

The

insider

A Publication for Employees of William Rainey Harper College
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*They keep going and going
and going and...*

inside

2

The President's
Message

3

Focus on
Payroll Department

4

Insider's View of
Mary Polniaszek

5

Women's History
Week

6, 7

Employee
Service Awards

8

Departmental
Developments

One hundred employees were honored at the Employee Service Awards ceremony on January 23. The event was coordinated by Laura Spagnolo, administrative secretary of the Personnel Department. Each Vice President presented awards to faculty and staff in their area. Dr. Dolan congratulated all honorees and emphasized "that those celebrating 25 years of service shared the characteristics of dedication, loyalty and goodwill." Dr. Thompson called Harper a special place and asked, "Does it make a difference where you work? Yes, the difference is you and what you put into it. Thank you for what you do." More photos inside.



Honored for 25 years of service are: (back row from left) Mary Ann Jirak, Ed Ponczek, Jim Roll, Rosemary Murray, Jean Genster and (front row) Lee Vogel, Therese Cummings, Jean Longhurst, Liz McKay, Gert Lempp Kerbis and Carl Butterfield.

Not pictured: Pauline Buss, Nicolas Nicoulakos, Michael Oester, John Papandrea, Patricia Smith Pierce and Darlene Stewart.

President's Message

In his role as Vice President of Administrative Services, Vern Manke has always played a key role in our budget-making process, so much so that to some he is known simply as the money man. But Vern is much more than that. Throughout his years at Harper he has always brought ideas, imagination and solutions to the table. This month I asked Vern to share his hopes for the future of Harper. Following is his message:



Tradition Versus Positioning Harper College for the Future

The word tradition is defined as a customary pattern of thought, action or behavior. Eventually all institutions – families, corporations, societies – establish their own traditions. As the institution's needs change, some traditions will be replaced with more relevant ones. Hopefully, these practices are products of wise decisions.

At Harper College the tradition has always been to meet the needs of our students and community with quality programs and services. But can we really be all things to all people? Are we limited by the boundaries of our established traditions? Are we ready to change the concept of tradition? Is it time to introduce new traditions?



There are several challenges surfacing which will significantly impact the College's financial base. They are:

- declining enrollment
- declining state and local funding
- escalating supply costs
- escalating salaries and benefits costs
- escalating technology needs and costs
- escalating maintenance and renovation costs
- increasing external regulation costs (such as the Americans with Disabilities Act)

These challenges must be taken into consideration along with other relevant information we continue to gather from a variety of sources including our comprehensive technology plan, the Preferred Future study and the North Central Accreditation self-study.

Our primary challenge will be to effectively manage and restructure the

institution's programs and services while dealing with economic limitations. While the process may be painful temporarily, we need to keep in mind it is absolutely necessary to ensure the vitality of this institution into the next century. If proper planning is followed and if the appropriate actions are carried out (even though they aren't always going to follow traditions of the past) a new continuity will emerge.

Harper College has always done a very commendable job in planning for the future. I am confident the latest challenges will be met, and the strong financial base of the institution will be maintained without compromising the quality of educational programs and services. Change should not be made just for its own sake – yet we should not be held hostage by outmoded practices. Strong traditions are the result of continuously sound decisions made in the past.

Focus on Payroll Department

Ask any Harper employee:

Q: What are your two favorite days of the month?

A: Payday and uh...payday!

Tucked in a corner behind the Business Office in Building A is one of the most important offices on campus. This 20' X 12' space, lined with file cabinets, is where Susan Witt and Chris Burkhart work side by side (literally) preparing Harper's payroll. You enter this tiny office through a Dutch door. The bottom half is usually kept closed, serving as a deterrent to the many curious employees who might wander into this confidential area.

Payroll partners for five years, Susan and Chris ensure that each of the College's 1650 employees receive their accurate wage. Their workload follows a two-week cycle. Time sheets come in and each one must be carefully checked and calculated. Then it is prepared for data entry and entered. After carefully checking their own work, they check each other's. The payroll can now begin to be processed. It is imperative that deductions such as annuities, union dues, and federal and state taxes, be sent to the proper place. Their responsibility also includes continuously maintaining and updating files. Each day they generate the paperwork necessary for new employee start-up, employee terminations, leave time, disability pay, name changes and salary increases.

In 1995 the raises were not approved as scheduled. When the OK did come through it was Susan and Chris who were responsible for adjusting all of those checks to reflect the retroactive amount.

In order to take vacation time, Susan and Chris are cross-trained in each other's job responsibilities. "Payday comes around every two weeks, no matter what! At least one of us always has to be on duty," says Susan.

Employees frequently call Payroll seeking advice for everything from IRA contributions to how many deductions to claim on a W-4 form. They do not answer these questions. As Susan points out, "We're not equipped to advise others about personal financial decisions. Questions like that are best directed to your own accountant or tax adviser."

