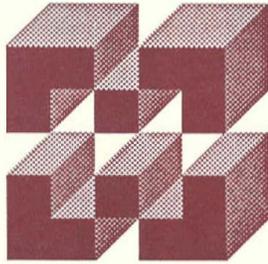


# The Harper Insider



Volume 4 Number 3

April 1989

## Harper College Faculty Plan Sabbatical Leave

Six members of the Harper College faculty have been granted sabbatical leave for all or part of the 1989-90 academic year. Sabbatical leave is granted to Harper faculty by the Board of Trustees for the purpose of study or research which will add to their work with students. Applicants for sabbatical must be full-time faculty who have been full-time employees for at least six years.

Next year's sabbatical projects represent a variety of study and research opportunities. Dennis Brennen, an associate professor of economics, will spend the academic year doing research and writing a dissertation required for his Ph.D. from Purdue University. Brennen has earned a B.S. from Manhattan College and two master's degrees from Purdue.

Northbrook resident Cecilia Cooper, assistant professor of mathematics, will spend the spring 1990 semester researching and reviewing computer software available for use in teaching mathematics, particularly in the calculus sequence. She holds a B.A. from Mundelein College, and earned her master's degree at the University of Notre Dame.

Randy Illg, assistant professor in the Park Management Program, will teach part time during the 1989-90 school year while he completes requirements for an M.S. degree. His work will emphasize skills for teaching the adult student. He is a resident of Crystal Lake and a graduate of the National College of Education.

History professor Larry King of Evanston plans to spend the fall 1989 semester taking classes at Northwestern University. The classes will give him a new perspective on some facets of American history. King earned both his bachelor's and master's degrees from Roosevelt University.

Patricia Smith-Pierce, a resident of Schaumburg and professor of speech, will attend world legislative bodies in Helsinki and Brussels to compare persuasive speaking styles among delegates from various countries. She will be on leave for the fall 1989 semester. She holds a Ph.D. degree from Washington State University.

Joseph Yohanan of Winnetka, associate professor and coordinator of the architectural technology program, will spend the

1990 spring semester investigating and teaching current techniques in architecture modeling. This information will be used to strengthen the Harper curriculum in this area. He is a graduate of the Illinois Institute of Technology and holds the state of Illinois P.A. (professional architect) designation.

Speaking on behalf of the faculty, Vice President of Academic Affairs David Williams noted that, "We are pleased that the Board of Trustees supports this type of professional development program. Such a program benefits the faculty members professionally and is of enormous value to their students."



*After months of waiting, faculty and staff members in Life Science and Human Services are rewarded with multiple phalaenopsis orchids on their four year old plant. Jim Arnesen reports the blossoms will last about six weeks. With proper care, the plant may flower annually.*



## The President's Message

With my round of employee group meetings just about completed, it is time to begin reporting back to you on what questions and concerns have been addressed. In my last column, I suggested this as one vehicle for letting you know what the responses are. In this column, I will give a status report on five of the issues raised in these meetings. Since it is impossible to address all questions and concerns, and since some of them involve major change or reallocation of significant resources, I hope you can bear with me until a more comprehensive summary of all the employee groups' concerns can be compiled. My target date for that is August, 1989.

### **Ratio of full-time to part-time faculty (and perhaps other staff) needs to be addressed.**

The issue of full-time/part-time ratio is one that has no perfect solution. The ideal ratio depends on too many factors which include current and future enrollments, financial health of the institution, quality and availability of adjunct faculty, services that students receive, kinds of programs offered, and so on. For the academic year 1989-90, four additional full-time faculty positions are being added. We are also filling all the vacancies created by retirements and resignations. This will bring a total of 11 new full-time faculty to Harper College. While there will never be a ratio that will satisfy everyone, efforts are being made to staff those areas that need full-time personnel. These are evaluated in light of future requirements, other campus priorities, and the College's financial condition.

### **Accessibility for disabled—doors are a real barrier.**

Buildings J and M were the only buildings constructed with automatic doors. The other 13 buildings never had automatic doors for handicapped accessibility and many of these buildings are more than 18 years old. We have installed power-assist openers on at least one set of doors to each building with the exceptions of Buildings B, T, U, and V. The automatic door on the south side of Building J had been a continuous problem over the years despite constant repairs. The door has been replaced with a new sliding automatic door.

