PROFILE OF HARPER COLLEGE 1981-82
Dear Member of the Harper Community:

The Profile is designed to acquaint you with Harper College. If you have recently joined the College, we wish to welcome you and introduce you to Harper. If you have been with the College for some time, you may find it helpful to have current facts about Harper at hand.

The College is known as one of the finest two-year colleges in the country, and serves as a major educational, cultural and social resource in the northwest suburbs. The Profile gives information on the academic program, number of faculty and staff, financial operations, facilities, and many other areas that relate to Harper College.

We hope this publication will provide you with essential facts about the College, both for your own information and to help you in responding to questions others may ask about Harper College.

Sincerely,

James J. McGrath
President
PROFILE
OF
HARPER COLLEGE
1981-82
William Rainey Harper College is a two-year public community college founded in 1965. The College offers the associate degree in the arts and sciences and in 60 career areas. In addition, there are more than 15 one-year certificate programs which prepare men and women of all ages for immediate employment. There are numerous other programs and services such as continuing education, business management seminars, cultural affairs, women's studies, support services for hearing impaired students, and community counseling services.

The spirit of Harper College is reflected in its name. William Rainey Harper was a scholar, teacher, writer and administrator who devoted his life to the pursuit of excellence in education. As the first president of the University of Chicago, Dr. Harper initiated programs to bring education into the community for those who could not become resident students at a university. This concept was the basis for the establishment of the community college system in the United States and the eventual founding of William Rainey Harper College.

In 1967, Harper College opened with an enrollment of about 1,700 students. Today the College's enrollment stands at approximately 22,400 students of all ages participating in degree credit, continuing education, and extension courses on the Harper campus or at other locations throughout the district.

Harper College makes available degree credit and credit free offerings at many off-campus locations, including high schools, hospitals and public libraries.

The College's records contain approximately 160,000 student records dating back to 1967 when the first classes were held. Many more area residents have come to the campus to attend forums, concerts, and cultural and athletic events.

For the many residents in the College community, Harper provides the opportunity for developing a career, obtaining the first two years of a bachelor's degree, learning new skills, retooling for career advancement or change, enriching the quality of one's life, or simply enjoying the discovery of new knowledge. In meeting the varied and changing educational needs of district residents, Harper College continues to be a dynamic institution, a community college in the truest sense of the term.
THE SYSTEM

Although the first public junior college in Illinois was established in Joliet in 1901, the Illinois Public Junior College Act was not passed until 1965. The Act was an outgrowth of the 1964 Master Plan published by the Illinois Board of Higher Education. This legislation, with subsequent amendments, is the basis for the present system of public community college districts in Illinois.

There are 39 public community college districts and 52 community colleges. Of those 39 districts, 37 have locally-elected boards of trustees, 1 (Chicago) has a locally-appointed board of trustees, and 1 (East St. Louis) has a local board of trustees appointed by the Governor. Thirty-five of the districts have a single college, although a few have branch campuses and most have extension centers. Four districts are multi-college, with Chicago having 9 colleges, Illinois Eastern having 4 colleges, and Black Hawk and DuPage each having 2 colleges. With the exception of State Community College of East St. Louis, each district has separate local tax rates to provide local support for district operations. The 39 districts now include in excess of 95 percent of the State's population and cover more than 90 percent of the territory in the State.

THE MISSION

The Illinois Community College Board recognizes that the following educational programs and services should be included among the basic purposes and functions of a comprehensive public community college:

- Provide the first two years of baccalaureate education consisting of liberal arts, sciences and preprofessional fields designed to prepare students for transfer to four-year colleges and universities and/or designed to meet individual educational goals.
- Provide career education, including occupational, vocational, technical, and semi-technical fields designed to provide job training, retraining, and/or upgrading of skills to meet individual, local and State manpower needs.
- Provide general studies, including preparatory or developmental instruction, adult basic education, and general education designed to meet individual educational goals.
- Provide community education, including noncredit adult continuing education classes, designed to meet individual educational goals.
- Provide public service activities of an educational nature which may include workshops, seminars, forums, cultural enrichment, community surveys, facility usage, and studies designed to meet community service needs.
- Provide student services designed to reflect the programmatic
development and direction of the institution, including but not
limited to admissions, counseling, testing, tutoring, placement,
and special assistance for the disadvantaged student.

THE ILLINOIS COMMUNITY COLLEGE BOARD

The Illinois Community College Board consists of nine members appointed by
the Governor and one student member selected by the recognized student
advisory group. Board members are appointed at large for six-year terms.
The Chairman of the Board is selected by the Governor. The statutory
responsibilities of the Board are planning and coordinating the programs
and activities of the public community colleges. All colleges are
governed by local boards of trustees.

