

The

sider

A Publication for Employees of William Rainey Harper College

Volume 5, Number 7 August, 1990

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*Admissions Office
Receives Rave Reviews*

As part of its response to the ICCB requirement that all community colleges audit their programs and services every five years, the Admissions Office set up an internal peer review on May 30.

The audit was performed by Peter Lonsway, director of admissions and records at Rock Valley College in Rockford, who gave the office rave reviews. Bruce Bohrer, director of admissions, says, "Overall, he was very impressed with the operation. He was particularly impressed with our staff and its dedication and professionalism."

Following ICCB guidelines, Lonsway was asked to look at the mission of the area and its strengths and weaknesses; evaluate the facilities, equipment, supplies and staff; and critique anticipated changes during the next five years. He was also asked to express any concerns he felt warranted further study.

In addition to the staff, Lonsway cited the office's two new publications as marketing winners. "Perspectives," a newsletter distributed to high school students—complete with its neon

graphics (designed by Mike Knudsen)—and "Mom, Dad...Have You Done Your Homework?" a brochure prepared for parents of prospective students (designed by Mark Steffen), were recognized as excellent pieces. Both pieces were written by Rochelle Corso of the Admissions Office.

Lonsway was also impressed with the NAPS computer program that tracks new and prospective students and cited the department's recruitment activities, student ambassador program, extended office hours and use of program brochures as strengths.

He expressed concern for the limited amount of office space in view of both the College's increased enrollment and the procedures necessary to meet the new ICCB 1993 processing requirements and suggested minor internal recordkeeping changes.

"We are pleased that Pete's reaction to our operation was so favorable. It is always nice when a colleague—especially one whose opinion you respect—has high regard for what you're doing," responded Bohrer.

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The President's Message

This article is a continuation of President Thompson's article in the July Insider during which the progress on the 1989-1991 biennial goals was discussed.

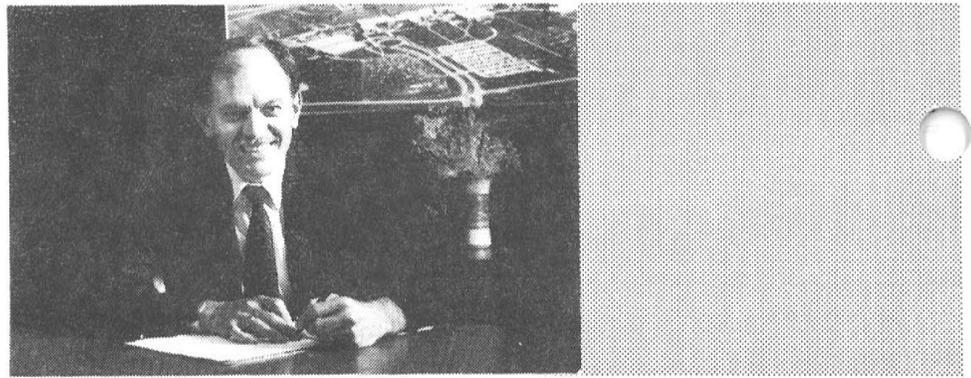
FOCUS II: FACULTY/STAFF PLANNING

Goal: Continue employee development programs and encourage all employees to participate in both inhouse and external programs.

See *From the Chair* article on page 5.

Goal: Develop and implement a plan of professional development regarding administrative computing for members of the users committee, users involved in computer projects, the Executive Council, and the Computer Services staff by spring, 1990.

This goal arose from a need to train people at all levels in the organization to understand and employ the most effective computer technology in performing their responsibilities. This goal is part of the written plans developed for administrative computing, academic computing and networking. Defining specific processes and implementation are planned for next year.



Goal: Individual and group employee volunteers will be included in the vision planning process that will be initiated in the fall of 1989.

Employees volunteered enthusiastically for the various tasks that were vital components of the vision planning process. There are 109 staff volunteers currently involved in various aspects of the preferred future process.

Goal: Appropriate staff will participate and provide input to the architects in the specification and design phase of the space planning program.

An integral part of the new construction and renovation program involves meetings between the architects and appropriate staff so that necessary input is provided in the specification and design phase. The process has started with the performing arts center. Since this is a complex structure that requires a great deal of forward planning, some activities were initiated prior to final action by the state regarding funding. Appropriate faculty and staff are actively involved and will continue to be involved in all phases of this project. Key staff members representing various areas to be affected by the total construction and renovation project have had meetings with the architect. They will continue to work closely with the architects and the Executive Council after funding is assured.

Goal: Develop a program or series of programs by fall of 1990 which focus employee attention on the mission, philosophy and image of the College as well as on a service and student success orientation.

