggestions from the Institutional Self-Study Report which are being implemented.

The computer programs for accounting and payroll systems have helped provide better service in these areas. The classified personnel manual was updated and distributed, and plans were begun to develop in-service training programs for the clerical and secretarial staff. Some

of these programs will be developed through the Continuing Education office and will be available not only to Brunswick Junior College staff, but also to employees of local businesses and industries.

Although the custodial and building maintenance staffs continue to experience a high rate of turn-over, it was less this year than in past years. The vacancy in the position of Assistant Director of Plant Operations has been filled by a young man with a degree in Criminal Justice and considerable experience in building trades. His primary responsibilities will be the supervision and training of the security and custodial personnel, thus relieving the Director of Plant Operations to concentrate on campus development and maintenance programs.

Although there was an increase in enrollment in this fiscal year, it was mainly in off campus students, and the snack bar continues to suffer from lack of volume sales. Even though the cost and profit margins were monitored carefully, the snack bar operated with a deficit after providing the required 5% reserve. Although the total Auxiliary Enterprises showed a slight profit for the year, the operation of the snack bar will continue to be monitored closely.

#### Physical Facilities and Campus Development

Plans and specifications were completed for the Vocational/Technical addition; however, funding was not provided in the 1980-81 supplemental budget, nor in the 1981-82 allocation. Final approval of the plans and specifications has, therefore, been delayed.

Preliminary plans and specifications were submitted and approved by the Board of Regents for the Fine Arts/Civic Center facility. Funds

for the architectural fees for this facility are being provided by the Sapelo Foundation, Inc., and funding for the project will be a joint effort as described in the Brunswick College Foundation section of this report.

Plans are under way, and minor renovations have been initiated to provide adequate space for the following functions: Career Development and Counseling Center, Tutorial Learning Center, Central Duplicating Services, Administrative Data Processing, and Continuing Education and Community Services.

This fiscal year the Plant Operations Department completed several significant projects which will provide facilities to enhance the instructional program. One project was the construction of a shed across the back of the Vocational/Technical Building to provide outside space for the laboratory shop programs. As a class project, welding students fabricated the steel frame of the shed. A portion of this shed has been closed in to provide additional space for the industrial electricity program which is presently housed in the science facility. A dock was constructed on the newly dredged lake, providing an excellent facility for physical education classes in canoeing and sailing. Also, a physical fitness par course, purchased jointly by student activity funds and unexpended plant funds, was installed by the Plant Operations staff. Hercules Powder Company has agreed to provide wood chips for the fitness trail which is located on the northern side of the campus. This fitness trail will be an important part of college sponsored programs, including the Physical Fitness Institute, and will also be open for use

to any student or community member.

The outdoor fenced-in storage area behind the Vocational/Technical Building was expanded. Other campus development projects implemented this year include the following: (1) construction of outdoor storage for Plant Operations equipment, (2) completion of a greenhouse to provide facilities for growing replacement shrubbery for landscape programs, (3) upgrading of the Simplex clock system in the Central Plant, (4) installation of a water well to provide for irrigation and initiation of irrigation system for the central campus, (5) utilization of available funds to begin replacement of worn-out and obsolete Plant Operations equipment, (6) preparation for revision and upgrading of the sign system throughout the campus and the purchase of letters for identifying each of the campus buildings; and (7) renovation and redecoration of the small group dining room to provide a more pleasant atmosphere for group meal meetings. The replacement of worn-out and obsolete equipment is one of the most significant needs of plant maintenance, and it will have to be addressed yearly.

#### Brunswick College Foundation

The Brunswick College Foundation continued its support of the student scholarship fund and the James D. Compton Chair for the Study of Private Enterprise. At its annual meeting in February, 1981, the Board of Trustees of the Foundation authorized a total of approximately \$10,000 for the calendar year in support of various student scholarships and financial aid programs. This included seven academic scholarships which are available to outstanding entering students, one from each academic

division. The Foundation authorized seven sophomore scholarships, which enables the freshman scholarship recipient to continue in the sophomore year, providing that he/she is eligible academically to continue on the scholarship. There is some concern over the apparent lack of success in raising funds to support the scholarship program as well as other programs which have been initiated by the Foundation.

Programs sponsored through the Compton Chair of Private Enterprise continued at about the same level as that of the previous year. However, with the resignation of the chairholder, Dr. John H. Sterrett, there was an effort to reorganize the chair. Funding for the chair has not been provided at the same level as it was for the first five years of the operation. During the past several years, the Foundation has reduced the level of its funding. In order to continue the chair as a jointly funded project, the college has agreed to extend to the chair some of the support services of the Office of Continuing Education and Community Services and to coordinate some of the offerings of the chair with those of the Division of Continuing Education. It is anticipated that this arrangement will enable the Compton Chair of Private Enterprise to continue its essential programs and offerings to the college community and to the community at large.

After a successful recruitment program, the Search Committee for a chairholder recommended a highly qualified and experienced professor, Dr. Carl Blair Housley. Dr. Housley holds the Ph.D. degree in Economics from Florida State University and has had the academic, business, and professional experience required of the chairholder.

Continued interest in the Fine Arts/Civic Auditorium was evident among the leadership of the Foundation. Continued efforts to gain local monetary support for this facility have led to increased interest and activity among local citizens and groups. The Sapelo Foundation reaffirmed its intention to grant \$500,000 to this project with an amount not to exceed \$100,000 for architectural fees for the design of this facility. The Board of Regents has indicated that it will provide a first phase expenditure of \$1,000,000 toward this project. It is anticipated that the remaining amount of approximately \$2,000,000 will be raised locally.

The preliminary design for this facility was completed in the spring quarter and was approved by the Board of Regents. Officials of the college and the Foundation have presented the proposed project to a joint session of the City and County Commissions. The Chairman of the Brunswick College Foundation and the Dean of Academic Affairs are planning to publicize the project to community civic groups and cultural organizations during the early part of fall quarter, 1981.

#### Affirmative Action

In the area of affirmative action in employment and with reference to minority personnel, the composition of the faculty and staff remained relatively stable. A black female faculty resignation occurred during the year, but the vacant position was filled with a black female. There was a net gain of one white female on the faculty, the gain resulting from the resignation of a white male who was replaced with a white female.

Brunswick Junior College was integrated at the time of its initial

year of operation. It has, therefore, had a substantial enrollment of minority students. The percentage of black students has averaged about 20 percent over the years. This is considered to be a relatively high percentage as compared with the percentage of black population (approximately 28%) in the surrounding community. Probably the most important factor in attracting the black student has been the availability of financial aid for students who need financial assistance. In 1968, the Brunswick College Foundation accepted the challenge of assisting in removing the financial barrier for any high school graduate in the community who desired to attend college. By providing matching funds for the various financial aid programs, the Foundation assisted the college in establishing an adequate financial aid program. As early as 1968, the Brunswick College Foundation and the college were able to issue the statement that financial assistance would be provided for any student to attend the institution who has a demonstrated financial need. This commitment, coupled with a strong student recruitment program, has enabled the college to maintain stability in the proportion of minority students throughout its growth and development. Without this financial commitment, it is doubtful that the current number and percentage of minority students could have been maintained. The proposed and impending reductions in federal student financial assistance portends significant decreases in the enrollment of not only minority students, but other financially needy students as well.

Section II

ASSESSMENT OF STRENGTHS, NEEDS,  
AND FIVE YEAR PLANS

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF  
ACADEMIC AFFAIRS

Strengths	Needs	Five Year Plans
1. Academic Advisement Program	1. To assist faculty members in becoming more competent and knowledgeable in advising students.	1. To improve the relationship between faculty advisors and counselors. To provide opportunities through workshops and conferences for academic advisors to become more competent and knowledgeable.
2. Faculty Evaluation	2. To clarify the evaluative criteria. To involve faculty more effectively in the evaluation process.	
3. Comprehensive Curricular Offerings	3. Improved facilities, especially for the allied health programs.	2. To continue to develop the procedure for evaluating faculty. Effort is being made to define more precisely what performance level is required in each criterion listed. To continue to work with division chairmen toward increasing their competence in the evaluation process.
4. Qualification of Faculty	4. Additional funding for graduate study and professional development.	
5. Library	5. Increased budget to maintain a reasonable acquisition level in the face of increasing inflation. Rehabilitation funds to modify the heating and cooling system and eliminate the mildew problem.	3. To continue to assess the needs of the community. To develop programs related to marine science and environmental studies.
		4. To continue to provide as much incentive as possible for young faculty to pursue advanced graduate study.
		5. To continue to provide as much funding as possible for the acquisition budget. To continue to pursue funding to modify the heating and cooling system.

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

Strengths	Needs	Five Year Plans
<p>1. Strong, well-trained, dedicated staff.</p>	<p>1. Upgrading of in-service training for clerical and secretarial staff.</p>	<p>1. Develop in-service training programs for clerical and secretarial staff.</p> <p>2. Planned replacement of obsolete and worn-out equipment.</p>
AUXILIARY ENTERPRISES		
Strengths	Needs	Five Year Plans
<p>1. Dedicated staff.</p>	<p>1. Larger refrigeration areas. 2. Better ventilation in kitchen area.</p>	<p>1. Enlarge refrigeration area. 2. Increase profit margin in snack bar.</p>

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

Strengths	Needs	Five Year Plans
1. Good basic design of campus and buildings.	1. Additional central chiller for central plant.	1. Continue campus development.
2. Relatively low maintenance landscape plan.	2. Incentive and training programs for custodial staff.	2. Obtain funding for Vo-Tech and Fine Arts facilities.
3. Dedicated staff in most areas.	3. Engineer to cope with older plant and more complicated management of heating and cooling plant.	3. Develop incentive and training programs for unskilled labor.
	4. Rehabilitation funds to deal with deferred maintenance problems.	
	5. Rehabilitation funds to up-grade lecture rooms on campus to more nearly suit needs of campus.	
	6. Development of additional parking areas.	
	7. Upgrading of heating and cooling system to improve energy efficiency and improve distribution system.	
	8. Additional security positions to replace overtime for vacations, sick leave.	
	9. Additional facilities for Vo-Tech and Fine Arts.	
	10. Additional funding for supplies, utilities, and equipment.	