* Reprinted from "Access to The '80s," published by the Illinois Community
  College Board.
ILLINOIS COMMUNITY COLLEGE DISTRICTS
JULY 1, 1981

Territory Not in a Community College District
HARPER COLLEGE PROFILE 1981-82 ACADEMIC YEAR

LOCATION:
Arlington Heights
Barrington
Barrington Hills
Buffalo Grove*
Carpentersville*
Deer Park*
Des Plaines*
Elk Grove Village
Fox River Grove
Hanover Park*
Hoffman Estates
Inverness

TELEPHONE NUMBERS:
General Information: (312) 397-3000
Admissions: (312) 397-3000, extension 500

SERVING THE COMMUNITIES OF:
Arlington Heights
Barrington
Barrington Hills
Buffalo Grove*
Carpentersville*
Deer Park*
Des Plaines*
Elk Grove Village
Fox River Grove
Hanover Park*
Hoffman Estates
Inverness
Lake Barrington
Mount Prospect
North Barrington
Palatine
Prospect Heights
Rolling Meadows
Roselle*
Schaumburg
South Barrington
Tower Lakes
Wheeling

*Portions of these communities are included in the district.

TOTAL DISTRICT POPULATION
425,000

MISSION STATEMENT

The mission of William Rainey Harper College, as part of the system of public community colleges in Illinois, is to provide to college district residents a comprehensive postsecondary education which includes transfer, career, and continuing education programs. In addition to fulfilling this primary mission, Harper College also offers specialized programs and services in cooperation with local school districts, area business and industry, and other community colleges. Programs developed to meet the needs of the community are offered at reasonable cost to students, district taxpayers, and the State of Illinois. Each student is accepted without social discrimination. The ultimate goal is to provide an educational environment that allows the individual the maximum opportunity to develop through successful learning experiences.
BOARD OF TRUSTEES (1981-82)

Brian M. Barch, Chairman
Shirley A. Munson, Vice Chairman
Janet W. Bone, Secretary
David R. Tomchek
Ray V. Mills
Kris Howard
Donald D. Torisky
John R. Malkowski, Student Trustee

Arlington Heights
Palatine
Palatine
Barrington
Palatine
Inverness
Schaumburg
Mount Prospect

GENERAL ADMINISTRATION

James J. McGrath, President
David L. Williams, Vice President of Academic Affairs
Peter R. Bakas, Vice President of Administrative Services
Donn B. Stansbury, Vice President of Student Affairs
John A. Lucas, Director of Planning and Research
Elaine N. Stoermer, Director of College Relations
Felice P. Avila, Executive Assistant to the President

ACADEMIC AFFAIRS

Charles T. Harrington, Dean of Instruction
George H. Voegel, Dean of Educational Services
Patricia G. Bourke, Associate Dean of Life Science and Human Services
Roger A. Mussell, Acting Associate Dean of Technology, Mathematics, and Physical Science
Larry S. King, Acting Associate Dean of Business and Social Science
Martin J. Ryan, Associate Dean of Communications, Humanities, and Fine Arts
John A. Gelch, Associate Dean of Physical Education, Athletics and Recreation
William R. Howard, Director of Continuing Education and Program Services
Alfred A. Dunikoski, Director of Media Services
Ambrose Easterly, Director of Library Services
Judith D. Dincher, Acting Director of Nursing
Willard Hoffman, Director of Human Performance Laboratory

ADMINISTRATIVE SERVICES

Anton T. Dolejs, Director of Finance
Arthur L. Bowers, Director of Computer Services
Donald M. Misic, Director of Physical Plant
Larry M. Bielawa, Director of Personnel
William T. Norvell, Director of Food Service

STUDENT AFFAIRS

Steven J. Catlin, Director of Admissions and Registrar
Elizabeth R. McKay, Director of Environmental Health
Jeanne A. Pankanin, Director of Student Activities
Anne F. Rodgers, Director of Student Development
Fred A. Vaisvil, Director of Public Information

-6-
William Rainey Harper College

Organization Chart
Office of Academic Affairs
1981/82

President

Vice President
Academic Affairs

Dean
Educational Services

Associate Dean
Business and Social Science

Director
Library Services

Dean
Instruction

Associate Dean
Life Science and Human Services

Director
Media Services

Associate Dean
Physical Education, Athletics and Recreation

Special Services

Director
Nursing

Associate Dean
Technology, Math and Physical Science

Director
Human Performance Laboratory

Associate Dean
Communications, Humanities and Fine Arts

Director
Continuing Education and Program Services

Faculty

Students
HARPER COLLEGE STAFF ORGANIZATIONS

Faculty Senate
Karen Keres, President
Wallace Davis, Vice President
Vera Murchison Davis, Secretary
Roy Steffens, Treasurer

