

*M. L. Lewis*

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# HARPER COLLEGE 1991



Profile

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**William Rainey Harper College**

1200 West Algonquin Road  
Palatine, Illinois 60067-7398  
708/397-3000

BT 13:10

William Rainey Harper College



William Rainey Harper College  
1200 West Algonquin Road  
Palatine, IL 60067  
(708) 397-3000

Dear Members of the Harper Community:

As a member of the Harper district, you may wish to learn more about the College and the Illinois community college system. The *Profile* is designed to acquaint you with Harper College, legally known as District 512. Harper is a major educational, cultural and social resource in the northwest area.

The student population is served by 200 faculty, 88 professional/technical, 244 classified, 41 supervisory/confidential staff, 81 custodial and maintenance, and 33 administrative staff. A part-time faculty of 850 supplements our teaching staff. The College is governed by a Board of Trustees composed of seven members elected by the community and a student trustee elected by the students. Everyone at Harper is committed to providing quality instruction and services that respond to the needs of the residents of the district.

We hope that this booklet will give you a good overview and that you will take advantage of the resources that Harper College provides.

Sincerely,

Paul N. Thompson  
President

# **Profile of Harper College 1991**

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# 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 495,000.
- The campus in Palatine has 15 buildings on a total area of 200 acres.
- The operating tax rate is 30 cents per \$100 of assessed valuation.
- The tuition rate is \$30.00 per credit hour.
- Fall enrollment is approximately 24,500 students.
- Approximately 28 percent of the annual high school graduates in the district attend Harper.
- More than 325,000 different students have attended Harper since it was founded.
- Approximately 93 percent of the College faculty hold postgraduate degrees.
- The Harper College Learning Resources Center has 155,000 volumes including microforms and reprints, and about 800 periodical titles. The media collection of 115,000 items consists of videotapes, films, audio-tapes, slides, filmstrips and other formats. Through on-line searching of a national data base, the LRC has access to academic institutions nationwide, as well as to those in Illinois.
- The College operates four extension centers in Barrington, Prospect Heights, Elk Grove Village and Hoffman Estates.
- The College offers over 50 academic scholarships each year covering tuition and fees, each valued at \$850 per year, as well as various financial grants sponsored by individuals, organizations and companies in the area which range from \$100 to \$8,000, with the majority averaging \$500.

# **Introduction**

William Rainey Harper College is a two-year public community college founded in 1965. The College offers both the associate in arts and associate in science degrees as well as an associate in applied science degree 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 24,500 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 more than 325,000 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 (1990-91)**

Barbara Barton, Chairman  
Peter R. Bakas, Vice Chairman  
John E. Coste, Secretary  
Kris Howard  
Stephen McCulley  
Lawrence Moats  
Molly Norwood  
Michael Trippiedi

Palatine  
Arlington Heights  
Schaumburg  
Inverness  
Roselle  
Inverness  
Rolling Meadows  
Rolling Meadows

**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 50 colleges and five branches. 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-six of the districts have a single college. Three districts are multi-college, with Chicago having nine colleges, Illinois Eastern having four colleges, and Black Hawk having two colleges. 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 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.
- **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 Educational 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.

\*Reprinted from general information published by the Illinois Community College Board.

## 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.

### Illinois Public Community Colleges

College	District	Address	Telephone
Belleville Area College Joseph Cipfl, President	522	2500 Carlyle Road Belleville, IL 62221-5899	618/235-2700
Black Hawk College Herbert Lyon, Chancellor	503	6600 34th Avenue Moline, IL 61265-5899	309/796-1311
Black Hawk College-Quad Cities Charles Laws, President		6600 34th Avenue Moline, IL 61265-5899	309/796-1311
Black Hawk College-East Charles Warthen, President		Routes 34 and 78, P.O. Box 489 Kewanee, IL 61443-0489	309/852-5671
City Colleges of Chicago Nelvia Brady, Chancellor	508	226 West Jackson Blvd. Chicago, IL 60606-6998	312/855-3023
Chicago City-Wide College Martha S. Bazik, Acting President		226 West Jackson Blvd. Chicago, IL 60606-6998	312/641-2595
Daley College William Conway, President		7500 South Pulaski Road Chicago, IL 60652-1299	312/735-3000
Kennedy-King College Harold Pates, President		6800 South Wentworth Avenue Chicago, IL 60621-3799	312/962-3200
Malcolm X College Della Burt, Acting President		1900 West Van Buren Street Chicago, IL 60621-3197	312/942-3000
Olive-Harvey College Homer Franklin, President		10001 South Woodlawn Avenue Chicago, IL 60628-1696	312/568-3700
Truman College Wallace Appelson, President		1145 West Wilson Avenue Chicago, IL 60640-5691	312/878-1700
Washington College Bernice Miller, President		30 East Lake Street Chicago, IL 60601-2495	312/781-9430
Wright College Raymond LeFevour, President		3400 North Austin Avenue Chicago, IL 60634-4276	312/777-7900
Danville Area Community College Harry Braun, President	507	2000 East Main Street Danville, IL 61832-5199	217/443-1811
College of DuPage Harold McAninch, President	502	22nd & Lambert Glen Ellyn, IL 60137-6599	708/858-2800
Elgin Community College Paul Heath, President	509	1700 Spartan Drive Elgin, IL 60120-7193	708/697-1000

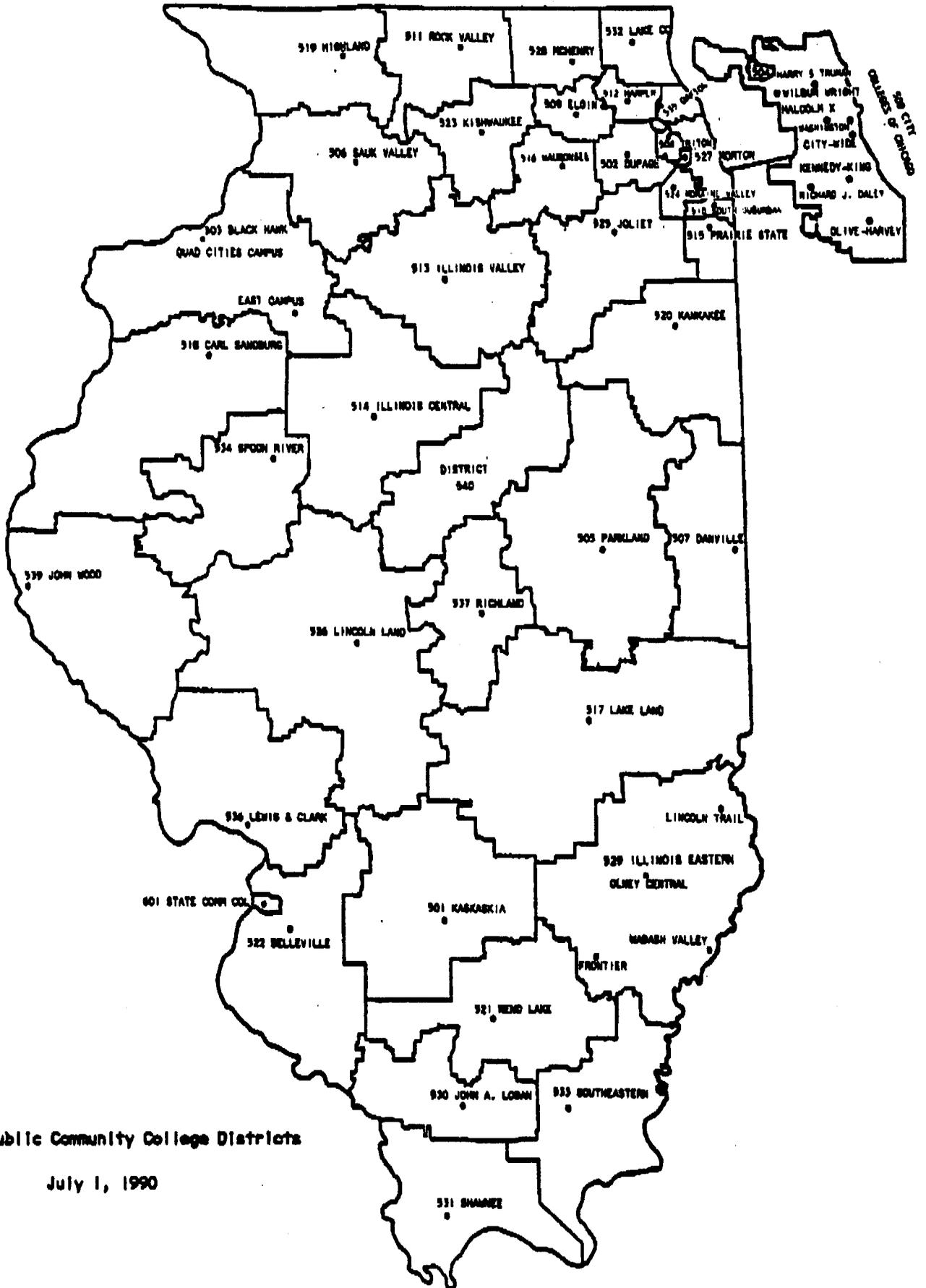
## Illinois Public Community Colleges (continued)

