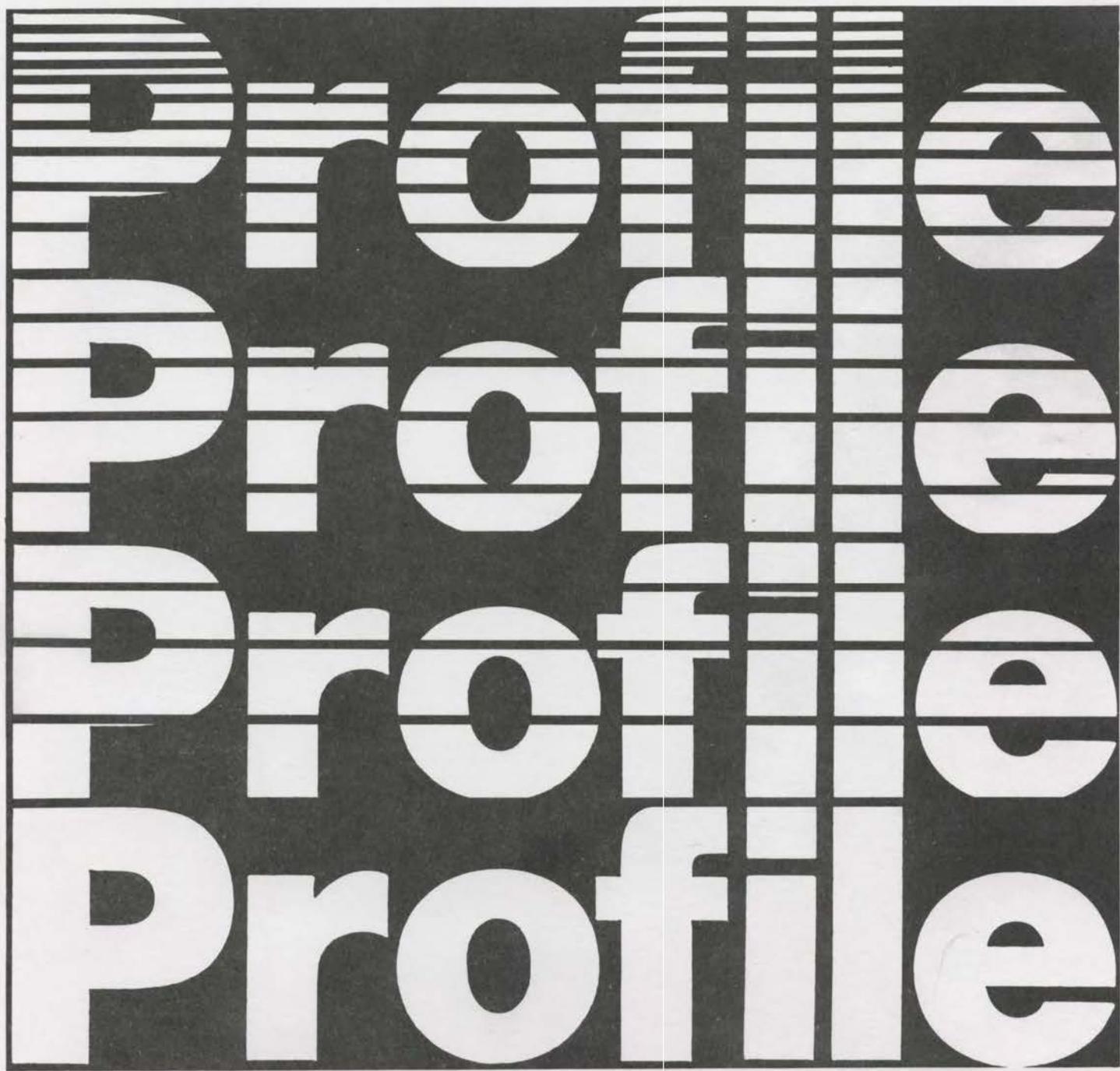

Harper College

1982-83



Profile
Profile
Profile
Profile

PROFILE
OF
HARPER COLLEGE
1982-83

FOREWORD

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 24,000 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.

ILLINOIS COMMUNITY COLLEGES*

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 currently 39 public community college districts comprised of 52 colleges. Of those 39 districts, 37 have locally elected boards of trustees, one (Chicago) has a locally appointed board of trustees, and one (East St. Louis) has a local board of trustees appointed by the Governor. Thirty-five of the districts have a single college, although most have extension centers. Four districts are multi-college, with Chicago having nine colleges, Illinois Eastern having four colleges, and Black Hawk and DuPage having two colleges each. With the exception of State Community College of East St. Louis, each district has tax levy authority to provide local support for district operations. The 39 districts now include 97 percent of the State's population and 92 percent of the territory in the State.

THE MISSION AND SCOPE

Community colleges have excellence as their principle focus in satisfying the educational needs of the individuals and communities they serve.

Focusing on individual needs requires extensive student and instructional support services designed to analyze individual levels of educational attainment and then to respond with appropriate counseling, placement, and other types of special instructional assistance.

Focusing on community needs requires extensive cooperation with community agencies, organizations, businesses, industries, and educational institutions to identify the needs and address them in a manner which is both educationally and economically sound.

Once educational needs are identified, community colleges provide a broad range of educational programs and services to address them.

Accordingly, the following community college missions, together with their respective scopes which further delineate such missions, are identified.

- Provide Liberal Arts and Sciences Programs: Such programs shall be provided either (1) to prepare students for transfer to four-year colleges and universities or (2) to meet the personal educational goals of individuals throughout their lifetimes.

- Provide Occupational Programs: Such programs shall be vocational, technical, and semi-technical in nature and shall be for the purpose of providing job training, retraining, and/or upgrading of skills to meet both current and emerging local, regional, and state manpower needs.
- Provide Preparatory, Developmental, and Remedial Programs: Such programs shall include adult basic education, general education development, English as a second language, and any other instruction designed to prepare students for successful experiences in postsecondary education.
- Provide Public Service Programs: Such programs shall include (1) community education activities of an instructional nature such as non-credit adult continuing education and hobby/leisure time activities and (2) community service activities which may include workshops, seminars, forums, and enrichment activities.

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 General Information published by the Illinois Community College Board.

**COMMUNITY COLLEGE DISTRICTS
STATE OF ILLINOIS**

U = Unannexed

A joint project of
The Illinois Community College Board and
The Illinois Community College Trustee Association
Drawn by Bob Skup College of DuPage
June 1982



