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Faculty Organizations

Social

Levis Faculty Center Subject File, 1966-2011

Box 1:

A

Administrative Affairs

Administrative Affairs Directory, 1986-1991

Administrative Services Staff Meeting, 1986-1990 (2 folders)

Resource Directory, 1987

Salaries, 1987-1989

Agreements

Agreements, 1972

Catering Plus, 1979-1985

Joan Sozen, 1991-1993

LFC Sponsors & Board of Trustees, 1976-1989 (2 folders)

Lox, Stock & Bagel, 1979

Macke Company, 1976

Negotiations with Macke and Hilton, 1976

Tice Foods, 1986-2010

Triparte Agreement, 1979-2002

Annual Reports, 1997-2011 (4 folders)

Audits

Audits, 1997-2011 (11 folders)

Energy Audit, 2008

Preliminary Audit Reports, 2007

B

Background Material, 1969-1985

Levis Misc.

Box 2:

Board of Directors

Board of Directors, 1986-2004 (3 folders)

Elections, 1974-1976 (3 folders)

Building

Building Activation, 1972-1973 (2 folders)

Specifications for Levis Faculty Center, 1970

Building Maintenance, 2007

Building Refurbishments, 1989

Capital Improvements, 1973-1984

Carpet, 2006-2011

Dance Floor, 1978

Emergency Lighting, 2004-2005

Estimates, FY 2005

Fire Inspection, 2008
 Floor Plans, 1979
 Furnishing, Bricks, etc, 1971-1972
 Furnishing and Equipment, 1973-1983
 Furniture Refurbishment Reports, 2002-2003
 Elevators, 2008-2009
 Hallene Gateway Plaza, 1997
 Pending, 1997-1998
 Reading Room Renovations, 1992-1993
 Refurbishment Projects, 2000-2003
 Repair Estimates, 2005
 Room Number Signs, 1991
 Music Room,
 Painting, 1974-1976
 Painting Estimates, 1997-2001
 Furniture Reupholstery Project, 2003
 Visitor Center Remodeling, 1998
 Williams Business Interiors, 1998

Bylaws

Bylaws, 1972-1987
 Corrigenda, 1973

C

Catering proposals

Housing, 1986
 Illini Union, 1986
 JSM Management inc, 1986
 Michaels, 1986
 Patty Hammann, 1986
 Town & Country, 1986

Committees

Building, 1973
 Correspondence, 1972-1973
 Decoration, 1972-1973
 Doebel/Peltason, 1972-1973
 Entertainment Support, 1971-1973
 Executive Committee, 1975

Box 3:

Finance, 1968-1972
 General Policy, 2005
 Groups, 1972-1973
 Landscaping, 1972

Legal Problems and legislation, 1968-1973
 Operations and governance, 1972
 Parking and Traffic, 1972
 Program, 1971
 Reading Room, 1971
 Relationships, 1969-1973
 Results + Analysis, 1969
 "X" Social programs, 1969-1973
 University Club Committee, 2001

Correspondence

Administrative Affairs, 1986
 Ameritech Advertising, 2002
 Bridal Consultant, 2001-2003
 Chamber of Commerce, 2003
 Contributions, 1968-1972
 Event Thanks, 2006-2007
 KHP, 1991
 Letters of Apology,
 Letters of Complaint,
 LFC Employees, 1991
 Meeting Planner Guide, 1990
 Onderdonk, 2005
 Operations and governance, 1972
 Reservations, 1991
 Sources for Consultants, 1973-1975

F

Facilities

Facilities Managers Group, 2001
 Univ Wide Facilities and Services Usage Taskforce, 2001

Finances

Cash Flow and Profit Loss, 1977-78
 Finance Committee, 1973-1976
 Financial Correspondence, 1973-74
 Financial Reports, 1973
 Financial Statements, 1973-1976
 Finances, 1972-2011 (5 folders)
 Financial Statements, 1972-2009 (3 of 6 folders)

Box 4:

Financial Statements, 1972-2009 (3 of 6 folders)
 Accounts Payable Statements, 1974-1975 (3 folders)

