
HARPER COLLEGE

1984 - 1985



Profile

William Rainey Harper College
Algonquin and Roselle Roads
Palatine, IL 60067
(312) 397-3000

Dear Members 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, 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,

A handwritten signature in black ink that reads "James J. McGrath". The signature is written in a cursive style with a large, prominent initial "J".

James J. McGrath
President

PROILE OF HARPER COLLEGE

1984-85

- I. State Community College System
- II. Maps
- III. Academic Programs
- IV. Students
- V. College Finances
- VI. Structure and Staff
- VII. Services and Facilities
- VIII. Auxiliary Organizations

HARPER HIGHLIGHTS

- * William Rainey Harper College was founded on March 27, 1965.
- * The College is named after Dr. William Rainey Harper, first president of the University of Chicago and known as the father of the two-year college.
- * The College is governed by an elected board of trustees composed of seven members and a student trustee elected by the students.
- * The College encompasses 23 communities with an area of about 200 square miles and a population of 451,000.
- * The campus in Palatine has 15 buildings on a total area of 200 acres.
- * The operating tax rate is 15 cents per \$100 of assessed valuation.
- * The tuition rate is \$27.00 per credit hour.
- * Enrollment is approximately 23,000 students.
- * Approximately 30 percent of the annual high school graduates in the district attend Harper.
- * Approximately 250,000 students have attended Harper since it was founded.
- * Ninety percent of the College faculty hold postgraduate degrees.
- * The Harper College Library has over 115,000 volumes and a computerized on-line searching system.
- * The College operates four extension centers in Barrington, Mount Prospect, Prospect Heights and Schaumburg.
- * The College offers 23 academic scholarships covering tuition and fees, each valued at \$1,200 per year, as well as various financial grants sponsored by individuals, organizations and companies in the area.

INTRODUCTION

William Rainey Harper College is a two-year public community college founded in 1965. The College offers the associate in arts and associate in science degrees and an associate in applied science 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, the CAD/CAM Center, 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 23,000 students of all ages participating in degree credit, continuing education, and extension courses at 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 250,000 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, completing 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.

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.

BOARD OF TRUSTEES (1984-85)

Kris Howard, Chairman	Inverness
Donald D. Torisky, Vice Chairman	Schaumburg
Janet W. Bone, Secretary	Palatine
Brian M. Barch	Arlington Heights
John E. Coste	Schaumburg
Molly F. Norwood	Rolling Meadows
David R. Tomchek	Barrington
Lisa Vargas, Student Trustee	Arlington Heights

STATE COMMUNITY COLLEGE SYSTEM

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 to prepare students for transfer to four-year colleges and universities or to meet the personal educational goals of individuals throughout their lifetimes.

*Reprinted from General Information published by the Illinois Community College Board.

ILLINOIS COMMUNITY COLLEGES (continued)

- 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 community education activities of an instructional nature such as non-credit adult continuing education and hobby/leisure time activities and 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 Committee. 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.

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.

*Reprinted from General Information published by the Illinois Community College Board.

State money is distributed through credit hour grants in seven instructional categories: Baccalaureate, Business, Technical, Health, Remedial, and Adult Basic Education/General Studies. 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.

AMENDMENTS TO THE STATE FUNDING FORMULA

Changes have been made in the use of the state funding formula which have 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. At that time, this 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 to meet operating costs.

In 1983, the legislature reduced the rates paid below those authorized in 1982, and provided an increase in funds appropriated for this purpose of less than 1 percent (.008).

In 1984, the Legislature reduced the average reimbursement rate for Harper College by .7 percent although increasing the average reimbursement rate statewide slightly. At Harper College, state apportionment receipts should increase by 5 percent due entirely to an increase in formula credit hours.

FACTORS WHICH HAVE REDUCED HARPER COLLEGE'S REVENUE FROM THE STATE

Although the formula was intended to be a basis for distributing revenue to community colleges on an equitable basis, a number of factors working along with the formula tend to reduce the source of revenue actually received by Harper College:

1. Funds requested by the Illinois Community College Board are reduced by the Illinois Board of Higher Education and subsequently further reduced by the Governor, using his amendatory veto power.

2. An equalization formula appropriates funds to community colleges based on wealth (assessed valuation). Since Harper College has a high property valuation, it is not eligible for these funds. The State assumes that Harper College has or should have a local operating tax rate comparable to other community colleges.
3. A formula to distribute funds for "fixed costs" will distribute funds to smaller colleges in greater proportion.