They do offer this tip: Take advantage of direct deposit. Chris explains, "All employees are eligible, except for student aides. It is the most efficient way to receive your paycheck."

Their office also serves as a storeroom for a huge number of various documents. Both the government and Harper have their own mandates requiring that certain records, such as cancelled checks and timesheets, be available for specified time periods.



The buck starts here! Lead payroll clerk Susan Witt and payroll clerk Chris Burkhart check the numbers on a stack of timesheets.

When asked how they cope with the pressure of a never-ending two-week payroll cycle, Susan credits their strong organizational skills. "We really try to make efficient use of our time and our space." Chris adds, "We always try our best to do a good job. If we didn't, we'd have to lock the bottom *and* the top of our door!"

Insider's View of Mary Polniaszek

The healthcare of all Harper employees begins with one person – Mary Polniaszek. You probably met Mary on your very first day at Harper, scheduling the dreaded employee physical. As the administrative secretary of Health Service for twelve years, Mary is the first person you see when entering the department and it is usually her voice you hear on their phone.

Mary describes her job as one with high people contact. In fact, this interview was periodically interrupted with phone calls...flu season!

Mary points out how intertwined Health Service is with all of Harper's other areas. For example, students in nursing, athletic programs and child-care have very specific health requirements to meet and forms that need to be filed with the State. Processing and maintaining these records is a key component of Mary's job.

Mary believes that she and her co-workers "blend together beautifully and make a great team." She appreciates the autonomous nature of her job. Through this hands-on position, Mary has been involved in many special projects including the Crusade of Mercy campaign drive, the annual Wellness Week, and the designation of the Well Workplace Silver Award.

The emphasis on health and fitness has influenced Mary's active personal life. She plays softball in the summer and volleyball in the winter. On Sundays Mary is a lector at her church. Volunteering her time and talent to local church and school fairs, Mary often metamorphoses into a talented face-painter known as *Merry the Clown*.

Suddenly, 23 international students enter Mary's office hoping for a tour of the Health Service Department. They've come to the right person. No one knows Harper's Health Service Department like Mary Polniaszek.

Born: Chicago, Illinois

Family: daughter Annmarie, age 22 and son Andrew, age 21

Education: BA in English and theatre from Mundelein College, and 34 additional undergraduate hours in business from Harper

Interests: theatre, ballroom and aerobic dancing, bridge, reading, volleyball, softball and golf

Best advice my parents ever gave: Anything worth doing is worth doing well.

If time and money were not a problem: Travel—I would prefer to live and work in a country or area for a period of time rather than just visit for two weeks! I'd see many more plays, operas, and shows, some more than once.

I would like to learn: patience!

I don't care for: People who believe the rules don't apply to them

One thing I've learned in life: Anything worth doing is worth doing well!

Favorite food: All food! I enjoy cooking and eating all kinds of food especially Chinese and Italian. I like lots of vegetables and popcorn.

Favorite movie: I love all the old musicals from *Naughty Marietta* with Jeannette MacDonald and Nelson Eddy, Busby Berkley musicals, Fred Astaire and Ginger Rogers extravaganzas, classic Rodgers and Hammerstein, Lerner and Loewe from '50s, '60s and '70s to present day.

Favorite books: For me fiction books are chewing gum for the mind and I'm often reading more than one at a time. My favorites are mysteries, science fiction fantasy and romances.



17th Annual W O M E N ' S



HISTORY WEEK

Harper College will observe Women's History Month during the week of March 4-10 with seminars, films and displays depicting the contributions of women to the history of Illinois, the nation and the world. The week's events will highlight the feminine mystique, women in the arts, women in law enforcement and other professions and special presentations on the Barbie doll.

March 4-10, 1996

Monday, March 4

Building A, Dining Room

5:30 pm Reception

6 pm Dinner (\$25)

7 pm Keynote Speaker Harriet Woods, former Lt. Governor of Missouri and immediate past president of the National Women's Political Caucus

Tuesday, March 5

The Feminine Mystique: Then and Now

8:45 am-3 pm, Luncheon \$8, A315

Wednesday, March 6

Women in the Arts: Creativity in Action

8:45 am-3 pm, Luncheon \$8, P205

Thursday, March 7

Breaking and Entering:

Women in Law Enforcement

8:45 am-3:30 pm, Luncheon \$8, A315

Thursday, March 7

Women's Work Counts!

7-9:30 pm, A315

Sunday, March 10

Valley of the Dolls

1-4 pm, Building A Dining Hall

All Women's History Week events will be held at the Harper College campus. For more information, call 847/925-6560. To register, call the Box Office, 847/925-6100.

Senior citizens over 65 and other students needing special parking arrangements should contact Health Services A362, extension 6268.