College	District	Address	Telephone
William Rainey Harper College Paul Thompson, President	512	1200 West Algonquin Road Palatine, IL 60067-7398	708/397-3000
Highland Community College Joseph Piland, President	519	Pearl City Road Freeport, IL 61032-9341	815/235-6121
Illinois Central College Thomas Thomas, President	514	Route 24 East Peoria, IL 61635-0001	309/694-5011
Illinois Eastern Community Colleges Harry Smith, Chancellor	529	233 East Chestnut Street Olney, IL 62450-2298	618/393-2982
Frontier Community College Richard Mason, President		R.R. 1 Fairfield, IL 62837-9701	618/842-3711
Lincoln Trail College Donald Donney, President		R.R. 3 Robinson, IL 62454-9524	618/544-8657
Olney Central College Stephen Kridelbaugh, President		305 North West Street Olney, IL 62450-1099	618/395-4351
Wabash Valley College Harry Benson, President		2200 College Drive Mt. Carmel, IL 62863-2699	618/262-8641
Illinois Valley Community College Alfred Wisgoski, President	513	2578 East 350th Road Oglesby, IL 61348-1099	815/224-2720
Joliet Junior College Raymond Pietak, President	525	1216 Houbolt Avenue Joliet, IL 60436-9352	815/729-9020
Kankakee Community College Larry Huffman, President	520	P.O. Box 888, River Road Kankakee, IL 60901-0888	815/933-0211
Kaskaskia College Raymond Woods, President	501	Rural Route 4, Shattuc Road Centralia, IL 62801-9285	618/532-1981
Kishwaukee College Norman Jenkins, President	523	Hwy 38 and Malta Road Malta, IL 60150-9506	815/825-2086
College of Lake County Daniel LaVista, President	532	19351 West Washington Street Grayslake, IL 60030-9908	708/223-6601
Lake Land College Robert Luther, President	517	South Route 45 Mattoon, IL 61938-9366	217/235-3131
Lewis & Clark Community College J. Neil Admire, President	536	5800 Godfrey Road Godfrey, IL 62035-2466	618/466-3411
Lincoln Land Community College William Law, Jr., President	526	Shepherd Road Springfield, IL 62708	217/786-2200
John A. Logan College Ray Hancock, President	530	Route 4 Carterville, IL 62918-9599	618/985-3741
McHenry County College Robert Bartlett, President	528	Route 14 & Lucas Road Crystal Lake, IL 60012-2796	815/455-3700

**Illinois Public Community Colleges (continued)**

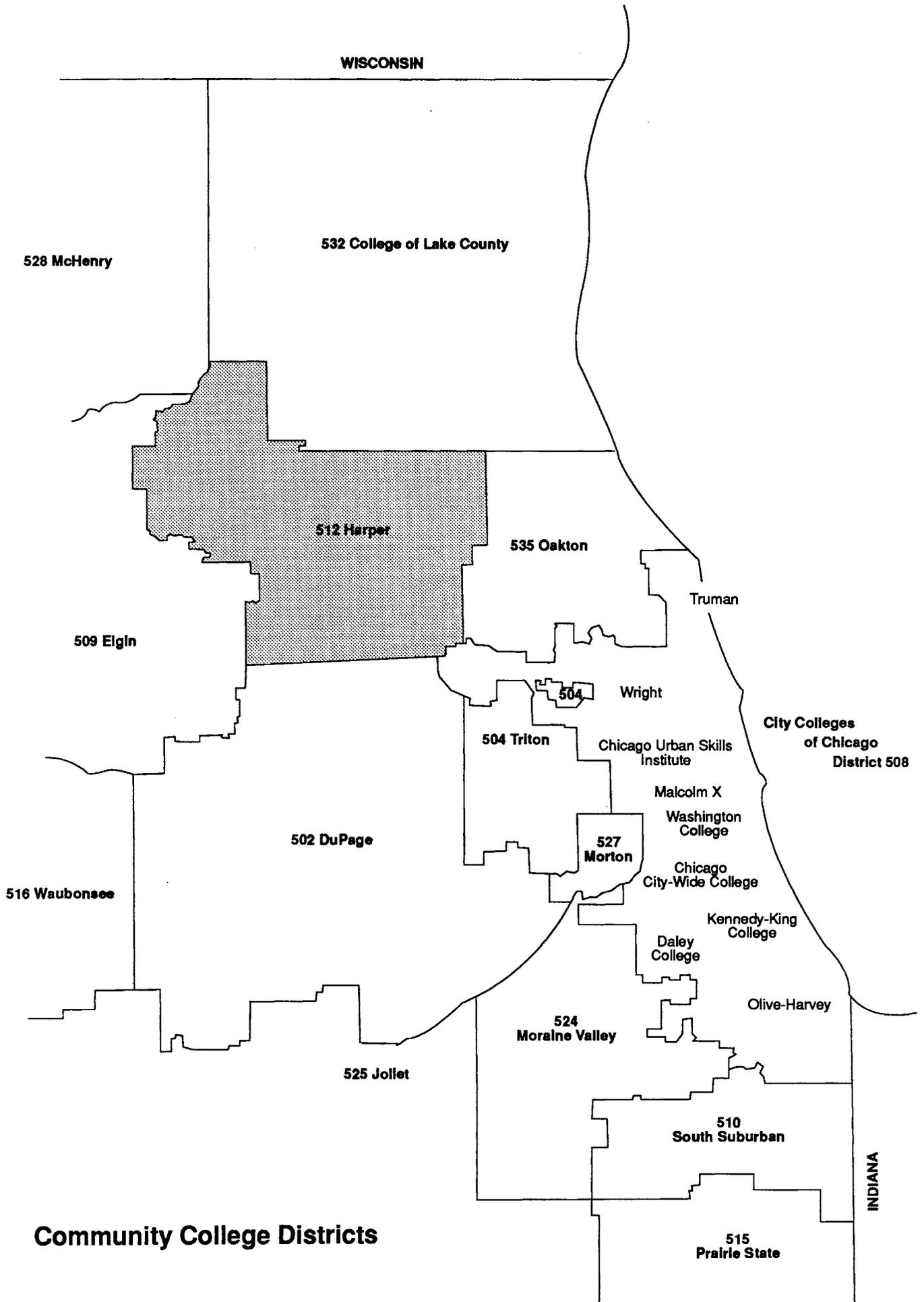
<b>College</b>	<b>District</b>	<b>Address</b>	<b>Telephone</b>
Moraine Valley Community College Richard Radke, Acting President	524	10900 South 88th Avenue Palos Hills, IL 60465-0937	708/974-4300
Morton College Charles Ferro, President	527	3801 South Central Avenue Cicero, IL 60650-4398	708/656-8000
Oakton Community College Thomas TenHoeve, Jr., President	535	1600 East Golf Road Des Plaines, IL 60016-1258	708/635-1600
Parkland College Zelema Harris, President	505	2400 West Bradley Avenue Champaign, IL 61821-1899	217/351-2200
Prairie State College W. Harold Garner, President	515	202 South Halsted Street Chicago Heights, IL 60411-1275	708/756-3110
Rend Lake College Jonathan M. Astroth, President	521	Route 1 Ina, IL 62846-9740	618/437-5321
Richland Community College Charles R. Novak, President	537	2425 Federal Drive Decatur, IL 62526-2188	217/875-7200
Rock Valley College Karl Jacobs, President	511	3301 North Mulford Road Rockford, IL 61111-5699	815/654-4250
Carl Sandburg College Jack Fuller, President	518	2232 South Lake Storey Road Galesburg, IL 61401-9576	309/344-2518
Sauk Valley College Richard Behrendt, President	506	Rural Route 5 Dixon, IL 61021-9110	815/288-5511
Shawnee College Alan Schaffer, President	531	Shawnee College Road Ullin, IL 62992-9725	618/634-2242
South Suburban College Richard Fonte, President	510	15800 South State Street South Holland, IL 60473-1262	708/596-2000
Southeastern Illinois College Harry Abell, President	533	Rural Route 4, Box 510 Harrisburg, IL 62946-9477	618/252-6376
Spoon River College Felix Haynes, President	534	Rural Route 1 Canton, IL 61520-9801	309/647-4645
State Community College Terry Lewis, President	601	601 James R. Thompson Blvd. East St. Louis, IL 62201-1101	618/274-6666
Triton College Michael Bakalis, President	504	2000 Fifth Avenue River Grove, IL 60171-1995	708/456-0300
Waubonsee Community College John Swalec, President	516	Illinois Route 47 at Harter Road Sugar Grove, IL 60554-9799	708/466-4811
John Wood Community College Robert Keys, President	539	150 South 48th Street Quincy, IL 63201-9147	217/224-6500

# Maps



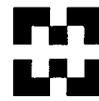
**Illinois Public Community College Districts**