Wisconsin

532 College of Lake County

528 McHenry

512 Harper

535 Oakton

Nondistrict Territory

509 Elgin

504

504 Triton

City Colleges
of Chicago
District 508

Chicago Urban Skills
Institute
Malcolm X
Loop College

502 DuPage

527
Morton

Chicago
City-Wide College
Daley College
Kennedy-King
College

516 Waubonsee

Olive-Harvey

524
Moraine Valley

525 Joliet

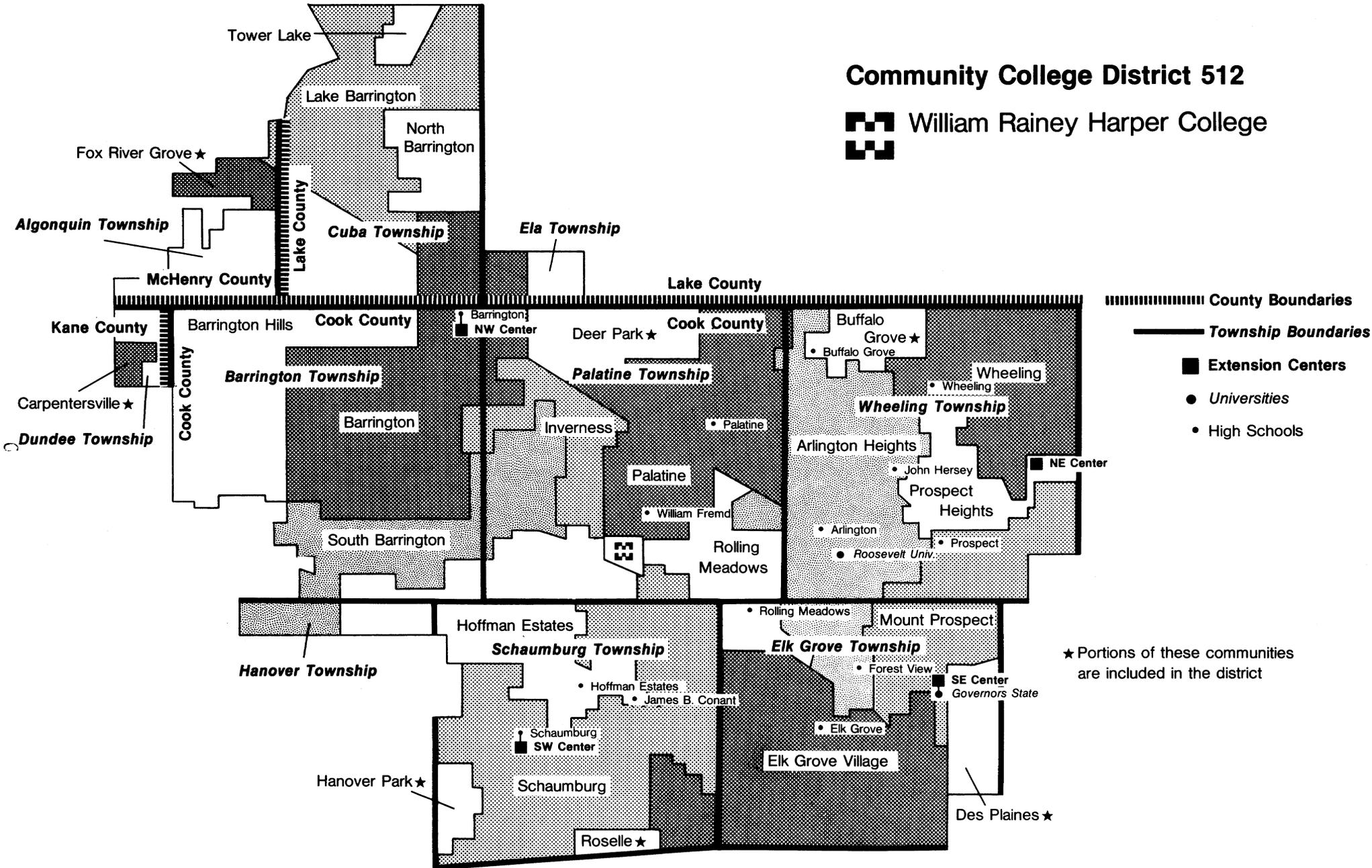
510 Thornton

Indiana

Community Colleges Districts

515
Prairie State

Community College District 512



HARPER COLLEGE PROFILE 1982-83 ACADEMIC YEAR

LOCATION:

Algonquin and Roselle Roads
Palatine, Illinois 60067

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

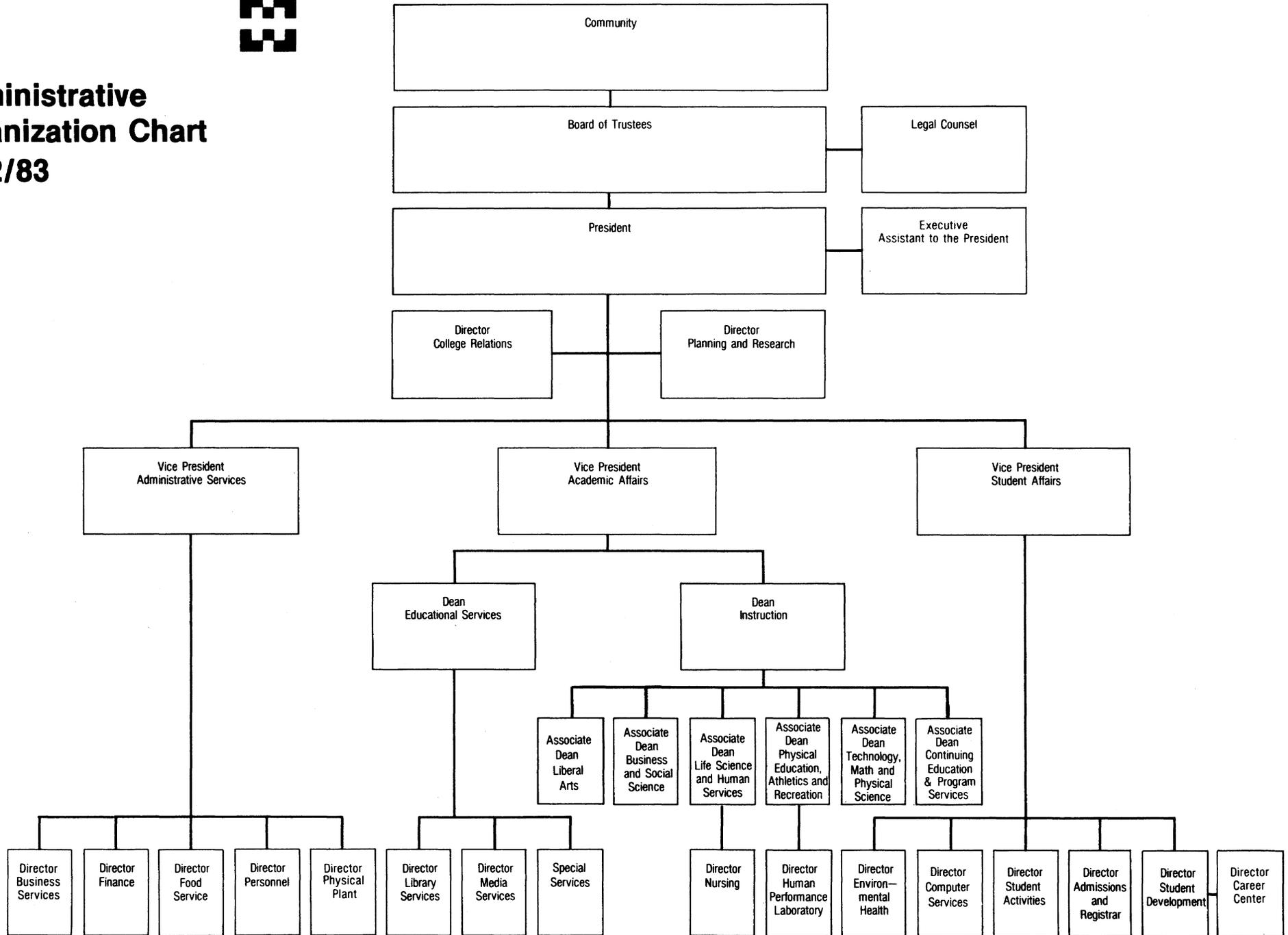
The mission of William Rainey Harper College, as part of the system of public community colleges in Illinois, is to provide to District No. 512 residents a comprehensive postsecondary education which includes transfer, career, and continuing education programs. In addition to fulfilling this primary mission, Harper College also offers specialized programs and services in cooperation with local school districts, area business and industry, and other community colleges. The educational and cultural opportunities offered to students and community residents are developed and enhanced within the Harper College philosophy of academic excellence, service to the community, and innovative educational leadership.

Programs developed to meet the needs of the community are offered at reasonable cost to students, district taxpayers, and the State of Illinois. The ultimate goal of Harper College is to provide an educational environment that allows the individual the maximum opportunity to develop through successful learning experiences.