MAPS

**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 Bill Sapp, 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

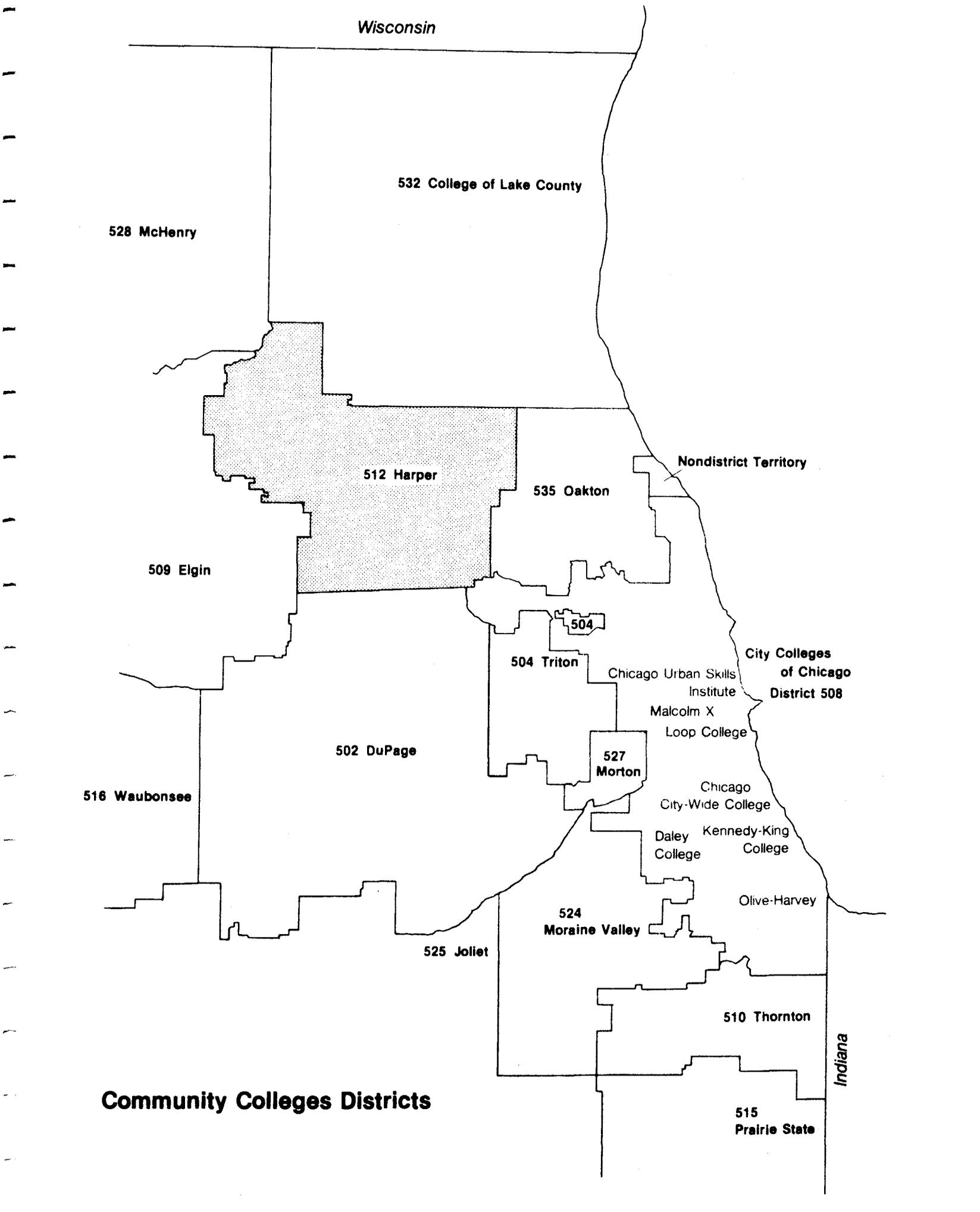
525 Joliet

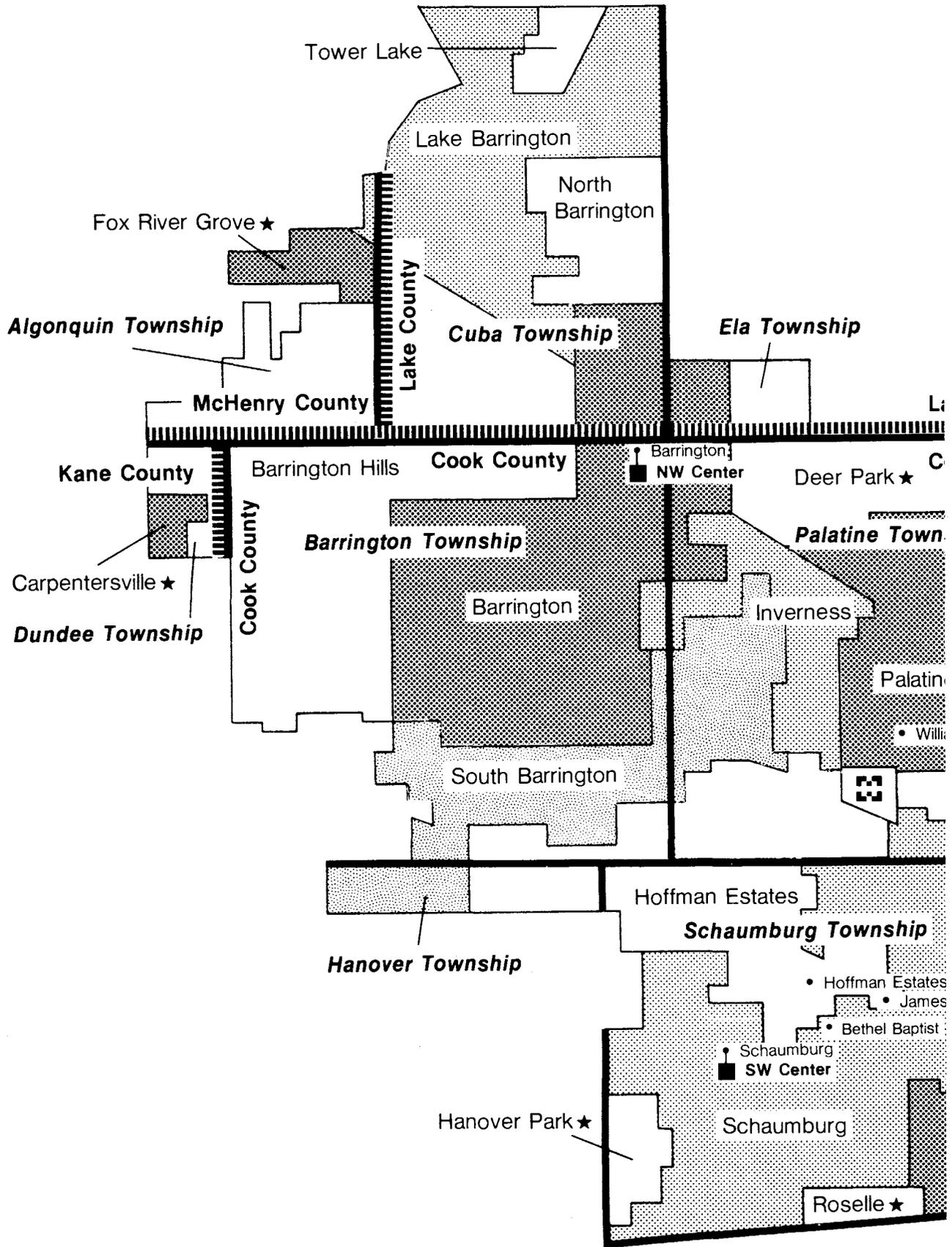
510 Thornton

Indiana

Community Colleges Districts

515
Prairie State





Harper College serves 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: 451,000

ACADEMIC PROGRAMS

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. Some examples of major fields of study are as follows:

Art
Business Administration
Education
Engineering
Health Education

Liberal Arts
Music
Physical Education
Preprofessional Studies
Recreation
Science and Mathematics

CAREER PROGRAMS

Harper College offers career/vocational programs. The sequence of courses is designed for individuals who desire to pursue a specific curriculum to prepare them for a particular career. Both associate degree and certificate programs are offered except where indicated.

Accounting Aide ¹	Commodity Futures*
Accounting Clerk ¹	Cooking ¹
Accounting - Payroll ¹	Criminal Justice
Agricultural Business Technology*	Data Processing - Computer Operator ¹
Agricultural Production Management Technology*	Data Processing - Microcomputers in Business
Architectural Technology	Data Processing Technology
Auto Body Repair* ¹	Dental Assisting*
Automotive Service Excellence*	Dental Hygiene ²
Automotive Technology*	Dental Laboratory Technology*
Aviation Maintenance Technology*	Dietetic Technician ²
Baking ¹	Digital Electronics and Microprocessor Technology
Banking, Finance and Credit	Electronics Servicing*
Banking and Savings Association Management*	Electronics Technology
Biomedical Electronics*	Executive Secretarial Development
Brokers License Certification ¹	Fashion Design
Building Codes and Enforcement ¹	Fashion Merchandising ²
Building Construction Technology*	Financial Management
Construction Layout ¹	Fire Science Technology
Construction Management ¹	Fluid Power Technology*
Business Machine Repair Technology*	Food Manufacturing Technology*
Cardiac Exercise Technology ²	Food Service Management
Certified Professional Secretary ¹	General Office Assistant ¹
Child Development	Graphic Arts*
Civil Engineering Technology*	Graphic Design* ¹
Materials Testing and Inspections ¹	Heating Service ¹
Project Inspector ¹	Horticulture
Clerical ¹	Hotel/Motel Management*
Clerk-Typist ¹	Human Services Technology*
Commercial Art*	Industrial and Retail Security ¹
Commercial Credit Management ²	Industrial Sales Management and Development ¹

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

¹Certificate program only

²Associate degree program only

CAREER PROGRAMS (continued)

Industrial Skilled Craft Training*	Medical Laboratory Technology* ²
Industrial Building Construction ¹	Medical Office Assistant
Industrial Electrician ¹	Medical Records Technology*
Industrial Heating, Ventilating, Air Conditioning ¹	Medical Transcriptionist ¹
Industrial Mechanical Maintenance ¹	Numerical Control Technician ¹
Industrial Welder ¹	Nursing
Machine Repair ¹	Operating Room Technician ¹
Maintenance Machinist ¹	Park and Grounds Operation Management
Millwright ¹	Pharmacy Technician ¹
Moldmaker ¹	Photography*
Pipefitter ¹	Physical Therapy Assistant*
Tool and Die ¹	Plant Maintenance/Engineering*
Tool Grinder ¹	Plastics Technology*
Industrial Supervision*	Production Engineering Technician ¹
Industrial Work Measurement* ²	Production Welding ¹
Interior Design	Radiography* ²
Interpreter Training	Radiologic Technology*
Journalism ²	Real Estate
Legal Secretary ²	Refrigeration and Air Conditioning
Legal Technology ²	Refrigeration Service ¹
Library Technical Assistant*	Residential Comfort Systems ¹
Machine Apprenticeship*	Respiratory Care*
Machine Tool Technology*	Retail Merchandising ¹
Machinist ¹	Stenographer ¹
Marketing/Management	Supermarket Management*
Material Management ¹	Supervisory and Administrative Management
Mechanical Drafting ¹	Transportation and Traffic*
Mechanical Engineering Technology:	Travel and Transportation* ¹
Computer Aided Design Option ²	Vending Machine Repair ¹
Manufacturing/Production Option ²	Water-Wastewater* ¹
Mechanical Engineering Option ²	Welding*
Mechanical Technician ¹	Word Processing ¹
Media*	Word Processing Operator ¹

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

¹Certificate program only

²Associate degree program only

CONTINUING EDUCATION PROGRAMS

The programs offered in Continuing Education and Program Services are an integral part of the Harper College comprehensive educational effort. They are designed to serve as lifelong learning opportunities for residents of various communities within the district. Programs are aimed at meeting the education and training needs of individuals, business and industry, municipalities, professional and occupational groups. The wide range of offerings covers management training, technical training, psychological and health education needs, as well as fine arts, industrial arts, home economics, and a variety of academic courses.

DISCIPLINES AND PROGRAMS BY DIVISION

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
Communications
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 Technology
Health Education
Physical Education
Recreation

Special Programs and Services

General Educational Development (GED)
English as a Second Language (ESL)
Interpreter Training Program (ITP)
Sign Language (SGN)
Tutoring Services

Continuing Education and Program Services

CAD/CAM Center
Center for Office and Administrative Services
Center for Real Estate Education
Center for Small Business Education
Community Development Education Center
Community Program
Extension Program
Health Care Program
Institute for Management Development
Material and Business Management Center
Northwest Cardiac Rehabilitation Center
Northwest Training Center for Vocational,
Technical and Professional Skills
Senior Citizens Program
Women's Program

Student Development

Learning Skills
Humanistic Psychology
Career Development

STUDENTS

FACTS ABOUT HARPER STUDENTS

Did you know that . . .