July 1, 1990



**Community College Districts**

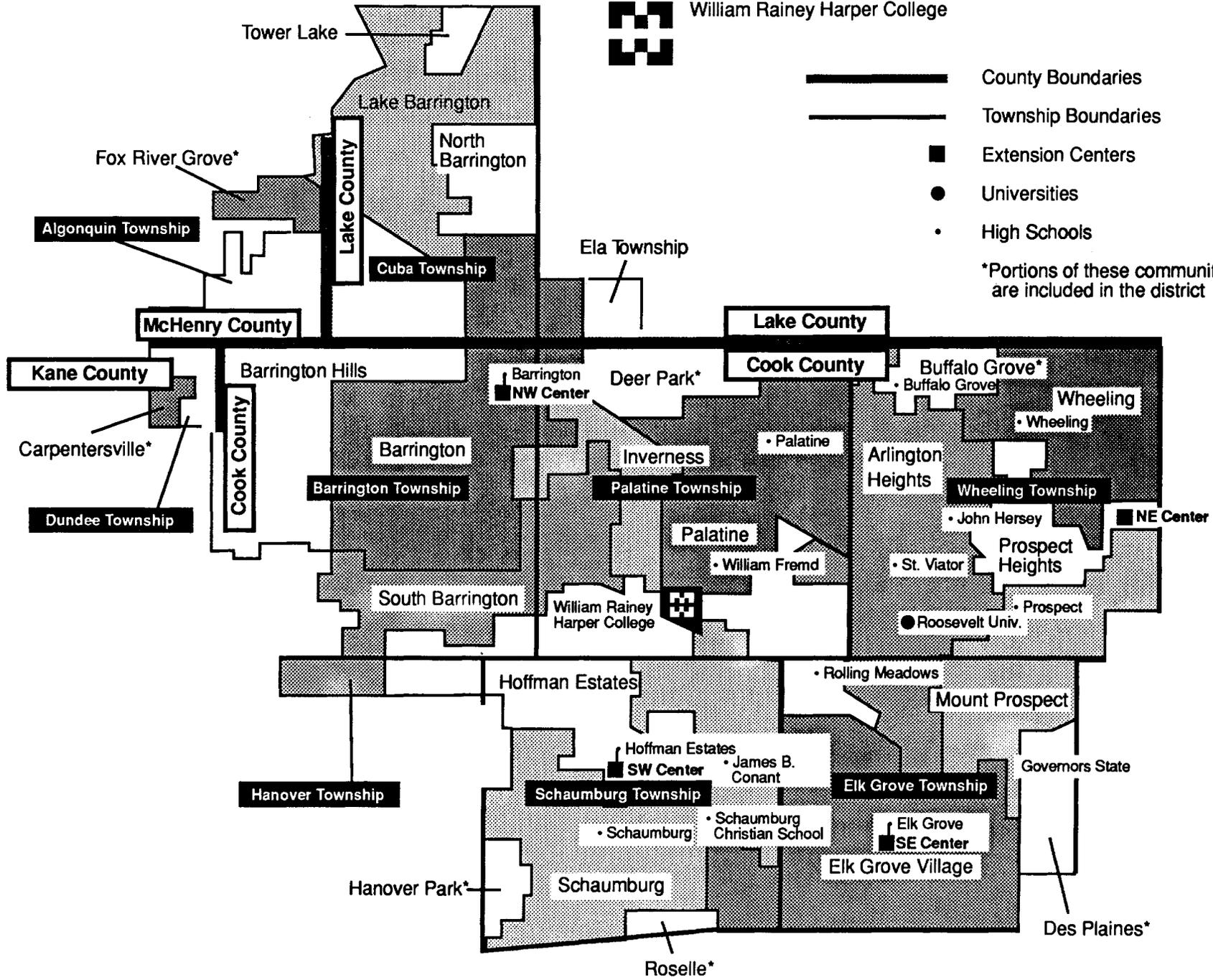
# Community College District 512



William Rainey Harper College

-  County Boundaries
-  Township Boundaries
-  Extension Centers
-  Universities
-  High Schools

\*Portions of these communities are included in the district



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: **495,000**

# **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	Health Education
Biological Sciences	Liberal Arts
Business Administration	Music
Communications	Physical Education
Computer Science	Recreation
Education	Science and Mathematics
Engineering	Social Science
Foreign Languages	

## 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	CNC Technician <sup>1</sup>
Accounting Clerk <sup>1</sup>	Commercial Credit Management <sup>2</sup>
Accounting - Payroll <sup>1</sup>	Communication Arts and Sciences*
Administrative Assistant <sup>1</sup>	Criminal Justice
Agricultural Business Service and Supply*	Culinary Arts <sup>1</sup>
Agricultural Business Technology*	Data Processing - Computer Operator <sup>1,3</sup>
Alternate Living Resident Supervisor <sup>1</sup>	Data Processing - Microcomputers in Business <sup>1,3</sup>
Architectural Technology	Data Processing Technology <sup>3</sup>
Auto Body Repair and Painting*	Dental Assisting*
Automation Skills <sup>1</sup>	Dental Hygiene <sup>2</sup>
Automotive Service Excellence*	Dental Laboratory Technology*
Automotive Technology*	Diesel Technology*
Aviation Maintenance Technology*	Dietetic Technician <sup>2</sup>
Banking and Savings Association Management <sup>2</sup>	Digital Electronics and Microprocessor Technology
Banking, Finance and Credit <sup>1</sup>	Electronics Servicing*
Basic Addiction Counseling*	Electronics Technology
Biomedical Electronics Technology*	Executive Secretarial Development
Bread and Pastry Arts <sup>1</sup>	Facilities Operation and Engineering*
Building Codes and Enforcement <sup>1</sup>	Fashion Design
Building Construction Technology*	Fashion Merchandising <sup>2</sup>
Construction Layout	Financial Management <sup>2</sup>
Construction Management	Fire Science Technology
Business Information Management	Food Manufacturing Technology*
CAD Technician <sup>1</sup>	Food Service Management
CAM*	Foster Care*
Cardiac Exercise Technology <sup>2</sup>	General Office Assistant <sup>1</sup>
Certified Professional Secretary <sup>1</sup>	Gerontology*
Chemical Technology*	Graphic Arts*
Bio-Tech Option	Graphic Design*
Chem-Tech Option	Habilitation Aide <sup>1</sup>
Child and Youth Advocacy*	Heating Service <sup>1</sup>
Child Development	Horticulture
Civil Technology*	Hotel/Motel Management*
Materials Testing and Inspections	Human Services*
Project Inspector	

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

<sup>1</sup>Certificate program only

<sup>2</sup>Associate degree program only

<sup>3</sup>Data Processing will change to Computer Information Systems starting fall, 1991.

## Career Programs (continued)

Industrial and Retail Security<sup>1</sup>  
Industrial Sales Management and Development<sup>1</sup>  
Industrial Supervision Technology\*  
Industrial Work Measurement\*  
Interior Design<sup>2</sup>  
International Marketing  
Interpretation Transliteration<sup>1</sup>  
Investment Economics and Analysis\*  
Journalism<sup>2</sup>  
Laser Electro-Optic\*  
Legal Secretary  
Legal Technology  
Library Science\*  
Library Technical Assistant\*  
Library Technology\*  
Machine Apprenticeship\*  
Machine Repair Specialist\*  
Machine Technology Apprenticeship\*  
Machine Tool, Career Advanced Program\*  
Machine Tool Operation\*  
Machine Tool Technology\*  
Machinist<sup>1</sup>  
Magnetic Resonance Imaging\*  
Maintenance Machinist<sup>1</sup>  
Marketing/Management  
Material Management  
Mechanical Drafting<sup>1</sup>  
Mechanical Engineering Technology:  
    Automated Manufacturing Option<sup>2</sup>  
    Mechanical Engineering Option<sup>2</sup>  
Mechanical Maintenance/Repair\*  
Media\*  
Medical/Dental Secretary  
Medical Laboratory Technology\*<sup>2</sup>  
Medical Office Assistant  
Medical Record Technology\*

Medical Transcriptionist<sup>1</sup>  
Mental Health Generalist\*  
Microcomputers in Business<sup>2</sup>  
Moldmaker\*  
Nuclear Medicine\*  
Nursing  
Operating Room Technician<sup>1</sup>  
Ophthalmic Technician\*  
Park and Grounds Operation Management  
Personal Banking  
Pharmacy Technician<sup>1</sup>  
Photo Offset\*  
Photography\*  
Physical Therapy Assistant\*  
Plastics\*  
Plastics Processing and Fabricating\*  
Plastics Technology\*  
Production Engineering Technician<sup>1</sup>  
Production Welding<sup>1</sup>  
Productions Management Technology\*  
Radiography\*<sup>2</sup>  
Radiologic Technology\*  
Real Estate  
Refrigeration and Air Conditioning Service  
Refrigeration Service<sup>1</sup>  
Residential Comfort Systems<sup>1</sup>  
Respiratory Care\*  
Respiratory Therapy Technician\*  
Retail Merchandising<sup>1</sup>  
Secretarial  
Small Business Specialist\*  
Substance Abuse\*  
Supermarket Management\*  
Supervisory and Administrative Management  
Technical Communications\*  
Tool and Moldmaker\*  
Transportation and Traffic Management\*  
Travel and Transportation\*  
Water/Wastewater\*<sup>1</sup>  
Welding\*  
Word Processing Operator<sup>1</sup>

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

<sup>1</sup>Certificate program only

<sup>2</sup>Associate 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. Programs are aimed at meeting the educational, cultural 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.