An Orientation Task Force composed of representatives from the three staff development groups has developed a comprehensive orientation program for new staff that includes an initial welcome, follow-up sessions, and a peer-partnership program. The orientation program is almost complete.

Goal: Complete the writing of the affirmative action plan and appoint by fall of 1989 the affirmative action committee which would have the responsibility of overseeing the implementation of the affirmative action plan.

The affirmative action committee was approved and members named by the 4Cs. Also, the director of personnel has completed a tentative affirmative action plan which will be reviewed by the newly appointed affirmative action committee. This goal will continue.

President Thompson's final comment about progress on the biennial goals will be published in the September Insider.

INSIDER'S VIEW OF Bob Loitfellner



Bob Loitfellner

Bob Loitfellner is proof that hard work pays off. Nine and one-half years ago he was hired as a night custodian at Harper and in four years had worked his way up to foreman of the maintenance department. "My experience shows what honesty and hard work can accomplish," he explains.

But his success is also a result of his attitude toward his job and Harper. "Our department is a service department and we're here to serve the College," he says, adds that the maintenance department is in charge of everything at the College except the grounds, cleaning, heating and air conditioning. The department employs three painters, two cabinetmakers, one keyman, and six electricians, plumbers and carpenters.

In prioritizing work, Loitfellner says his first concern is general safety, followed by the students, staff, building maintenance and painting. The staff works on everything from repairing pencil sharpeners and chairs to maintaining the telephone

Born: Milwaukee, Wisconsin

Education: Washington High School, Milwaukee
University of Wisconsin, Milwaukee

Family: Wife, Carol; daughter, Susan, Glen Ellyn; son, Jeffrey, Florida

Interests: Coin collecting, racquetball, raising Norwegian Elkhounds

Best advice my parents gave me: Be honest and work hard.

If time and money were not a problem: I'd buy an airplane.

I would like to learn: How to fly.

One thing I've learned in life: Is to be happy and to help others.

I can't stand: Laziness, or people who don't like to work.

Favorite food: Pizza, popcorn and beer

Favorite movie: Ben Hur

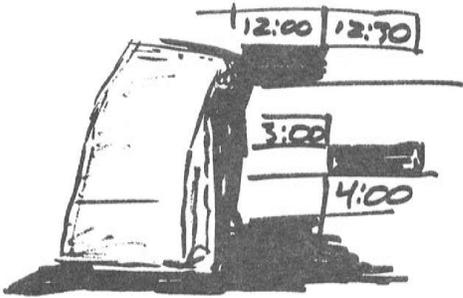
Gilmer Wins Local and National Awards

Economic Development Specialist Kathy Gilmer has won the Women in Management's Charlotte Danstrom Women of Achievement Award. The award, presented by the group's Northwest Suburban Chapter, recognizes the outstanding achievement and leadership of its members. Charlotte Danstrom was one of the founding members of the group.

Gilmer's responsibilities at Harper include facilitating and coordinating regional economic development programs such as Northwest 2001 and the Golden Corridor and compiling and disseminating information resources. She also responds to information requests from area communities, chambers of commerce and businesses in providing labor market information and reports to both the Northwest Suburban Career Cooperative and the College. She has also compiled a directory of information resources.

She has served as the secretary of the northwest suburban chapter Women in Management, secretary of the Golden Corridor Council Steering Committee, and is a member of the Illinois Economic Development Council and Regional Partnership Briefing Council.

Employee Development Committee



If you have enjoyed the brown bag lunch presentations and other employee development programs offered here at Harper, then the Employee Development Committee has good news for you. The committee is now looking into this year's offerings and new ideas include programs on management styles, time management and workplace communication.

The committee, formally approved by the Council for Coordination of College Committees (4Cs) in May, coordinates the professional and personal development activities of the staff. It is co-chaired by Linda Alberts and Larry Bielawa.

Before becoming a 4Cs committee, interested members organized as a task force, setting up focus groups to discuss



"We strive to meet the needs of the employees at Harper College..."

Linda Alberts

development opportunities with employees of the College. From those talks the group developed its rationale.

A questionnaire was then sent to staff members to determine what types of programs were wanted. Since the program has been instituted, additional questionnaires have also been sent out to analyze each of the offerings and help plan new ones. Alberts says, "We strive to meet the needs of the employees at Harper College and as their needs and situations change, we must be prepared to make adjustments in our offerings." She adds that the committee must remain flexible to operate efficiently.

The committee is made up of nine voting members representing the classified, service, professional/technical, administrative and supervisory/confidential

employees; the director of personnel; the support staff coordinator of staff development; and two non-voting faculty liaisons.