- * The average age of Harper students is 31?
- * Sixty percent of the students are women?
- * Sixty-two percent of degree credit Harper students work full time while attending Harper, many of them in semi-professional or technical positions?
- * Nine percent of Harper's degree credit students have a bachelor's degree or higher; in continuing education, 36 percent have already achieved a bachelor's degree or higher?
- * Elk Grove 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?
- * Eventually 88 percent of Harper's baccalaureate oriented alumni will transfer to another college and 69 percent will achieve a bachelors degree?
- * More than one out of every three full-time students will complete an associate degree at Harper?
- * The average income of degree credit students who are independent is about \$25,300, the average income of parents of dependent students is \$44,300, and the average income of continuing education students is \$33,300?
- * Sixty-four percent of the jobs career alumni hold are closely related to their major field at Harper?
- * More than 65 percent of Harper career alumni are working within the district, and only 3½ percent are working close to the Chicago Loop?
- * Sixty-nine percent of Harper's degree credit students are part-time students?
- * Over 46 percent of career graduates are regularly supervising other employees six years after leaving Harper?

HARPER STUDENT PROFILE*

<u>Percent Distribution by Program</u>	<u>1982</u>	<u>1983</u>	<u>1984</u>
Baccalaureate	31.8	31.9	35.6
Occupational/Vocational	31.3	30.1	28.4
General Studies	16.0	14.1	13.8
GED and ESL	6.5	9.1	6.4
Credit Free	14.4	14.8	15.8
 <u>Percent Distribution by Sex</u>			
Male	44.7	41.5	40.2
Female	55.3	58.5	59.8
 <u>Percent Distribution by Classload</u>			
Full-time	20.2	19.6	19.6
Part-time	79.8	80.4	80.4
 <u>Percent Distribution by Age</u>			
19 and below	21.0	17.6	20.4
20-21	11.4	12.0	11.5
22-25	16.1	15.2	15.7
26-35	28.5	26.0	24.8
36-45	13.4	16.4	15.6
46-55	6.8	7.1	6.8
Over 55	2.8	5.7	5.2

*Includes all credit and non-credit students

ENROLLMENT

COMPARISON OF 1982, 1983 AND 1984 FALL ENROLLMENTS BY DIVISION

<u>Division or Organizational Unit</u>	<u>Full-Time Equivalent (FTE)¹</u>		
	<u>1982</u>	<u>1983</u>	<u>1984</u>
Business and Social Science	3381.7	3347.6	2965.4
Technology, Math and Physical Science	1649.0	1698.3	1508.9
Liberal Arts	1874.7	1780.4	1736.2*
Life Science and Human Services	1028.3	1014.5	870.0
Physical Education, Athletics and Recreation	111.9	138.8	113.9
Special Services	593.5	809.0*	374.7
Student Development			156.2**
Continuing Education, High School Cooperatives, University Extension	525.5	554.9	492.2
Women's Program	85.8	64.7	67.6
Totals	9250.4	9408.2	8285.1

*FTE enrollment in Communications and Developmental Reading has been transferred to the Liberal Arts Division from Special Services.

**FTE enrollment in learning skills and humanistic psychology courses have been transferred to Student Development from Special Services.

STUDENT-FACULTY RATIO

<u>Fall Credit FTE Students</u>		<u>FTE Faculty</u>	<u>Ratio</u>
1982	8976	324.75	26.0
1983	9019	387.38	23.3
1984	7904 (est.)	350.20	22.6

ENROLLMENT BY DIVISIONS

	<u>Transfer</u>			<u>Career</u>		
	<u>Fall 1982</u>	<u>Fall 1983</u>	<u>Fall 1984</u>	<u>Fall 1982</u>	<u>Fall 1983</u>	<u>Fall 1984</u>
Business and Social Science	1912.0	2058.8	1839.3	1469.3	1288.8	1126.1
Technology, Math and Physical Science	1201.9	1198.0	1069.6	447.1	402.1	336.6
Liberal Arts	1737.1	1648.4	1544.6	137.6	132.0	138.7
Life Science and Human Services	220.5	471.2	397.3	778.8	516.6	437.4
Physical Education, Athletics and Recreation	101.2	127.4	103.6	10.7	11.4	10.3

¹ 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.

STUDENT CLUBS AND ORGANIZATIONS

Student clubs and organizations operate under the auspices of the Student Activities Office to serve the special needs and interests of the students. Among the recognized clubs and organizations on campus are:

Association of Legal Students
Astronomy Club
Brothers and Sisters in Christ
Catholic Campus Ministry
Cheerleaders
Chess Club
Data Processing Club
Engineering Club
Freshman Nurses Club
Future Secretaries Association
Geology Club
Harper Dance Club
Harper's Bizarre (Fashion Design)
Illinois Association of the Deaf
International Students Club
Junior American Dental Hygienists Association
Junior Branch of the Food Service Executives Association
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
Sophomore Nurses Club
Speech Team
Spread Eagle Ski Club
Student Investment Club
Student Nurses Association of Illinois
Student Senate
The Harbinger, Student Newspaper
WHCM Radio
Word Processing Students Association

COLLEGE FINANCES

FUNDING FOR HARPER COLLEGE

Harper College revenue comes from several sources:

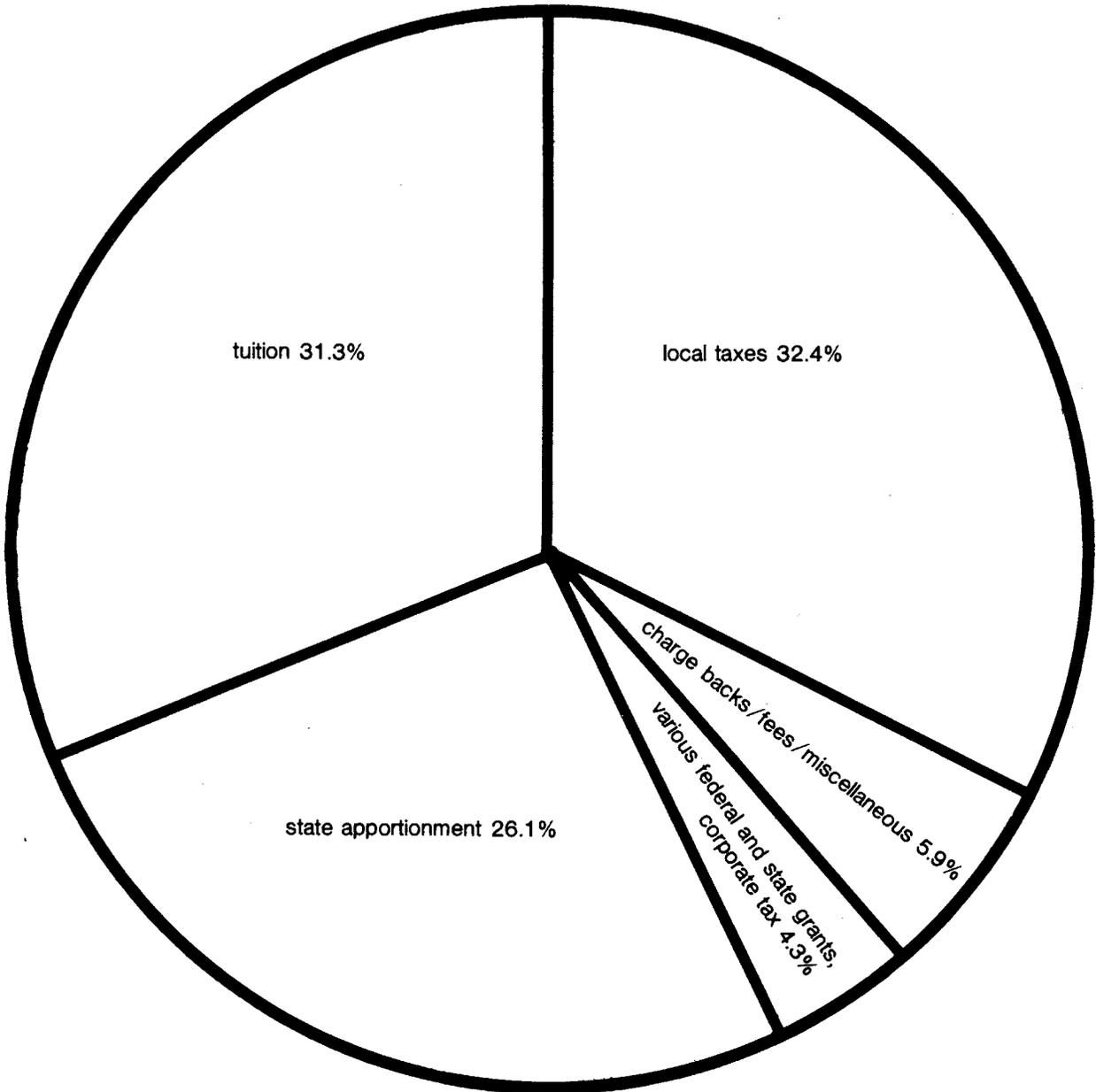
1. Student Tuition: For 1984-85, Harper College will obtain 31.3 percent of its income from student tuition. Resident tuition is \$27.00 per semester hour.
2. Local Taxes: Harper College will obtain 32.4 percent of its income from real estate taxes. The present tax rate is 11¢ for the Educational Fund 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 approximately 26.1 percent of its income from state aid. (The state funding formula is explained in the next section.)