Classified Employees Council
Rena Trevor, Chairman
Bill Neumann, Vice Chairman
Bobbye Levine, Secretary

Representatives
Peter Gart    Vicki Rowe
Gerri Goncher Barb Schmeltz
Mike Korrick  Audree Walsh
Karen Morgan  Carol Zack
ACADEMIC AREAS

DEPARTMENT/DISCIPLINE

Business and Social Science

- Accounting and Business Law
- Anthropology
- Banking, Finance and Credit
- Data Processing
- Economics
- Education
- Food Service Management
- Geography
- History
- Journalism
- Legal Technology
- Management
- Marketing
- Material Management
- Political Science
- Psychology
- Real Estate
- Secretarial Science
- Sociology

Communications, Humanities and Fine Arts

- Art
- English
- Fashion Design
- Fine Arts
- French
- German
- Humanities
- Interior Design
- Literature
- Music
- Philosophy
- Reading
- Spanish
- Speech

Life Science and Human Services

- Biology
- Child Development
- Criminal Justice
- Dental Hygiene
- Dietetic Technician
- Health Science
- Nursing
- Operating Room Technician
- Park and Grounds Management/Horticulture
Technology, Mathematics and Physical Science

Architectural Technology
Astronomy
Building Codes and Enforcement
Chemistry
Digital Electronics and
  Microprocessor Technology
Electronics Technology
Engineering
Fire Science Technology
Geology
Mathematics
Mechanical Engineering Technology
Numerical Control
Physical Science
Physics
Refrigeration and Air Conditioning

Physical Education, Athletics and Recreation

Exercise Leader/Technician
Health Education
Physical Education
Recreation

  Special Services

Adult Basic Education
Handicapped Services
Learning Skills Laboratory
Tutoring

Continuing Education and Program Services

Community Program
Center for Small Business Education
Center for Real Estate Education
Center for Office and Administrative Services
Community Development Education Center
Material and Business Management Center
Women's Program
Senior Citizens PRogram
Extension Program
Institute for Management Development
Health Care PRogram
CAREER PROGRAMS

Harper College offers the following career/vocational programs. Both associate degree and certificate programs are offered except where indicated.

Accounting Aide
Accounting Clerk
Accounting - Payroll
Agricultural Marketing -
Commodity Futures*
Architectural Technology
Auto Body Repair and
Painting*
Automotive Technology*
Aviation Maintenance
Technology*
Baking
Banking, Finance and Credit:
Banking option
Savings & Loan option
Brokers License Certification
Building Codes and Enforcement
Building Construction Technology*
Construction Layout
Construction Management
Business Machine Repair Technology
Certified Professional Secretary
Child Development
Civil Technology*
Materials Testing and Inspections
Project Inspector
Clerical
Clerk-Typist
Cooking
Criminal Justice
Data Processing - Clerical
Data Processing - Computer Operator
Data Processing Technology
Dental Assisting*
Dental Hygiene
Dental Laboratory Technology*
Dietetic Technician
Digital Electronics and
Microprocessor Technology
Electronics Technology
Executive Secretarial Development
Fashion Design
Fashion Merchandising
Fire Science Technology
Fluid Power Technology*
Food Service Management

*These programs are offered through cooperative agreements with other community colleges.
CAREER PROGRAMS (continued)

General Office Assistant
Heating Service
Horticulture
Human Services Technology
Industrial and Retail Security
Industrial Sales Management and Development
Industrial Skilled Craft Training*
  Industrial Building Construction
  Industrial Electrician
  Industrial Heating, Ventilating,
  Air Conditioning
  Industrial Mechanical Maintenance
  Industrial Welder
  Machine Repair
  Maintenance Machinist
  Millwright
  Moldmaker
  Pipefitter
  Tool and Die
  Tool Grinder
  Industrial Supervision*
  Interior Design
  Journalism
  Legal Secretary
  Legal Technology
  Library Technical Assistant*
  Machinist
  Marketing/Management
  Material Management
  Mechanical Drafting
  Mechanical Engineering Technology:
    Mechanical Engineering option
    Production Engineering option
  Medical Laboratory Technology*
  Medical Office Assistant
  Medical Record Technology*
  Medical Transcriptionist
  Numerical Control Technician
  Nursing
  Operating Room Technician
  Park and Grounds Operation
  Management
  Physical Therapist Assistant*
  Plant Maintenance*
  Production Welding
  Public Administration

*These programs are offered through cooperative agreements with other community colleges.
CAREER PROGRAMS (continued)

Radiography*
Real Estate
Residential Comfort Systems
Respiratory Care
Retail Merchandising
Stenographer
Supervisory and Administrative Management
Vending Machine Repair
Water-Wastewater*
Word Processing
Word Processing Operator
X-Ray Technology*

*These programs are offered through cooperative agreements with other community colleges.