To develop programs, each employee group plans events appropriate to the needs of its members and communicates these ideas to the employee development committee. Thus, employee groups are able to pool resources, avoid duplication and coordinate offerings.

In addition to the programs being planned for this fall, popular topics in the past have included personal development, communication styles and stress management. All offerings will be announced in the Bulletin Board and are offered free of charge to the Harper staff.

Harper Administrators Attend Leadership 2000 Conference

During the Leadership 2000 Conference in San Francisco in July, Harper representatives participated in a forum, "Building Community into a Preferred Future." Paul Thompson, Bill Howard, Pat Bourke and Pat Mulcrone facilitated one forum during which they outlined Harper's preferred future, explaining how the organizers involved staff, students and the community in examining College trends and community needs.

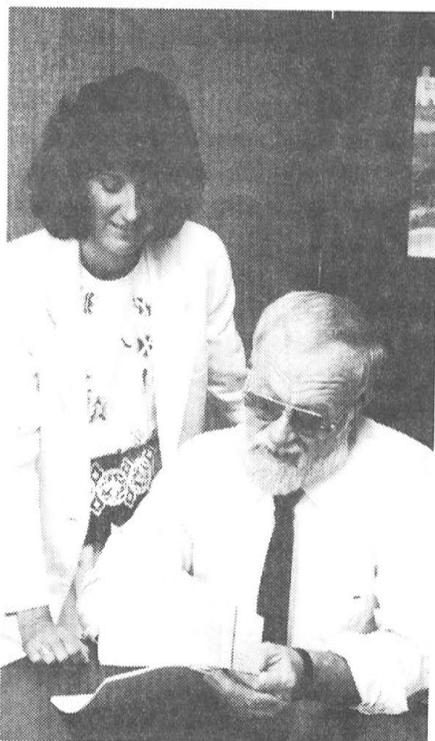
Leadership 2000 is an annual international conference designed to support the professional development of community college leadership teams—including trustees, chief executive officers, faculty and staff leaders, and key administrators. Its purpose is to promote effective leadership in community colleges and to encourage the expansion and diversification of leadership teams. In addition to the program presenters, Felice Avila and Chuck Harrington also attended the conference.

FOCUS ON *Office of Instruction*

The Office of Instruction is responsible for all the educational programming that takes place at Harper—including not only the transfer programs, but also the continuing education, remedial developmental, career and senior citizens programs offered by the College.

Chuck Harrington, dean of instruction, says his office determines which classes run, which are canceled and which need additional sections. "Basically this is a management job," he says, "and a lot of what we do is detail work."

He adds that while the enrollment of the College is stable, there is a trend toward increased enrollments in the transfer programs. Because math and English courses are vital to these programs, more sections of these classes have been added. In addition, the math requirement has been increased and more math sections have been scheduled.



Dean Chuck Harrington and Administrative Secretary Kathy Hermreck discuss course offerings for the fall semester.

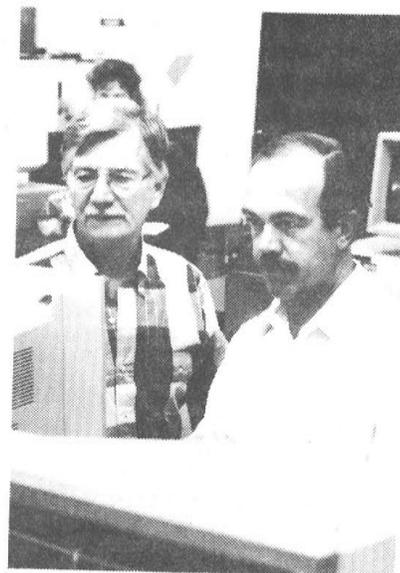
Harrington says the College has seen a decline in career program enrollment, a trend that he attributes to the economy.

"Our career program enrollments go in the opposite direction from the economy," he says. "If people are getting laid off, our enrollments go up. When the economy is strong, enrollments decline because it is easier to find a job."

The job placement success rate for these programs has been very good and graduates can make good money in these fields. "It is disappointing to know that industry has a need for career program graduates and that we are having difficulty attracting enough students to well-paying jobs with good futures," Harrington says.

Harrington is looking forward to the year ahead and hopes to continue making improvements in his office and its tracking procedures.