Admissions and Records Annual Charges, 1990-2009
 Annual Sales & Fund Balance Reports, 1987-1997
 Classic Events Commission, 2006-2009
 Income Statements, 2008-2009
 LFC Financial Center, 1973-1975 (3 folders)
 Budgets, 1974-2007 (4 folders)

G

General Correspondence

General Correspondence, 1976-1990
 Charter Members, 1972
 U Club Members, 1972
 Start-up Letter, 1972
 V-Club President, 1972
 Chancellor, 1972
 Information Sheet #2, 1972
 Annuitants Association Position paper, 1973
 BD re Winchester, 1973
 Information Sheet #4, 1973
 Operating Exp. Summary, 1973
 Memos to BD, 1973
 Cover letter,
 Memos re: 19.4.1, 1973

H

History, 1994-2010
 Commencement, 1991

I

Information Items 1-64, 1969 (16 folders)

Insurance

Building, 1991-2011
 Information, 2001-2003
 Liquor Liability, 2006-2007

Inventory

Inventory, 1991-2001 (2 folders)

Box 5:

Inventory Information, 2005
 Coke Machine, 1997
 Current Inventory,
 Surplus, 2008
 Baby Grand Piano, 2001
 Champion Dishwasher, 1993-1994
 Equipment Purchased, 1986-1987

I-Card Information for Levis Employees, 1997
 IMS Equipment Requests, 1991
 Key cards, 2010
 Lecterns, 2010
 Piano, 1989-1990
 Property Accounting, 2002-2008 (3 folders)
 Property Accounting System,
 Kitchen Equipment 1986,
 Kitchen Equipment Report, 1986-2003
 Master Listings LFC, 1982 (2 folders)
 Warming Cabinets, 2004

L

Labor

AFSCME, 1991
 Information on Labor Wages at the Illini Union, 1996

Legal

Board Statutes, 2008
 Copyright, 2007
 Illinois Liquor License, 2004-2008
 Registered Agent, 1973
 Notary Public Commission, 1974-1982

M

Membership, 1973-1975 (2 folders)
 Com 100, 1968-1969 (2 folders)
 Eligibility v Fees, 1972-1976 (3 folders)
 Membership Roster, 1973-1975
 Policies, 1969-1975
 Questionnaire Prep'n, 1969
 Sponsor Roster, ca. 1985

Meetings

Staff Meeting, 1999-2003 (3 folders)
 Special meeting, 1980
 Training Sessions for Sexual Harassment & Non-violence, 1996-1997

Box 6:

Music Department

Department, 2005-2009
 Charges, 2007-2011

N

Newsletters, 1975-1976

O

Operations

Operating Manual, 1983, 2008 (2 folders)

Alternatives, 1979-1978 (3 folders)
 Bids from Cleaning Services, 1999
 CITES, Telephone, etc, 2011
 Cleaning Lists, ca. 1990
 CSSO On-site Consulting, 2001
 Emergency Contact Form, 2006-09
 Facility Condition Evaluation, ca. 2002
 Food Service, 1972-1978
 Food Service Plans, 1972
 Floor Crew Info., 2001-2002
 General Manager Applications, 1975-1978 (3 folders)
 Guest Internet Access, 2007
 Job Attitudes Survey Information, 2002
 Job Descriptions, 2001, 2005 (2 folders)
 Health Inspections, 2002
 LFC Program, 1974
 Manager, 1969-1972
 Misc., 2006-2008
 Operation & Maintenance, 1973-2002 (2 folders)
 Painting, 2005-2011
 Parking Maps, 2002
 Performance Review Form, ca. 2000
 Phone List, ca. 1999
 Request for estimate, 1976-1990
 Tidy Powerwash Service, 2004
 U of I Space Study, 2002
 Space Survey, 2011
 Spray Schedule, 1987-1992
 U of I Space Survey Certification, 2005
 Wine, 1973-1974 (2 folders)
 Wine Distribution, 1973
 Wish Lists, 1998
 Work Orders, 2008

P

Planning and Policy Papers, 1969-1976 (3 folders)