In addition, 2.6 percent will be obtained from the Board of Vocational Education and Rehabilitation, .8 percent from various state grants to support Adult Basic Education, and .9 percent from the corporate personal property replacement tax.

4. Others:
 - a. Chargebacks: Harper College will obtain .5 percent of its income from chargebacks to those areas outside the Harper district that do not have community colleges, and chargebacks paid for students enrolled in certain programs offered at Harper which are not offered in the students' own community college districts.
 - b. Student fees: 2.7 percent of the income will be obtained from laboratory and other fees.
 - c. Miscellaneous: 2.7 percent of the income will be obtained from miscellaneous sources such as interest on investments, and sales and service fees.

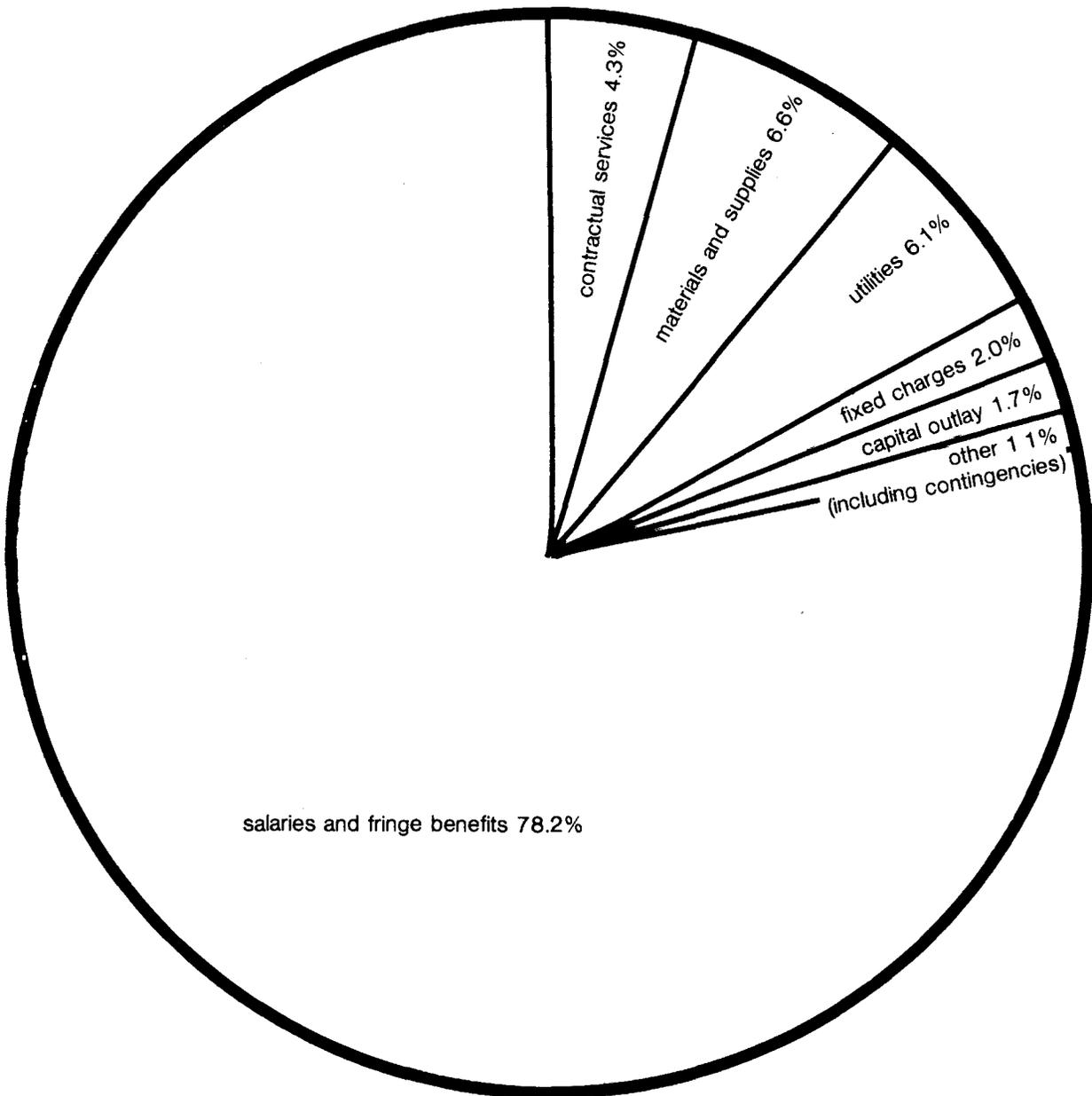
William Rainey Harper College

1984-85 Revenue Chart



William Rainey Harper College

1984-85 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 Budget Cycle

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 1984-85 Program Budget:

EDUCATIONAL FUND	\$19,947,000
BUILDING AND MAINTENANCE FUND	<u>4,629,000</u>
TOTAL OPERATING FUND	<u>\$24,576,000</u>
AUXILIARY ENTERPRISES	\$ 4,333,000
BOND AND INTEREST FUND	\$ 1,498,500

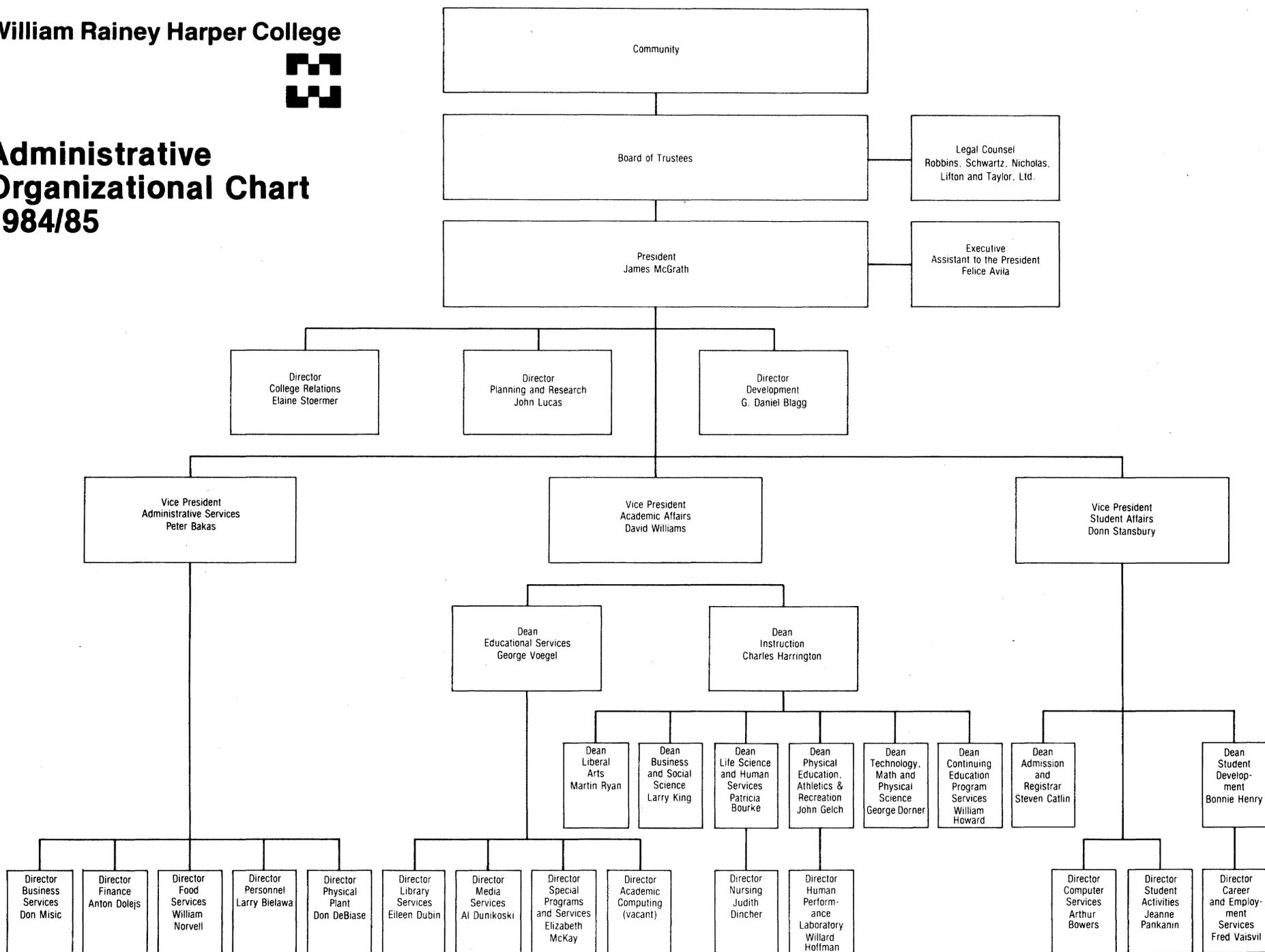
Refer to the College Program Budget Book for additional information on the 1984-85 budget.