Inside Harper



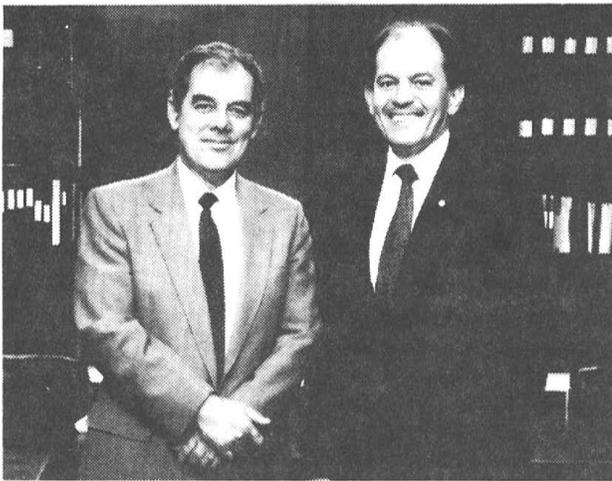
The Foundation funded a computer workshop during the summer for Harper faculty members and other teachers of math. Using Derive software, workshop presenter Jerry Glynn (left) works with Math Professor Bill Schooley.

Departmental Developments

Pat Smith-Pierce, director of corporate services, served as a judge in the entrepreneurial category for the National Charlotte Danstrom Women in Achievement Awards. During the Illinois Work Force's Education Conference, AED Chair **Pat Mulcrone** spoke on "Research: What Works and Why...Or Do We Know Yet?" with Judith Ponticelle of the University of Chicago...AED staff members **Paula Deeken** and **Joan Toomey** participated in a study for administering the Workplace Literacy Assessment for the Educational Testing Service...**Sally Koziar**, sign language chair and ITP coordinator, has been selected as one of eight national participants for training as a program rater in evaluating standards in interpreter education. She and **Bob Paul** also participated as interpreter coordinators at the Registry of Interpreters for the Deaf-Region III Conference. The conference was co-chaired by Instructor **Donna Reiter Brandwein**. English Professor **Betty Hull** and her husband, Frederik Pohl—both prominent in the field of science fiction—were invited to speak to the Imagineering Interest Group of the Library and Information Technology Association. The group was interested in learning about the couple's creative processes and imaginative visions and how these develop into believable stories...Our congratulations go to **Diane Perhats-Trickey** and her husband, Michael, on the birth of their daughter, Amanda Marie. Amanda weighed in at nine pounds, 12 ounces and is also welcomed by her sister, Michelle.

We welcome new employees of Harper who have started working during the past month. Included are **Mark Mrozinski**, lab assistant, LIB ARTS; **Kim Gibson Harman**, linguistic specialist, DSS; **Tina Abel**, cashier, BUS SVC/FIN; **Laura Riba**, clerk, PLG RES; **Sandra Stewart**, library assistant I, LRC; **Mercedes McGowan**, instructor, TMPS; **Allison Passaglia**, personnel associate, Personnel; and **Dennis Conners**, vice president of academic affairs. Transfers on campus include **Joan Glover**, clerk/typist II, PEAR; **Mary Lett**, secretary I, LS/HS; and **Sharon Martin**, materials specialist, AE/LS. Reclassifications include **Tom Choice**, Athletic Academic Coordinator, PEAR, and **Debra Ruben**, microcomputer support specialist, ACA COMP.

We send our condolences to **Frank Vandever**, former supervising dentist for the Dental Hygiene program and long-time faculty member, on the death of his wife.



Dr. Thompson and fellow administrators bade farewell to David Williams (left) during his last Communications Forum on July 23. Williams' last day as vice president of academic affairs was July 31, although he will serve on special assignment to the College until his retirement on December 1. A college retirement party is scheduled for November 16.

The Harper Insider is the monthly Harper College newsletter produced by Publications and Communication Services. We cordially invite all employees to contribute stories and information before the first of the month for the issue published at midmonth. Please contact Ann Goldberg, A302, extension 2512.

In Case You're Asked...

Monday, August 20
First day of classes

Wednesday, August 29
Art exhibit
Teresa Kramer Parod and
Wesley Kramer
Buildings C and P
Free

Wednesday, September 5
Ice Cream Social
Mojo Kings Band
Noon
Building A South Patio
Free (sundaes, \$.25)

Tuesday, September 11
Abbey Nateshan
Understanding Eating Disorders
Noon
A241
Free

Wednesday, September 12
Blood Drive
8:30 am- 3:30 pm
A242
French film, *La Lectrice*
Building J Theatre
7:30 pm
Free

Thursday, September 13
Orion Chamber Ensemble
12:15 pm
P205
Free

Saturday, September 15
ACOA Seminar
Horizons of Hope
8:00 am-4:00 pm
Building J Theatre

Tuesday, September 18
Comedy Improvisation Workshop
with Second City's Don DePollo
Noon
E107
Free