Employee Service Awards



Honored for 20 years of service at Harper are: (back row from left) William Howard, Martha Simonsen, Mike Korrick, Janet Friend Westney and (front row) Jeanne Parkanin, Mary Jo Willis, and Barbara Radebaugh. Not pictured: John Dodds, Randolph Illg, William Jedlicka, Edgar Metcalf and Margaret Smith.



Congratulations on 15 years of service to: (back row from left) Karen Collins, Pam Toomey, Tom L. Thompson, Mark Johnson, William Slaton, Bonnie Zoellner and (front row) Richard L. Geary, Renee Zellner, Paula Blacker, Sue LeFebvre, Charlene Christin, Phyllis Risoya and Cheryl Rossberg. Not pictured: Graham Johnson, Carlos Meza, Shawn Pfaff, Phillip Robert.

Employee Service Awards



Celebrating a decade at Harper are (back row from left) Chuck Gura, Chris Kungie, Dale Ford, Michael Knutson, Kathy Hermreck, Kathy LeBeau, Vern Manke and (front row) Tom Choice, Diana Damalas, Diane Kinn, Peggy Greenquist, Marie Downing and Joy Droll

Not pictured: Greg D'Allesandro, Alice Galvin, Thomas Foley, Stephen McCarthy and William Porm



Happy Fifth Anniversary to (back row from left) Jim Finke, Steve Morris, Mercedes McGowan, Mark Mrozinski, Amy Hauenstein, Rich Seiler and (middle row) Joan Fiske, Deanna L. Torres, Linda Nisi, Jean Haen, Donna Groselak, Kim Gibson-Harman and (front row) Gail Karch, Chris Burkhart, Sylvia Gurney, Kris Conroy, Kathryn Powell and Doug Spiwak.

Not pictured: David Cross, Anne Davidovicz, Ellen Freeman, Alan Gann, Thomas Gibbons, Kelly Hamontree, Wayne Hallstrom, Martin Hendricks, Paul Herzmann, Steven Lollino, David Lauerma, Richard Manetti, Dorothy McCabe, Steven Morris, Joan Neri, Judith Schimmel, Robert Tria, Neil Tufano and Michael Bondi.

Departmental Developments

Jerome Stone, LIB ARTS, has been asked to read a PhD dissertation at the University of Port Elizabeth in South Africa. In addition, Professor Stone is involved with several upcoming publications. His article *Public Religious Discourse* will be included in a book to be published by The Center of Value Inquiry; he will be the editor of a special environmental issue of the *American Journal of Theology and Philosophy* and he will be reviewing papers for the journal *Environmental Ethics*.

Helmut Publ, BUS/SS has been appointed as a member of the advisory board for the Chicago Archaeological Society.

The Association of American Colleges and Universities invited **Liz McKay** to be a panel member at their annual meeting for the presentation *Liberal Learning and the Multiplicity of Student Goals: Two-Year Institutions Confront Diverse Expectations*.

Rusty Herzog, MUS/ART, coordinated the annual Harper District High School Art Exhibit. Held during November and December the student artwork was displayed in Buildings C, D and L. This enabled the art department to showcase its many features to the high school students who attended the exhibit.

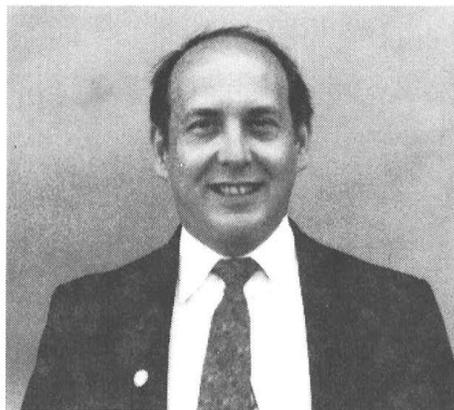
You will now find **Amy Hauenstein** in Building A. Amy's new position is Community Relations Manager. Congratulations to **Michael Knudsen**, PUB, and his wife, Mercedes on the birth of their daughter, Elena.

Our condolences to **Paula Blacker**, IS/SWITCHBD, on the death of her father. We also send condolences to former board of Trustees member **John E. Coste** on the death of his wife Marilyn.

And the winner is...

Patrick Beach, assistant professor and program coordinator for Harper's Hospitality Department was named 1995 Member of the Year by the Northern Illinois Foodservice Executives Association (NIFSEA). Each year NIFSEA recognizes one member for their outstanding contributions to the organization.

In addition to serving as an active board member and treasurer of NIFSEA, Beach accompanied a group of his students to the International Foodservice Executives Association's



annual conference in Denver. "It was a valuable experience for the students, providing them with an opportunity to network with industry experts while learning the most current information on culinary, nutrition and foodservice management topics," said Beach.

The Harper **in**sider

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 twenty-fifth of the month for the issue published the following month. Please send contributions to PUB or call 847/925-6125.

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