# Continuing Education

## **I Continuing Education and Program Services Division**

### **Business and Professional Department**

Adjunct Faculty Development  
Computer Applications for Business  
Computer Training  
Desktop Publishing  
Management Development  
Office Personnel  
Paralegal/Legal Updates  
Professional Sales Training  
Small Business Development  
Test Reviews

### **Personal and Cultural Enrichment Department**

Career Enrichment  
Consumerism  
Cultural Awareness  
Health and Safety  
Home and Family  
International  
Learning Skills  
Leisure  
Life Enrichment  
Personal Business and Finance

### **Vocational and Technical Skills Department**

Alcohol Awareness  
Auto Body  
Cargo Transportation  
Certified Financial Planning  
Construction  
Cosmetology  
Data Entry  
Food Service and Hospitality  
Office Skills  
Teller Training  
Travel and Tourism  
Waterworks

## **II Physical Education, Athletics and Recreation Division**

### **Physical Education Department**

Aerobics  
Dance  
Diet & Exercise  
Physical Fitness  
Sports  
Swimming

### **Human Performance Department**

Physical Fitness and Cardiovascular Risk Assessment  
Physical Conditioning  
Cardiac Rehabilitation  
Diabetic Exercise  
Weight Management

## **III Academic Enrichment and Language Studies Division**

### **Women's Program Department**

Toward Self-Fulfillment  
Understanding Ourselves and Others  
Family Living  
Expanding Horizons Workshops  
Project Turning Point  
Family Crisis  
Women's History Week

## **IV Technology, Math and Physical Sciences Division**

### **CAD-CAM Center Department**

Three Dimensional CAD  
Two Dimensional CAD  
Computer Integrated Manufacturing

## **V Life Science and Human Services Division**

### **Life Science and Human Services Department**

Senior Citizens  
Nursing  
Allied Health  
Horticulture

# Disciplines and Programs by Division

## **Academic Enrichment and Language Studies**

Adult Educational Development  
English as a Second Language  
Interpretation/Transliteration  
Linguistics  
Sign Language  
Women's Program

Learning Assistance Center  
    Communications Skills  
    English (Developmental)  
    Learning Skills (Practical Psychology)  
    Reading

## **Business and Social Science**

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

## **Continuing Education and Program Services**

Center for Office and Administrative Services  
Center for Real Estate Education  
Center for Small Business Education  
Community Development Education Center  
Community Program  
Extension Program  
Institute for Management Development  
Material and Business Management Center  
Northwest Cardiac Rehabilitation Center  
Northwest Training Center for Vocational,  
    Technical and Professional Skills

## **Liberal Arts**

Art  
English  
Fashion Design  
Fine Arts  
French  
German  
Humanities

Interior Design  
Literature  
Music  
Philosophy  
Spanish  
Speech

## **Life Science and Human Services**

Biology  
Child Development  
Criminal Justice  
Dental Hygiene  
Dietetic Technician  
Habilitation Aide  
Human Services  
Nursing  
Operating Room Technician  
Park and Grounds  
    Management/Horticulture  
Pharmacy Technician  
Continuing Education Programs  
    Allied Health  
    Horticulture  
    Nursing  
    Senior Citizens

## **Physical Education, Athletics and Recreation**

Cardiac Exercise Technology  
Health Education  
Physical Education  
Recreation  
Continuing Education Classes

## **Technology, Mathematics and Physical Science**

Architectural Technology  
Astronomy  
Automation Skills  
Building Codes and Enforcement  
CAD/CAM Center  
Chemistry  
Digital Electronics and Microprocessor Technology  
Electronics Technology  
Engineering  
Fire Science Technology  
Geology  
Mathematics and Computer Science  
Mechanical Engineering Technology  
Numerical Control  
Physical Science  
Physics  
Refrigeration and Air Conditioning

## **Student Development**

Humanistic Psychology  
Career Development  
Center for Students with Disabilities

# **Students**

# Facts about Harper Students

Did you know that . . .

- The average age of Harper students is 32?
- Sixty-three percent of the students are women?
- Sixty-four percent of degree credit Harper students work full time while attending Harper, many of them in semi-professional or technical positions?
- Twelve percent of Harper's degree credit students have a bachelor's degree or higher; in continuing education, 49 percent have already achieved a bachelor's degree or higher?
- Schaumburg Township and Barrington High School District show the highest percentage of population enrolled in degree credit programs at Harper?
- Sixty-three percent of Harper's career students become employed full time upon leaving Harper?
- Eventually 78 percent of Harper's baccalaureate oriented alumni will transfer to another college and 59 percent will achieve a bachelor's degree?
- About three out of every eight full-time students will complete an associate degree at Harper?
- The average income of degree credit students who are independent is about \$26,300, the average income of parents of dependent students is \$54,800, and the average income of continuing education students is \$45,100?
- Sixty-four percent of the jobs career alumni hold are closely related to their major field at Harper?
- Sixty-four percent of Harper career alumni are working within the district, and only 3½ percent are working close to the Chicago Loop?
- More than two-thirds of Harper's degree credit students are part-time students?
- About 46 percent of career graduates are regularly supervising other employees six years after leaving Harper?
- More than half of the students are persuaded to attend Harper by three principal factors? These are recommendations of friends and relatives; ability to enroll in a specific course or program desired; and Harper's convenience.
- Alumni who transfer to another college rate 11 aspects of Harper better than the college they are now attending, and only six areas of their new college better than Harper?

## Harper Student Profile

	1986	1987	1988	1989	1990
<b>Percent Distribution by Program</b>					
Baccalaureate	34.8	36.9	38.3	38.8	36.9
Occupational/Vocational	27.4	25.1	24.1	22.4	20.7
General Studies	7.8	6.6	6.1	4.9	5.9
AED and ESL	9.4	10.1	10.2	12.0	10.9
Credit Free	20.6	21.3	21.3	21.9	25.6
<b>Percent Distribution by Sex</b>					
Male	38.3	36.9	37.2	38.4	37.4
Female	61.7	63.1	62.8	61.6	62.6
<b>Percent Distribution by Classload</b>					
Full-time	17.9	18.5	19.2	19.7	17.9
Part-time	82.1	81.5	80.8	80.3	82.1
<b>Percent Distribution by Age</b>					
19 and below	17.6	18.7	19.3	19.5	17.8
20-21	9.5	9.6	10.0	10.0	10.0
22-25	14.4	15.5	14.2	13.2	12.8
26-35	26.2	26.3	26.2	25.8	25.6
36-45	17.0	16.0	14.9	15.9	16.6
46-55	8.7	7.6	7.3	8.3	9.4
Over 55	6.6	6.3	8.1	7.3	7.8

\*Includes all credit and non-credit students

## Harper Degree Credit Profile

	1986	1987	1988	1989
<b>Percent with Bachelor's Degree or Higher Prior to Enrolling at Harper</b>	11.8	10.9	11.0	11.6
<b>Percent Employed Full Time</b>	65.7	62.6	68.2	63.5
<b>Percent Employed as Manager, Executive, or Professional</b>	12.6	11.8	12.1	13.3

# Enrollment

## Comparison of 1988, 1989 and 1990 Fall Enrollments by Division

Division or Organizational Unit	Full-Time Equivalent (FTE) <sup>1</sup>		
	1988	1989	1990
Academic Enrichment and Language Studies (includes Women's Program)	941.3	1037.8	975.5
Business and Social Science	2682.6	2721.2	2640.7
Technology, Math and Physical Science	1447.7	1466.0	1417.5
Liberal Arts	1716.4	1808.7	1809.7
Life Science and Human Services	795.1	874.5	912.9
Physical Education, Athletics and Recreation	301.6	308.2	339.7
Student Development	53.0	53.0	60.8
Continuing Education, High School Cooperatives, University Extension	<u>496.1</u>	<u>445.9</u>	<u>459.2</u>
Totals	8433.8	8715.3	8616.0

## Student-Faculty Ratio

Fall Credit FTE Students		FTE Faculty	Ratio
1986	7235	352.0	20.6
1987	7522	443.3	16.9
1988	7833	495.1	15.8
1989	8091	363.0	22.3
1990	7911	366.7	21.6

## Transfer and Career Program Enrollment by Divisions

	Transfer (FTE)			Career (FTE)		
	Fall 1988	Fall 1989	Fall 1990	Fall 1988	Fall 1989	Fall 1990
Academic Enrichment and Language Studies	137.4	113.0	101.0	85.4	90.2	85.3
Business and Social Science	1841.2	1891.2	1996.5	841.4	824.5	640.6
Technology, Math and Physical Science	997.6	1026.8	1026.2	256.4	258.8	226.0
Liberal Arts	1584.7	1652.2	1657.2	131.7	142.2	133.2
Life Science and Human Services	372.6	400.9	412.5	383.2	401.7	408.8
Physical Education, Athletics and Recreation	119.9	131.8	136.1	11.9	10.8	8.4
Continuing Education	0	0	0	42.0	29.0	27.9
Student Development	53.0	53.0	60.9	0	0	0

<sup>1</sup>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  
BACCHUS Club  
Biological Society  
Brothers and Sisters in Christ  
Cheerleaders  
Circle K International  
College Bowl  
College Republicans  
Collegiate Illinois Association of the Deaf (CIAD)  
Data Processing Club  
Ecological Club  
Electronics Club  
Food Service Club  
Future Secretaries Association  
Geology Club  
*Harbinger*, Student Newspaper  
Harper Theatre  
Harper's Bizarre (Fashion Design)  
International Students Club  
Literature Club  
Phi Theta Kappa (Honorary Scholastic Society)  
Physics Club  
*Point of View* literary magazine  
Political Science Club  
Pom Pon Squad  
Program Board  
Psychology Club  
Rhythm & Moves Dance Company  
Science Fiction & Fantasy Club LB #427  
Speech Team  
Spread Eagle Ski Club  
Student Ambassadors  
Student Nurses Club  
Student Senate  
Vision Club  
The Voyagers  
WHCM Radio  
Young Corporate Achievers

# **College Finances**

# Funding for Harper

Harper College operating revenue (Education and Building Funds) comes from three major sources: student tuition, local taxes and state apportionment.