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

Strengths	Needs	Five Year Plans
<ol style="list-style-type: none"> <li>1. Continued participation of the non-traditional student in the activity program and in institutional governance.</li> <li>2. "Student and Family" oriented activity offerings.</li> <li>3. Increased campus club and organization autonomy in providing significant programs for students.</li> <li>4. Realignment of student activity budget to encompass development of comprehensive Lyceum Program.</li> <li>5. Compact intra/extramural athletic program responsive to the diverse health and recreational needs of students.</li> <li>6. Designation of publications personnel to coordinate campus publications.</li> <li>7. Appointment of Alumni Director to organize and institute a functional program of Alumni Affairs.</li> </ol>	<ol style="list-style-type: none"> <li>1. Organized Division Orientation Program to complement traditional "New Student Orientation."</li> <li>2. Active involvement of faculty as advisors to clubs and organizations and as participants in student activities.</li> <li>3. Increased Student Government effectiveness by including campus club officers in legislative process.</li> <li>4. Expansion of extramural program to include more competitive activity.</li> <li>5. Informal health and physical activity offerings for the handicapped.</li> <li>6. Employment of student resources in organizing program of recruitment and public relations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Designation of facility to be utilized exclusively as a "Student Center."</li> <li>2. Institute annual "Alumni Day" with past and present Student Government members as principal organizers with emphasis on establishing national chapters for recruiting and public relations.</li> <li>3. Organize "College Day" program of activities for area high school students and center around campus event as "May Day."</li> <li>4. Design activity program to include academic competitions in subject matter areas to enhance scholastic achievement.</li> </ol>

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

Strengths	Needs	Five Year Plans
<p>1. Cooperation of Business Office, Registrar's Office, and members of faculty and staff that supervise CWSP personnel.</p> <p>2. Community and members of Foundation support the scholarship program.</p> <p>3. New Federal regulations have allowed more flexibility in deobligating and transferring funds.</p> <p>4. A "voucher" system to be used beginning fall quarter will eliminate the possibility of a student repayment.</p>	<p>1. Fewer regulations restricting the professional judgement of the Aid Officer.</p> <p>2. More consistency in regulations governing disbursements of aid.</p> <p>3. Less rigid audit requirements. Technical audit discrepancies should not demand repayment, only for overawards.</p> <p>4. Only one operations manual and one source of guidelines to be audited from.</p>	<p>1. This item could receive very little projection over a five year span as the life expectancy of any aid program is usually subject to legislation.</p>

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

Strengths	Needs	Five Year Plans
1. Qualified professional staff.	1. More qualified para-professionals or student tutors.	1. Study skills course to promote student retention.
2. Heavy student use of the services offered.	2. Better dissemination of information by faculty concerning services offered to students.	2. Expansion to offer short courses and workshops.
3. Administrative, faculty and student support of the program.	3. Established policy to make the services available during all four quarters.	
4. Ample budgeting.		
5. Diversity of services.		
6. Adequate and functional physical facilities.		
7. Detailed student records and reports of usage.		
8. Success in accomplishing objectives.		

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

Strengths	Needs	Five Year Plans
<ol style="list-style-type: none"> <li>1. Counselors and Counseling Center professional accreditation by the International Association of Counseling Services.</li> <li>2. Addition of Counselor Evaluator Services.</li> <li>3. Support services of para-professionals in Financial Aid and Veterans Affairs.</li> <li>4. Budgeting for professional growth and development of counselors.</li> <li>5. SAT data entry in registration packet.</li> <li>6. Growing support from advisors regarding student placement.</li> <li>7. Comprehensive Counseling Center facility.</li> <li>8. Close affiliation and working relationship with community resources and referral agencies.</li> </ol>	<ol style="list-style-type: none"> <li>1. Efficient test score recording and retrieval system.</li> <li>2. Computer based information system and more extensive occupational information material.</li> <li>3. Course in career decision-making and life planning.</li> <li>4. Follow-up/re-entry procedure for students with academic probation or suspension status.</li> <li>5. More adaptable "drop" process.</li> <li>6. Fixed small group testing area.</li> </ol>	<ol style="list-style-type: none"> <li>1. Institute a career appren- tice program.</li> </ol>

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

Strengths	Needs	Five Year Plans
<ol style="list-style-type: none"> <li>1. 38.6% increase in non-credit community service registrations in 1980-81.</li> <li>2. Increase in requests for cooperative conferences and workshops for continuing education in the professions, through the University of Georgia Center for Continuing Education.</li> <li>3. Joint staffing of Director of Continuing Education with the University of Georgia and the Assistant Director with Georgia Southern College for coordination of outreach activities on the BJC campus.</li> </ol>	<ol style="list-style-type: none"> <li>1. Additional multi-purpose, open space facilities needed.</li> <li>2. Additional conference and workshop facilities needed.</li> <li>3. Additional classroom space is needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Fine arts building scheduled for construction subject to passage of bond issue in the fall of 1981.</li> <li>2. New allied health building approved for funding by the Board of Regents.</li> </ol>

Section III

INSTITUTIONAL STATISTICS

## BRUNSWICK JUNIOR COLLEGE

## UNIVERSITY SYSTEM OF GEORGIA

1980-81

## Listing of Degrees and Certificates Conferred

FORM D-1

Degree or Certificate Program/ Majors or Specializations	TOTAL
A <u>Associate of Arts</u>	6
A <u>Associate of Science</u>	40
<u>Associate of Science</u>	
A         in Accounting	2
A         in Marketing & Management	6
A         in Secretarial Science	5
A         in Data Processing	6
A         in Nursing	32
A         in Radiologic Technology	1
A         in Medical Laboratory Technology	6
A         in Drafting & Design	1
A         in Recreation	1
<u>Associate of Applied Science</u>	
A         in Automobile Mechanics	2
A         in Heating, Ventilation, and Air Conditioning	5
<u>One Year Certificates</u>	
C         in Marketing and Management	1
C         in Secretarial Science	10
C         in Data Processing	5
C         in Inhalation Therapy	9
C         in Drafting and Design	1
C         in Machine Shop	5
C         in Automobile Mechanics	3
C         in Industrial Electricity	11
C         in Heating, Ventilation, and Air Conditioning	2
C         in Welding	0
C         in Practical Nursing	20
C         in Surgical Technology	4
TOTAL ASSOCIATE DEGREES	113
TOTAL CERTIFICATES	71

BRUNSWICK JUNIOR COLLEGE

FORM A-1

ACADEMIC DEGREE PROGRAMS ADDED OR DISCONTINUED  
(Effective Between July 1, 1980 and June 30, 1981)

Degree/Certificate Level	Degree or Certificate Programs/Specialization Title	HEGIS Code
ADDED:	<u>5200 Health Services &amp; Paramedical Technologies</u>	
C	<u>One Year Certificate</u> in Practical Nursing (LPN)	5209
DISCONTINUED:		
None		

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	31	179	137	55	16
Number of Class Sections Summer Session	11	48	18	3	1
TOTAL	42	227	155	58	17

AVERAGE SIZE OF CLASSES

Quarter	Number of Classes	Average Class Size
Summer	81	16.7
Fall	149	21.2
Winter	136	21.8
Spring	133	20.8

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

1980-81

Quarter	Percent Passed		Percent Passed	
	Repeaters	First Time	BJC	System
Fall	63.16	75.00	69.23	59.16
Winter	71.43	67.12	67.82	59.16
Spring	60.00	46.81	49.12	55.39
Summer	77.78	94.74	89.29	55.17

STUDENT INTERVIEW INVENTORY  
(By Student Affairs Counseling Staff)

Category	Summer 1980	Fall 1980	Winter 1981	Spring 1981
Vocational	210	114	101	206
Academic	354	283	308	199
Personal	271	191	157	159
Financial	902	767	654	824
Other	473	565	518	392
VCIP	565	641	731	612
Learning Lab	683	1037	1228	1300

Above counts represent number of visits. Many students required several contacts.