William Rainey Harper College



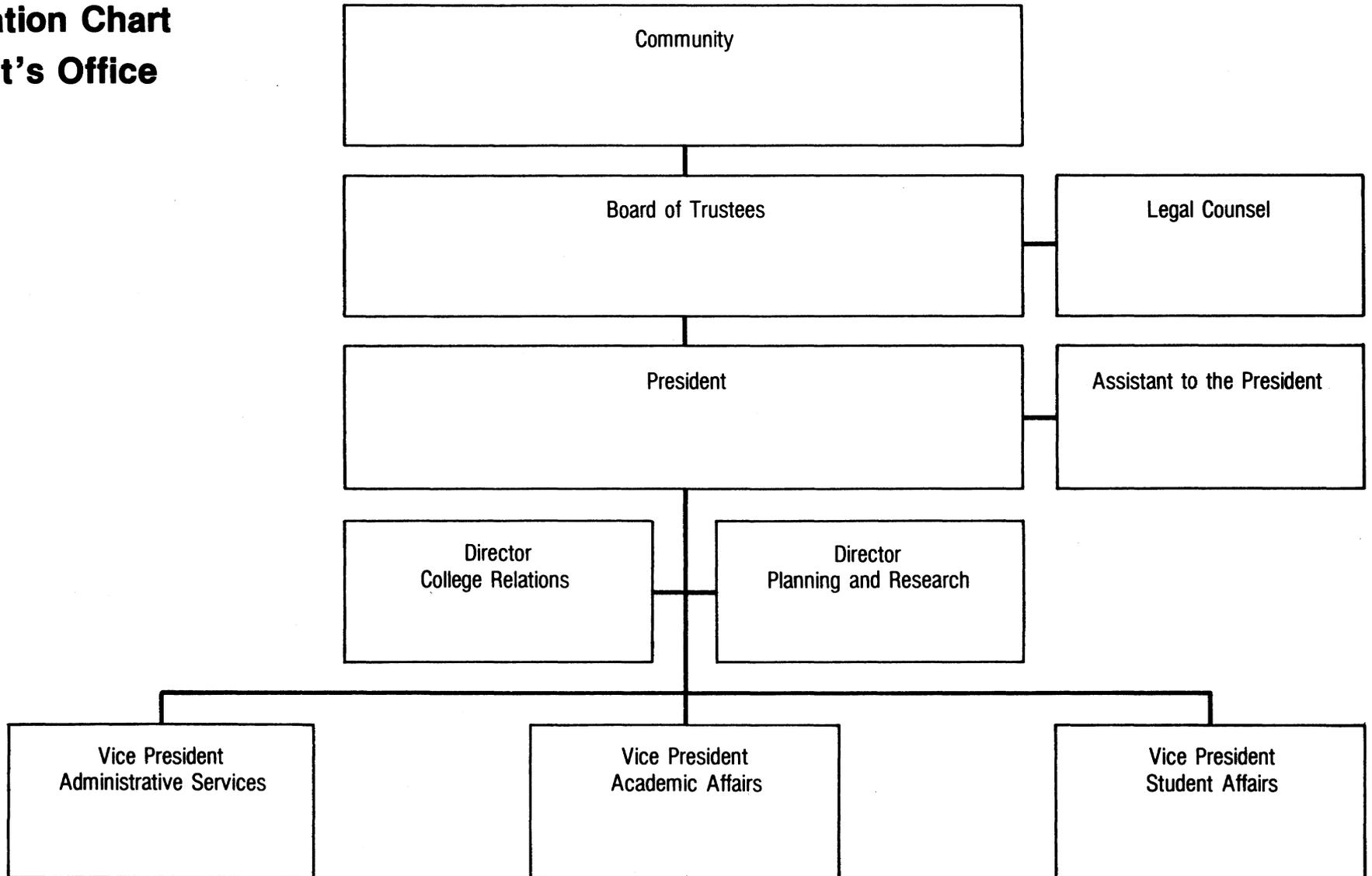
Administrative Organization Chart 1982/83