TRANSFER PROGRAMS

Art
Business Administration
Education
Engineering
Health Education
Liberal Arts
Music
Physical Education
Recreation
Science and Mathematics
ENROLLMENT

COMPARISON OF 1980 AND 1981 FALL ENROLLMENTS BY DIVISION

<table>
<thead>
<tr>
<th>Division or Organizational Unit</th>
<th>Full-Time Equivalent (FTE)*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1980</td>
</tr>
<tr>
<td>Business and Social Science</td>
<td>3033.8</td>
</tr>
<tr>
<td>Technology, Math and Physical Science</td>
<td>1432.0</td>
</tr>
<tr>
<td>Communications, Humanities and Fine Arts</td>
<td>1795.4</td>
</tr>
<tr>
<td>Life Science and Human Services</td>
<td>917.4</td>
</tr>
<tr>
<td>Physical Education, Athletics and Recreation</td>
<td>58.7</td>
</tr>
<tr>
<td>Special Services</td>
<td>500.1</td>
</tr>
<tr>
<td>Continuing Education, High School</td>
<td>460.5</td>
</tr>
<tr>
<td>Co-operatives, University Extension</td>
<td>65.2</td>
</tr>
<tr>
<td>Totals</td>
<td>8263.1</td>
</tr>
</tbody>
</table>

STUDENT-FACULTY RATIO

<table>
<thead>
<tr>
<th>Credit FTE Students</th>
<th>FTE Faculty</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>1979 7278</td>
<td>316</td>
<td>23.1</td>
</tr>
<tr>
<td>1980 7931</td>
<td>335</td>
<td>23.7</td>
</tr>
<tr>
<td>Fall 1981 8450</td>
<td>324.75</td>
<td>26.0</td>
</tr>
</tbody>
</table>

ENROLLMENT BY MAJOR AREA OF STUDY

<table>
<thead>
<tr>
<th></th>
<th>Transfer</th>
<th>Career</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 1980</td>
<td>Fall 1981</td>
</tr>
<tr>
<td>Business and Social Science</td>
<td>1700.2</td>
<td>1790.9</td>
</tr>
<tr>
<td>Technology, Math and Physical Science</td>
<td>1014.6</td>
<td>1154.3</td>
</tr>
<tr>
<td>Communications, Humanities and Fine Arts</td>
<td>1656.2</td>
<td>1695.4</td>
</tr>
<tr>
<td>Life Science and Human Services</td>
<td>210.5</td>
<td>213.5</td>
</tr>
<tr>
<td>Physical Education, Athletics and Recreation</td>
<td>103.4</td>
<td>106.2</td>
</tr>
</tbody>
</table>

*Full-Time Equivalent (FTE) is the number of 15-credit hour loads represented by the total number of credit hours for which students are enrolled.
### FACULTY
FALL 1981

#### NUMBER OF FACULTY BY DIVISION

<table>
<thead>
<tr>
<th>Division</th>
<th>Courses</th>
<th>Full-Time Faculty</th>
<th>Full-Time Equivalent Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business and Social Science</td>
<td>217</td>
<td>47</td>
<td>47.7</td>
</tr>
<tr>
<td>Communications, Humanities and Fine Arts</td>
<td>168</td>
<td>43</td>
<td>18.6</td>
</tr>
<tr>
<td>Continuing Education and Program Services</td>
<td>All part-time faculty equivalent to 33 full-time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Science and Human Services</td>
<td>129</td>
<td>36</td>
<td>23.5</td>
</tr>
<tr>
<td>Physical Education Athletics and Recreation</td>
<td>40</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Special Services</td>
<td>34</td>
<td>8</td>
<td>23</td>
</tr>
<tr>
<td>Student Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology, Mathematics and Physical Science</td>
<td>142</td>
<td>31</td>
<td>29</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>184</td>
<td>144.8</td>
</tr>
</tbody>
</table>

#### DEGREES OF FULL-TIME FACULTY BY DIVISION

<table>
<thead>
<tr>
<th>Division</th>
<th>Master's Degree</th>
<th>Doctorate</th>
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<tbody>
<tr>
<td>Business and Social Science</td>
<td>31</td>
<td>6</td>
</tr>
<tr>
<td>Communications, Humanities and Fine Arts</td>
<td>28</td>
<td>11</td>
</tr>
<tr>
<td>Library Services</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Life Science and Human Services</td>
<td>22</td>
<td>6</td>
</tr>
<tr>
<td>Physical Education, Athletics and Recreation</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Student Development</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Technology, Mathematics and Physical Science</td>
<td>28</td>
<td>4</td>
</tr>
<tr>
<td>Special Services</td>
<td>6</td>
<td>1</td>
</tr>
</tbody>
</table>

*Includes one Admissions Counselor*
FACTS ABOUT HARPER STUDENTS

Did you know that . . .

