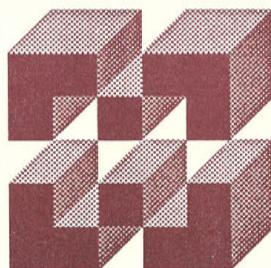
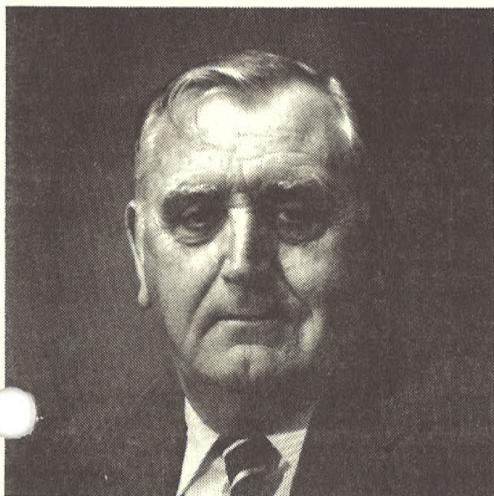


The Harper Insider



Volume 4 Number 1

January, 1989



Getting to Know Trustee John Coste

Along with administrators, faculty and staff members featured in the "Insider", there is another group of Harper people whose contributions are vital to the College. The members of the Board of Trustees, seven elected by the community and one by the students, bring a variety of interests and talents to their work of governing a complex community college. Through this column, you may come to know more about the issues facing the College and about the Trustees who are addressing those concerns.

Formerly the Village Manager of Schaumburg, John E. Coste was elected to the Harper College Board in November of 1983. "After being employed in Northwest suburban government positions for 20 years," he says, "I felt retirement gave me the opportunity to put something back into the area as community service." He noted, "Some people said I had strength in fiscal planning, and thought I could make a contribution as a College Trustee."

Fiscal planning has remained a strong interest for Coste, who says "I think we've made progress, and of course, fiscal planning will always be a major concern for the Board."

On joining the Board in 1983, Coste discovered that the physical condition of the campus was another area demanding immediate action by the Board. "Extensive repairs were needed to roofs and other areas of the buildings, parking lots, athletic fields. We've worked our way through most of the projects, while developing an ongoing program to avoid future problems," Coste added.

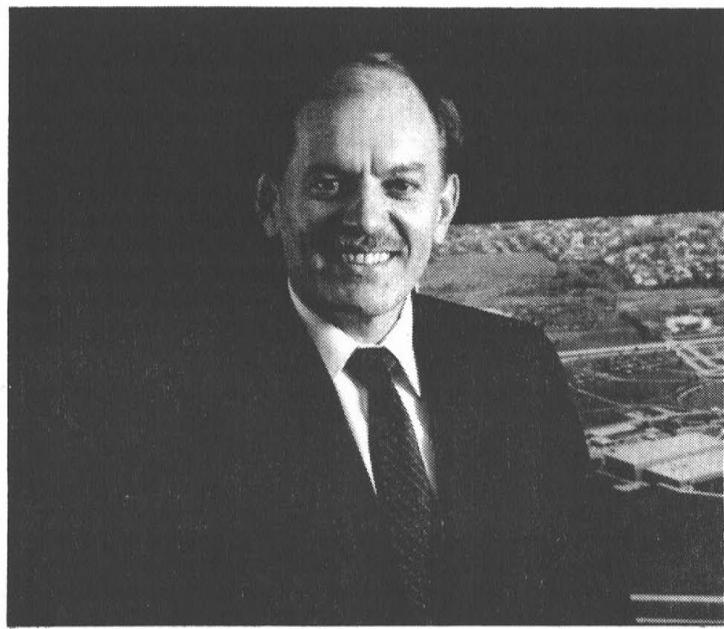
In regard to issues he foresees as important concerns for the Board in the next years, he notes, "The academic side is in good shape, and we'll want to assure that we continue to move ahead rather than fall back in that area. Meeting the needs of the community in continuing education programs will also become more and more challenging." He adds, "Questions facing the Board may be whether we can be everything to everybody, whether we have the ability to meet all the demands, and where we should put our emphasis. Factors influencing these decisions would be limitations of space, money and people."