### **Campus maintenance should be improved.**

**Total campus environment leaves a poor impression for students and our guests.**

### **Interior environment leaves a lot to be desired.**

Vice President Vern Manke and I recognize that maintaining cleanliness in the classrooms, hallways, offices and bathrooms is a constant problem throughout this campus. Efforts are continuously being made to maintain and upgrade our

housekeeping. Recently, meetings were conducted with all shifts of the custodial staff, including seminars on efficient cleaning methods conducted by cleaning experts. In addition to these motivation meetings, we are trying to curb absenteeism of employees. There are 15 buildings on this campus, totalling 733,990 square feet. With approximately 20,000 students and nearly 1400 staff members moving through these buildings each semester, housekeeping becomes a gargantuan task. Cleaning requires three shifts of 45 custodians who must each clean approximately 15,000 square feet of a building each day. The night crew performs major cleaning functions, and the day crew does routine housekeeping. If one person is absent, 15,000 square feet are not cleaned that day. If two are absent, then 30,000 square feet are not cleaned for that day. I ask for your patience as we deal with this problem. We are constantly working to improve our housekeeping procedures.

### **Registration process is putting up unnecessary hurdles for students. Also, prerequisite course checks are not made for students, and they get into courses that are over their heads.**

Steve Catlin, dean of Admissions, and Joan Kindle, dean of Student Development, have been charged with the responsibility of reviewing registration to determine ways of improving current procedures. Prerequisite checks will be reinstated in the computer and should be in effect prior to fall registration. Constant reviews are being made, aimed at improving the system to ensure that students are taken care of expeditiously and with due consideration for their needs.

### **We wish that you would get out on the campus more.**

This is one comment I have heard from more than one person, so I am taking the hint and going around the campus a lot more. I made a conscious effort, the first few months here, to learn as much as I could about the communities that Harper serves and to get acquainted with the business sector which contributes significantly to our tax base. I believe that business and industry will affect Harper and the way we deliver our programs in ways we have not even comprehended, as this area continues its phenomenal growth. While these contacts will continue, it is of no less importance for me to keep in touch with all of you who represent Harper College to all these constituents. Visiting classrooms and offices now holds a regular spot on my agenda. At the same time, I have an open door policy and you may feel free to make an appointment or come in to see me in Room A308. Coffee is always free.

## Breakfast-at-Harper

How to Use and Attract Non-Traditional Employees will be the topic under discussion at the April 26 Breakfast-at-Harper to be held in Building A, Dining Room from 7:30-9:00 am.

Job sharing, part-time workers, older workers, temporaries, retirees, minorities and mentally and physically handicapped workers are non-traditional personnel recruiting issues to be discussed by experts in the field.

Fee for the breakfast is \$10.00 (check payable to Harper College). For more information, call Sam Geati at 537-5420.



## Getting to Know Trustee Barbara Barton

Barbara Barton, chairman of the Board of Trustees since last fall, first joined the Board in April, 1985, to fill the unexpired term of resigned Trustee David Tomchek. She was elected to a six-year term in November of that year and served as vice chairman from fall 1987 until her election to the chairmanship. She and her husband Ken moved to Palatine in 1978.

Barton has had a happy association with community colleges. All six of her children attended community colleges before going on to four-year schools. It was that association that first attracted her to the Harper Board. Having recently retired from a career in management at Avon, she moved on to community work. In addition to her work at Harper, she has been active with the League of Women Voters, the American Association of University Women, Whytecliff Homeowners Association, Northwest Chapter of Lyric Opera, Friends of Harper, Alpha Omicron Pi and the Panhellenic Council. She was treasurer of the University of Southern California Midwest Alumni Club for two years and has been active in the formation of a USC alumni group for women in the Chicago area.

At the time Barton joined the Board of Trustees, College finances were a major concern. Although the referendum had passed, she explains, "Maintaining quality until funds became available was a real challenge." She states that the "image" problem plaguing community colleges was a concern then, too, but that Harper's association with the Golden Corridor has helped improve that image.

Looking back over the past four years ("Has it really been that long?"), Barton says that the most gratifying improvements have been in the areas of finance, internationalization and the relationship with local businesses and industry. Looking ahead, she states that she is very much looking forward to working with Mr. Thompson who, she says, "has great vision for the College and has been an inspiration to work with."