* The average age of Harper students is 27?

* Fifty-three percent of the students are women?

* Sixty-one percent of Harper students work full-time while attending Harper, most of them in semi-professional or technical positions?

* Eleven and one-half percent of Harper students have a bachelor's degree or higher; in continuing education, 35 percent have already achieved a bachelor's degree or higher?

* Barrington Unit School District 220 shows the highest percentage of population enrolled in traditional credit programs and continuing education?

* Two-thirds of Harper's career students become employed full time upon leaving Harper?

* One-third of Harper students transfer to another college?

* One out of every six career students will complete a degree within three years?

* The average income of traditional credit students who are independent is about $20,200; the average income of parents of dependent students is $29,000, and the average income of continuing education students is $26,900?

* Fifty percent of former Harper career graduates now working are satisfied with their jobs?

* Three-fourths of the jobs they hold are closely related to their major field at Harper?

* More than fifty percent of Harper career students are working within the district, and another ten percent are working close to the Chicago Loop?

* Seventy percent of Harper students are part-time students?
STUDENT CLUBS AND ORGANIZATIONS

Association of Legal Students
Astronomy Club
Brothers and Sisters in Christ
Catholic Campus Ministry
Cheerleaders
Circle K
Data Processing Club
Engineering Club
Geology Club
Junior American Dental Hygienists Association
Junior Branch of the Food Service Executives Association
Future Secretaries Association
Harper's Bizarre (Fashion Design)
Illinois Association of the Deaf
International Students
Martial Arts
Operating Room Technicians Club
Phi Theta Kappa (Honorary Scholastic Society)
Physical Education Majors Club
Pi Theta Epsilon (Law Enforcement)
Political Science Club
Pom Pon Squad
Program Board
Seekers
Solar Energy and Alternate Resources Club (S.E.A.R.C.H.)
Sophomore Nurses Club
Spread Eagle Ski Club
Student Nurses Association of Illinois
Students Organized for Child Care
Student Senate
The Harbinger, Student Newspaper
Video Production Club
WHCM Radio
FUNDING FOR HARPER COLLEGE

Harper College revenue comes from several sources:

1. **Student Tuition:** For 1981-82, Harper College will obtain 30.4 percent of its income from student tuition. Resident tuition is $22.00 per semester hour.

2. **Local Taxes:** Harper College will obtain 30.1 percent of its income from real estate taxes. The present tax rate is 11¢ for the Educational Fund per $100 of equalized assessed valuation. An additional 4¢ per $100 of equalized valuation is obtained for the Building and Maintenance Fund.

3. **State Grants:** Harper College will obtain 28.8 percent of its income from state aid. (The state funding formula is explained in the next section.)

   In addition, 2.5 percent will be obtained from the Board of Vocational Education and Rehabilitation, .6 percent from various state grants to support Adult Basic Education, and 1.4 percent from the corporate personal property replacement tax.

4. **Others**
   a. **Chargebacks:** Harper College will obtain .7 percent of its income from chargebacks to those areas outside the Harper district that do not have community colleges. Chargebacks are also paid for students enrolled in certain programs offered at Harper which are not offered in the students' own community college districts.
   b. **Student fees:** 2.4 percent of the income will be obtained from laboratory and other fees.
   c. **Miscellaneous:** 3.1 percent of the income will be obtained from miscellaneous sources such as interest on investments, sales and service fees, and excess revenue.

The State Funding Formula

The funding formula is the method used to channel state money to the individual schools. The formula is cost-based and the money is distributed on the basis of enrolled students. The formula determines how much is needed to operate all the colleges for a year. The resource requirements are determined by using the actual enrollment from the past fiscal year, the
latest unit cost (how much it cost per student last year) and an adjustment for inflation in the areas of salaries, utilities, library materials and general costs plus other identified special needs.

Then all local tax revenue is subtracted, all local tuition revenue is subtracted and the state appropriation is supposed to be the amount remaining.

The bulk of this money is distributed through credit hour grants.