William Rainey Harper College

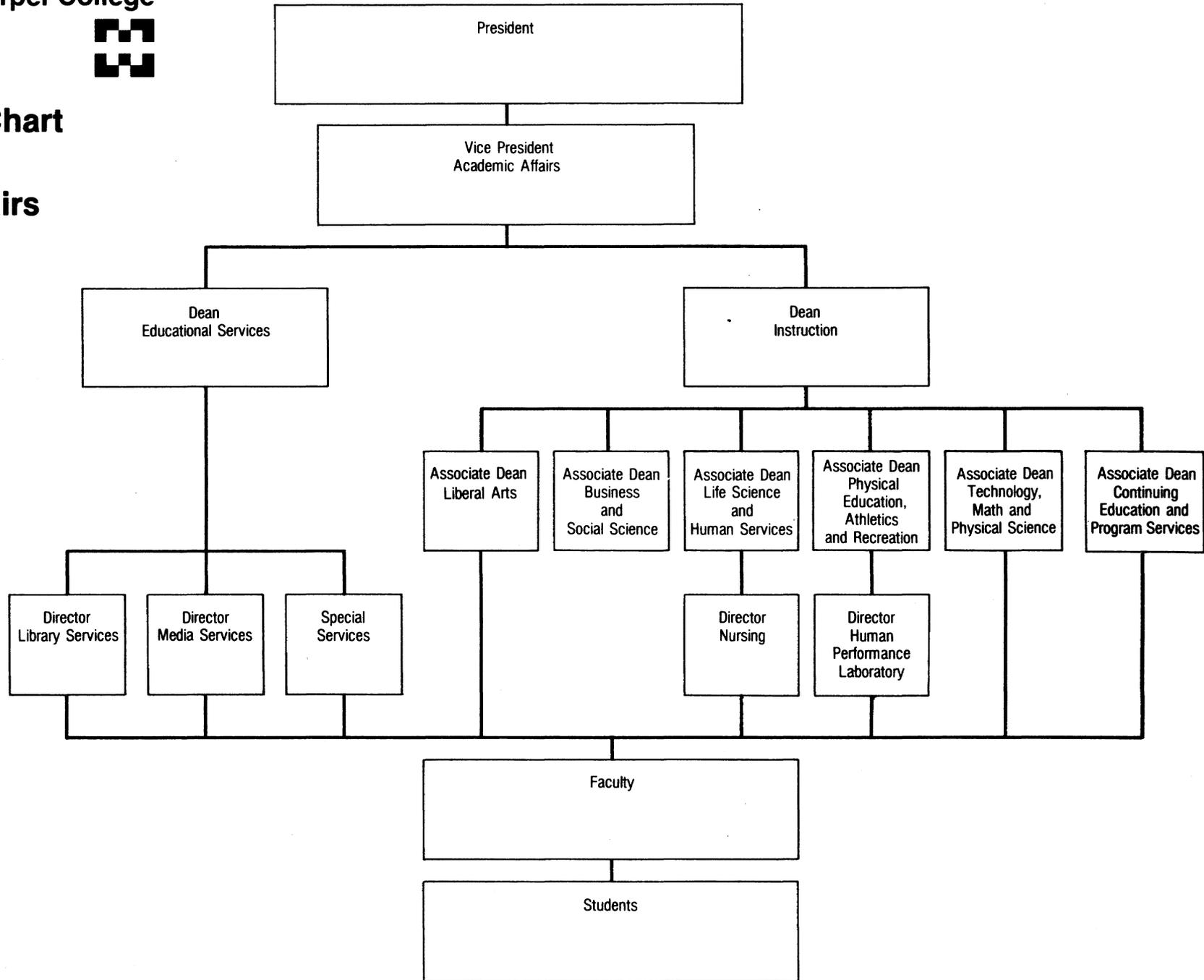


**Organization Chart
President's Office
1982/83**



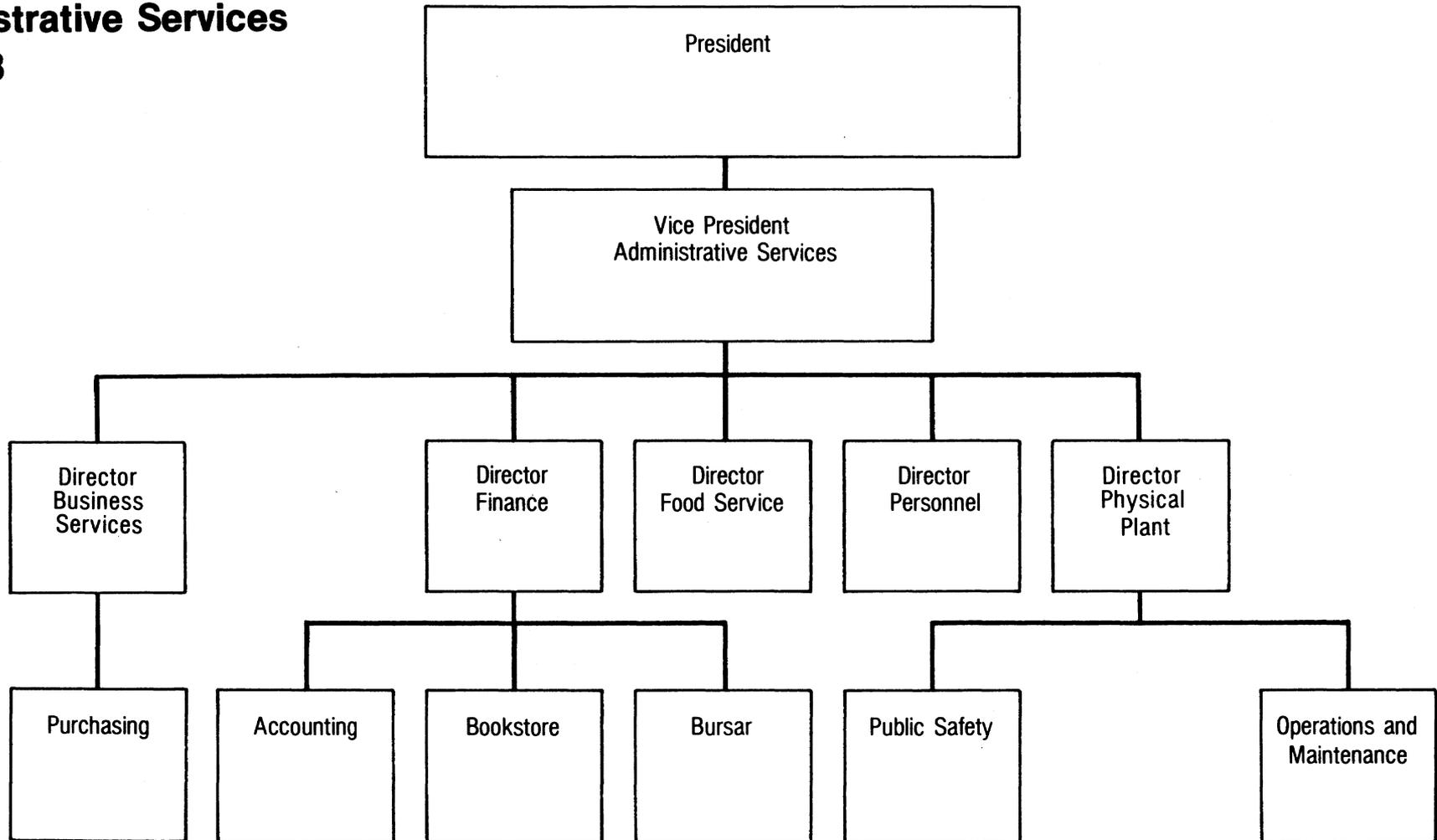


**Organization Chart
Office of
Academic Affairs
1982/83**





**Organization Chart
Office of
Administrative Services
1982/83**

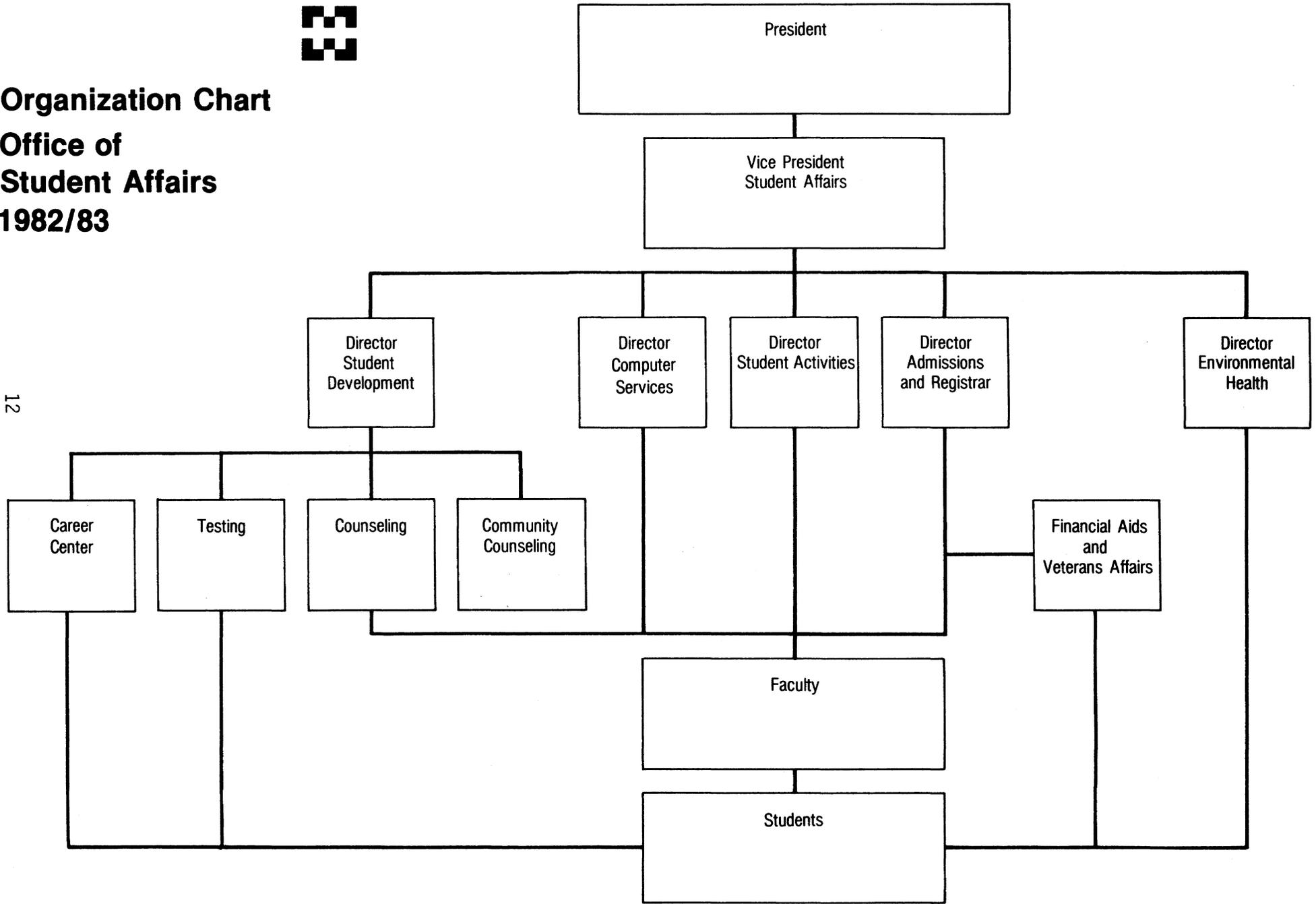




Organization Chart

Office of Student Affairs

1982/83



BOARD OF TRUSTEES (1982-83)

| | |
|------------------------------------|-------------------|
| Kris Howard, Chairman | Inverness |
| Albert Vajda, Vice Chairman | Barrington |
| Janet W. Bone, Secretary | Palatine |
| Brian M. Barch | Arlington Heights |
| Molly F. Norwood | Palatine |
| David R. Tomchek | Barrington |
| Donald D. Torisky | Schaumburg |
| Mary Ellen Beagle, Student Trustee | Hoffman Estates |

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
Felice P. Avila, Executive Assistant to the President
John A. Lucas, Director of Planning and Research
Elaine N. Stoermer, Director of College Relations

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
George Dorner, Associate Dean of Technology, Mathematics, and
Physical Science
John A. Gelch, Associate Dean of Physical Education, Athletics and Recreation
William R. Howard, Associate Dean of Continuing Education and Program
Services
Larry S. King, Associate Dean of Business and Social Science
Martin J. Ryan, Associate Dean of Liberal Arts
Alfred A. Dunikoski, Director of Media Services
Eileen Dubin, Director of Library Services
Judith D. Dincher, Acting Director of Nursing
Willard Hoffman, Director of Human Performance Laboratory

ADMINISTRATIVE SERVICES

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

STUDENT AFFAIRS

Steven J. Catlin, Director of Admissions and Registrar
Bonnie Henry, Director of Student Development
Elizabeth R. McKay, Director of Environmental Health
Jeanne A. Pankanin, Director of Student Activities
Fred A. Vaisvil, Director of Career Center

Number of Employees

| | |
|-------------------|-------------|
| Administrators | 29 |
| Full-time Faculty | 202 |
| Full-time Staff | 299 |
| Part-time Faculty | 775 |
| Part-time Staff | <u>75</u> |
| Total | <u>1380</u> |

HARPER COLLEGE STAFF ORGANIZATIONS

Faculty Senate

President, Lawrence W. Knight
Vice President, George E. Evans
Secretary, Betty M. Windham
Treasurer, Roy A. Steffens

Classified Employees Council

Chairman, Rena C. Trevor
Vice Chairman, Michael S. Korrick
Secretary, Linda Pones

Representatives

| | |
|-----------------|------------------|
| Peter Gart | Vicki Rowe |
| Gerri Goncher | Barbara Schmeltz |
| Bobby Levine | Audree Walsh |
| Bill H. Neumann | 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

Liberal 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
Pharmacy Technician

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

Cardiac Exercise Technician/Leader
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 Clerk¹
Accounting - Payroll¹
Agricultural Marketing -
Commodity Futures*
Architectural Technology
Auto Body Repair and
Painting*¹
Automotive Technology*
Aviation Maintenance
Technology*
Baking¹
Banking, Finance and Credit:
Banking option
Savings & Loan option
Brokers License Certification
Building Codes and Enforcement¹
Building Construction Technology*
Construction Layout¹
Construction Management¹
Business Machine Repair Technology
Certified Professional Secretary¹
Child Development
Civil Technology*
Materials Testing¹ and Inspections¹
Project Inspector¹
Clerical¹
Clerk-Typist¹
Cooking¹
Criminal Justice
Data Processing - Clerical¹
Data Processing - Computer Operator¹
Data Processing Technology
Dental Assisting*
Dental Hygiene²
Dental Laboratory Technology*
Dietetic Technician²
Digital Electronics and
Microprocessor Technology
Electronics Technology
Executive Secretarial Development
Fashion Design
Fashion Merchandising²
Fire Science Technology
Fluid Power Technology*
Food Service Management

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

¹Certificate program only.