ACADEMIC EXCLUSIONS  
1980-81

Quarter	Number
Summer 1980	21
Fall 1980	28
Winter 1981	56
Spring 1981	60

TEST ADMINISTRATION STATISTICS  
BY QUARTER

TEST	SUMMER 1980	FALL 1980	WINTER 1981	SPRING 1981
NTE	--	--	33	--
Pre-Pharm,	--	--	--	--
Strong,	12	19	32	31
Special Tests: Insurance, Pol. Sci., Am. Hist. Finals	12	10	39	32
SAT	160	123	85	134
BSE Entrance	159	19	44	96
CLEP	14	21	9	8
Handscored	383	361	248	233
BSE Post-tests	0	0	0	0
Regents' Test	64	39	87	57

STUDENT FINANCIAL AID

1980-81

Category of Financial Aid	No. of Students	Aid Amount
<u>SCHOLARSHIPS</u>		
Foundation, Clubs, Other	55	32,483.00
Federal Nursing	5	2,901.00
Georgia Incentive	59	18,150.00
<u>LOANS</u>		
Short Term	2	225.00
GHEAC	49	92,098.00
State Nursing	33	34,660.00
Federal Nursing	2	2,083.00
<u>WORKSHOPS</u>		
College Work-Study	73	43,051.00
Student Assistant	48	24,515.90
<u>GRANTS</u>		
SEOG	39	24,247.00
BEOG	390	262,212.00
Vocational Rehabilitation	5	1,060.05
<u>TOTAL</u>		537,685.95

**INSTITUTIONAL SUMMARY OF CONTINUING EDUCATION ACTIVITIES\***

Institution Brunswick Junior College

Reporting Period Fiscal Year 1980-81 Total

(1) Category	(2) Total No. Programs	(3) Number of Participants			(4) Total No. Participant Hours	(5) Total Inst. C.E.U.'s	(6) Inst. C.E.U.'s Reported by Co-sponsoring Institutions	(7) Inst. C.E.U.'s Reported by (your institution)	
		Participants in Courses Having Inst. C.E.U.'s Reported by (insert name of your institution)		(3c) Participants in Courses Having Inst. C.E.U.'s Reported by Other Institutions					(3d) Total Participants
		(3a) Rec'd C.E.U.'s	(3b) Not Rec'd C.E.U.'s						
I	74	1,459	0	71	1,530	66,563.5	37.6	6,618.75	
II	109	941	827	0	1,768	25,843.0	0.0	2,584.30	
III	43	X		0	1,308	28,394.5	0.0	2,839.45	
<b>TOTALS</b>	226	2,400	2,135	71	4,606	120,801.0	37.6	12,042.50	
							12,042.50	÷ 60 =	200.71
							(Total Column 7)		**

\* A copy of the report should be forwarded by the registrar to the University System's Director of Admissions and Testing.

\*\* This number will serve as a part of the full-time equivalent student enrollment for the institution when reporting to the University System of Georgia. When reporting to the Southern Association of Colleges and Schools, twelve (12) is to be divided into the total of column 5 (not 7) to determine the full-time equivalent student enrollment to be reported to the Association. (For the cumulative annual report, the divisor for the total of column 7 will be 60 when reporting to the University System of Georgia and the divisor for the total of column 5 will be 48 when reporting to the Southern Association of Colleges and Schools.)

Submitted by: *[Signature]*  
Continuing Education/Public Service Officer

Date August 5, 1981

Registrar

BRUNSWICK JUNIOR COLLEGE

Summary of Grants, Contracts, and Gifts for Programs of Instruction,  
 Research, or Public Service  
 For Fiscal Year Ending June 30, 1981

FORM G-1

Institutional Department or Unit Submitting Request	Type	Description (Title/Granting Agency)	Number of Proposals			Amount of Proposals		
			Submitted	Awarded	Rejected or Withdrawn	Submitted	Awarded	Rejected or Withdrawn
Nursing	I	Nursing Capitation Grant Department of HEW	1	1		\$ 6,238	\$ 6,238	
Natural Science	R	Water Quality Control Department of Natural Resources	1	1		27,000	27,000	
Continuing Education	I	Chair of Private Enterprise Brunswick College Foundation	1	1		22,000	22,000	
<u>TOTAL</u>						\$55,238	\$55,238	

(I) - Instruction  
 (R) - Research  
 (PS) - Public Service

FORM F-1

FACULTY PROFILE - TOTAL FACULTY  
(Includes All Persons Who Hold Academic Rank)

AS OF JUNE 30, 1981

	Full-Time Teaching Faculty	Research Faculty	General Admins- trators	Academic Admins- trators	Public Service	Librarians	Counselors	On Leave	Part-Time Faculty*	Other (Append Definition)	Total
DISTRIBUTION BY RANK											
Professor	2			2							4
Associate Professor	3			4							7
Assistant Professor	20		1	3	1	2	1		1		29
Instructor	18		3		1	1	1	1	2		27
Other (Lecturer)									1		1
TOTAL	43		4	9	2	3	2	1	4		68
DISTRIBUTION BY HIGHEST DEGREE											
Doctorate	10			6	1				1		18
First Professional**											0
Education Specialist/Masters	21		2	3	1	3	2	1	2		35
Baccalaureate	4		2								6
Other	8								1		9
TOTAL	43		4	9	2	3	2	1	4		68
DISTRIBUTION BY RACE AND SEX											
Black Male	1										1
White Male	19		3	7	2	2			1		34
All Other Male											0
Black Female	3						1				4
White Female	20		1	2		1	1	1	3		29
All Other Female											0
TOTAL	43		4	9	2	3	2	1	4		68

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

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

FACULTY PROFILE - SUPPLEMENTARY DATA  
 (Includes Only Persons Holding Academic Rank)

AS OF JUNE 30, 1981

TENURED FACULTY

ACADEMIC RANK	Full-Time Teaching Faculty	Research Faculty	General Administrators	Academic Administrators	Public Service	Librarians	Counselors	On Leave	Part-Time Faculty	Other (Append Definitions)	TOTAL
Professor	2			1							3
Associate Professor	3			3							6
Assistant Professor	3										3
Instructor											0
TOTAL	8			4							12

TENURED FACULTY

ACADEMIC RANK	Black		White		All Other		Total
	M	F	M	F	M	F	
Professor			1	2			3
Associate Professor			5	1			6
Assistant Professor		1	2				3
Instructor							0
TOTAL		1	8	3			12

NON-TENURED/ON TRACK

ACADEMIC RANK	Black		White		All Other		Total
	M	F	M	F	M	F	
Professor			1				1
Associate Professor			1				1
Assistant Professor	1	1	9	8			19
Instructor		1	6	11			18
TOTAL	1	2	17	19			39

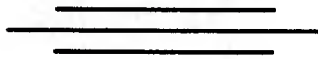
Section IV

FINANCIAL REPORT

# Brunswick Junior College

## FINANCIAL REPORT

For the Year Ended  
June 30, 1981



**BRUNSWICK JUNIOR COLLEGE**

**Brunswick, Georgia**

**John W. Teel**  
President

**Faye Barber**  
Comptroller

BRUNSWICK JUNIOR COLLEGE

BALANCE SHEET  
June 30, 1981

With Comparative Figures at June 30, 1980

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

A S S E T S

	1981	1980	1981	1980
<b>CURRENT FUNDS</b>				
Resident Instruction Funds				
Petty Cash	\$ 600.00	\$ 600.00	\$ 74,568.56	\$ 82,040.30
Cash in Banks - Demand Deposits	11,467.70	13,380.02	10,000.00	10,000.00
Receivables			75,326.78	71,705.00
General Appropriation Allotments	43,000.00	85,000.00	21,000.00	19,500.00
Due from Other Funds			3,427.93	891.34
Restricted Funds	83,000.00	37,000.00		
Unexpended Plant Funds		9,000.00		
Auxiliary Enterprises Funds	8,000.00			
Agency Funds - Student Activities	8,000.00			
Stores Inventories	21,007.47			
<b>Total Resident Instruction Funds</b>	<u>184,323.27</u>	<u>174,136.64</u>	<u>184,323.27</u>	<u>174,136.64</u>
Restricted Funds				
Cash in Banks - Demand Deposits	613.09	1,760.68	83,000.00	37,000.00
Accounts Receivable			4,820.30	14,362.46
Federal	21,081.36	21,030.85		
State	66,125.85	28,570.93		
<b>Total Restricted Funds</b>	<u>87,820.30</u>	<u>51,362.46</u>	<u>87,820.30</u>	<u>51,362.46</u>
Auxiliary Enterprises Funds				
Petty Cash	400.00	300.00	8,000.00	
Cash in Banks - Demand Deposits	467.45	13,489.26		
Cash in Banks - Time Deposits	111,471.00	58,900.00	52,969.08	49,897.12
Accounts Receivable			100,722.35	91,458.41
Student Accounts	2,075.36	952.39	4,137.71	3,715.55
Other	5,634.77	3,597.04	7,188.52	7,064.73
Inventories - Merchandise for Resale	52,969.08	49,897.12		
Inventories - At Book Value				
<b>Total Auxiliary Enterprises Funds</b>	<u>173,017.66</u>	<u>152,135.81</u>	<u>173,017.66</u>	<u>152,135.81</u>
<b>TOTAL CURRENT FUNDS</b>	<u>\$ 445,161.23</u>	<u>\$ 377,634.91</u>	<u>\$ 445,161.23</u>	<u>\$ 377,634.91</u>
<b>LOAN FUNDS</b>				
Cash in Banks - Demand Deposits	\$ 7,247.84	\$ 10,556.51	\$ 48,596.18	\$ 46,980.01
Cash in Banks - Time Deposits	49,000.00	40,000.00	57,339.21	63,107.20
Student Notes Receivable	49,687.55	59,530.70		
<b>TOTAL LOAN FUNDS</b>	<u>\$ 105,935.39</u>	<u>\$ 110,087.21</u>	<u>\$ 105,935.39</u>	<u>\$ 110,087.21</u>

CURRENT FUNDS

Resident Instruction Funds

Petty Cash	\$ 600.00	\$ 600.00
Cash in Banks - Demand Deposits	11,467.70	13,380.02
Receivables		
General Appropriation Allotments	43,000.00	85,000.00
Due from Other Funds		
Restricted Funds	83,000.00	37,000.00
Unexpended Plant Funds		9,000.00
Auxiliary Enterprises Funds	8,000.00	
Agency Funds - Student Activities	8,000.00	
Stores Inventories	21,007.47	
<b>Total Resident Instruction Funds</b>	<u>184,323.27</u>	<u>174,136.64</u>

Restricted Funds

Cash in Banks - Demand Deposits	613.09	1,760.68
Accounts Receivable		
Federal	21,081.36	21,030.85
State	66,125.85	28,570.93
<b>Total Restricted Funds</b>	<u>87,820.30</u>	<u>51,362.46</u>