A certain amount of money is paid for each credit hour generated by all students. If the student is in a program that is costly to conduct, such as a health-related program, the College gets more money per credit hour than if the student is in a low cost program such as an English course.

State money is distributed through credit hour grants in seven instructional categories. The College also receives money for grants to fund programs for disadvantaged students on a credit hour basis.

Equalization grants are intended to assist districts where the equalized assessed valuation per student does not meet a statewide standard. The theory is that all students are entitled to a certain level of educational services whether they live in a poor district or a district with adequate assessed valuation.

The chart on the following page shows how the funding formula works.

THE ILLINOIS COMMUNITY COLLEGE FUNDING FORMULA

\[
\text{COST PER STUDENT} \times \text{INFLATION FACTOR} \times \text{ACTUAL STATE ENROLLMENT} + \text{SPECIAL GRANTS} = \text{TOTAL DOLLARS NEEDED}
\]

\[
= \text{LOCAL TAXES}
\]

\[
= \text{LOCAL TUITION}
\]

\[
= \text{STATE MONEY NEEDED} + \text{CREDIT HRS. AT EACH COLLEGE IN 7 CATEGORIES} = \text{MONEY TO EACH COLLEGE}
\]
I. The Budget Process

The budget is more than a statistical tabulation of numbers that show anticipated revenue and expenditures. It is the financial interpretation of the ongoing educational program for one year beginning July 1 and ending June 30.

Budget planning is a continuous process designed to culminate in the development of a budget that accurately expresses the district's educational program for one year.

Evaluation of the budget at the end of a fiscal year must include an appraisal of the educational program and the total operation of the College.

II. The budgetary cycle consists of the preparation, implementation, and evaluation of the budget. This cycle can be outlined as follows:

A. Preparation
   A cost center function

B. Presentation
   An administrative function

C. Adoption and Authorization
   A Board of Trustees function

D. Administration and Implementation
   A cost center and administrative function

E. Evaluation
   A combined administrative and Board of Trustees function

The budget cycle for Harper College is as follows:

A. July - Actual results of prior year are determined through normal accounting procedures.

B. August - Fund balance residuals from prior year become available.
C. **September - October** - Preliminary revenue and expenditure estimates are started. (Actual figures for revenue and expenditures may vary from these estimates, depending on the assessed valuation that will be announced in June and the number of new students who actually attend the College in the next September.)

D. **October - November** - An enrollment study for the following year is completed.

E. **December** - Overall revenue and expenditure estimates are completed.

   Budget requests are sent to deans, associate deans, and other cost center managers.

F. **December - January** - Budget requests from cost centers are received and tabulated.

G. **January - February** - The tentative budget is presented to Board of Trustees for review and evaluation.

H. **March - April** - Budget revenue and expenditure figures are finalized; any necessary adjustments to the tentative budget are discussed.

I. **May - June** - The revised budget is presented to Board of Trustees for approval; The Legal Budget is posted.

J. **June** - The assessed valuation is normally announced by the county clerk during June.

K. **June - July** - The public hearing on the Legal Budget is held.

   The Board of Trustees approves and adopts budget.

   Tax levy documents are filed.

L. **July** - The Budget is in force for the new fiscal year.

   The budget cycle begins for the following year.
Below is a summary of the 1981-82 Program Budget:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATIONAL FUND</td>
<td>$15,069,700</td>
</tr>
<tr>
<td>BUILDING AND MAINTENANCE FUND</td>
<td>6,280,880</td>
</tr>
<tr>
<td>TOTAL OPERATING FUND</td>
<td>$21,350,580</td>
</tr>
<tr>
<td>AUXILIARY ENTERPRISES</td>
<td>$ 3,269,240</td>
</tr>
<tr>
<td>BOND AND INTEREST FUND</td>
<td>$ 1,646,100</td>
</tr>
</tbody>
</table>

Refer to the College Program Budget Book for complete information on the 1981-82 budget.
1981-82 Revenue Chart

- Tuition: 30.4%
- Local taxes: 30.1%
- State apportionment: 28.8%
- Chargebacks/fees/miscellaneous: 6.2%
- Grants, corporate tax: 4.5%
William Rainey Harper College

1981-82 Expenditure Chart

salaries and fringe benefits 68.7%

contractual services 12.8%
materials and supplies 5.8%
utilities 6.0%
fixed charges 2.1%
capital outlay 2.1%
other (including contingencies) 2.5%
### CAMPUS BUILDING HISTORY