²Associate degree program only.

CAREER PROGRAMS (continued)

General Office Assistant¹
Heating Service¹
Horticulture
Human Services Technology
Industrial and Retail Security¹
Industrial Sales Management and
Development¹
Industrial Skilled Craft Training*
Industrial Building Construction¹
Industrial Electrician¹
Industrial Heating, Ventilating,
Air Conditioning¹
Industrial Mechanical Maintenance¹
Industrial Welder¹
Machine Repair¹
Maintenance Machinist¹
Millwright¹
Moldmaker¹
Pipefitter¹
Tool and Die¹
Tool Grinder¹
Industrial Supervision*
Interior Design²
Journalism
Legal Secretary
Legal Technology
Library Technical Assistant*
Machinist¹
Marketing/Management
Material Management¹
Mechanical Drafting¹
Mechanical Engineering Technology:
 Mechanical Engineering option
 Production Engineering option
Medical Laboratory Technology*²
Medical Office Assistant¹
Medical Record Technology*
Medical Transcriptionist¹
Numerical Control Technician¹
Nursing
Operating Room Technician¹
Park and Grounds Operation
 Management
Pharmacy Technician
Physical Therapist Assistant*
Plant Maintenance*¹
Production Welding¹

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

¹Certificate program only.

²Associate degree program only.

CAREER PROGRAMS (continued)

Public Administration
Radiography*²
Real Estate
Residential Comfort Systems
Respiratory Care
Retail Merchandising¹
Stenographer¹
Supervisory and Administrative
Management
Vending Machine Repair¹
Water-Wastewater*¹
Word Processing¹
Word Processing Operator¹
X-Ray Technology*

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

¹Certificate program only.

²Associate degree program only

TRANSFER PROGRAMS

Harper College provides programs of study allowing students to complete requirements for the first two years of a baccalaureate degree. Harper defines these programs as transfer programs. Major fields of study are as follows:

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

ENROLLMENT

COMPARISON OF 1981 AND 1982 FALL ENROLLMENTS BY DIVISION

| <u>Division or Organizational Unit</u> | <u>Full-Time Equivalent (FTE)*</u> | |
|--|------------------------------------|---------------|
| | <u>1981</u> | <u>1982</u> |
| Business and Social Science | 3188.0 | 3385.7 |
| Technology, Math and Physical Science | 1603.6 | 1652.3 |
| Liberal Arts | 1847.0 | 1875.0 |
| Life Science and Human Services | 953.9 | 1025.2 |
| Physical Education, Athletics and Recreation | 106.9 | 114.5 |
| Special Services | 621.8 | 649.3 |
| Continuing Education, High School Cooperatives, University Extension | 520.5 | 628.8 |
| Women's Program | 80.8 | 87.9 |
| Totals | <u>8922.5</u> | <u>9418.7</u> |

STUDENT-FACULTY RATIO

| <u>Credit FTE Students</u> | | <u>FTE Faculty</u> | <u>Ratio</u> |
|----------------------------|------|--------------------|--------------|
| 1980 | 8004 | 316 | 23.1 |
| 1981 | 8547 | 335 | 23.7 |
| Fall 1982 | 8961 | 324.75 | 26.0 |

ENROLLMENT BY DIVISIONS

| | <u>Transfer</u> | | <u>Career</u> | |
|--|------------------|------------------|------------------|------------------|
| | <u>Fall 1981</u> | <u>Fall 1982</u> | <u>Fall 1981</u> | <u>Fall 1982</u> |
| Business and Social Science | 1790.9 | 1899.7 | 1398.3 | 1486.0 |
| Technology, Math and Physical Science | 1154.3 | 1205.2 | 446.6 | 447.1 |
| Liberal Arts | 1695.4 | 1737.4 | 151.5 | 137.6 |
| Life Science and Human Services | 213.5 | 206.2 | 709.3 | 792.0 |
| Physical Education, Athletics and Recreation | 106.2 | 103.8 | - | 10.7 |

*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

| | <u>Courses</u> | <u>Full-Time Faculty</u> | <u>Full-Time Equivalent Part-Time Faculty</u> |
|--|--|--------------------------|---|
| Business and Social Science | 156 | 49 | 47.7 |
| Liberal Arts | 106 | 42 | 18.6 |
| Continuing Education and Program Services | All part-time faculty equivalent to 33 full-time | | |
| Learning Resource Center | | 6 | |
| Life Science and Human Services | 72 | 38 | 23.5 |
| Physical Education Athletics and Recreation | 43 | 6 | 3.9 |
| Special Services | 61 | 7 | 23 |
| Student Development | | 17* | |
| Technology, Mathematics and Physical Science | 104 | <u>37</u> | <u>29</u> |
| TOTAL | | 202 | 145.7 |

DEGREES OF FULL-TIME FACULTY BY DIVISION

| <u>Division</u> | <u>Master's Degree</u> | <u>CAS</u> | <u>Doctorate</u> |
|--|------------------------|------------|------------------|
| Business and Social Science | 39 | | 6 |
| Liberal Arts | 29 | | 13 |
| Library Services | 5 | | |
| Life Science and Human Services | 23 | | 5 |
| Physical Education, Athletics and Recreation | 6 | | |
| Student Development | 10 | | 7 |
| Technology, Mathematics and Physical Science | 28 | | 6 |
| Special Services | 5 | 1 | 1 |

*Includes one Admissions Counselor

FACTS ABOUT HARPER STUDENTS

Did you know that . . .

- * The average age of Harper students is 27?
- * Fifty-six percent of the students are women?
- * Fifty-six percent of degree credit Harper students work full time while attending Harper, many of them in semi-professional or technical positions?
- * Ten and one-third percent of Harper's degree credit students have a bachelor's degree or higher; in continuing education, 30 percent have already achieved a bachelor's degree or higher?
- * Schaumburg township shows the highest percentage of population enrolled in degree credit programs at Harper?
- * Sixty-four percent of Harper's career students become employed full time upon leaving Harper?
- * Two out of every five of Harper degree credit students transfer to another college?
- * One out of every three full-time students will complete a degree within three years?
- * The average income of traditional credit students who are independent is about \$20,600, the average income of parents of dependent students is \$54,500, and the average income of continuing education students is \$28,400?
- * Sixty-two percent of the jobs they hold are closely related to their major field at Harper?
- * Nearly sixty percent of Harper career students are working within the district, and another eight percent are working close to the Chicago Loop?
- * Sixty-eight percent of Harper's degree credit students are part-time students?
- * Forty-two percent of career graduates are regularly supervising other employees five years after leaving Harper?

STUDENT CLUBS AND ORGANIZATIONS

Association of Legal Students
Astronomy Club
Brothers and Sisters in Christ
Catholic Campus Ministry
Cheerleaders
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 Club
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 1982-83, Harper College will obtain 30.0 percent of its income from student tuition. Resident tuition is \$22.00 per semester hour.
2. Local Taxes: Harper College will obtain 33.9 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 24.6 percent of its income from state aid. (The state funding formula is explained in the next section.)

In addition, 1.4 percent will be obtained from the Board of Vocational Education and Rehabilitation, .8 percent from various state grants to support Adult Basic Education, and 1.2 percent from the corporate personal property replacement tax.

4. Others
 - a. Chargebacks: Harper College will obtain .4 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: 25 percent of the income will be obtained from laboratory and other fees.
 - c. Miscellaneous: 5.2 percent of the income will be obtained from miscellaneous sources such as interest on investments, and sales and service fees.

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.