In summary, Chairman Barton says that her association with Harper College has been "more beneficial and enjoyable than I imagined it would be. I look forward to being part of the significant role that Harper College surely will play in the future of this community."

## Readership Survey

Thanks to all of you who responded to the survey, and to the many others who have offered comments on the "Insider" in the past. The responses are still being reviewed, but we can give you a brief preliminary report on the results.

In general, respondents indicated they like the columns and features that appear in every issue, particularly the "Insider's View" of individual employees and the "Focus on" a department. Respondents also suggested more than 30 different additions or improvements to the newsletter. The improvements we're working on right now — additions will take a little longer due to the increased staff time and costs entailed in expanding the newsletter.

Please don't stop — keep sending us your comments, suggestions and especially your news. With your participation, we look forward to making the "Insider" increasingly informative for all our readers.

## CPR Saves Lives

A combined basic and recertification CPR class will be held on Monday, April 17 in A242b and Wednesday, April 19 in A241b from 10:00 to 11:30 am. A second section of this class will be held on Wednesday, May 3 and Thursday May 4 in A241a from 2:00 to 3:30 pm.

If you want to learn or refresh your knowledge of this lifesaving technique, call the Health Service at extension 2268 to reserve a place in either class. Additional classes will be scheduled as needed.



## Illinois Employee Fitness Day Is May 19

Put it on your calendar now! Friday, May 19 is Illinois Employee Fitness Day. Plan on participating in the Harper campus one or two mile non-competitive fitness walk. Watch campus mail for details.

## Focus on the Placement Office

In the two years that the Harper Placement Office has been in operation, it has grown into a valuable service used by more than 6,000 employers and nearly 3,000 students. More than 11,000 job listings have been directed to the clients registered with the service.

The Placement Office was reinstated on the Harper campus approximately two years ago after an absence of about eight years. The first staff member to be hired was Director Russ Mills, who came to Harper from Parkland College in Champaign. Mills' first priorities were to get to know the Harper community and to explore computer programs to use in the job matching service. Working closely with staff in Computer Services, Russ found a modified program that met Harper's needs.

The next order of business was staffing. A placement specialist and secretary were hired in summer, 1987. Chris Kranz and Laurie Miller now fill those positions. With the hiring of these additional staff members, Mills was able to put the job matching service into operation.

The job matching service is an important function of this office. Employers contact the Placement Office with available positions. The positions are fed into the computer system by part-time data entry clerks Ludi Cruz and Ana Marie Viritia who work in the evenings. Each person seeking a job fills out an application with information such as career interest, education, experience, geographic location and whether the applicant is interested in full-time or part-time employment. That information is also fed into the computer. Twice a week, on Monday and Thursday evenings, a "run" is made that matches jobs with jobseekers. As many as five available positions may be passed on to a jobseeker with each program run, meaning that a person who is using the Placement Service may receive ten leads a week . . . just for filling out one application!

Mills estimates that approximately 1,300 job matches are made each week. The letters that are generated in Computer Services are folded in the Print Shop and mailed out by Placement Office staff.

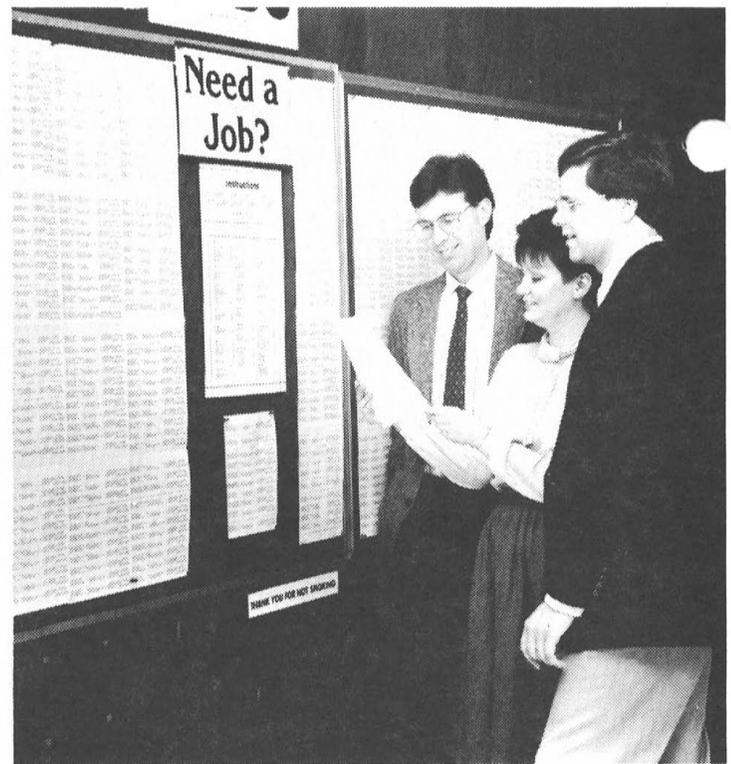
The Placement Office also sponsors an annual Employment Fair for students and area residents. The second fair held Tuesday, April 4 from 10:00 am to 2:00 pm in Building M, welcomed more than 100 employers and nearly 2,000 jobseekers.