Auxiliary Enterprises Funds

Petty Cash	400.00	300.00
Cash in Banks - Demand Deposits	467.45	13,489.26
Cash in Banks - Time Deposits	111,471.00	58,900.00
Accounts Receivable		
Student Accounts	2,075.36	952.39
Other	5,634.77	3,597.04
Inventories - Merchandise for Resale	52,969.08	49,897.12
Inventories - At Book Value		
<b>Total Auxiliary Enterprises Funds</b>	<u>173,017.66</u>	<u>152,135.81</u>

TOTAL CURRENT FUNDS

	<u>\$ 445,161.23</u>	<u>\$ 377,634.91</u>
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LOAN FUNDS

Cash in Banks - Demand Deposits	\$ 7,247.84	\$ 10,556.51
Cash in Banks - Time Deposits	49,000.00	40,000.00
Student Notes Receivable	49,687.55	59,530.70
<b>TOTAL LOAN FUNDS</b>	<u>\$ 105,935.39</u>	<u>\$ 110,087.21</u>

CURRENT FUNDS

Resident Instruction Funds		
Accounts Payable	\$ 74,568.56	\$ 82,040.30
Due to Agency Funds - Private Trust	10,000.00	
Deferred Revenue - Tuition and Fees	75,326.78	71,705.00
Reserve for Inventories	21,000.00	19,500.00
Fund Balance - Unallocated (Surplus)	3,427.93	891.34
<b>Total Resident Instruction Funds</b>	<u>184,323.27</u>	<u>174,136.64</u>

Restricted Funds

Due to Resident Instruction Funds	83,000.00	37,000.00
Fund Balance	4,820.30	14,362.46
<b>Total Restricted Funds</b>	<u>87,820.30</u>	<u>51,362.46</u>

Auxiliary Enterprises Funds

Due to Resident Instruction Funds	8,000.00	
Reserves for		
Inventories	52,969.08	49,897.12
Renewals and Replacements	100,722.35	91,458.41
Bus Replacement	4,137.71	3,715.55
Fund Balance - Unallocated (Surplus)	7,188.52	7,064.73
<b>Total Auxiliary Enterprises Funds</b>	<u>173,017.66</u>	<u>152,135.81</u>

TOTAL CURRENT FUNDS

	<u>\$ 445,161.23</u>	<u>\$ 377,634.91</u>
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LOAN FUNDS

Fund Balances	\$ 48,596.18	\$ 46,980.01
National Direct Student Loan	57,339.21	63,107.20
Other Loan Funds		
<b>TOTAL LOAN FUNDS</b>	<u>\$ 105,935.39</u>	<u>\$ 110,087.21</u>

BRUNSWICK JUNIOR COLLEGE

BALANCE SHEET  
June 30, 1981

With Comparative Figures at June 30, 1980

A S S E T S

	1981	1980	1981	1980
<b>ENDOWMENT FUNDS</b>				
Cash in Banks - Demand Deposits	\$ 573.46	\$ 1,236.15	\$ 49,490.55	\$ 47,432.24
Cash in Banks - Time Deposits	22,939.00	20,218.00		
Investments - At Book Value	25,978.09	25,978.09		
<b>TOTAL ENDOWMENT FUNDS</b>	<u>\$ 49,490.55</u>	<u>\$ 47,432.24</u>	<u>\$ 49,490.55</u>	<u>\$ 47,432.24</u>
<b>PLANT FUNDS</b>				
Unexpended Plant Funds				
Cash in Banks - Demand Deposits	\$ 11,476.58	\$ 389.69	\$ 30,060.98	\$ 15,288.31
Receivables	8,320.00	24,000.00	1.76	9,000.00
General Appropriation Allotment	10,266.16			101.38
Other	30,062.74	24,389.69	30,062.74	24,389.69
<b>TOTAL UNEXPENDED PLANT FUNDS</b>	<u>\$ 49,490.55</u>	<u>\$ 47,432.24</u>	<u>\$ 49,490.55</u>	<u>\$ 47,432.24</u>
Investment in Plant Funds				
Land	1,142,470.23	1,142,470.23	2,443,397.00	2,682,280.00
Buildings and Additions	5,257,193.66	5,206,870.01	5,923,644.58	5,477,383.41
Improvements Other Than Buildings	259,371.41	247,895.69		
Library Collections	697,195.76	636,390.70		
Equipment	1,010,810.52	926,036.78		
<b>TOTAL INVESTMENT IN PLANT FUNDS</b>	<u>\$ 8,367,041.58</u>	<u>\$ 8,159,663.41</u>	<u>\$ 8,367,041.58</u>	<u>\$ 8,159,663.41</u>
<b>TOTAL PLANT FUNDS</b>	<u>\$ 8,397,104.32</u>	<u>\$ 8,184,053.10</u>	<u>\$ 8,397,104.32</u>	<u>\$ 8,184,053.10</u>
<b>AGENCY FUNDS - PRIVATE TRUST</b>				
Cash in Banks - Demand Deposits	\$ 43,231.73	\$ 29,481.14	\$ 53,231.73	\$ 60,487.77
Due from Other Funds				
Resident Instruction Funds	10,000.00	1,500.00		
Agency Funds - Student Activities		29,506.63		
Investments - At Book Value				
<b>TOTAL AGENCY FUNDS - PRIVATE TRUST</b>	<u>\$ 53,231.73</u>	<u>\$ 60,487.77</u>	<u>\$ 53,231.73</u>	<u>\$ 60,487.77</u>
<b>AGENCY FUNDS - STUDENT ACTIVITIES</b>				
Cash in Banks - Demand Deposits	\$ 1,227.30	\$ 562.05	\$ 4,010.00	\$ 5,020.00
Cash in Banks - Time Deposits	17,000.00	7,082.00		
Student Accounts Receivable	320.00	210.00	8,000.00	1,500.00
<b>TOTAL AGENCY FUNDS - STUDENT ACTIVITIES</b>	<u>\$ 18,547.30</u>	<u>\$ 7,854.05</u>	<u>\$ 18,547.30</u>	<u>\$ 7,854.05</u>

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

	1981	1980	1981	1980
<b>ENDOWMENT FUNDS</b>				
Fund Balance	\$ 49,490.55	\$ 47,432.24	\$ 49,490.55	\$ 47,432.24
<b>TOTAL ENDOWMENT FUNDS</b>	<u>\$ 49,490.55</u>	<u>\$ 47,432.24</u>	<u>\$ 49,490.55</u>	<u>\$ 47,432.24</u>
<b>PLANT FUNDS</b>				
Unexpended Plant Funds				
Accounts Payable	\$ 389.69	\$ 389.69	\$ 30,060.98	\$ 15,288.31
Due to Resident Instruction Funds	8,320.00	24,000.00	1.76	9,000.00
Fund Balance - Unallocated (Surplus)	10,266.16	24,389.69	30,062.74	24,389.69
<b>TOTAL UNEXPENDED PLANT FUNDS</b>	<u>\$ 49,490.55</u>	<u>\$ 47,432.24</u>	<u>\$ 49,490.55</u>	<u>\$ 47,432.24</u>
Investment in Plant Funds				
Equity of GEA (University)	1,142,470.23	1,142,470.23	2,443,397.00	2,682,280.00
Net Investment in Plant	5,257,193.66	5,206,870.01	5,923,644.58	5,477,383.41
<b>TOTAL INVESTMENT IN PLANT FUNDS</b>	<u>\$ 8,367,041.58</u>	<u>\$ 8,159,663.41</u>	<u>\$ 8,367,041.58</u>	<u>\$ 8,159,663.41</u>
<b>TOTAL PLANT FUNDS</b>	<u>\$ 8,397,104.32</u>	<u>\$ 8,184,053.10</u>	<u>\$ 8,397,104.32</u>	<u>\$ 8,184,053.10</u>
<b>AGENCY FUNDS - PRIVATE TRUST</b>				
Fund Balance	\$ 43,231.73	\$ 29,481.14	\$ 53,231.73	\$ 60,487.77
<b>TOTAL AGENCY FUNDS - PRIVATE TRUST</b>	<u>\$ 53,231.73</u>	<u>\$ 60,487.77</u>	<u>\$ 53,231.73</u>	<u>\$ 60,487.77</u>
<b>AGENCY FUNDS - STUDENT ACTIVITIES</b>				
Deferred Revenue	\$ 1,227.30	\$ 562.05	\$ 4,010.00	\$ 5,020.00
Due to Other Funds	17,000.00	7,082.00		
Resident Instruction Funds	320.00	210.00	8,000.00	1,500.00
Agency Funds - Private Trust			6,537.30	1,334.05
Fund Balance - Unallocated (Surplus)				
<b>TOTAL AGENCY FUNDS - STUDENT ACTIVITIES</b>	<u>\$ 18,547.30</u>	<u>\$ 7,854.05</u>	<u>\$ 18,547.30</u>	<u>\$ 7,854.05</u>