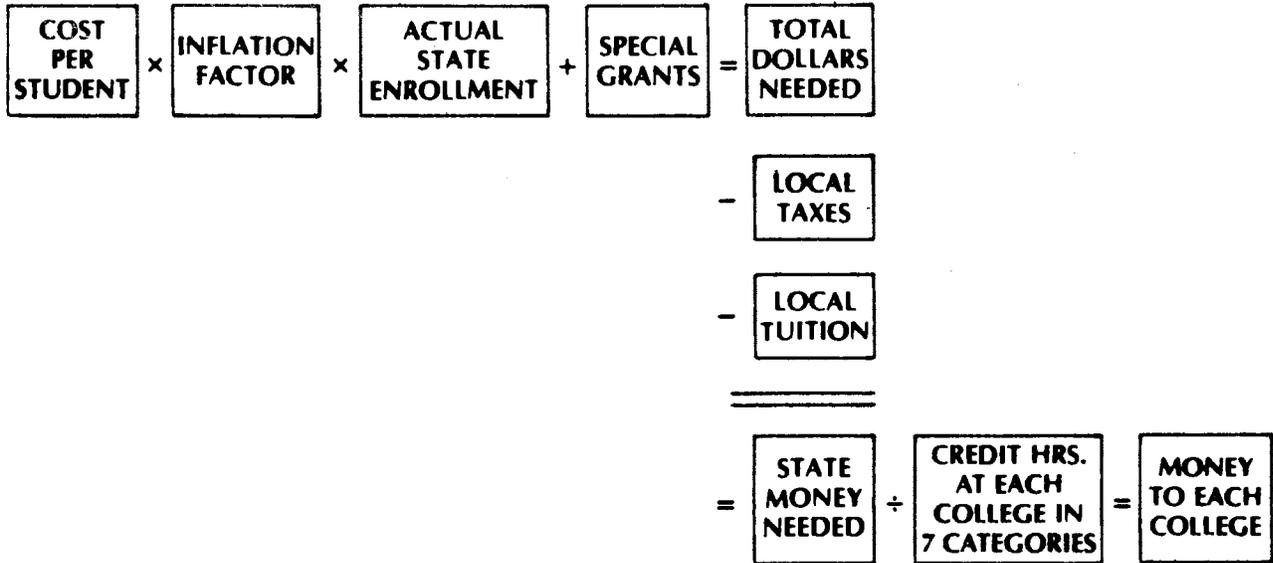
State money is distributed through credit hour grants in seven instructional categories. The College also receives money for grants to fund programs for disadvantaged students on a credit hour basis.

Equalization grants are intended to assist districts where the equalized assessed valuation per student does not meet a state-wide 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.

*Excerpted from A Handbook for New Community College Trustees, published by Illinois Community College Trustees Association.

THE ILLINOIS COMMUNITY COLLEGE FUNDING FORMULA*



*Reprinted from A Handbook for New Community College Trustees, published by the Illinois Community College Trustees Association.

AMENDMENTS TO THE STATE FUNDING FORMULA

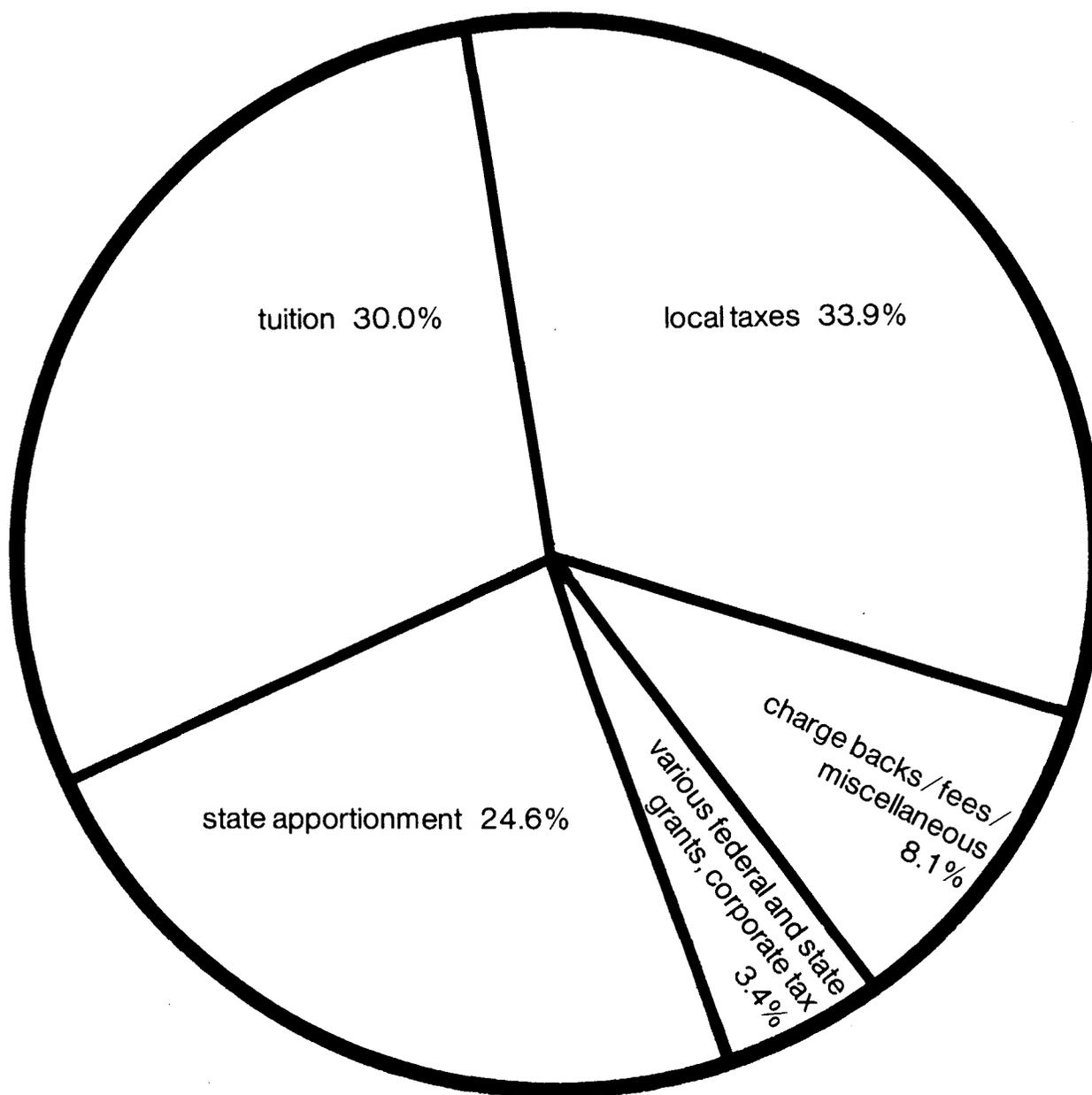
Two changes have been made in the use of the state funding formula which has a significant impact on the finances of Harper College.

In 1980, the formula was changed with the unit cost of two years prior being used in combination with the enrollment for that period rather than the most current unit cost in combination with the actual enrollment for the current year. This has had the effect of decreasing state aid due to the effects of inflation and rising enrollments.

In 1982, the legislature reduced the rates being paid below that described above, further reducing revenues from this source, and making the College more dependent on taxes, tuition and accumulated balances for its operational cost.