ORGANIZATIONAL STRUCTURE AND STAFF

William Rainey Harper College

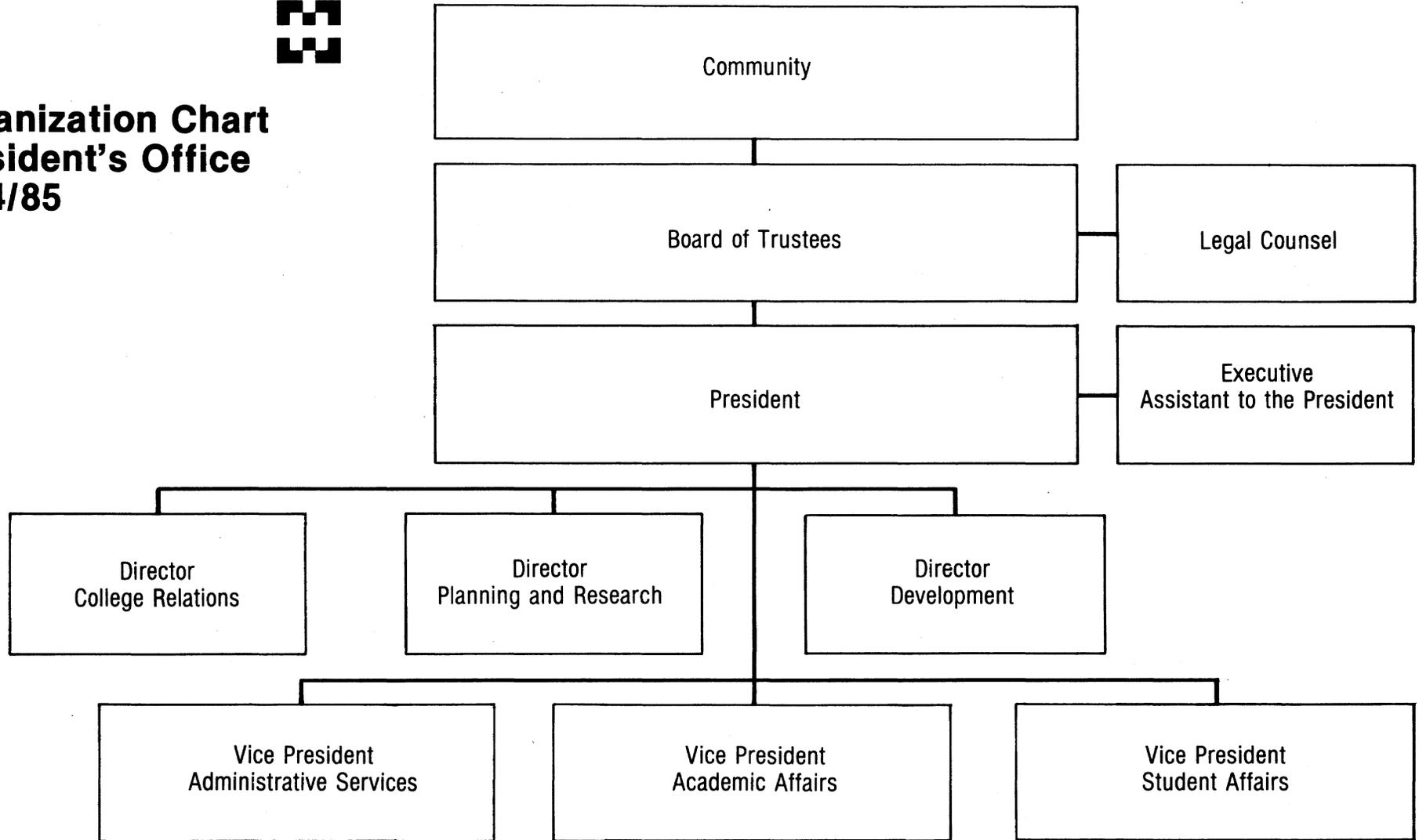


Administrative
Organizational Chart
1984/85



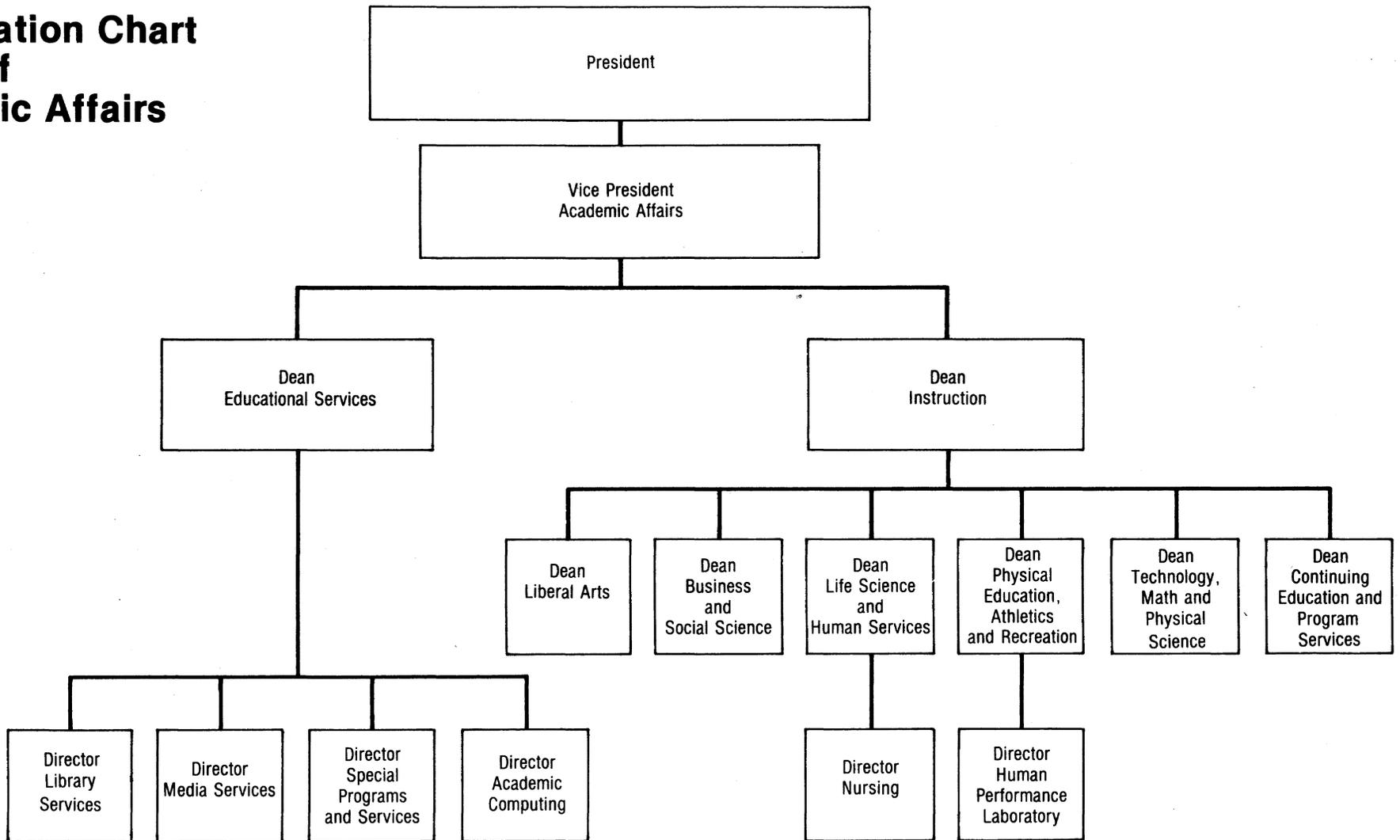


**Organization Chart
President's Office
1984/85**



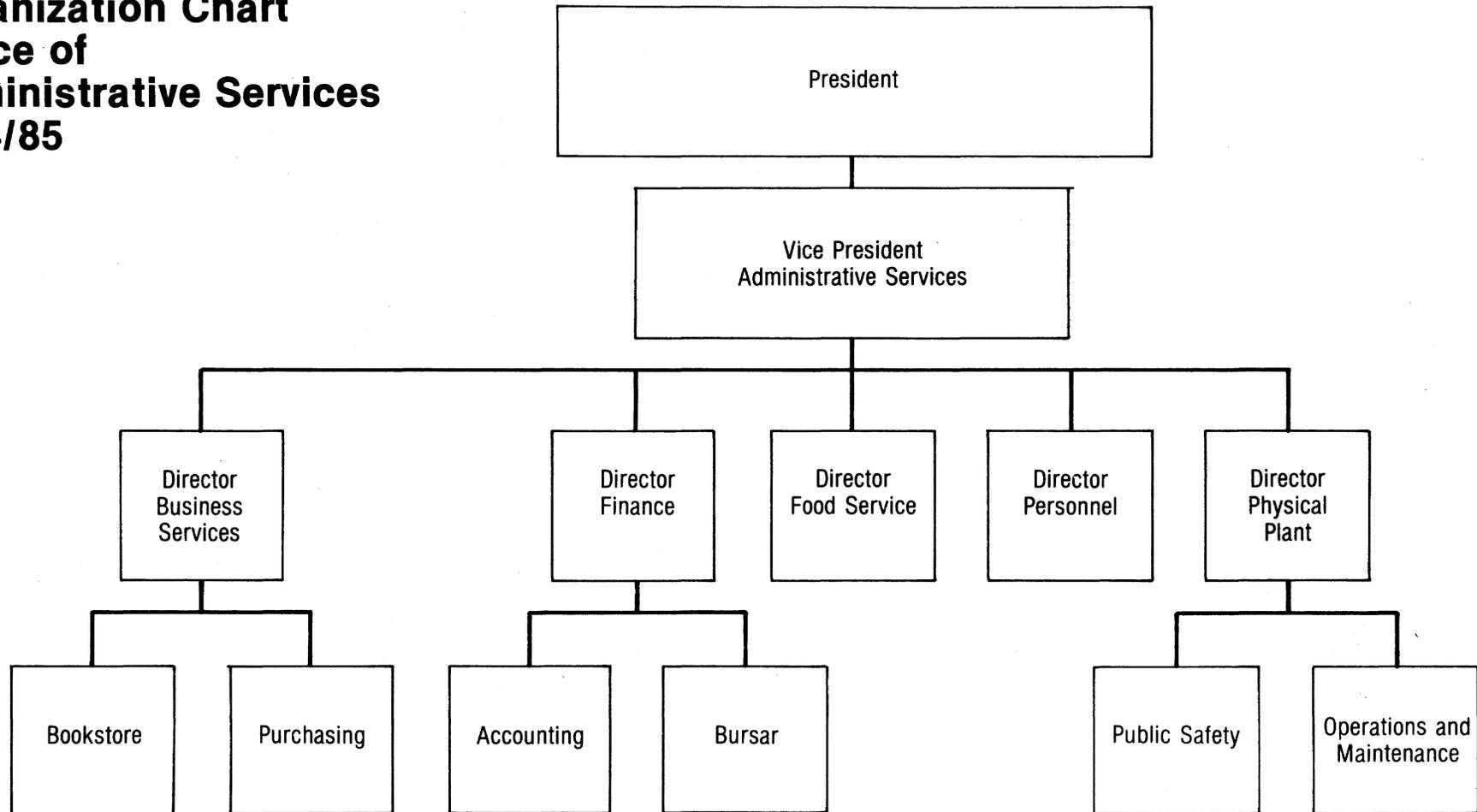


**Organization Chart
Office of
Academic Affairs
1984/85**



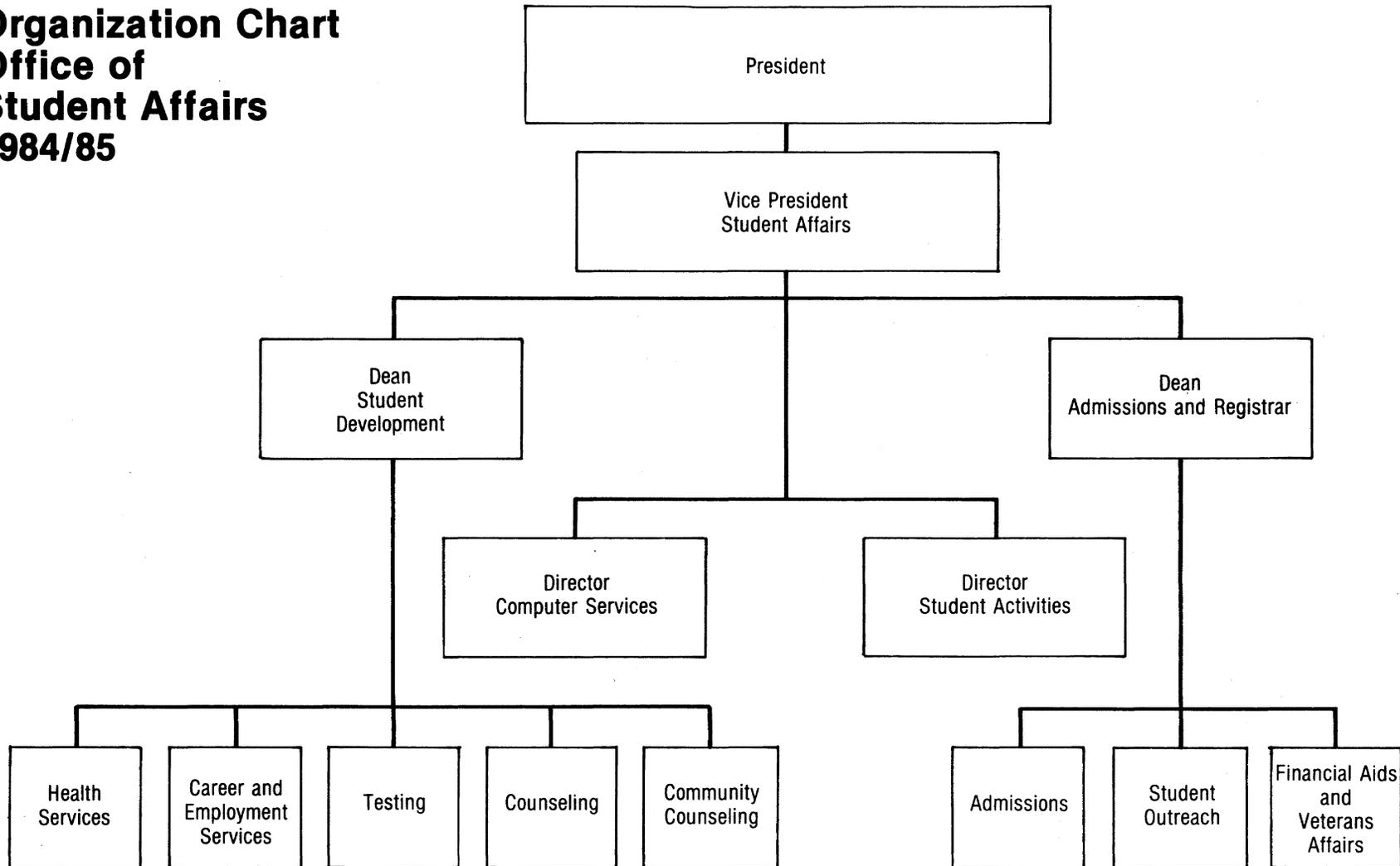


**Organization Chart
Office of
Administrative Services
1984/85**





**Organization Chart
Office of
Student Affairs
1984/85**



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

ADMINISTRATIVE SERVICES

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

STUDENT AFFAIRS

Steven J. Catlin, Dean of Admissions and Registrar
Bonnie Henry, Dean of Student Development
Arthur L. Bowers, Director of Computer Services
Jeanne A. Pankanin, Director of Student Activities
Fred A. Vaisvil, Director of Career and Employment Services