## Student Tuition

The Board of Trustees annually establishes tuition for credit courses which is limited by law to one-third of the per capita cost. The current resident tuition is \$30.00 per semester hour.

Tuition and fees for courses of a non-credit nature (courses which do not lead to a state-approved degree or certificate) cover the cost of instruction. No state or local tax monies are used to support these courses.

For 1990-91, tuition revenue is expected to be \$7,949,384 which represents 20.91 percent of Harper College's operating fund income.

## Local Taxes

All real estate property tax in the State of Illinois is used as the basis by which local educational institutions, under the authority of the law, determine the amount of tax revenue that can be made available to them. The tax rate is based on a percentage of the College district's equalized assessed valuation.

For 1990-91, the anticipated revenue from local taxes is \$19,503,565 which represents 51.29 percent of Harper College's total operating fund income.

## State Apportionment

The state 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 prior two years, the unit cost (how much it cost per student two years past), 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, and the state apportionment is supposed to be the amount remaining.

The bulk of this 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.

For 1990-91, state apportionment totals \$6,983,142 which represents 18.36 percent of the College's total operating fund income.

## Others

In addition to these major sources, Harper College obtains some revenue from student fees, chargebacks, interest on investments, sales and service fees, various federal and state grants, and corporate tax.

For 1990-91, the total revenue from these sources is \$3,589,528 which represents 9.44 percent of the College's total income.

# Harper College Budget

## 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.

## Budget Philosophy

One of the cornerstones of William Rainey Harper College's philosophy is the commitment to involve faculty and students in the development and operation of the College. The sharing of authority requires a commensurate sharing of responsibility by the individuals or groups involved. The advisory role of the faculty and students is limited only by the ability of these groups to analyze problems and present recommendations to the faculty, administration, and Board of Trustees. The basis for this philosophy is the belief that the democratic process will ensure that Harper College continues to evolve as one of the outstanding community colleges in higher education.

Based upon this institutional philosophy, a budget philosophy has been developed that involves the faculty, administration, and cost center managers in the budget formulation and assigns responsibility to those who share in the authority to implement the budget. The following guidelines have been established:

1. The final authority for the adoption of the budget rests with the Board of Trustees and is based upon the recommendation of the President.
2. The President, in consultation with the three vice presidents, is responsible for balancing expenditures for programs within the framework of the budget based on overall institutional goals.
3. The Vice President of Administrative Services is responsible for the formulation, operation, and control of the adopted budget.
4. In order to obtain faculty and cost center manager involvement, the budget has been decentralized along organizational lines. A decentralized budget places responsibility at the operational level for budgetary planning. A given cost center manager is in the best position to set priorities for efficient operation based upon operating experience. As the budget formulation progresses and reductions are made collectively by all concerned in order to balance the budget, each manager becomes familiar with the operation of all cost centers that in total make up the budget. The result is a budget that faculty and cost center managers have agreed upon, can understand and therefore can support. Thus, budget formulation proceeds along organizational lines until it is legally adopted by the Board of Trustees.
5. While the business office is responsible for the overall control of the budget, individual cost centers are responsible for their estimates and subsequent expenditures. All expenditures initiated by individual cost centers must receive approval through organizational lines of authority.
6. All expenditures must conform to the policies of the Board of Trustees.

## The Budget Cycle

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

1. Preparation — A cost center function
2. Presentation — An administrative function
3. Adoption and Authorization — A Board of Trustees function
4. Administration and Implementation — A cost center and administrative function
5. Evaluation — A combined administrative and Board of Trustees function.

## Budget Funds

For the purpose of carrying out the entire educational program of the College, the Board of Trustees, in accordance with the law, has established funds for operation. A fund may be defined simply as a sum of money segregated for the purpose of carrying on specific activities or attaining certain objectives. Each fund is a completely separate entity that must maintain its own financial integrity without permanent assistance from another fund.

The two most important funds in the budget are the Educational Fund and the Operations and Maintenance Fund. These two funds represent the Operating Funds for Harper College.

### A. Educational Fund

The Educational Fund budget is the largest and most important operating budget for the College. This fund is established for the purpose of financing the cost of the academic and service programs. It finances the cost of instructional, administrative and professional salaries, supplies and equipment, library books, materials, maintenance of instructional and administrative equipment, and other costs pertaining to the educational program. This fund is currently limited to a local property tax rate of 17.5 cents per \$100 of equalized assessed valuation.

The major sources of revenue for this fund are local taxes, state apportionment and tuition and fees.

The expenditures for this fund are categorized according to the following function and object:

<b>Function</b>	<b>Object</b>
Instruction	Salaries
Academic Support	Employee Benefits
Student Services	Contractual Services
Public Service	Materials and Supplies
General Administration	Meetings Expense
Institutional Support	Fixed Charges
	Capital Outlay
	Other
	Provision for Contingency

**B. Operations and Maintenance Fund**

The Operations and Maintenance Fund budget provides for the operation and maintenance of the physical plant. This fund is established for the purpose of maintaining and improving existing buildings and grounds as well as the fixtures and equipment which are a permanent part of the buildings and grounds. This fund is currently limited to a tax rate of 7.5 cents per \$100 of equalized assessed valuation.

The sources of revenue for this fund are local taxes and state apportionment.

The expenditures for this fund are categorized according to the following function and object:

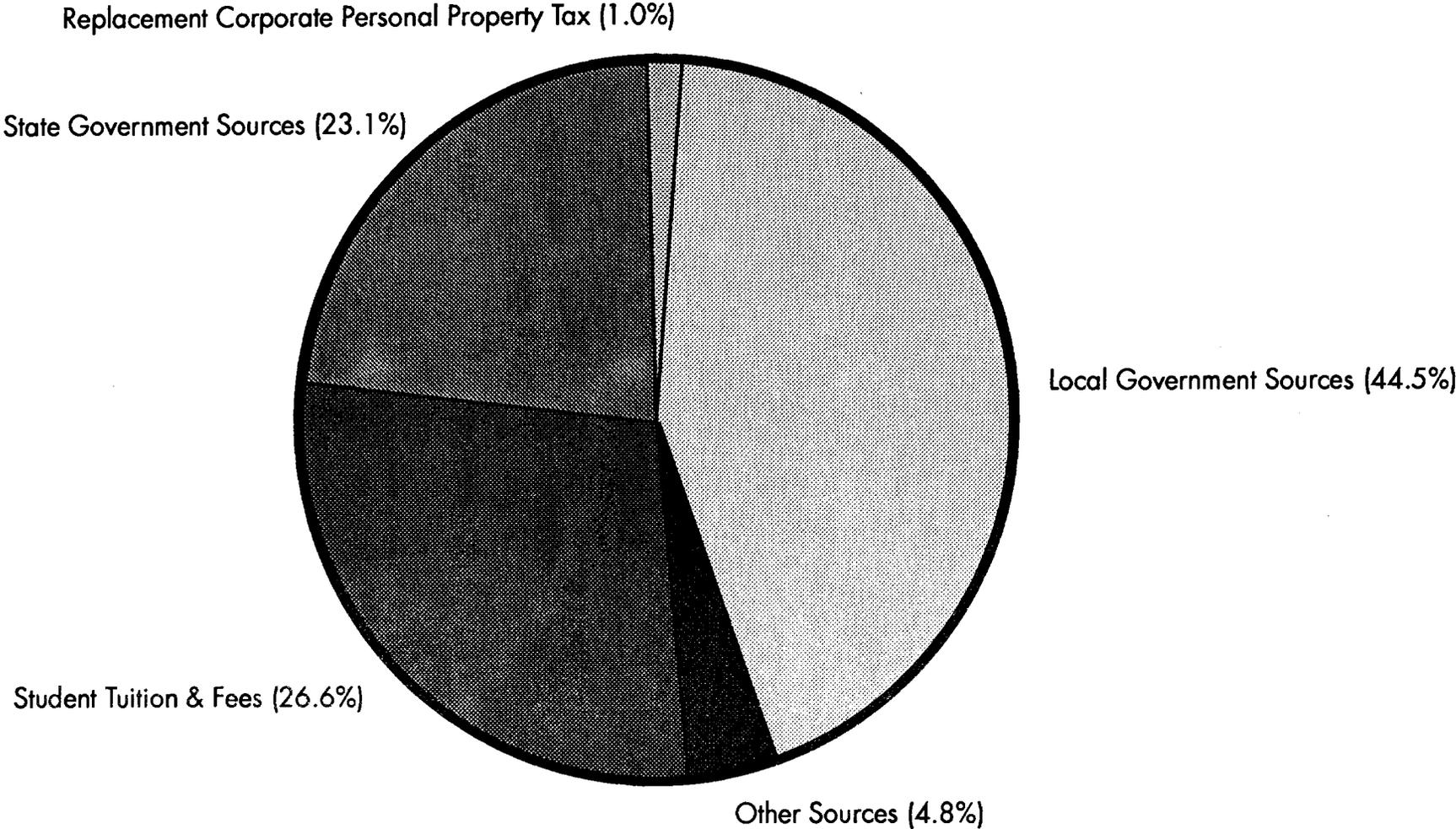
<b>Function</b>	<b>Object</b>
Maintenance	Salaries
Custodial	Employee Benefits
Roads and Grounds	Contractual Services
Public Safety	Materials and Supplies
Receiving and Transportation	Vehicle and Travel
Utility	Fixed Charges
Administration	Utilities
Institutional	Capital Outlay
	Other
	Contingency