Working with staff in the Career Planning Center next door, the Placement Office also serves as a clearing house and resource for Harper students and alumni and others seeking employment. For those who have been job seeking without success or those who are not sure where to begin a job search, the service offers the DISCOVER computer program for determining talents, interests and goals. Information is provided about salaries, trends and other aspects of the job market. Weekly seminars providing assistance with resume writing, interviewing techniques and career changes are offered in conjunction with the Career Planning Center.

The Career Planning Center and Placement Office receive approximately 140 calls a day. Because of the heavy telephone use, many employers contact the office by way of the Fax machine located in the Learning Resources Center.

A recent development in the Placement Office was the addition of part-time job developer Gwen Clayborne. She assists in the placement of eligible high school vocational students from Districts 211, 214, and 220 through the Career Cooperative.

There is a lot going on in this busy office. The Placement Service should be the first stop for anyone looking for a job, career change or employment information.



*Director of Placement Russ Mills (left) confers with staff members Laurie Miller and Chris Kranz.*

## High School Accounting Competition

Co-coordinators Tom Johnson, dean, Business and Social Science, and Rose Trunk, professor, Accounting, along with full-time Accounting faculty members Daniel Danis, Robert Held and John Perricone, will host the Accounting competition on April 27. Each participating high school will send students from their Accounting I classes and five students from Accounting II classes to compete for awards and trophies. After the morning of testing, the students will tour the campus, have lunch and return for the presentation of the awards.

High schools sending students include Barrington, Buffalo Grove, Conant, Fremd, Hersey, Palatine, Prospect, Rolling Meadows, and Schaumburg.

## Scholarship Possibilities

To parents of graduating high school seniors — if your son or daughter ranks in the top 10 percent of the graduating class, he or she may be eligible to apply for one of four \$500 scholarships sponsored by the Northwest Industrial Council.

Parent of applicant must be a full-time employee of Harper College. Application deadline is May 1, 1989. For further information concerning these scholarships contact Larry Bielawski, director of Personnel, extension 2373.

## Department Developments

Welcome to new employees **Keith Eickelmann**, Physical Plant; **John Fragassi**, Physical Plant; **David Ghedini**, LRC Library Services; **Diane Lin**, Learning Assistance Center; **Robert Cunningham**, TM/PS; **John H. Hare**, Public Safety; **Beverly Rupany**, Accounting; **Paul Twardzik**, Physical Plant; and **Ronald Davis**, Physical Plant. Congratulations to **Jennifer Morris**, Physical Plant, and **Ashim Asani**, Physical Plant, who have received promotions. Professor **Harley Chapman**, Liberal Arts, recently addressed 20 seventh grade students from Jane Addams Junior High in Schaumburg. Topic for the presentation to this group of gifted students was "Comparative Religions". The two-hour program included a question and answer session. Director **Will Hoffman** of the Human Performance Laboratory tells us 30 students in the Cardiac Exercise Technology program were involved in a lecture and lab series designed to introduce the field of Echocardiography and Doppler Imaging. This technology utilizes high frequency sound waves to image the structures of the heart and to measure blood flow within the heart, and is used extensively in hospitals to diagnose many heart irregularities. **Meyer Rudoff**, TM/PS, and **Dan Danis**, BS/SS, have recently had surgery. Both are now recuperating at home. Congratulations to **Bijan Zandi**, part-time math faculty member, on the birth of his son, Arya, on February 27.