In conclusion, he commented, "The College seems to be at a crossroads where important decisions will have to be made to assure continuing success and, we hope, excellence."



Left to right, Brian Carey, U.S. Department of Education; Pat Mulcrone, AED Department chairman; and President Thompson.

Congratulations keep coming to Harper College following the presentation of the U.S. Department of Education Secretary's Award for Outstanding Adult Education Programs last fall (shown above). State Senator Virginia Macdonald introduced a Senate Resolution congratulating the College and the Department on achieving the national award for excellence.



Insider's View of Larry Haffner

Larry Haffner arrived at Harper four years ago to serve in the newly-established position of director of the Academic Computing department. The director oversees and supports instruction-related computer equipment and labs. Haffner also serves as an ex officio member of the Academic Computing Committee, which was established in 1984.

The department now includes a staff of seven full-time and three part-time technical people, one secretary and between 30 and 40 student aides per semester. When Haffner arrived at Harper, there were about 100 microcomputers on campus. Now there are about 550, as well as one mainframe and three minicomputers.

Born: Chicago, moved to St. Louis while very young

Family: proud owner of Samoyed puppy named Bandit

Hobbies: reader and collector of mysteries, St. Louis Cardinals fan

Favorite book: *All the Kings Men*

Last movie seen: *Scrooged*

I would like to stop: the designated hitter rule

One thing I've learned in life: not to take too many things too seriously

I can't stand: rush hour traffic

Best advice my parents gave me: take typing in high school

If time and money were not a problem: I would own a bookstore and/or tavern in a college town and take classes for the rest of my life.



The President's Message

I extend a hearty wish for a prosperous 1989 for all of us.

This begins the second half of my first full year here. I am eager to share with you the myriad opportunities for growth and enlightenment for students, staff, faculty and administrators at Harper in the coming months.

This column will be used to bring you a variety of information including plans, concerns, my perspective and perspective from other institutions. I will also attempt to answer questions that from time to time dominate a campus environment. An important role of the president is to assist in making effective communication possible within an organization. I am hopeful that this regular column will supplement that effort.

The first six months of my tenure were largely devoted to familiarizing myself with the people, the organization, and the multiple involvements that make Harper College a major and significant presence in this community. The weekly meetings I have held with many of you have given me important insights into the unique "culture" of this organization. It is unique in the sense that no other institution has the same history, the same progression of events toward formalized decision-making, the same cast of characters that are recognized in especially memorable ways for their contributions to the organization, the same set of facilities where learning takes place, and the same set of fiscal conditions.

It is imperative for me to understand the importance of all these major influences on Harper in order to make appropriate assessments for the future.

Assessment is another key component of my beginnings here. I am getting to know the team of administrators and attempting to learn their particular strengths, talents and skills. The challenge is to match those with our needs as an institution. These are only a few of the things that have captured my time and energy since I arrived in July. I will share more with you as we learn together. I hope you will share your ideas as well.

A handwritten signature in black ink, appearing to read "Jane N. Thompson". The signature is fluid and cursive, with a large, stylized 'T' in the middle.

From The Chair

The Academic Computing Committee was created to facilitate the activities of Academic Computing services. Functioning in a liaison capacity, the committee works to assure that academic computing is done in the most beneficial way. Currently in the process of developing a long range plan, the committee members deal with all issues related to instructional computing and will help set priorities for support, capital equipment and space.

This advisory committee is composed of representatives from each of the instructional areas, one student, two administrative pro/tech staff members, and the directors of Academic Computing and Computer Services. Ernst Rilki is now serving as chairperson.

Vice President of Academic Affairs Dave Williams stated that the committee determines the "best way to get the most benefit from the resources we have."