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Acceptance Dates</th>
<th>Value</th>
<th>Gross Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1969</td>
<td>$9,200,000</td>
<td>131,672</td>
</tr>
<tr>
<td>B</td>
<td>1969</td>
<td>1,500,000</td>
<td>13,740</td>
</tr>
<tr>
<td>C</td>
<td>1969</td>
<td>1,700,000</td>
<td>23,868</td>
</tr>
<tr>
<td>D</td>
<td>1969</td>
<td>8,100,000</td>
<td>116,123</td>
</tr>
<tr>
<td></td>
<td>(D Addition accepted 1974)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>1969</td>
<td>1,000,000</td>
<td>14,040</td>
</tr>
<tr>
<td>F</td>
<td>1969</td>
<td>7,100,000</td>
<td>101,970</td>
</tr>
<tr>
<td>G</td>
<td>1977</td>
<td>1,900,000</td>
<td>27,093</td>
</tr>
<tr>
<td>H</td>
<td>1977</td>
<td>3,800,000</td>
<td>54,907</td>
</tr>
<tr>
<td>I</td>
<td>1980</td>
<td>3,700,000</td>
<td>53,189</td>
</tr>
<tr>
<td>J</td>
<td>1980</td>
<td>2,700,000</td>
<td>38,788</td>
</tr>
<tr>
<td>M</td>
<td>1980</td>
<td>6,800,000</td>
<td>97,100</td>
</tr>
<tr>
<td>P</td>
<td>1974</td>
<td>1,900,000</td>
<td>26,799</td>
</tr>
<tr>
<td>T</td>
<td>1973</td>
<td>192,000</td>
<td>6,000</td>
</tr>
<tr>
<td>U</td>
<td>1974</td>
<td>208,000</td>
<td>6,000</td>
</tr>
<tr>
<td>V</td>
<td>1975</td>
<td>280,000</td>
<td>12,000</td>
</tr>
<tr>
<td></td>
<td>(Includes two Greenhouses)</td>
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<tr>
<td>Total:</td>
<td>16</td>
<td>$50,080,000</td>
<td>723,289</td>
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</tbody>
</table>

*Replacement cost estimate*
SERVICE AND INFORMATION DIRECTORY

College Hours

Business Hours: Offices are open for business Monday through Friday from 8:15 am to 4:30 pm. The Admissions and Business Offices are open from 8:15 am until 9:00 pm Monday through Thursday, from 8:15 am until 4:30 pm on Friday, and from 8:15 am until 12:00 noon on Saturday. Operating hours may differ during summer and vacation periods.

Class hours are scheduled Monday through Friday from 7:00 am until 10:00 pm and on Saturday from 7:00 am until 12:00 noon. The campus is closed on Saturday afternoon and Sunday.

Service and Information Director

ACADEMIC REGULATIONS
Dean of Instruction
D129, Ext. 290

AFFIRMATIVE ACTION
Personnel Specialist A319, Ext. 216, 217

CHILD CARE SERVICE, CHILD LEARNING CENTER
I131, Ext. 262 (office - I129)

COLLEGE NEWSPAPER HARBINGER
A367, Ext. 460, 461

CONTINUING EDUCATION NON-CREDIT OFFERINGS
CE Admissions C101, Ext. 410, 412

CREDITS OR GRADUATION REQUIREMENTS
Office of Admissions & Registrar
A210, Ext. 505 & Student Development Faculty

DISABLED STUDENT SERVICES
D119, Ext 266

DROPPING AND ADDING COURSES
Student Development Faculty in Student Development Centers, A347, I117, and D142, & Office of Admissions & Registrar
A210, Ext. 500

FULL OR PART-TIME WORK
Illinois Job Service Representatives
F132, 397-4492 or 397-4509

GRADE REPORTS
Registrar's Office A213, Ext. 502

HEALTH SERVICES
A362, Ext. 340

HEARING IMPAIRED PROGRAM SUPPORT SERVICES
D119, Voice--Ext. 267 TTY-397-7600
Service and Information Directory (continued)

INTERCOLLEGIATE ATHLETICS
Coordinator, Men's Athletics
M215, Ext. 466, 467
Coordinator, Women's Athletics
M214, Ext. 466, 467

INTRAMURALS
Coordinator of Intramurals
M222, Ext. 466, 467

LOST AND FOUND ITEMS
Public Safety Office
B103, Ext. 211, 330

PARKING AND PUBLIC SAFETY
Public Safety Office
B103, Ext. 211, 330
Medical Parking Permits
Health Services, A362, Ext. 340

PERMISSION TO CARRY MORE THAN 18 HOURS
Dean of Instruction
D129, Ext. 290

PERSONAL PROBLEMS
Student Development Faculty in Student Development
Centers A347, I117, and
D142, & Health Services, A362