BRUNSWICK JUNIOR COLLEGE

STATEMENT OF CHANGES IN FUND BALANCES  
Year Ended June 30, 1981

	CURRENT FUNDS		Auxiliary Enterprises	LOAN FUNDS	ENDOWMENT FUNDS	PLANT FUNDS		AGENCY FUNDS
	Resident Instruction	Restricted Funds				Unexpended	Investment In Plant	
BEGINNING FUND BALANCE	\$ 891.34	\$ 14,362.46	\$ 7,064.73	\$ 110,087.21	\$ 47,432.24	\$ 101.38	\$ 8,159,663.41	\$ 1,334.05
REVENUE AND OTHER ADDITIONS								
Revenue	3,154,015.30	-	271,293.91	-	-	66,870.79	-	36,899.64
Federal Grants and Contracts	-	77,881.51	-	-	-	-	-	-
Other Governmental Grants & Contracts	-	381,048.20	-	-	-	-	-	-
Private Gifts, Grants and Contracts	-	60,348.15	-	-	770.00	-	-	-
Interest Income on Loans	-	-	-	1,277.11	-	-	-	-
Investment Income	-	-	-	2,111.25	3,688.31	-	-	-
Adjustments - Prior Year	-	-	-	-	-	-	-	-
Accounts Payable	1,598.86	-	-	-	-	.82	-	-
Other	(503.80)	-	-	-	-	-	-	-
Additions to Plant Properties	-	-	-	-	-	-	207,378.17	-
Other Additions	-	-	-	8.00	-	-	-	-
TOTAL REVENUE AND OTHER ADDITIONS	3,155,110.36	519,277.86	271,293.91	3,396.36	4,458.31	66,871.61	207,378.17	36,899.64
EXPENDITURES AND OTHER DEDUCTIONS								
Expenditures	3,150,182.43	-	252,603.19	-	-	66,869.85	-	27,696.39
Lapsed Surplus Returned - Prior Year	891.34	-	-	-	-	101.38	-	-
Provision for Reserves	-	-	-	-	-	-	-	-
Renewals and Replacements	-	-	13,496.63	-	-	-	-	-
Bus Replacement	-	-	422.16	-	-	-	-	-
Inventories	1,500.00	-	3,071.96	-	-	-	-	-
Loan Cancellations	-	-	-	6,531.73	-	-	-	-
Collection Costs	-	-	-	253.50	-	-	-	-
Loans Written Off	-	-	-	759.95	-	-	-	-
Loans Assigned to Federal Government	-	-	-	3.00	-	-	-	-
Distribution per Trust Agreement	-	-	-	-	2,400.00	-	-	-
Transfers to	-	-	-	-	-	-	-	-
Resident Instruction Funds	-	-	-	-	-	-	-	-
Direct Expenditures	-	517,665.09	-	-	-	-	-	-
Indirect Cost Recoveries	-	7,791.11	-	-	-	-	-	-
Administrative Cost Allowance	-	3,363.82	-	-	-	-	-	-
Unexpended Plant Funds	-	-	1,576.18	-	-	-	-	4,000.00
TOTAL EXPENDITURES & OTHER DEDUCTIONS	3,152,573.77	528,820.02	271,170.12	7,548.18	2,400.00	66,971.23	-	31,696.39
ENDING FUND BALANCE	\$ 3,427.93	\$ 4,820.30	\$ 7,188.52	\$ 105,935.39	\$ 49,490.55	\$ 1.76	\$ 8,367,041.58	\$ 6,537.30

BRUNSWICK JUNIOR COLLEGE

SUMMARY STATEMENT OF CURRENTS FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES  
 Year Ended June 30, 1981  
 With Comparative Figures for 1980

	1981			TOTAL	1980 TOTAL
	EDUCATIONAL AND GENERAL Unrestricted	Restricted	AUXILIARY ENTERPRISES		
<b>REVENUE</b>					
General Operations					
Student Tuition and Fees	\$ 457,793.75	\$	\$	\$ 457,793.75	\$ 338,457.00
State Appropriations	2,083,532.00			2,083,532.00	1,879,537.00
Gifts and Grants					2,000.00
Indirect Cost Recoveries	7,791.11			7,791.11	6,473.02
Sales & Services of Educational Dept.	10,024.96			10,024.96	8,955.20
Other Sources	12,345.14			12,345.14	4,864.05
Departmental Sales and Services					
Revenue for Program Support	64,863.25			64,863.25	59,936.55
Sponsored Operations					
Federal Grants and Contracts		82,148.95		82,148.95	76,061.13
State Grants and Contracts		373,257.30		373,257.30	279,185.68
Private Grants and Contracts		60,008.84		60,008.84	57,253.58
Endowment Income		2,250.00		2,250.00	3,150.00
Auxiliary Enterprises					
Food Services			87,530.70	87,530.70	85,884.30
Stores and Shops			168,570.28	168,570.28	157,201.04
Other Service Units			15,192.93	15,192.93	7,185.00
<b>TOTAL REVENUE</b>	<b>2,636,350.21</b>	<b>517,665.09</b>	<b>271,293.91</b>	<b>3,425,309.21</b>	<b>2,966,143.55</b>
<b>EXPENDITURES</b>					
Educational and General					
Instruction	1,194,111.06	399,584.54		1,593,695.60	1,362,527.96
Research		28,417.72		28,417.72	
Academic Support	254,449.85	1,909.37		256,359.22	224,870.63
Student Services	169,914.23	5,598.28		175,512.51	154,963.92
Institutional Support	522,897.37	34,656.18		557,553.55	528,406.94
Operation and Maintenance of Plant	491,144.83			491,144.83	406,926.99
Scholarships and Fellowships		47,499.00		47,499.00	37,869.50
Auxiliary Enterprises					
Food Services			89,048.77	89,048.77	79,036.00
Stores and Shops			156,315.66	156,315.66	141,170.72
Other Service Units			7,238.76	7,238.76	4,386.42
<b>TOTAL EXPENDITURES</b>	<b>2,632,517.34</b>	<b>\$ 517,665.09</b>	<b>252,603.19</b>	<b>3,402,785.62</b>	<b>2,940,159.08</b>
Excess Revenue Over Expenditures	3,832.87		18,690.72	22,523.59	25,984.47
Beginning Fund Balance	891.34		7,064.73	7,956.07	2,887.29
Adjustments Other Than State Audit	1,095.06			1,095.06	636.17
Lapsed Surplus Returned - Prior Year	(891.34)			(891.34)	(1,559.52)
Provisions for Reserves	(1,500.00)		(16,990.75)	(18,490.75)	(19,992.34)
Transfer to Other Funds			(1,576.18)	(1,576.18)	
<b>ENDING FUND BALANCES</b>	<b>\$ 3,427.93</b>		<b>\$ 7,188.52</b>	<b>\$ 10,616.45</b>	<b>\$ 7,956.07</b>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF CURRENT FUNDS REVENUES  
Year Ended June 30, 1981

	<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>
<b>EDUCATIONAL AND GENERAL REVENUE</b>			
General Operations			
Student Tuition and Fees			
Matriculation	\$ 437,153.25	\$	\$ 437,153.25
Non-Resident Tuition	12,372.00		12,372.00
Other Student Fees	8,268.50		8,268.50
State Appropriations			
State of Georgia - General	2,062,100.00		2,062,100.00
State of Georgia - Major Replacement Funds	5,332.00		5,332.00
State of Georgia - Indirect Funding	16,100.00		16,100.00
Indirect Cost Recoveries			
State	7,791.11		7,791.11
Sales and Services of Educational Departments			
Duplicating Fees			
Library Fines	2,857.30		2,857.30
Transcript Fees	1,239.41		1,239.41
Testing Fees	896.50		896.50
Vo-Tech Service Fees	4,154.25		4,154.25
Other Sources	877.50		877.50
Veterans Recording Fees			
Parking Decals and Fines	777.50		777.50
Salvage Sales	2,346.25		2,346.25
Administrative Cost Allowance	1,596.00		1,596.00
Other Sources	6,873.82		6,873.82
	751.57		751.57
Total Revenue from General Operations	<u>2,571,486.96</u>		<u>2,571,486.96</u>
Revenue from Departmental Sales and Services			
Revenue for Program Support			
Extension and Public Service Fees	64,863.25		64,863.25
Sponsored Operations			
Federal Grants and Contracts			
State Grants and Contracts		82,148.95	82,148.95
Private Grants and Contracts		373,257.30	373,257.30
Endowment Income		60,008.84	60,008.84
		2,250.00	2,250.00
Total Revenue from Sponsored Operations		<u>517,655.09</u>	<u>517,665.09</u>
TOTAL EDUCATIONAL AND GENERAL REVENUE	<u>2,636,350.21</u>	<u>517,665.09</u>	<u>3,154,015.30</u>
<b>AUXILIARY ENTERPRISES REVENUE</b>			
Food Services			
Sales - Snackbar	87,530.70		87,530.70
Stores and Shops			
Sales - Bookstore	168,570.28		168,570.28
Other Service Units			
Fees - Student Transportation	1,361.35		1,361.35
Commissions - Vending Operations/Contracted	272.26		272.26
Sales - Vending Operations/Institution	9,503.40		9,503.40
Sales - Game Room	4,055.92		4,055.92
TOTAL AUXILIARY ENTERPRISES REVENUE	<u>271,293.91</u>		<u>271,293.91</u>
TOTAL CURRENT FUNDS REVENUES	<u>\$ 2,907,644.12</u>	<u>\$ 517,665.09</u>	<u>\$ 3,425,309.21</u>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES  
Year Ended June 30, 1981