Box 7:

Planning and Policy Papers, 1969-1976 (15 folders)
 Photograph, ca. 2005
 Planning
 Admin & Arch, 1968-1971 (2 folders)
 LFC Planning, 1969

Policies

- Guidelines for Student Functions, 1994
- Personnel Policies and Procedures, ca. 1999
- Smoking Policy Draft, 1987-1988
- Student Group Policy, 1983

Box 8:

Projects

- Campus Charitable Fund Drive, 2000-2001
- Energy Saving Project, 2008
- Internet Website, 2007-2008
- Levis Faculty Center Project, 1968-1972 (4 folders)
- Mural, 2008
- Volunteer Illini Project, 1966

Publicity, 1969-1972

R

- Relocation, 1984-1988
- Reservations, 2003, 2010 (2 folders)
 - Booking Dates, 2011
 - Details, 2003-2008 (2 folders)
 - Facilities Evaluation, 1987
 - Material for Printing of Reservation Books, 1996
 - Orientation Program Reservation, 1991
 - Web Request Reservation Form, 2001

S

Space Usage

- Illini Days, 1989-1999
- Levis/F+S sq ft. Reports + Diagrams, 2011
- Room Usage, 2007-2008
- Schedule of Charges, 1995-2003
- Space Usage,
 - Space Utilization Analysis Report, 1990, 1992 (2 folders)
 - Statistics, 2009
 - Statistics on Events held at Levis Center, 1996

Security

- Bomb threat, 1992
- Emergency Contact info for police, 2004-2005
- Fire Call Reports
- Security, 1972-1981
- University Police, 2006

Social Events

- Administrative Affairs Retreat, 1990-1991 (2 folders)

Announcements/Publications, 1969-1983 (2 folders)
 Art Exhibits, 1974
 Calendars, 1972-1973
 Campus Visitors Center, 1989-1993
 Champagne Open House, 1986-1988 (2 folders)
 Dedication of LFC, 1972
 Faculty-Staff Open House, 1989 (2 folders)
 Faculty-Staff Socials, 1997-2002
 LFC Open Invitation Social, 1994-1996 (2 folders)
 LFC Flyers, promotional material, etc., 1976
 Holiday Shopping Trips, 1993-2001 (5/9 folders)

Box 9:

Holiday Shopping Trips, 1993-2001 (4/9 folders)
 Meal Invitations, 1976-1988
 Open Invitation, 1992-1993 (2 folders)
 Spring Shopping & Flower Show Trips, 1995-1996 (2 folders)

T

Taxes

Annual Reports State of Illinois, 2007-2011
 EFTPS
 Director of Employment Security Overpayment of Tax form, 1991
 Income Tax, 1975-1976
 Liquor Tax Stamp, 1991
 Money Market, 2009
 National city CD, 2008-2010
 Busey Bank, 1995-2010 (3 folders)
 990-T, 1993-2009 (3 folders)
 IRS, 1973-1986 (2 folders)
 Social Security Administration, 1989
 Tax Exempt Letter, 1980, 2005, 2010
 Tax forms, 1982-1987 (3 folders)
 Federal Unemployment Tax, 1975
 Unemployment Contributions, 1974
 Employers Contributions, 1973 (2 folders)
 Fourth Quarter taxes, 1972
 Illinois Sales Tax, 1972-1977 (3 folders)
 Federal Labor Tax Returns,
 Federal Unemployment Compensation Tax, 1973-1974.
 Illinois Unemployment Contribution, 1974-75
 Federal Withholding, 1973
 Illinois Withholding, 1975-76
 Illinois Withholding Tax, 1974

Employers Quarterly, 1973
LFC Financial Statements, 1972-75 (4 folders)
Accts Payable statements, 1973-1975 (3 folders)

Telecommunications, 1986-1989
Pager, 1987-2001
Unit Coordinator handbook , 1991
Voicemail, 1994-1996

U

University Club, 1975-1989

W

Workshop
Image & Self-projection, 1985
Miscellaneous, 2007

Y

Y2K reports, 1999