Readership Survey

The "Insider" is the official Harper College newsletter for current and former employees of William Rainey Harper College. Because the Harper College campus is large and schedules vary, it is difficult to stay in constant touch with events and with leagues throughout the campus in Palatine and at the Northeast Center in Prospect Heights.

We want to make the "Insider" informative and useful. Your comments on this readership survey will help us publish a newsletter which reflects your suggestions and comments. Thank you for your participation.

Elaine Stoermer
Director of College Relations

Indicate answers by checking the appropriate response.

Always Sometimes Never

1. Do you read the "Insider"? _____

_____ _____ _____

2. Will you read "The President's Message" column? _____

_____ _____ _____

3. Would you read information on pending or implemented state and federal legislation which affects community college employees? _____

_____ _____ _____

4. Do you read the "Insider's View" feature which focuses on an individual Harper College employee? _____

_____ _____ _____

5. Do you read the Departmental Focus feature stories? _____

_____ _____ _____

6. Do you read information regarding comments or correspondence from retirees? _____

_____ _____ _____

7. Do you read the Institutional Calendar listings? _____

_____ _____ _____

8. Would you like to have the "Insider" published:

weekly monthly every other month?

9. What is your favorite feature of the "Insider"?

10. Do you find the format pleasing and easy to read?

yes no

11. If you answered "no" to number 10, indicate changes in format you would find more appealing.

12. Have you ever contributed an item of professional or personal interest to the "Insider"?

yes no

13. What additional features or information would you like to have in the "Insider"?

14. List in the space below any additional comments you would like to make regarding the employee newsletter.

Thank you for your comments regarding the "Insider". The more information you submit, the better the College Relations area personnel will be able to publish a newsletter we all enjoy and find informative.

Return completed survey to Elaine Stoermer, Director of College Relations, Building A, Room 313.

Department Developments

Professor **Betty Hull** has been selected by the Honors Committee to serve as coordinator of the Honors Program. **Will Hoffman**, Human Performance Lab, served as host when executives of Arthur Andersen, Inc., St. Charles, were involved in a health and fitness evaluation. The testing session was followed by a tour of the College facilities. Congratulations to **Sandeno (Sandy) Palmer**, Physical Plant, and his wife on the birth of their daughter, Amanda, on December 30. New to the Harper family are **Nelda Crittenden**, receptionist, part-time, Registrar's Office; **Kevin Ko**, supervisor, systems & software, Academic Computing; **Marcie Landeros**, library assistant I, LRC Library Services; and **Barbara Bednarz**, secretary I, Business & Social Science. **Richard K. Will**, LRC Media Services, has been promoted to AV Technician II. Wedding bells rang December 30 for **Kathy Ferreira**, executive secretary to President Thompson, and Marvin Clavey; and for **Linda Nelson**, Accounts Payable, and Ralph Sorenson. We wish both couples much happiness. **Vicki Atkinson**, assessment specialist, and **Martha Simonsen**, associate professor of English were the first two recipients of the Fred C. Rutz Award presented by the Special Programs and Services Division. The awards recognized contributions in promoting the academic success of disadvantaged students and were funded by the Fred C. Rutz Memorial Fund of the Harper Foundation.

George Voegel, dean, Educational Services, is at home and doing well following cardiac surgery. We wish him a speedy recovery.

Our Condolences

to **Linda Nelson Sorenson**, Accounts Payable, on the recent death of her mother, and to **Martin Ryan**, Liberal Arts, on the recent death of his mother.

Retirees' Corner

On December 14, 1988, faculty and staff members gathered in the College Dining Room for a farewell reception in honor of seven retirees. This group of people has accumulated 106 years of service to Harper, each having been with the College between 10 and 20 years.

Honored retirees include **Mary Ellen Leon**, library assistant; **Michael Louis**, professor, Criminal Justice; **Mary Lou Mulvihill**, professor, Biology; **Joyce Prell**, lab assistant; **Ralph Rohling**, coordinator, Continuing Education; **William Schurak**, custodial foreman; and **Grover Wilson**, custodian.