**C. Other existing budget funds at Harper College are as follows:**

- Audit Fund
- Auxiliary Enterprises Fund
- Bond and Interest Fund
- Bond Proceeds Fund
- Liability, Protection and Settlement Fund
- Operations and Maintenance Fund (Restricted)
- Restricted Purposes Fund
- Trust and Agency Fund
- Working Cash Fund

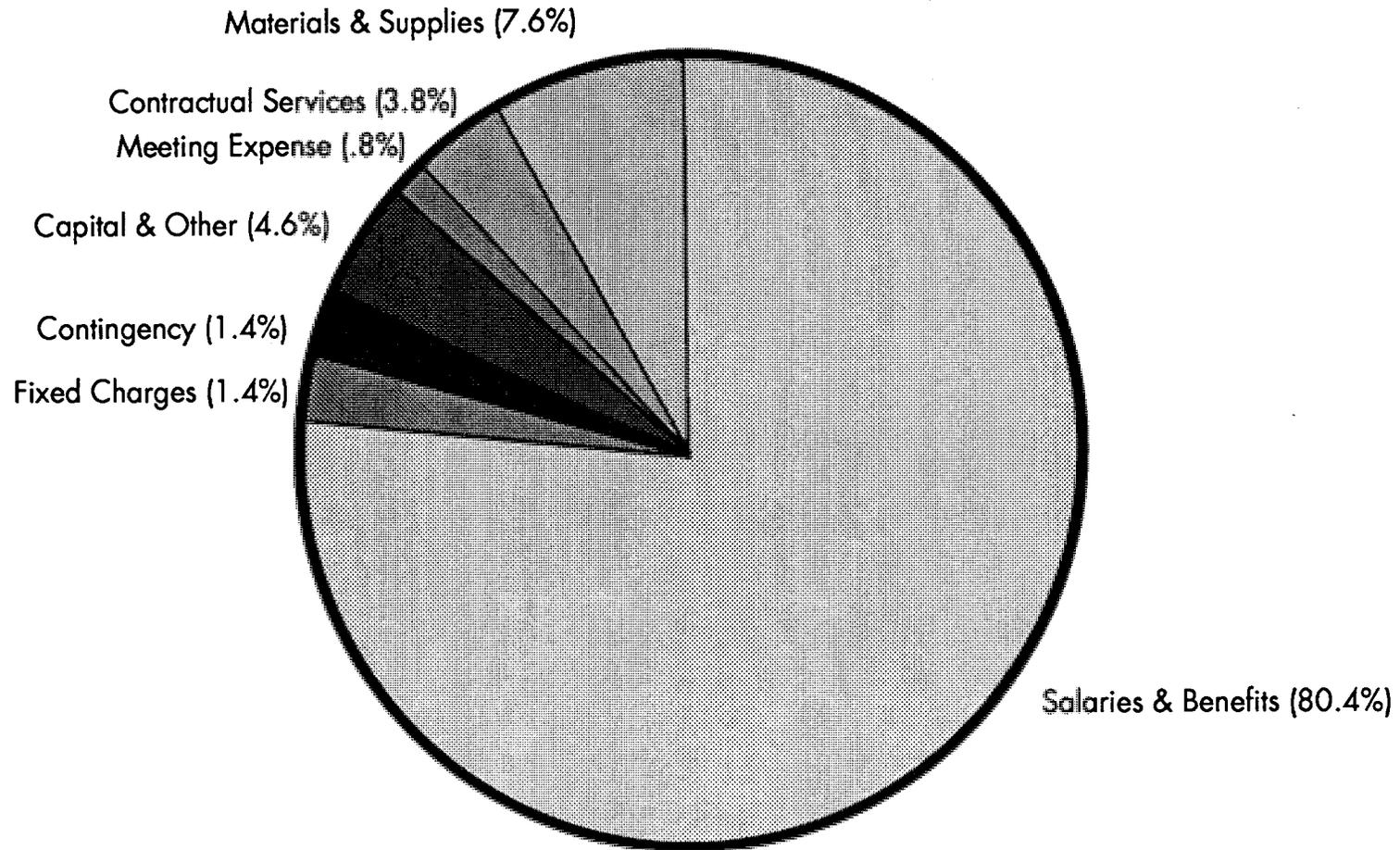
# Education Fund Budget 1990-91

## Estimated Revenue



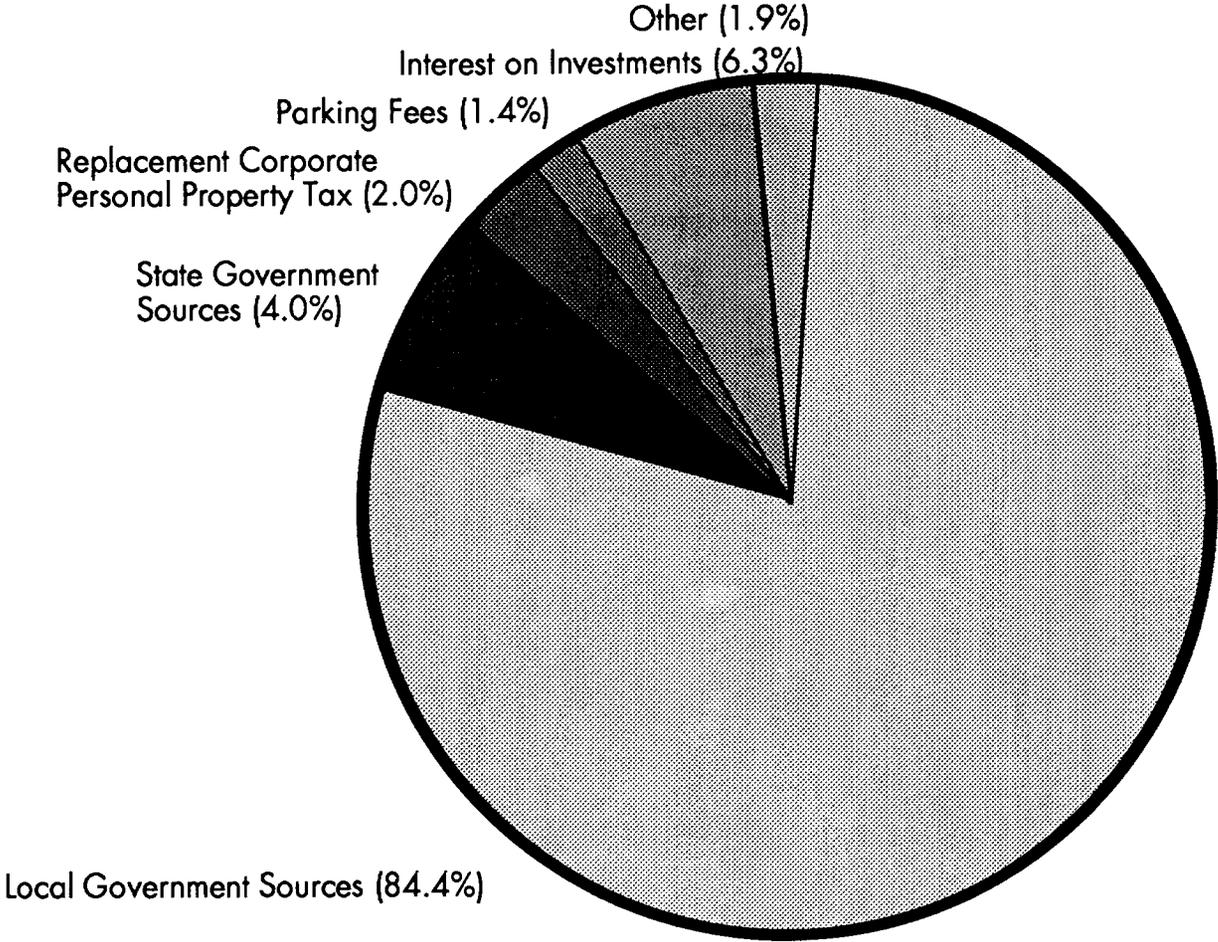