FACULTY

FALL 1984

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	172	48	64.4
Liberal Arts	113	43	32.0
Continuing Education and Program Services	All part-time faculty equivalent to 33 full-time		
Learning Resource Center		6	
Life Science and Human Services	74	36	19.6
Physical Education, Athletics and Recreation	49	7	3.2
Special Programs and Services	65	5	20.8
Student Development		17	2.0
Technology, Mathematics and Physical Science	<u>113</u>	<u>37</u>	<u>34.2</u>
TOTAL	561	198	176.2

DEGREES OF FULL-TIME FACULTY BY DIVISION

<u>Division</u>	<u>Master's Degree</u>	<u>Doctorate</u>
Business and Social Science	38	7
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	31	6
Special Services	4	1

NUMBER OF EMPLOYEES

Administrators	31
Full-time Faculty	197
Full-time Staff	303
Part-time Faculty	550
Part-time Staff	<u>79</u>
Total	<u>1,160</u>

HARPER COLLEGE STAFF ORGANIZATIONS

Faculty Senate

President, Lawrence W. Knight
Vice President, George E. Evans
Secretary, Betty M. Windham
Treasurer, William Jedlicka
Grievance Chairperson, Mike Bartos

Classified Employee Council

Chairperson, Peter Gart
Vice Chairperson, Richard Duran
Secretary, Peg Birzer

Representatives:

Eveline Boissy	Bill H. Neumann
Pat DePue	Linda Pones
Dee Johnson	Rena Trevor
Loirel Kelson	Barbara Schmeltz

SERVICES AND FACILITIES

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 Registrar's and Business Offices are open from 8:00 am until 9:00 pm Monday through Thursday, from 8:00 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: Classes 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.

ACADEMIC REGULATIONS
Dean of Instruction
D129, Ext. 290

AFFIRMATIVE ACTION
Personnel Specialist
A319, Ext. 216, 217

BOX OFFICE
J137, Ext. 547, 549

CAREER/LIFE PLANNING CENTER
A347, Ext. 220

CAD/CAM CENTER
1002 East Algonquin Road
Schaumburg, IL 60195
397-1640

CARDIAC REHABILITATION
Northwest Cardiac Rehabilitation Center
M215, Ext. 486

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

CENTER FOR NEW STUDENTS/ADULT SERVICES
F132, Ext. 208

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
A213, 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
A213, Ext. 500

EDUCATIONAL FOUNDATION
G. Daniel Blagg, Executive Director
A323b, Ext. 490

EMPLOYMENT
Personnel Department
A322, Ext. 216
FULL OR PART-TIME WORK
Illinois Job Service Representatives
F132, 397-4492 or 397-4509

FRIENDS OF HARPER
College Relations Office
A312, Ext. 230

GRADE REPORTS
Registrar's Office
A213, Ext. 502

GRANTS
G. Daniel Blagg, Director of Development
A323b, Ext. 490

HEALTH SERVICES
A362, Ext. 340

HEARING IMPAIRED PROGRAM SUPPORT SERVICES
D119, Voice--Ext. 267 TTY-397-7600

SERVICE AND INFORMATION DIRECTORY (continued)

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

LIBRARY

Director of Library Services
F203, Ext. 585, 586

INTRAMURALS

Coordinator of Intramurals
M222, Ext. 466, 467

LOST AND FOUND ITEMS

Public Safety Office
B101, Ext. 330, 491

NORTHEAST CENTER

1375 South Wolf Road
Prospect Heights, IL 60070
537-8660

PARKING AND PUBLIC SAFETY

Public Safety Office
B101, Emergency only, Ext. 211
Medical Parking Permits, Health
Services A362, Ext. 340

PAYROLL

Business Office
A201, Ext. 228

PERMISSION TO CARRY MORE THAN 18 HOURS

Dean of Instruction/Dean of Admissions
and Registrar
D129, Ext. 290 or Registrar's Office,
A212, Ext. 304

PERSONAL PROBLEMS

Student Development Faculty in Student
Development Centers
A347, I117, and D142,
& Health Services, A362, Ext. 340

PROGRAM BOARD

Student Activities Office
A336, Ext. 274, 242

PURCHASING

Business Office
A217, Ext. 222, 205

SCHOLARSHIPS, LOANS OR OTHER

FINANCIAL AIDS
Financial Aid Office
A364, Ext. 248, 249

SECTION 504 OF THE SPECIAL SERVICES

REHABILITATION ACT OF 1973
Director of Special Programs and Services
F130, Ext. 261

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 COMPLAINTS/GRIEVANCES

Vice President of Student Affairs
A317, Ext. 360

STUDENT GOVERNMENT

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

TELECOURSES

I112, Ext. 430

TESTING INFORMATION

Office of Testing Services
A347, Ext. 541

TRANSCRIPT OF YOUR CREDITS

Registrar's Office
A213, Ext. 503

TRANSFER FROM ANOTHER COLLEGE

Student Development Faculty or
Registrar's Office
A213, Ext. 505

SERVICE AND INFORMATION DIRECTORY (continued)

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

TUTORING SERVICE

F132, Ext. 539

VETERANS AFFAIRS

A364, Ext. 254, 387

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

WOMEN'S PROGRAM

P124, Ext. 560

WORD PROCESSING

A145, Ext. 442

STAFFING AND SERVICES

<u>OFFICE</u>	<u>EXTENSION</u>	<u>MONDAY through THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
Admissions/ Student Outreach - C	206	8:15 am to 4:30 pm	8:15 am to 4:30 pm	
Bookstore	275	8:00 am to 7:00 pm	8:00 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
BUS/SS DIV.	311	7:45 am to 9:30 pm	7:45 am to 7:30 pm	7:30 am to 12:30 pm
CAD/CAM Center	397-1640	8:30 am to 4:30 pm	8:30 am to 4:30 pm	
Career & Life Planning Center	220	8:15 am to 8:30 pm (Monday-Wednesday)	8:15 am to 4:30 pm (Thursday-Friday)	
Child Learning Center	262	7:15 am to 4:45 pm	7:15 am to 4:45 pm	
Community Counseling	273	Evenings, by appointment		
CE/PS DIV.	591, 592, 593	8:15 am to 9:00 pm	8:15 am to 9:00 pm	8:15 am to 1:00 pm
Dental Hygiene Clinic	534	8:00 am to 4:30 pm	8:00 am to 4:30 pm	
Disabled Stu- dent Services	266	8:15 am to 4:30 pm (except Thursday) 8:15 am to 8:00 pm (Thursday)	8:15 am to 4:30 pm	
English as a Second Language	223	8:15 am to 9:00 pm	8:15 am to 9:00 pm	
Financial Aid/ Veterans	248 254	8:15 am to 8:00 pm	8:15 am to 4:30 pm	9:00 am to 12:00 pm (First and third Saturday)
Game Room		9:00 am to 9:00 pm	9:00 am to 1:30 pm	
General Education Development	223	8:15 am to 9:00 pm	8:15 am to 9:00 pm	
Health Service	340	8:15 am to 10:00 pm	8:15 am to 4:30 pm	9:00 am to 1:00 pm

STAFFING AND SERVICES (continued)

<u>OFFICE</u>	<u>EXTENSION</u>	<u>MONDAY through THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
Information Booth	292	7:30 am to 9:30 pm	7:30 am to 9:30 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 DIV.	285	8:15 am to 8:00 pm	8:15 am to 4:30 pm	
Library: Media Desk	551	8:00 am to 9:00 pm	8:00 am to 4:30 pm	9:00 am to 12:00 pm
Print Circulation	584	8:00 am to 9:00 pm	8:00 am to 4:30 pm	9:00 am to 12:00 pm
LS/HS DIV.	523	7:45 am to 4:30 pm	7:45 am to 4:30 pm	
Northeast Center	537-8660	8:15 am to 10:00 pm	8:15 am to 4:30 pm	
New Student and Adult Services Center	258	8:15 am to 8:00 pm	8:15 am TO 4:30 pm	9:00 am to 12:00 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 DIV.	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
SP SERV DIV.	204	8:15 am to 4:30 pm	8:15 am to 4:30 pm	
Student Activities	242	8:15 am to 4:30 pm	8:15 am to 4:30 pm	
Student Dev - A	220	8:15 am to 8:00 pm (Monday-Wednesday)	8:15 am to 4:30 pm (Thursday, Friday)	
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 8:00 pm (Monday-Wednesday)	8:15 am to 4:30 pm (Thursday, Friday)	
T M/P S DIV.	374	8:15 am to 9:00 pm	8:15 am to 4:30 pm	
Tutoring Center	539	8:30 am to 9:00 pm	8:30 am to 4:30 pm	
Testing	541	8:15 am to 4:30 pm (Evenings by Appointment)	8:15 am to 4:30 pm	Special Arrangements