	FUND CLASSIFICATION			OBJECT CLASSIFICATION			
	Unrestricted	Restricted	Total	Personal Services	Travel	Operating Supplies & Expenses	Equipment
	\$	\$	\$	\$	\$	\$	\$
<b>EDUCATIONAL AND GENERAL EXPENDITURES</b>							
<b>INSTRUCTION</b>							
General Academic Instruction							
Division of Business Administration	57,303.59		57,303.59	54,354.30	1,405.20	1,544.09	
Division of Humanities	173,893.20		173,893.20	163,907.29	2,665.31	7,320.60	
Division of Natural Science	154,962.95		154,962.95	131,032.41	2,745.51	12,960.73	8,224.30
Division of Nursing	133,482.25	13,062.00	146,544.25	139,286.24	1,728.46	4,639.55	890.00
Division of Physical Education	84,322.74		84,322.74	73,834.50	1,146.56	5,111.28	4,230.40
Division of Social Science	143,071.76		143,071.76	136,268.80	3,137.53	3,665.43	
Vocational and Technical Instruction							
Division of Vocational-Technical	253,585.21	364,439.59	618,024.80	455,358.27	13,598.29	68,631.75	80,436.49
Community Education							
Division of Continuing Education	91,509.67		91,509.67	76,665.11	2,447.17	12,019.46	377.93
Chair of Private Enterprise	7,575.00	22,082.95	29,657.95	25,868.20	531.42	3,258.33	
Preparatory and Adult Basic Education							
Division of Special Studies	76,543.27		76,543.27	73,508.21	553.14	2,481.92	
Basic Skills Laboratory	17,861.42		17,861.42	15,525.65	225.66	2,110.11	
<b>TOTAL INSTRUCTION</b>	<b>1,194,111.06</b>	<b>399,584.54</b>	<b>1,593,695.60</b>	<b>1,345,608.98</b>	<b>30,184.25</b>	<b>123,743.25</b>	<b>94,159.12</b>
<b>RESEARCH</b>							
Division of Natural Science		28,417.72	28,417.72	18,431.85	469.39	9,516.48	
<b>ACADEMIC SUPPORT</b>							
Libraries							
Gould Memorial Library	163,528.65	1,909.37	165,438.02	92,500.90	1,228.87	11,319.58	60,388.67
Audio/Visual Services	33,208.23		33,208.23	24,922.40		2,579.03	5,706.80
Media Center							
Academic Administration	57,712.97		57,712.97	49,136.36	2,081.97	6,494.64	
Office of Dean of Academic Affairs							
<b>TOTAL ACADEMIC SUPPORT</b>	<b>254,449.85</b>	<b>1,909.37</b>	<b>256,359.22</b>	<b>166,559.66</b>	<b>3,310.84</b>	<b>20,393.25</b>	<b>66,095.47</b>
<b>STUDENT SERVICES</b>							
Administration							
Office of Dean of Student Affairs	109,226.71	5,598.28	114,824.99	96,238.42	3,605.14	14,091.43	890.00
Student Admissions and Records	60,687.52		60,687.52	50,557.20	1,292.22	7,631.30	1,206.80
Office of the Registrar							
<b>TOTAL STUDENT SERVICES</b>	<b>169,914.23</b>	<b>5,598.28</b>	<b>175,512.51</b>	<b>146,795.62</b>	<b>4,897.36</b>	<b>21,722.73</b>	<b>2,096.80</b>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES (Continued)

	FUND CLASSIFICATION		OBJECT CLASSIFICATION				
	Unrestricted	Restricted	Total	Personal Services	Travel	Operating Supplies & Expenses	Equipment
EDUCATIONAL AND GENERAL EXPENDITURES (Cont)							
INSTITUTIONAL SUPPORT							
Executive Management	67,301.24		67,301.24	61,373.45	2,618.06	3,309.73	
Office of the President							
Fiscal Operations	146,142.99		146,142.99	128,530.48	2,976.61	12,653.10	1,982.80
Office of the Comptroller							
General Administrative Services	55,857.27		55,857.27	22,974.04	539.42	20,614.02	11,729.79
Data Processing							
Central Duplicating	22,059.43		22,059.43	6,017.68		1,564.80	14,476.95
Staff Benefits							
FICA	125,970.85		125,970.85	125,970.85			
Group Insurance - Health	61,185.28		61,185.28	61,185.28			
Group Insurance - Life	11,394.62		11,394.62	11,394.62			
Personal Liability Insurance	1,030.30		1,030.30	1,030.30			
General	7,775.73		7,775.73			4,336.11	3,439.62
General Expense	8,394.67		8,394.67			43,050.85	
College Work-Study Program	15,784.99	34,656.18	15,784.99	5,129.63	27.18	10,628.18	
Institutional Self-Study							
TOTAL INSTITUTIONAL SUPPORT	522,897.37	34,656.18	557,553.55	423,606.33	6,161.27	96,156.79	31,629.16
OPERATION AND MAINTENANCE OF PLANT							
Administration	48,323.20		48,323.20	45,284.28	506.05	2,532.87	
Building and Equipment Maintenance	101,602.28		101,602.28	55,136.43		38,034.55	8,431.30
Custodial Services	100,921.01		100,921.01	90,519.47		10,401.54	
Utilities	111,080.10		111,080.10	41,363.02		111,080.10	13,523.56
Landscape and Grounds Maintenance	85,394.91		85,394.91	38,273.68		30,508.33	
Major Replacement Funds	4,948.00		4,948.00			4,948.00	
Campus Security	38,875.33		38,875.33			601.65	
TOTAL OPERATION AND MAINTENANCE OF PLANT	491,144.83		491,144.83	270,576.88	506.05	198,107.04	21,954.86
SCHOLARSHIPS AND FELLOWSHIPS							
Scholarships		47,499.00	47,499.00			47,499.00	
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES	2,632,517.34	517,665.09	3,150,182.43	2,371,579.32	45,529.16	517,138.54	215,935.41

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES (Continued)

	FUND CLASSIFICATION		OBJECT CLASSIFICATION				
	Unrestricted	Restricted	Total	Personal Services	Travel	Operating Supplies & Expenses	Equipment
AUXILIARY ENTERPRISES EXPENDITURES							
FOOD SERVICES							
Snack Bar	89,048.77		89,048.77	43,995.27	9.40	45,044.10	
STORES AND SHOPS							
Bookstore	156,315.66		156,315.66	33,292.46	6.26	123,016.94	
OTHER SERVICE UNITS							
Student Transportation	939.19		939.19	167.37		771.82	
Vending Operations - Institution	5,891.51		5,891.51	167.37		5,724.14	
Game Room	408.06		408.06	167.37		240.69	
TOTAL OTHER SERVICE UNITS	7,238.76		7,238.76	502.11		6,736.65	
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	252,603.19		252,603.19	77,789.84	15.66	174,797.69	
TOTAL CURRENT FUNDS EXPENDITURES	\$ 2,885,120.53	\$ 517,665.09	\$ 3,402,785.62	\$ 2,449,369.16	\$ 45,544.82	\$ 691,936.23	\$ 215,935.41

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF RESTRICTED FUNDS  
Year Ended June 30, 1981

	FUND BALANCE JULY 1, 1980	RECEIPTS	DISBURSEMENTS/TRANSFERS		FUND BALANCE JUNE 30, 1981
			For Direct	Indirect & Adm Allowances	
<b>FEDERAL FUNDS</b>					
Department of Education					
College Work-Study Program	\$	\$ 37,804.49	\$ 34,440.67	\$ 3,363.82	\$
Nursing Capitation Program	6,823.98	6,238.02	13,062.00		
Nursing Scholarships		2,901.00	2,901.00		
Supplemental Educational Opportunity Grants Program					
Initial		18,881.00	18,881.00		
Continuing		5,366.00	5,366.00		
Title II - Library		1,900.00	1,900.00		
Veterans Cost of Instruction	807.28	4,791.00	5,598.28		
<b>TOTAL FEDERAL FUNDS</b>	<b>7,631.26</b>	<b>77,881.51</b>	<b>82,148.95</b>	<b>3,363.82</b>	
<b>STATE FUNDS</b>					
Georgia Department of Education					
Vocational-Technical	45.30	344,839.37	344,839.58		45.09
Environmental Protection Agency					
Water Quality Control		36,208.83	28,417.72	7,791.11	
<b>TOTAL STATE FUNDS</b>	<b>45.30</b>	<b>381,048.20</b>	<b>373,257.30</b>	<b>7,791.11</b>	<b>45.09</b>
<b>PRIVATE FUNDS</b>					
Glynn County Association of Educators					
Scholarship	648.00	750.00	432.00		966.00
Rayonier Scholarship		500.00	500.00		
Hugh M. Garner Scholarship		600.00	500.00		100.00
FLETC Scholarship	100.00				100.00
Exchange Scholarship	500.00	500.00	500.00		500.00
Charles W. Wells Scholarship		2,250.00	2,250.00		
BJC Achievement Scholarship	919.13	31.02	870.00		80.15
Alpha Delta Kappa Scholarship		200.00	200.00		
Brunswick Legal Secretaries Scholarship		400.00	400.00		
AAUW Scholarship	500.00		500.00		
Ronald Adams Scholarship	400.00	400.00	400.00		400.00
Foundation Honors Scholarship	175.00	7,000.00	7,175.00		
Brunswick Womans Club Scholarship		435.00	435.00		
Howard Winn Scholarship		435.00	435.00		
Missledine Scholarship	25.00	410.00	435.00		
Hercules Scholarships		500.00	500.00		
Jekyll Island Garden Club Scholarship	1,000.00	2,000.00	1,000.00		2,000.00
Georgia Federal Scholarship		1,000.00	1,000.00		
Foundation Leadership Scholarship		1,250.00	1,250.00		
Hospital Auxiliary Scholarship		1,000.00	1,000.00		
Mary Jane Austin Memorial Scholarship		500.00	500.00		
Gormly Scholarship		150.00	69.00		81.00
Gifts for Library Books	532.06	25.37	9.37		548.06
College Work-Study - Off Campus Matching	.02	215.49	215.51		
Vo-Tech Supply Fee	1,686.69	9,413.32	11,100.01		
Chair of Private Enterprise		22,082.95	22,082.95		
Hercules - Gift for Vo-Tech	200.00	100.00	300.00		
Glynn/Brunswick Memorial Hospital		8,200.00	8,200.00		
<b>TOTAL PRIVATE FUNDS</b>	<b>6,685.90</b>	<b>60,348.15</b>	<b>62,258.84</b>		<b>4,775.21</b>
<b>TOTAL RESTRICTED FUNDS</b>	<b>\$ 14,362.46</b>	<b>\$ 519,277.86</b>	<b>\$ 517,665.09</b>	<b>\$ 11,154.93</b>	<b>\$ 4,820.30</b>