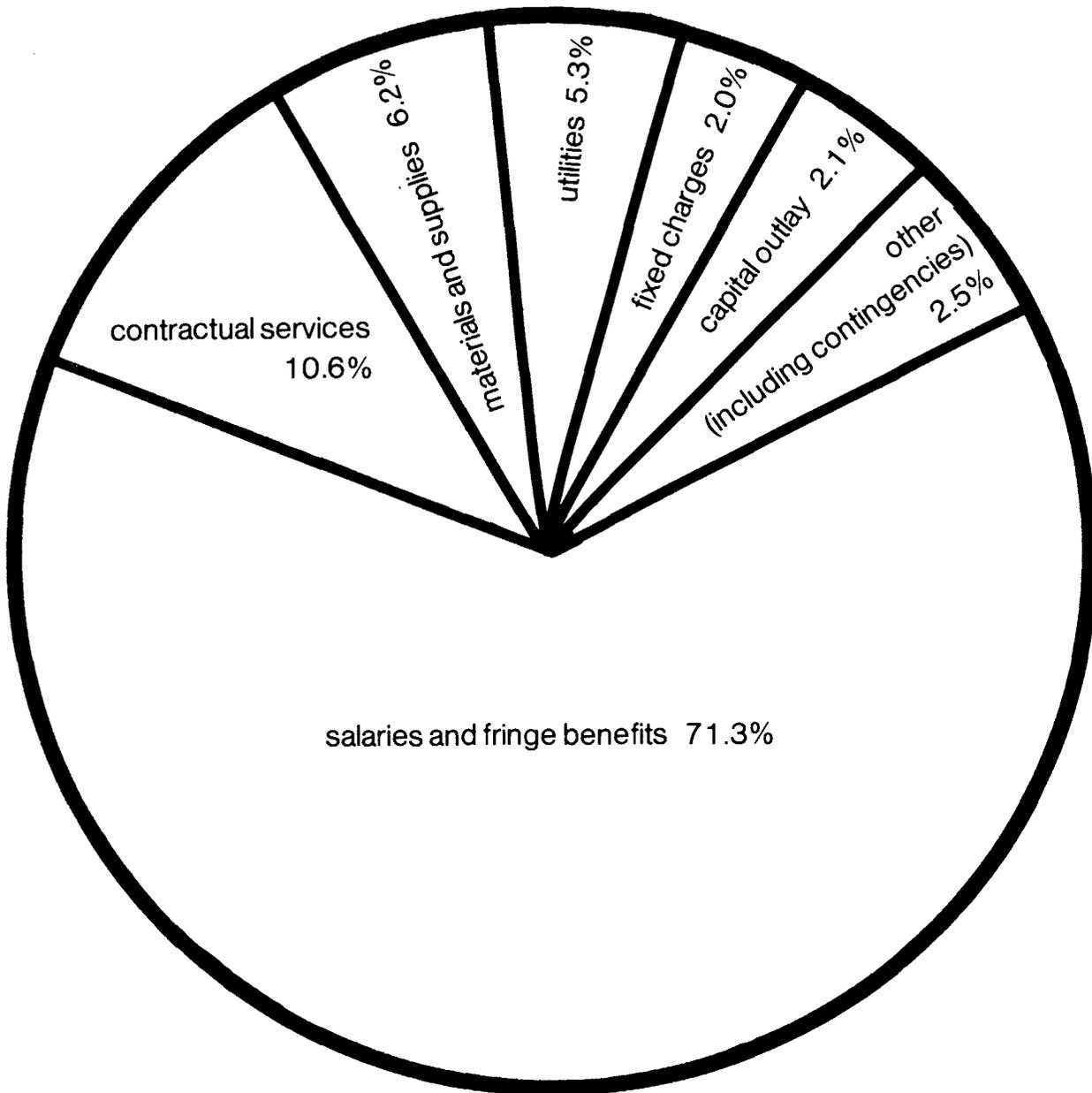
William Rainey Harper College

1982-83 Revenue Chart



William Rainey Harper College

1982-83 Expenditure Chart



HARPER COLLEGE BUDGET

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

Below is a summary of the 1982-83 Program Budget:

| | |
|-------------------------------|---------------------|
| EDUCATIONAL FUND | \$17,412,560 |
| BUILDING AND MAINTENANCE FUND | <u>6,130,770</u> |
| TOTAL OPERATING FUND | <u>\$23,543,330</u> |
| AUXILIARY ENTERPRISES | \$ 4,746,650 |
| BOND AND INTEREST FUND | \$ 1,584,000 |

Refer to the College Program Budget Book for complete information on the 1982-83 budget.

HARPER COLLEGE EDUCATIONAL FOUNDATION

The Harper College Educational Foundation was established in 1973 as a non-profit organization to provide additional funding for the College. Its members are appointed by the Foundation Board, and the appointments are confirmed by the Harper College Board of Trustees. The Foundation works within the framework of goals approved by the elected Board of Trustees, which provides coordinating services for the Foundation.

The purpose of the Foundation is to support the educational mission of the College, specifically to:

1. Assist the College in providing broader educational opportunities for students, alumni, district residents, and employers;
2. Acquire and administer additional assets for the College;
3. Encourage corporations, foundations, and individuals to provide gifts, scholarships, grants, or bequests of money or property;
4. Foster development of special instruction, research, and cultural programs which cannot be funded through the operating budget of the College; and
5. Act in a fiduciary capacity to carry out any of the foregoing purposes.

Harper College Foundation Board of Directors

Norval B. Stephens, Jr., President
James R. Lancaster, Vice President
James J. McGrath, Secretary
Virginia M. Hayter, Treasurer
Donald D. Torisky, Trustee Liaison

John T. Corsten, D.D.S.
Robert N. Creek
Thomas J. Godfrey
Richard Goode
Allan J. Hamilton
Robert L. Hanson
R. James Harring
Robin M. Hoffer, D.D.S.
Idilia Jurco

Ralph T. Lidge, M.D.
Eugene J. Marzelli, Jr.
William Mitchell
Richard P. McGahan
Herbert Muehl, Sr.
William E. Simpson
John R. Sternberg
Donald E. Wilson

FRIENDS OF HARPER

The Friends of Harper is a non-profit support organization which conducts various projects to increase awareness of the College in the community. Membership is open to any individual or group interested in furthering the mission of Harper College. Members also apprise College personnel of concerns and suggestions from residents in the 23 communities served by the College.

The organization is governed by a board of directors elected from the membership to represent each township in the College district. The Harper College Board of Trustees provides coordinating services for the Friends of Harper organization.

Friends of Harper Board of Directors

Jan Tucker, President
Joan Klussmann, Vice President
Larry Moats, Secretary
Nanci Vanderweel, Treasurer

Sarah Born
Janis Chapman
Kris Howard
Wendell Jones
Judith Kating
Ethel Kolerus

James J. McGrath
Herbert H. Muehl, Sr.
Sam Oliver
Elaine Stoermer

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 9:00 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 11:00 pm and on Saturday from 7:00 am until 1:30 pm. 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

CAREER CENTER
F132, Ext. 271

CASHIER
Business Office
A214, Ext. 439, 497, 478

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, 301

CREDITS OR GRADUATION REQUIREMENTS
Registrar's Office
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,
Registrar's Office
A210, Ext. 500

EMPLOYMENT
Personnel Department
A322, Ext. 216

Service and Information Directory (continued)

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

INSURANCE
Personnel Department
A320, Ext. 216, 217

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
B101, Ext. 211, 330

PARKING AND PUBLIC SAFETY
Public Safety Office
B101, Ext. 211, 330
Medical Parking Permits
Health Services, A362, Ext. 340

PAYROLL
Business Office
A201, Ext. 228

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

Service and Information Directory (continued)

PURCHASING
Business Office
A217, Ext. 222, 205

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

SCHOLARSHIPS, LOANS OR OTHER FINANCIAL AIDS
Financial Aid Office
A364, Ext. 248, 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

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

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

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

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

TUITION AND FEE PAYMENT
Business Office
A214, Ext. 439, 497, 478

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

VETERANS AFFAIRS
A364, Ext. 254, 387

Service and Information Directory (continued)

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

WORD PROCESSING

A145, Ext. 442

CAMPUS BUILDING HISTORY

| <u>Buildings</u> | <u>Acceptance Dates</u> | <u>Values*</u> | <u>Gross Square Feet</u> |
|--|-------------------------|----------------|--------------------------|
| A | 1969 | \$ 9,900,000 | 131,700 |
| B | 1969 | 1,500,000 | 13,700 |
| C | 1969 | 1,800,000 | 23,900 |
| D | 1969 | 10,300,000 | 116,100 |
| (D Addition accepted 1974) | | | |
| E | 1969 | 1,000,000 | 13,000 |
| F | 1969 | 7,600,000 | 102,000 |
| G | 1977 | 1,900,000 | 19,500 |
| H | 1977 | 3,800,000 | 62,500 |
| I | 1980 | 3,600,000 | 44,600 |
| J | 1980 | 3,600,000 | 47,300 |
| M | 1980 | 8,100,000 | 97,100 |
| P | 1974 | 1,800,000 | 26,800 |
| T | 1973 | 407,000 | 6,000 |
| U | 1974 | 420,000 | 6,000 |
| <u>V</u> (Includes two Greenhouses) | 1975 | <u>375,000</u> | <u>12,000</u> |
| Total: 15 buildings | | \$56,102,000 | 722,200 |

*Replacement cost estimate

MAIL CODES

| <u>CODE</u> | <u>DEPARTMENT</u> | <u>CODE</u> | <u>DEPARTMENT</u> |
|----------------|---|-------------------|---|
| ACA AFF..... | Academic Affairs | P E A R..... | Physical Education, Athletics & Recreation |
| ACCOUNT..... | Accounting & Systems | PHY PLT..... | Physical Plant |
| ADM SER..... | Administrative Services | PLG RES..... | Planning & Research |
| BKSTORE..... | Bookstore | PR & BD..... | President & Board of Trustees |
| BUS/S S..... | Business & Social Science Division | PRINT SHOP..... | Print Shop |
| CAR CTR..... | Career Center | PUB SAF..... | Public Safety |
| COL REL..... | College Relations | PURCHAS..... | Purchasing |
| COMP SER..... | Computer Services | REG OFF-A..... | Registrar's Office |
| C E/P S..... | Continuing Education & Program Services | SP SERV..... | Special Services |
| DIS STU..... | Disabled Student Services | BUS/S S..... | Social Science |
| DN/INSTR..... | Dean of Instruction | STU ACT..... | Student Activities |
| DEN HYG..... | Dental Hygiene | STU AFF..... | Student Affairs |
| EDU SER..... | Educational Services | STU DEV-A..... | Student Development Building A |
| FINANCE..... | Finance | STU DEV-D..... | Student Development Building D |
| F A/V A..... | Financial Aid | STU DEV-I..... | Student Development Building I |
| FD SERV..... | Food Services | STU OUTR..... | Student Outreach |
| HLTH SER..... | Health Services | SWITCHBD..... | Switchboard |
| HRG IMP..... | Hearing Impaired | T M/P S..... | Technology, Mathematics & Physical Science Division |
| INF BTH..... | Information Booth | F A/V A..... | Veterans Affairs |
| INS COM..... | Institutional Communications | WD PROC..... | Word Processing Center |
| LIB ART..... | Liberal Arts | WOM PRG..... | Women's Program |
| LIB SER..... | Library Services | | |
| L S/H S..... | Life Science & Human Services Division | | |
| MAIL CTR..... | Mail Center | <u>SATELLITES</u> | |
| MEDIA SER..... | Media Services | BARR H S..... | Barrington High School |
| NURSING..... | Nursing Program | HAWTHORNE..... | Nathaniel Hawthorne School |
| OFF ADM-C..... | Office of Admissions | NE CRT..... | Northeast Center |
| PERSONL..... | Personnel | CAD/CAM CTR.... | Plum Grove Executive Center |