Best wishes for a joyful retirement from your friends at Harper. Keep in touch.



The Purchasing Department staff routinely sifts through brochures and catalogs in its quest for the "best buy" for Harper. L to r, Betty Parkhurst, Thea Keshavarzi, Vicki Rowe.

Focus on Purchasing Department

Are you planning to buy new equipment for your classroom or office? Have you been searching for a specific item but are unable to find a source? The Purchasing Department is ready and able to help you.

Thea Keshavarzi, purchasing agent; Vicki Rowe, buyer; and Betty Parkhurst, secretary, are available to advise you. Catalogs and books are available in the department office as well. Because the College has a centralized purchasing system, requisitions for all items, goods and services are routed through the department, which issues approximately 4,800 purchase orders per year.

After a requisition is received in the department, an analysis is made to determine if the source suggested by the initiator is the best source. To make an informed analysis of the best quality goods and services at the lowest possible prices, Thea and Vicki actively search the marketplace, visit vendors and manufacturing facilities, and attend conferences and seminars. The lowest price is not the only determining factor — quality is a necessary requirement.

Harper is affiliated with an institutional cooperative for group buying power. Lower prices may also be found through State of Illinois contracts. Thea currently serves on the purchasing committee of the Illinois Association of School Business Officials. Bid items over \$5,000 are also handled by this department. Bid documents are prepared and mailed; bid openings are conducted publicly, often with the vendors present. After the bids are opened and analyzed, the recommendations are sent to the Board of Trustees for action.

The department staff was recently involved in standardizing carpet, paint colors, window coverings and furniture. Selections for these items are now made from a recommended list, as part of an overall plan to make the campus uniform and appealing.

With Thea's guidance, the department ~~staff~~ is available to serve. When asked how we — the customers — can help the staff, Thea suggested that advance planning of purchases will allow time to make the best choices, and that she and her staff are willing to become involved at the planning stage. She states, "The department has a commitment to the institution to see that goods and services are in place so education can happen."

Drug Awareness Week February 6-12, 1989

National Collegiate Drug Awareness Week is a unified and comprehensive drug prevention week to help colleges and universities focus on the issue of drug abuse and to discourage drug abuse among students, faculty and staff. Although for many college students alcohol is still the "drug of choice", the use of many other drugs, from prescriptions to street drugs, merits attention.

The Harper College Drug, Alcohol and Wellness Network (DAWN) will sponsor programs and activities that emphasize approaches to drug abuse prevention.

During National Collegiate Drug Awareness Week, Thomas Witchek of the Chicago Police Department, Narcotics Division, will present "Street Drugs" on Thursday, February 9 at 12:30 pm in the Student Center. Drugs and their reactions, signs and symptoms of drug use, drug paraphernalia, progressive effects of continued drug use, current legal implications of drug abuse and effective means of intervention and prevention will be discussed. Students, faculty and staff are invited to attend this informative program which can complement curriculum in many disciplines.

Institutional Calendar

Board Committee of the Whole	Wednesday, February 8 7:30 pm; Board Room
Illinois Council of Public Community College Presidents/ Illinois Community College Trustees Association	Thursday-Saturday, Feb. 9-11 Sheraton Inn, Springfield
Campus Closed Lincoln's Birthday	Friday, February 10
New Employee Orientation	Tuesday & Thursday February 14 & 16
Valentine's Day Annual Campaign Raffle	Tuesday, February 14 3:00 pm; Fireplace Area
High School Art Show Award Reception	Thursday, February 16 7:00 pm; Student Lounge
Communications Forum	Monday, February 20 2:00 pm; Board Room
Board of Trustees Meeting	Thursday, February 23 8:00 pm; Board Room
Friends of Harper	Wednesday, March 1 7:30 pm; Board Room
Women's History Week	Monday-Wednesday, March 6-8
Foundation Board Meeting	Tuesday, March 7 7:30 am; College Dining Room