BRUNSWICK JUNIOR COLLEGE

STATEMENT OF CHANGES IN BALANCES OF PUBLIC TRUST FUNDS  
Year Ended June 30, 1981

	<u>LOAN FUNDS</u>	<u>ENDOWMENT FUNDS</u>	<u>TOTAL</u>
FUND BALANCE, BEGINNING	\$ 110,087.21	\$ 47,432.24	\$ 157,519.45
ADDITIONS			
Gifts and Grants - Private			
Service Charge		770.00	770.00
Investment and Interest Income	8.00		8.00
National Direct Student Loan			
Federal Nursing Loan	1,948.69		1,948.69
Other Funds	1,439.67		1,439.67
		<u>3,688.31</u>	<u>3,688.31</u>
TOTAL ADDITIONS	<u>3,396.36</u>	<u>4,458.31</u>	<u>7,854.67</u>
DEDUCTIONS			
Transfer to Restricted Funds			
Loan Cancellations and Adjustments		2,400.00	2,400.00
Loans Written Off - Institutional			
Loan Collection Expense - National Direct Student Loan	759.95		759.95
Teaching - National Direct Student Loan	253.50		253.50
Military - National Direct Student Loan	26.02		26.02
Assigned to Federal Government - National Direct Student Loan	50.00		50.00
Service - Federal Nursing Loan	3.00		3.00
	<u>6,455.71</u>		<u>6,455.71</u>
TOTAL DEDUCTIONS	<u>7,548.18</u>	<u>2,400.00</u>	<u>9,948.18</u>
FUND BALANCE, ENDING	\$ <u>105,935.39</u>	\$ <u>49,490.55</u>	\$ <u>155,425.94</u>

SCHEDULE OF OPERATION OF PUBLIC TRUST FUNDS  
Year Ended June 30, 1981

	<u>FUND BALANCE JULY 1, 1980</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>FUND BALANCE JUNE 30, 1981</u>
LOAN FUNDS				
Glynn County Assoc. of Life Underwriters	\$ 1,618.25	\$ 8.00	\$ 563.95	\$ 1,062.30
Glynn Academy Loan Fund	466.00			466.00
Earl F. Hargett Loan Fund	367.67		94.00	273.67
Brunswick Junior College Loan Fund	389.00		102.00	287.00
National Direct Student Loan	46,980.01	1,948.69	332.52	48,596.18
Federal Nursing Loan	60,266.28	1,439.67	6,455.71	55,250.24
TOTAL LOAN FUNDS	<u>110,087.21</u>	<u>3,396.36</u>	<u>7,548.18</u>	<u>105,935.39</u>
ENDOWMENT FUNDS				
Wells Scholarship	28,283.83	2,391.02	2,250.00	28,424.85
Rosalie S. Gormly Scholarship	2,551.04	283.24	150.00	2,684.28
Whittle Endowment	10,158.73	542.73		10,701.46
Mary Jane Austin Endowment Fund	5,367.89	1,187.10		6,554.99
L.E. Williams Endowment Fund	1,070.75	54.22		1,124.97
TOTAL ENDOWMENT FUNDS	<u>47,432.24</u>	<u>4,458.31</u>	<u>2,400.00</u>	<u>49,490.55</u>
TOTAL PUBLIC TRUST FUNDS	\$ <u>157,519.45</u>	\$ <u>7,854.67</u>	\$ <u>9,948.18</u>	\$ <u>155,425.94</u>

BRUNSWICK JUNIOR COLLEGE

SUMMARY OF PUBLIC TRUST FUND INVESTMENTS  
Year Ended June 30, 1981

	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>
ENDOWMENT FUNDS		
Stocks	\$ 11,580.59	\$ 6,300.00
Bonds	14,397.50	9,700.00
TOTAL PUBLIC TRUST FUND INVESTMENTS	<u>\$ 25,978.09</u>	<u>\$ 16,000.00</u>

ENDOWMENT FUNDS  
DETAIL OF INVESTMENTS IN STOCK

	<u>NUMBER OF SHARES</u>	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>
COMMON STOCK			
Florida Power	100	\$ 10,689.63	\$ 6,112.50
Lifetime Communities, Inc.	100	890.96	187.50
TOTAL INVESTMENTS IN STOCK - ENDOWMENT FUNDS	<u>200</u>	<u>\$ 11,580.59</u>	<u>\$ 6,300.00</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, Inc.	9.00%	12/01/20	\$ 10,000.00	\$ 6,575.00
Georgia Power Company	11.75%	12/01/05	4,397.50	3,125.00
TOTAL INVESTMENTS IN BONDS - ENDOWMENT FUNDS			<u>\$ 14,397.50</u>	<u>\$ 9,700.00</u>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF UNEXPENDED PLANT FUNDS  
Year Ended June 30, 1981

	<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>
<b>ADDITIONS</b>			
Private Gifts	\$	\$ 31,000.00	\$ 31,000.00
State Appropriation	8,320.00		8,320.00
Transfer from Agency Funds - Student Activities	4,000.00		4,000.00
Transfer from Auxiliary Enterprises Funds			
Reserve for Renewals and Replacements	5,808.87		5,808.87
Other Sources	17,741.92		17,741.92
<b>TOTAL ADDITIONS</b>	<u>35,870.79</u>	<u>31,000.00</u>	<u>66,870.79</u>
<b>DEDUCTIONS</b>			
<b>Buildings</b>			
Fine Arts Center		31,000.00	31,000.00
Maintenance Building	18,585.26		18,585.26
Student Center Building	738.39		738.39
<b>Total Buildings</b>	<u>19,323.65</u>	<u>31,000.00</u>	<u>50,323.65</u>
<b>Improvements Other Than Buildings</b>			
Entranceways and Markers	4,475.72		4,475.72
Physical Education Area Development	7,000.00		7,000.00
<b>Total Improvements Other Than Buildings</b>	<u>11,475.72</u>		<u>11,475.72</u>
<b>Equipment</b>			
Snack Bar	5,070.48		5,070.48
<b>TOTAL DEDUCTIONS</b>	<u>35,869.85</u>	<u>31,000.00</u>	<u>66,869.85</u>
Excess Additions Over Deductions	.94		.94
Beginning Fund Balance	101.38		101.38
Adjustments from Accounts Payable - Prior Year	.82		.82
Return of Lapsed Surplus - Prior Year	(101.38)		(101.38)
<b>FUND BALANCE, ENDING</b>	<u>\$ 1.76</u>	<u>\$</u>	<u>\$ 1.76</u>

SCHEDULE OF CHANGES IN INVESTMENT IN PLANT  
Year Ended June 30, 1981

INVESTMENT IN PLANT, BEGINNING		\$ 8,159,663.41
<b>ADDITIONS</b>		
Expended from Current Funds	\$ 215,935.41	
Expended from Plant Funds	66,869.85	
Vo-Tech Equipment Purchased by State Department of Education	<u>(75,427.09)</u>	
<b>TOTAL ADDITIONS</b>		<u>207,378.17</u>
INVESTMENT IN PLANT, ENDING		8,367,041.58
Less: Equity of Georgia Education Authority (University)		<u>2,443,397.00</u>
<b>NET INVESTMENT IN PLANT</b>		<u>\$ 5,923,644.58</u>

## BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF INVESTMENT IN PLANT  
Year Ended June 30, 1981

	YEAR ACQUIRED	INVESTMENT JULY 1, 1980	ADDITIONS	DEDUCTIONS	ADJUSTMENTS OR TRANSFERS	INVESTMENT JUNE 30, 1981
LAND		\$ 1,142,470.23	\$	\$	\$	\$ 1,142,470.23
<b>BUILDINGS</b>						
Administrative Building	1964	358,846.15				358,846.15
Classroom Building	1964	396,183.55				396,183.55
Student Center Building	1964	118,777.04	738.39			119,515.43
Maintenance Building	1964	124,851.29	18,585.26			143,436.55
Howard E. Coffin Gym						
Brunswick Junior College	1969	20,412.66				20,412.66
GEA(U) 3-18	1967	773,038.74				773,038.74
Student Center Addition						
GEA(U) R-37	1969	426,403.04				426,403.04
Library - GEA(U) T-12	1969	905,574.29				905,574.29
Warehouse/Shop - GEA(U) T-21	1969	240,457.53				240,457.53
Vo-Tech Facility - GEA(U) M-26	1967	702,427.95				702,427.95
Science Facility - GEA(U) M-21	1973	1,139,897.77				1,139,897.77
Fine Arts Center	1981		31,000.00			31,000.00
<b>TOTAL BUILDINGS</b>		<b>5,206,870.01</b>	<b>50,323.65</b>			<b>5,257,193.66</b>
<b>IMPROVEMENTS OTHER THAN BUILDINGS</b>						
Campus Lighting System		35,246.85				35,246.85
Paving and Sidewalks		87,492.85				87,492.85
Zell Memorial Clock Tower		37,128.65				37,128.65
Landscaping		23,540.43				23,540.43
Entranceways and Markers		5,069.39	4,475.72			9,545.11
Irrigation System		4,230.63				4,230.63
Physical Education Area Development		49,455.09	7,000.00			56,455.09
Campus Master Plan		4,150.00				4,150.00
Extension of Water Mains		1,581.80				1,581.80
<b>TOTAL IMPROVEMENTS OTHER THAN BUILDINGS</b>		<b>247,895.69</b>	<b>11,475.72</b>			<b>259,371.41</b>
<b>LIBRARY COLLECTIONS</b>						
General Acquisitions		635,007.23	60,795.69			695,802.92
Donations		1,383.47	9.37			1,392.84
<b>TOTAL LIBRARY COLLECTIONS</b>		<b>636,390.70</b>	<b>60,805.06</b>			<b>697,195.76</b>
<b>EQUIPMENT</b>						
Administration Building		181,379.87	34,103.89			215,483.76
Classroom Building		237,044.05	890.00			237,934.05
Student Center Building - BJC		34,213.18	5,070.48			39,283.66
Student Center Building - GEA(U)		24,264.10				24,264.10
Campus Maintenance Equipment		35,880.54	4,902.30			40,782.84
Library - BJC		135,289.45	5,290.41			140,579.86
Library - GEA(U)		49,799.38				49,799.38
Vo-Tech Building - BJC		2,700.00				2,700.00
Vo-Tech Building - GEA(U)		6,371.60				6,371.60
Science Facility - BJC		21,899.96	13,233.70			35,133.66
Science Facility - GEA(U)		68,692.74				68,692.74
Maintenance Building		48,540.00				48,540.00
Automotive Equipment		35,544.00	17,052.56			52,596.56
Garbage Disposal Equipment		622.00				622.00
Physical Education Building - BJC		28,007.63	4,230.40			32,238.03
Physical Education Building - GEA(U)		15,788.28				15,788.28
<b>TOTAL EQUIPMENT</b>		<b>926,036.78</b>	<b>84,773.74</b>			<b>1,010,810.52</b>
<b>TOTAL INVESTMENT IN PLANT</b>		<b>\$ 8,159,663.41</b>	<b>\$ 207,378.17</b>	<b>\$</b>	<b>\$</b>	<b>\$ 8,367,041.58</b>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF AGENCY FUNDS - PRIVATE TRUST  
Year Ended June 30, 1981

	FUND BALANCE JULY 1, 1980	RECEIPTS	DISBURSEMENTS	FUND BALANCE JUNE 30, 1981
<b>FUNDS HELD ON DEPOSIT</b>				
Continuing Education Activity	\$ 81.52	\$ 248.31	\$ 329.83	\$
Alumni Account	153.04	17.00		170.04
Nightingale Lamps	57.40	81.25		138.65
Interfaith Chapel	140.00	(140.00)		
Graduation Fund		409.00	409.00	
Comprehensive Employment Training Act (CETA)	(45.86)	2,252.28	2,248.98	(42.56)
Veterans Vocational Rehabilitation		11.90	23.80	(11.90)
Faculty Fellowship	42.18	1,033.48	1,016.84	58.82
Compton Chair Activity		20.30	20.30	
Business Officers Workshop		1,231.00	1,056.50	174.50
Phi Theta Kappa	403.46	492.00	480.50	414.96
HPER Club	.86			.86
Phi Beta Lambda	313.75	1,359.10	815.07	857.78
Literary Club		45.00		45.00
Doris Harden Award		500.00	500.00	
Composition Award	70.00	100.00	100.00	70.00
Compton Chair Scholarships		1,710.00	1,710.00	
Sapelo Island Grant	30,000.00	21,932.62	31,000.00	20,932.62
Returned Check Fees		471.50	350.83	120.67
Student Liability Insurance		1,039.50	997.50	42.00
Student Accident Insurance		772.50	772.50	
Special Studies Advisory		3,386.00	3,386.00	
Faculty Flower Fund		64.00	18.91	45.09
Barr Poetry Contest		50.00	50.00	
South Georgia Assoc. Libraries		149.50	149.50	
Student Deans Conference		851.11		851.11
<b>TOTAL FUNDS HELD ON DEPOSIT</b>	<b>31,216.35</b>	<b>38,087.35</b>	<b>45,436.06</b>	<b>23,867.64</b>
<b>FUNDS FOR STUDENT AID</b>				
Business & Professional Womens Club		435.00	435.00	
William F. Cooper	(24.00)	824.00	800.00	
American Business Womens Association	685.00	125.00	810.00	
Winn Dixie	250.00			250.00
Liberty Memorial Hospital		2,500.00	2,000.00	500.00
Federal Credit Union		1,465.63	1,465.63	
Chase Manhattan Bank		2,500.00	2,500.00	
Dixie O'Brien	750.00		750.00	
Memorial Medical Center	3.00	(3.00)		
Georgia Pacific		334.00	334.00	
Sapelo Island Foundation		1,700.00	1,700.00	
Eastern Star	75.00	(75.00)		
Pilot Club	24.00	411.00	435.00	
Mt. Olive Baptist Church		446.48	446.48	
Basic Educational Opportunity Grants	(6,447.00)	268,659.00	262,212.00	
BEOG - Administrative Allowance		3,510.00	3,510.00	
<b>TOTAL FUNDS FOR STUDENT AID</b>	<b>(4,684.00)</b>	<b>282,832.11</b>	<b>277,398.11</b>	<b>750.00</b>
<b>PAYROLL DEDUCTIONS</b>				
FICA	13,462.33	141,609.79	155,072.12	
Federal Income Tax	996.97	364,328.35	364,124.08	1,201.24
State Income Tax	217.23	81,433.59	72,353.13	9,297.69
Teachers Retirement System	13,351.28	121,699.54	120,435.44	14,615.38
Group Insurance - Health	2,966.03	35,992.61	37,999.49	959.15
Group Insurance - Life	1,095.61	15,553.12	16,109.19	539.54
Disability Insurance	1,062.61	9,398.37	9,533.48	927.50
Garnishments		247.40	220.20	27.20
Credit Union	715.86	421,292.74	421,024.71	983.89
United Way		1,954.52	1,954.52	
Savings Bonds	87.50	1,325.00	1,350.00	62.50
Lincoln TSA		7,880.00	7,880.00	
Miscellaneous		899.64	899.64	
<b>TOTAL PAYROLL DEDUCTIONS</b>	<b>33,955.42</b>	<b>1,203,614.67</b>	<b>1,208,956.00</b>	<b>28,614.09</b>
<b>TOTAL AGENCY FUNDS - PRIVATE TRUST</b>	<b>\$ 60,487.77</b>	<b>\$ 1,524,534.13</b>	<b>\$ 1,531,790.17</b>	<b>\$ 53,231.73</b>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF AGENCY FUNDS - STUDENT ACTIVITIES  
Year Ended June 30, 1981

REVENUE			
Student Activity Fees		\$ 35,990.00	
Other Sources		<u>909.64</u>	
TOTAL REVENUE			\$ 36,899.64
EXPENDITURES			
Athletic and Related Activities			
Intramural Programs	\$ 2,883.91		
Interschool Tournaments	1,923.91		
Extramurals	<u>1,010.01</u>	5,817.83	
Social and Entertainment Activities			
Dances and Concerts	8,314.67		
Lyceum	<u>2,425.52</u>	10,740.19	
Student Government			
SLAC	2,165.80		
Recognition Day	<u>352.23</u>	2,518.03	
Student Publications			
Student Handbook	1,097.00		
Annual - Crest	324.89		
Seaswells	4,315.14		
BJC's Bulletin	135.17		
What's Happening	<u>75.39</u>	5,947.59	
Other Activities		<u>2,672.75</u>	
TOTAL EXPENDITURES			<u>27,696.39</u>
Excess Revenue Over Expenditures			9,203.25
Beginning Fund Balance			1,334.05
Transfer to Unexpended Plant Funds			<u>(4,000.00)</u>
FUND BALANCE, ENDING			<u>\$ 6,537.30</u>

BRUNSWICK JUNIOR COLLEGE

STATEMENT OF OPERATIONS  
 AUXILIARY ENTERPRISES  
 PRIOR TO PROVISION FOR REVENUES AND REPLACEMENTS  
 Year Ended June 30, 1981

A P P E N D I X

	FOOD SERVICES Snack Bar	STORES AND SHOPS Bookstore	STUDENT TRANSPORTATION	OTHER SERVICE UNITS Vending - Institution	Game Room
REVENUE					
Revenues	\$ 266,679.93	\$ 85,223.71	\$ 166,263.29	\$ 1,361.35	\$ 9,775.66
Less: Cost of Goods Sold	160,938.39	40,124.44	115,209.61	5,604.34	4,055.9
GROSS OPERATING INCOME	105,741.54	45,099.27	51,053.68	1,361.35	4,171.32
OPERATING EXPENDITURES					
Direct Expenses	69,421.43	38,974.22	30,447.21	652.02	120.8
Personal Services	7,885.20	1,335.23	5,777.06	167.37	167.37
Travel	8,368.41	5,021.05	2,845.25	51.09	51.09
Operating Supplies and Expenses	15.66	9.40	6.26	68.71	68.71
Indirect Expenses - Plant Operations	2,538.61	1,523.17	862.17		
Personal Services	3,435.49	2,061.26	1,168.10		
Travel	91,664.80	48,924.33	41,106.05	939.19	287.17
Operating Supplies and Expenses	14,076.74	(3,825.06)	9,947.63	422.16	3,884.15
Utilities	4,613.98	2,306.99	2,306.99	422.16	3,884.15
TOTAL OPERATING EXPENDITURES	18,690.72	(1,518.07)	12,254.62	422.16	3,647.8
NET OPERATING INCOME/DEFICIT					
OTHER INCOME					
Interest Earned					
NET INCOME/DEFICIT					