## DAWN Update

Phyllis Zabrocki, who coordinates the DAWN (Drug Alcohol Wellness Network) program, reports that ongoing activities include daily contacts with students and staff, networking with area high schools and community resources, and workshops with Inside Corporation. As of March 31, 125 people have attended the workshop for drug and alcohol education.

Phyllis also notes that the National Collegiate Alcohol Awareness Week and National Collegiate Drug Awareness Week programs held at Harper were successful. Both included films, speakers and a Self Help Fair with 20 agencies represented.

The DAWN committee continues to meet on a regular basis. Students who complete the workshop are encouraged to attend these meetings.

In the planning stages are a DAWN brochure, student health advisors program, and monthly educational meetings for the 1989-90 year. A workshop on the proactive prevention component of DAWN is tentatively scheduled for April 28.

For further information, contact the DAWN office at extension 2626.



## Insider's View of Pat Seitzinger

Pat Seitzinger has found a position which fills two important criteria for her — one that allows her to meet and deal with many people and is in a field of great interest to her. She is secretary to the director of nursing and has been in that position for more than seven years. She enjoys the constant contact with people as well as the medical field exposure. One-third of her time is spent working directly with the nursing students. Another positive aspect of her job is working with the computer, which she uses for word processing and keeping records of student data.

Pat started working at Harper in 1976 on a part-time basis in the area now known as Student Development. Since that time, she has also worked in Student Activities, the Admissions Office and the Registrar's Office.

**Born:** Chicago

**Family:** husband, Jim, sons Jim Jr., 22; David, 20; Tom, 17; and daughter Heidi, 19

**Favorite Food:** chocolate

**Hobbies:** gardening, shopping in resale shops (where she once found a diamond ring in a pocket), and scarf tying — her co-workers, whom she calls her second family, call her the "scarf lady" because of her skill with a scarf

**Best advice my parents gave me:** Keep your sense of humor.

**I would like to learn:** to be an operating room nurse

**I can't stand:** snobbishness

**If time and money were not a problem:** I would travel and do volunteer work in a hospital.

**One thing I've learned in life:** Be happy.

**Favorite author:** Victoria Holt

## May Speakers

Plan to attend the Academic Convocation on May 9 and Commencement on May 21 to welcome back two Harper people who are this year's guest speakers.



*E. Daniel Lawlor III, M.D. (shown at Harper, 1982) received his A.A. and A.S. degrees here that year and continued his education at Georgetown University. He will be the first Harper College alumnus to return to the College as the guest speaker at Commencement.*

## From The Chair Tenure Committee

According to Illinois state law, after completion of three consecutive full-time contract years, a faculty member may receive tenure. Having tenure assures that dismissal (termination) cannot occur without cause.

Harper's Tenure Committee meets to review the files of the first, second and third year probationary faculty members. The first step in the review includes determining if all required forms and evaluative information are completed. The seven faculty members on the committee, which is chaired this year by Pauline Buss, also see to it that all involved parties are notified of the status of the file. When the file is complete, the committee is able to formulate its recommendation on the tenure status for the subsequent year and forward it to the College president.



*Retired Professor of Biology Mary Lou Mulvihill will address students and guests at Convocation on the theme, "What is Success?"*

## For Your Information

Board Committee of The Whole	Wednesday, April 12 7:30 pm; Board Room
Foundation Scholars Luncheon	Tuesday, April 18 12 noon; College Dining Room
Communications Forum	Monday, April 24 2:00 pm; Board Room
Board Meeting	Thursday, April 27 8:00 pm; Board Room
Buffalo Grove High School Night	Monday, May 1 4:00 pm
Friends of Harper Annual Meeting	Wednesday, May 3 7:30 pm; Board Room

**The Harper Insider**, a monthly publication of the Institutional Communications Office, has been developed as part of the College Relations Departmental program of information for college community and produced with assistance from LRC Media Services.

Employee groups and individual administrators, faculty and staff members are cordially invited to contribute stories and information before the first of the month for the issue published at midmonth. Please contact Gwen Nowak, Institutional Communications, A302, extension 2628.