

48/4/20 (probably getting new number)
Faculty Organizations
Social
Levis Faculty Center Subject File, 1966-2011

Box 1:

A

Administrative Affairs

Directory, 1986-1991
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
 Finance, 1968-1972
 General Policy, 2005
 Groups, 1972-1973
 Landscaping, 1972
 Legal Problems and legislation, 1968-1973

Box 3:

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

Finances

Finances, 1972-2011 (5 folders)
Financial Statements, 1972-2009 (6 folders)
Accounts Payable Statements, 1974-1975 (3 folders)
Admissions and Records Annual Charges, 1990-2009
Annual Sales & Fund Balance Reports, 1987-1997

Box 4:

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)
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

Administrative Services Staff, 1986-1990 (2 folders)
Facilities Managers Group, 2001-2002
Fall Advance, 2001

Box 5:

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

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

Box 6:

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

Papers, 1969-1976 (10 folders)

Box 7:

Papers, 1969-1976 (9 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

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

Box 8:

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 (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)

Box 9:

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
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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