# Education Fund Budget 1990-91

## Expenditures



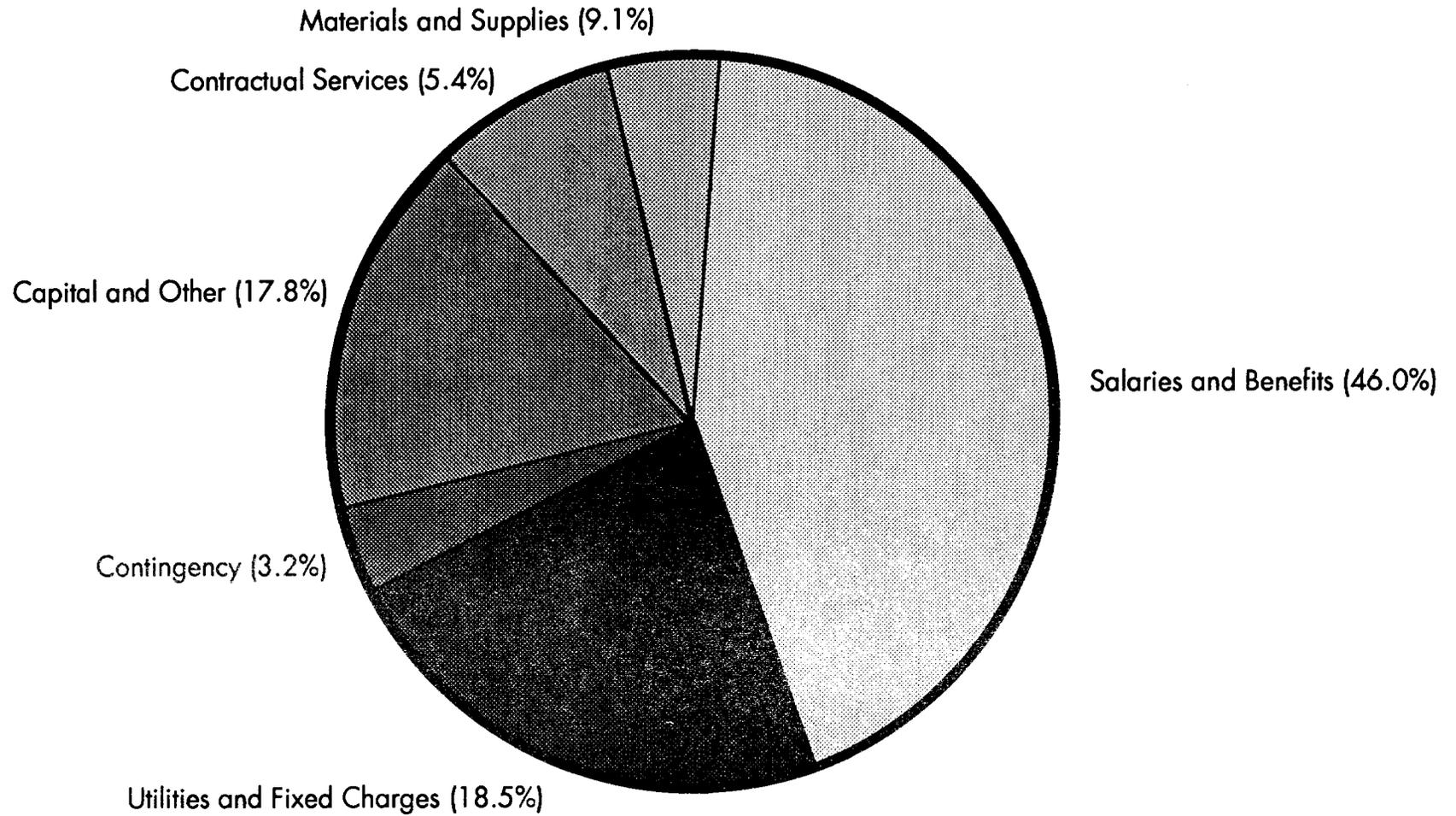
# Operations and Maintenance Fund Budget 1990-91

## Estimated Revenue



# Operations and Maintenance Fund Budget 1990-91

## Expenditures

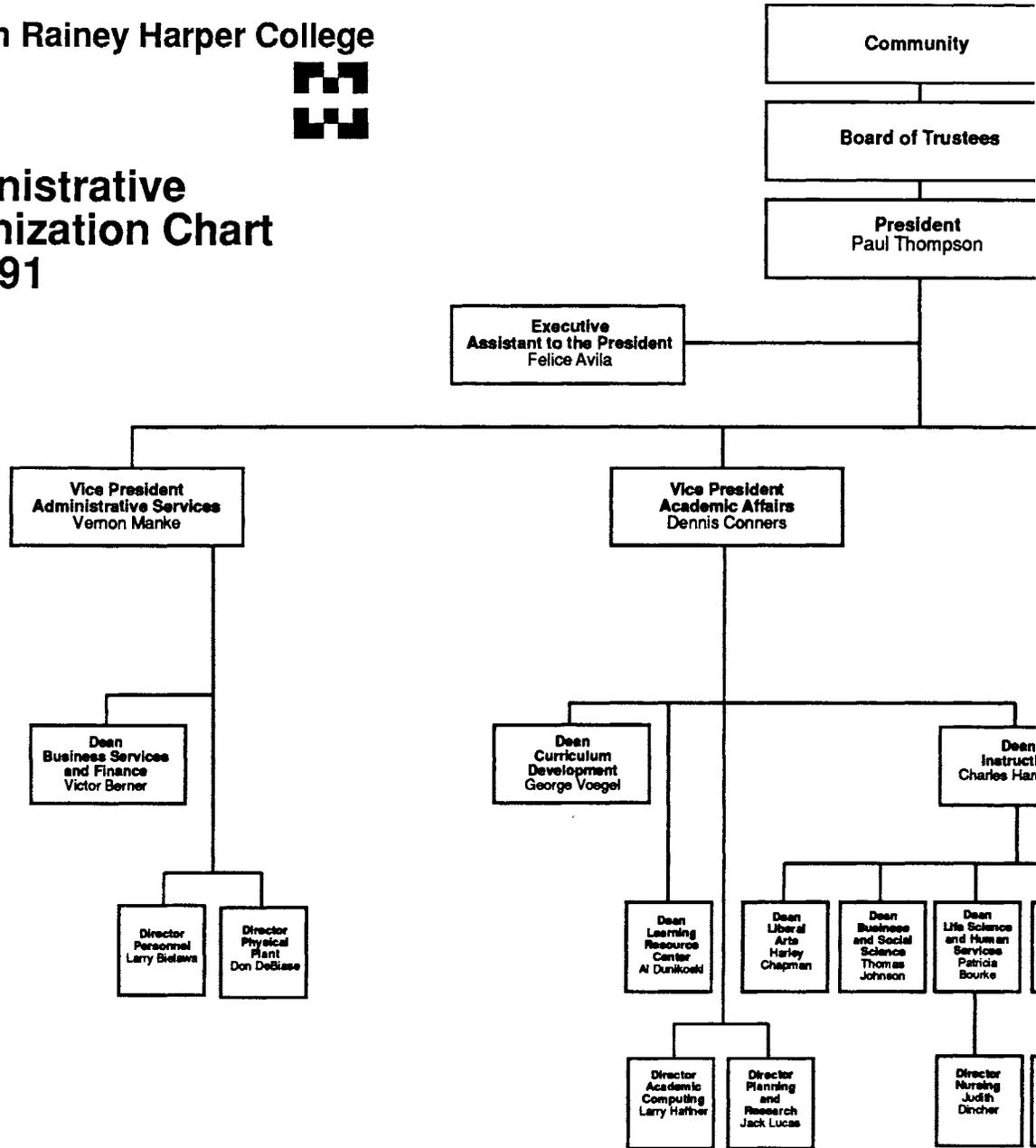


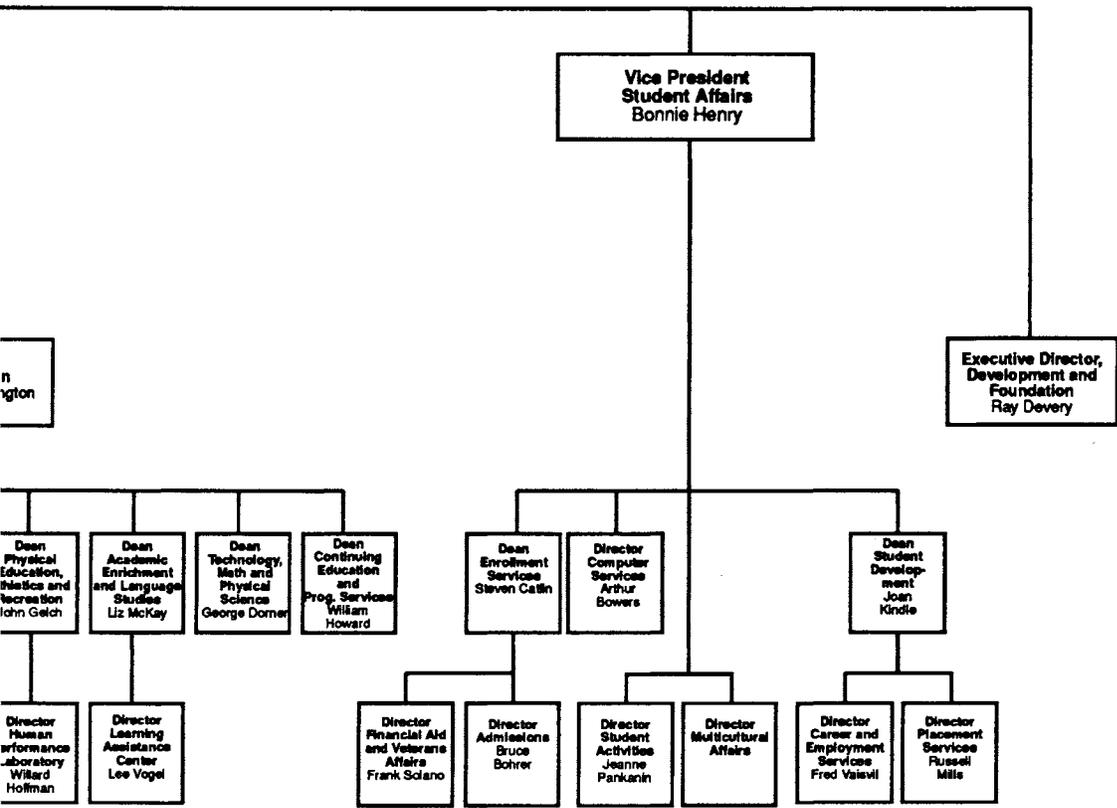
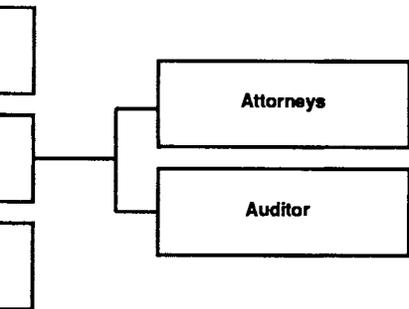
# **Organizational Structure and Staff**