PROGRAM BOARD
Student Activities Office
A336, Ext. 274, 242

REHABILITATION ACT OF 1973 (SECTION 504)
Director of Environmental Health
A362, Ext. 340

SCHOLARSHIPS, LOANS OR OTHER FINANCIAL AIDS
Financial Aid Office
A364, Ext. 249

STUDENT ACTIVITIES REGISTRATION AND ACTIVITIES CALENDAR
Student Activities Office
A336, Ext. 243

STUDENT ACTIVITY CARDS
Business Office
A214, Ext. 439, 497

STUDENT CLUBS AND ORGANIZATIONS
Student Activities Office
A336, Ext. 242
Service and Information Directory (continued)

STUDENT GOVERNMENT
Student Senate Office
A332, Ext. 244 or
Student Activities Office
A336, Ext. 243

STUDENT GRIEVANCES
Vice President of Student Affairs
A317, Ext. 360

TRANSCRIPT OF YOUR CREDITS
Registrar's Office
A213, Ext. 503

TRANSFER FROM ANOTHER COLLEGE
Student Development Faculty or
Registrar's Office
A213, Ext. 505

TUITION AND FEE PAYMENT
Business Office
A214, Ext. 439

TUITION REFUND REQUEST
Registrar's Office
A213, Ext. 501
Medical Reasons
Health Services A362, Ext. 340

VETERANS AFFAIRS
A364, Ext. 254

VOCATION OR JOB SELECTION
Student Development Faculty in Student Development
Centers, A347, I117, and D142 or
Illinois Job Service Representatives,
F132, 397-4492 or 397-4509

WITHDRAWAL FROM COLLEGE
Student Development Faculty in Student Development
Centers, A347, I117, and D142, and Registrar's Office
A213, Ext. 500
Medical Withdrawal
Health Services, A362, Ext. 340
<table>
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<tr>
<th>CODE</th>
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<th>DEPARTMENT</th>
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<tr>
<td>ACA AFF</td>
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<td>P E A R</td>
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<tr>
<td>ACCOUNT</td>
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<td>PLG RES</td>
<td>Planning &amp; Research</td>
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<tr>
<td>BKSTORE</td>
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<tr>
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<td>&amp; Fine Arts Division</td>
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<tr>
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<td>STU DEV-D</td>
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<td>STU DEV-I</td>
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<td>STU OUTR</td>
<td>Student Outreach</td>
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<td>SWITCHBD</td>
<td>Switchboard</td>
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<td>Technology, Mathematics &amp; Physical Science Division</td>
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<td>F A/V A</td>
<td>Veterans Affairs</td>
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<td>WD PROC</td>
<td>Word Processing Center</td>
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<td>SATELLITES</td>
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<td>Barrington High School</td>
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<tr>
<td>L S/H S</td>
<td>Life Science &amp; Human Services</td>
<td>HAWTHORNE</td>
<td>Nathaniel Hawthorne School</td>
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<td>Nursing Program</td>
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<tr>
<td>OFF ADM-C</td>
<td>Office of Admissions</td>
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<td></td>
</tr>
<tr>
<td>PERSONL</td>
<td>Personnel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CAMPUS DIRECTORY

BUILDING A, COLLEGE CENTER
- Business and Registrar's Offices
- Student Services
- Bookstore
- Board Room
- Cafeteria

BUILDING B, PUBLIC SAFETY, POWER PLANT, RECEIVING

BUILDING C, ART, CONTINUING EDUCATION OFFICES
- Admissions Office

BUILDING D, SCIENCE
- Life Science and Human Services Division Office
- Dental Hygiene Clinic

BUILDING E, LECTURE-DEMONSTRATION CENTER

BUILDING F, LEARNING RESOURCES CENTER
- Special Services Division Office
- Communications, Humanities, and Fine Arts Division Office
- Library

BUILDING G, VOCATIONAL TECHNOLOGY SHOPS AND LABORATORIES

BUILDING H, VOCATIONAL TECHNOLOGY SHOPS AND LABORATORIES
- Technology, Mathematics and Physical Science Division Office

BUILDING I, BUSINESS, SOCIAL SCIENCE, AND VOCATIONAL EDUCATION
- Child Learning Center

BUILDING J, BUSINESS, SOCIAL SCIENCE, AND VOCATIONAL EDUCATION
- Business and Social Science Division Office

BUILDING M, PHYSICAL EDUCATION, ATHLETICS, AND RECREATION
- Physical Education, Athletics and Recreation Division Office

BUILDING P, MUSIC

BUILDING T, PARK MANAGEMENT, CERAMICS

BUILDING U, STORAGE

BUILDING V, ROADS AND GROUNDS, PARK MANAGEMENT, GREENHOUSE