STAFFING AND SERVICES

| <u>OFFICE</u> | <u>EXTENSION</u> | <u>MONDAY through THURSDAY</u> | <u>FRIDAY</u> | <u>SATURDAY</u> |
|----------------------------|------------------|--------------------------------|---------------------|----------------------|
| ABE/ESL | 223 | 8:15 am to 9:00 pm | 8:15 am to 9:00 pm | |
| Admissions - C | 206 | 8:15 am to 4:30 pm | 8:15 am to 4:30 pm | |
| Bookstore | 275 | 8:15 am to 7:00 pm | 8:15 am to 4:30 pm | 9:00 am to 12:00 pm |
| Box Office | 547 | 10:00 am to 7:00 pm | 10:00 am to 4:30 pm | |
| Business Office | 439 | 8:15 am to 9:00 pm | 8:15 am to 4:30 pm | 9:00 am to 12:00 pm |
| Business/SS | 311 | 7:45 am to 9:30 pm | 7:45 am to 7:30 pm | 7:30 am to 12:30 pm |
| Career Resource Center | 271 | 8:15 am to 8:30 pm | 8:15 am to 4:30 pm | |
| Continuing Ed. | 410 | 8:15 am to 9:00 pm | 8:15 am to 9:00 pm | 8:15 am to 1:00 pm |
| Community Counseling | 273 | Evenings, by appointment | | |
| Financial Aid/ Veterans | 248 254 | 8:15 am to 8:00 pm | 8:15 am to 4:30 pm | |
| Health Service | 340 | 8:15 am to 10:00 pm | 8:15 am to 9:00 pm | 9:00 am to 1:00 pm |
| Information Booth | 292 | 7:30 am to 10:00 pm | 7:30 am to 9:00 pm | 9:00 am to 12:00 pm |
| Institutional Research | 263 | 8:15 am to 9:30 pm | 8:15 am to 9:30 pm | |
| LIB ART | 285 | 8:15 am to 8:00 pm | 8:15 am to 4:30 pm | |
| Library and Media Desk | 584 | 8:15 am to 9:00 pm | 8:15 am to 4:30 pm | 9:00 am to 12:00 pm |
| LS/HS | 523 | 7:45 am to 4:30 pm | 7:45 am to 4:30 pm | |
| NEC | 537-8660 | 8:15 am to 10:00 pm | 8:15 am to 4:30 pm | |
| Nursing Lab | 538 | 8:15 am to 4:30 pm | 8:15 am to 4:30 pm | 9:00 am to 1:00 pm |
| PEAR | 466 | 8:15 am to 9:30 pm | 8:15 am to 4:30 pm | |
| Registrar's Office | 500 | 8:00 am to 9:00 pm | 8:00 am to 9:00 pm | 9:00 am to 12:00 pm. |
| Student Activities | 242 | 8:15 am to 9:00 pm | 8:15 am to 4:30 pm | |

STAFFING AND SERVICES (cont)

| <u>OFFICE</u> | <u>EXTENSION</u> | <u>MONDAY through THURSDAY</u> | <u>FRIDAY</u> | <u>SATURDAY</u> |
|-----------------|------------------|--------------------------------|--------------------|----------------------|
| Student Dev - A | 220 | 8:15 am to 8:30 pm | 8:15 am to 4:30 pm | |
| Student Dev - D | 393 | 8:15 am to 4:30 pm | 8:15 am to 4:30 pm | |
| Student Dev - I | 577 | 8:15 am to 4:30 pm | 8:15 am to 4:30 pm | |
| T M/P S | 374 | 8:15 am to 9:00 pm | 8:15 am to 4:30 pm | |
| Tutoring Center | 539 | 8:15 am to 9:00 pm | 8:15 am to 9:00 pm | |
| Testing | 541 | 8:15 am to 4:30 pm | 8:15 am to 4:30 pm | Special Arrangements |
| | | Evenings, by appointment | | |

CAMPUS DIRECTORY

BUILDING A, COLLEGE CENTER

Business and Registrar's Offices
Student Services
Bookstore
Board Room
Cafeteria

BUILDING B, PHYSICAL PLANT &
PUBLIC SAFETY, 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
Liberal 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

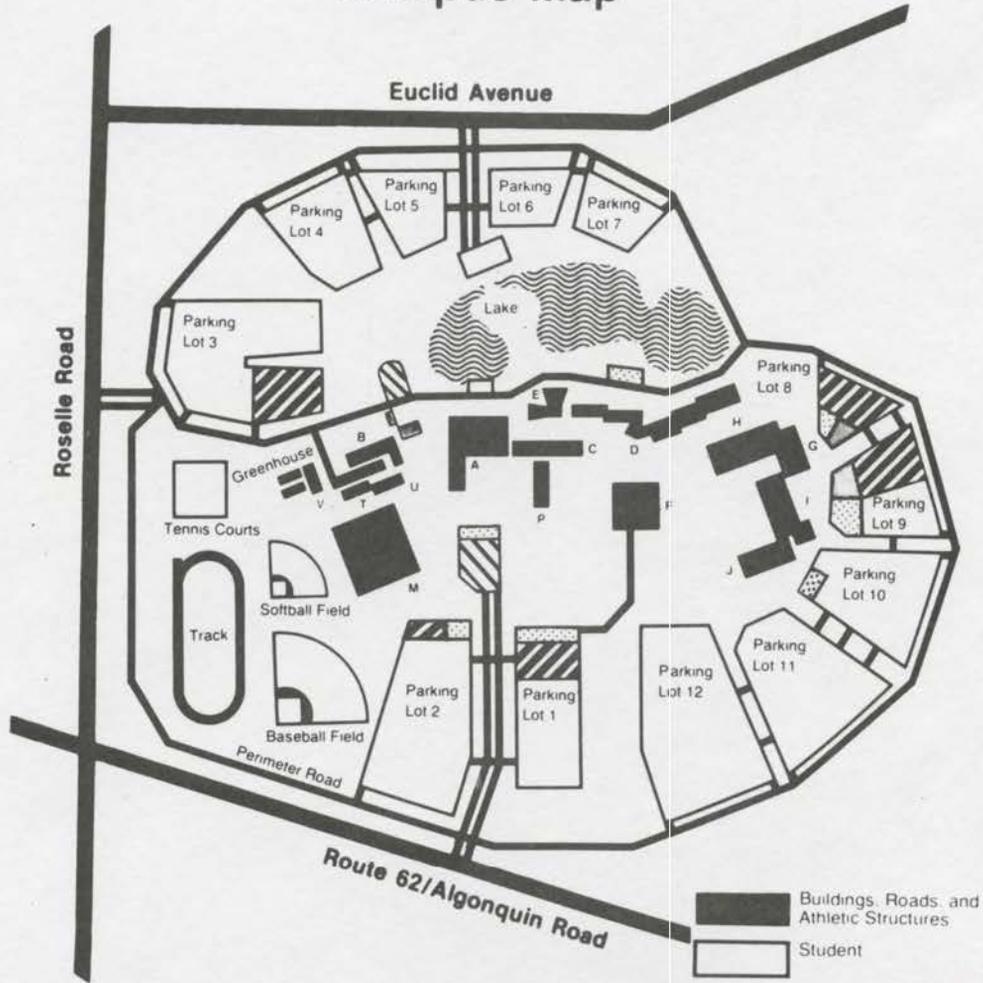
BUILDING P, MUSIC

BUILDING T, ROADS AND GROUNDS

BUILDING U, CERAMICS LAB AND
STORAGE

BUILDING V, PARK MANAGEMENT
AND GREENHOUSES

Campus Map



-  Buildings, Roads, and Athletic Structures
-  Student
-  Medical Permit
-  Visitors
-  Administrators
-  Faculty and Staff