CAMPUS BUILDINGS

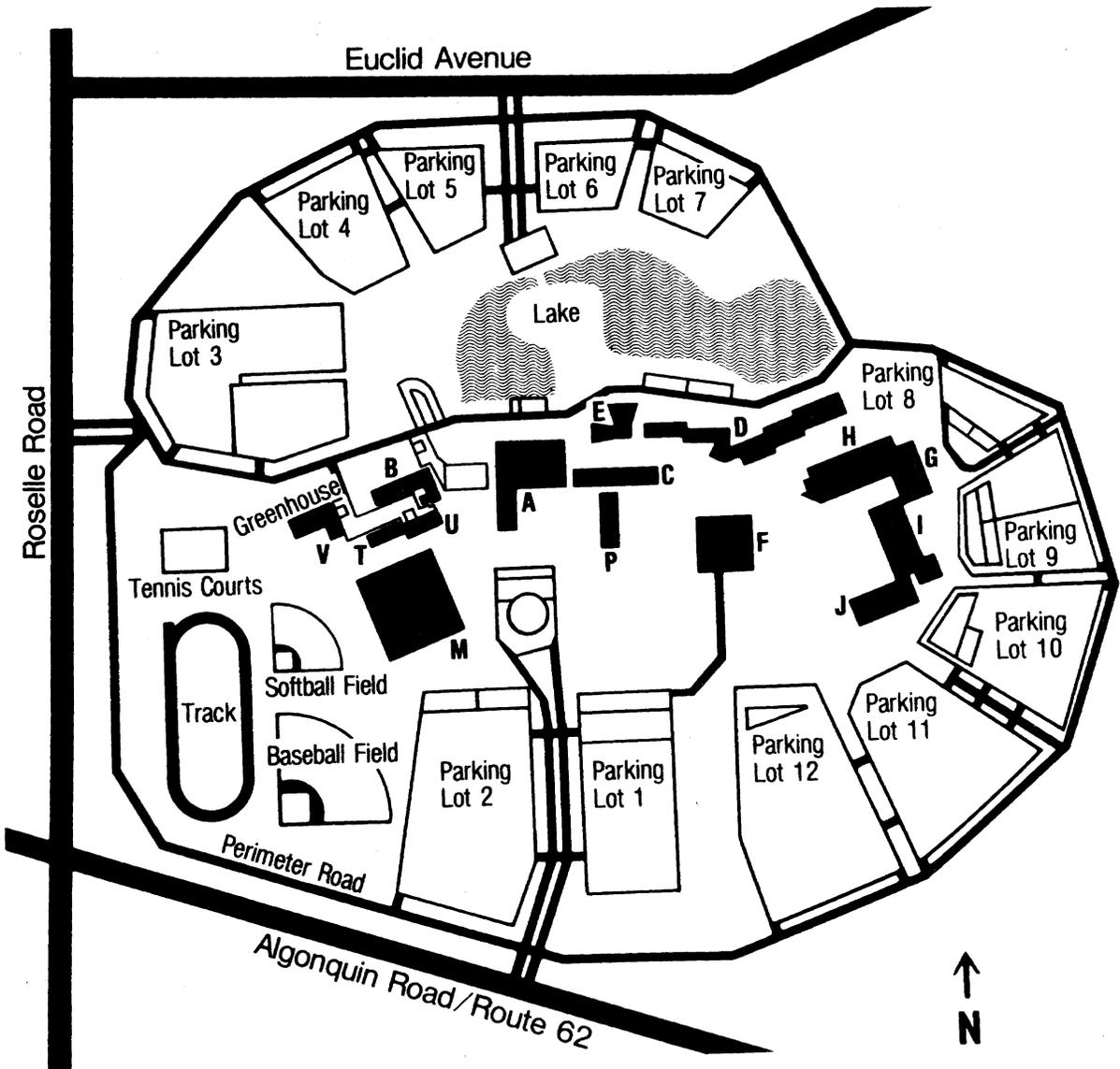
Capital funds for the College buildings were provided through a combination of General Assembly appropriations and local construction bond issues approved by the district voters in April of 1966. By 1969, 45 percent of the construction master plan was completed. Harper College opened its doors to 5,400 students at the Palatine campus in the fall of that year.

Subsequent buildings were constructed as state appropriations were made available. The physical education center (Building M) was funded through local bond issues approved in a 1975 referendum.

<u>Buildings</u>	<u>Acceptance Dates</u>	<u>Values*</u>	<u>Gross Square Feet</u>
A	1969	\$ 9,900,000	132,260
B	1969	1,500,000	13,700
(B Addition accepted 1984)		356,000	9,200
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
V (Includes two Greenhouses)	1975	<u>375,000</u>	<u>12,000</u>
Total: 15 buildings		\$56,102,000	731,960

*Replacement cost estimate

William Rainey Harper College



Campus Directory

- Building A, College Center**
Registrar
Business Office
Health Services
Bookstore
Board Room
 - Building B, Public Safety, Power Plant**
 - Building C**
Continuing Education
Office
Admissions
Art
 - Building D**
Life Science and Human Services Division
Office
Dental Hygiene Clinic
 - Building E, Lecture-Demonstration Center**
 - Building F, Learning Resources Center**
Special Services Division
Liberal Arts Division
Office
Library
 - Building G, Vocational Technology Shops and Laboratories**
 - Building H, Vocational Technology Shops and Laboratories**
Technology, Mathematics and Physical Sciences
Division Office
 - Building I, Business, Social Science, and Vocational Education**
 - 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
Women's Center
 - Building T, Grounds Maintenance Shop**
 - Building U**
Art Studio
Maintenance Storage
 - Building V**
Roads and Grounds
Park Management
Greenhouse
- Student Parking Lots 1-7, 9-12

AUXILIARY ORGANIZATIONS

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 Educational Foundation Board of Directors

Officers:

Norval B. Stephens, Jr., President
Executive Vice President
Needham Harper Worldwide, Inc.

James R. Lancaster, Vice President
President, Bank of Elk Grove

James J. McGrath, Secretary
President, Harper College

Herbert H. Muehl, Sr., Treasurer
Manager, Prudential Insurance Company

Donald D. Torisky, Trustee Liaison
President and CEO, Borg-Warner Financial Services

HARPER COLLEGE EDUCATIONAL FOUNDATION (continued)

Members:

Orwin L. Carter, Ph. D.
President
Amersham Corporation

Robert N. Creek
Vice President-Administration
Union Oil Company of
California

Thomas J. Godfrey
Attorney
Nisen, Elliot, and Meier

Richard Goode
Vice President-Industrial
Relations
Northrop Corp. Defense Systems
Division

Clarine C. Hall
Executive Director
Illinois Prairie Girl Scout
Council

Virginia M. Hayter
Mayor, Village of Hoffman Estates

Robert L. Hanson
Vice President
Acco International, Inc.

R. James Haring
Corporate Vice President and
Director of Planning
Motorola, Inc.

Robin M. Hoffer, D.D.S.
Dentist

John Hug
Partner-in-Charge
Peat, Marwick, Mitchell & Co.

Monte Lazarus
Senior Vice President-External
Affairs
United Airlines

Ralph T. Lidge, M.D.
Orthopedic Surgeon

Eugene J. Marzelli, Jr.
President
First Continental Travel

William E. Simpson
Secretary-Treasurer
645 Electronics Distributors
Corporation

John R. Sternberg
Pastor
St. Peter Lutheran Church

Dan Thomson
President
McGraw-Edison Company
Halo Lighting Division

Donald E. Wilson
Vice President of Finance
Square D Company

Margaret M. Yeats
Owner/Manager
Century 21 Village Square Realtors

Executive Director: G. Daniel Blagg

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

Larry Moats, President
Sarah Born, Vice President
Amy Fremgen, Secretary
Ethel Kolerus, Treasurer

Judith Kating	Elaine Stoermer
Joan Klusmann	Jan Tucker
James McGrath	Nanci Vanderweel
Herbert H. Muehl, Sr.	Cheryl Winstead
Molly Norwood	James Wittman