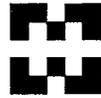
William Rainey Harper College



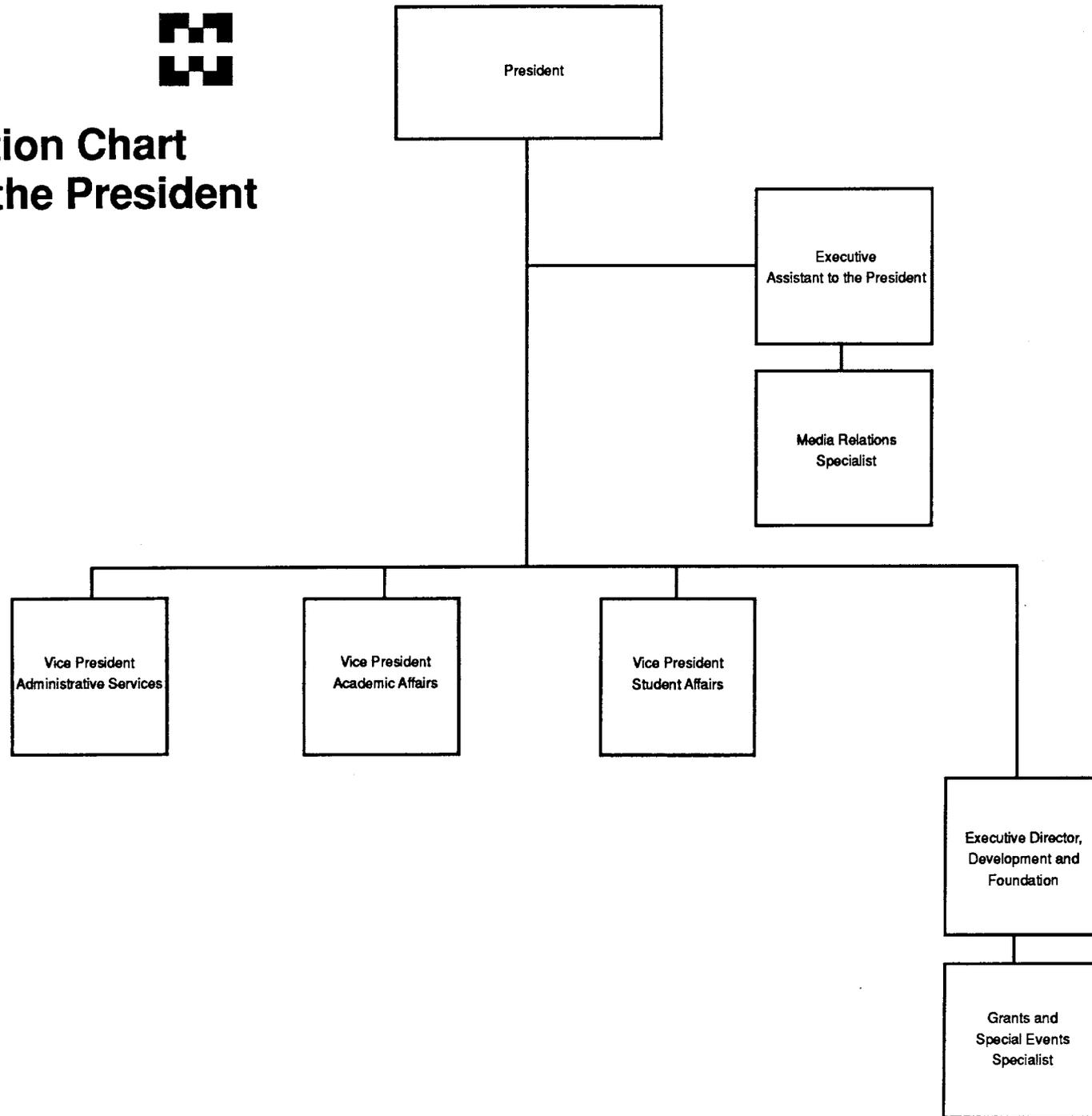
**Administrative  
Organization Chart  
1990-91**





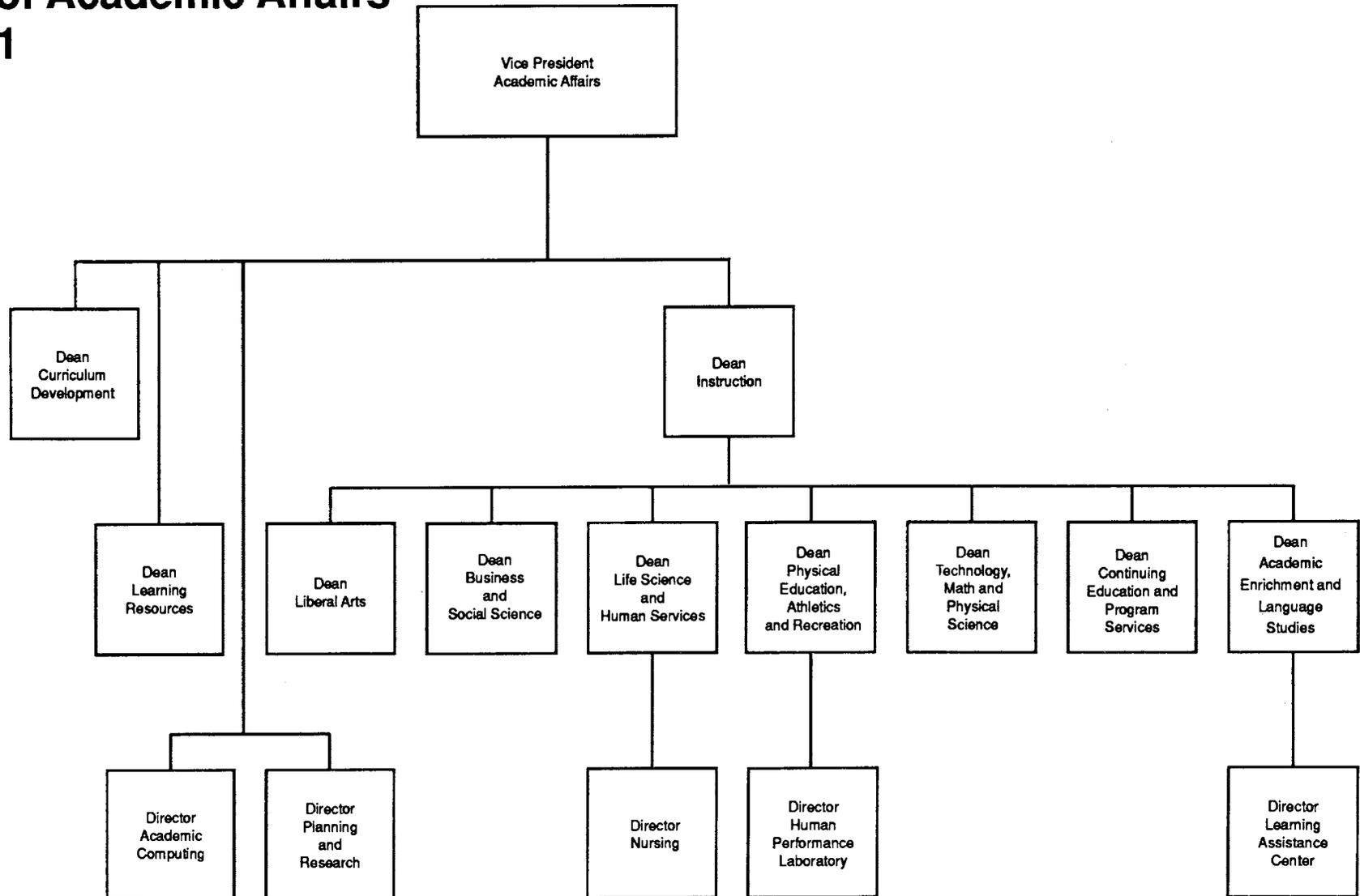


**Organization Chart  
Office of the President  
1990-91**



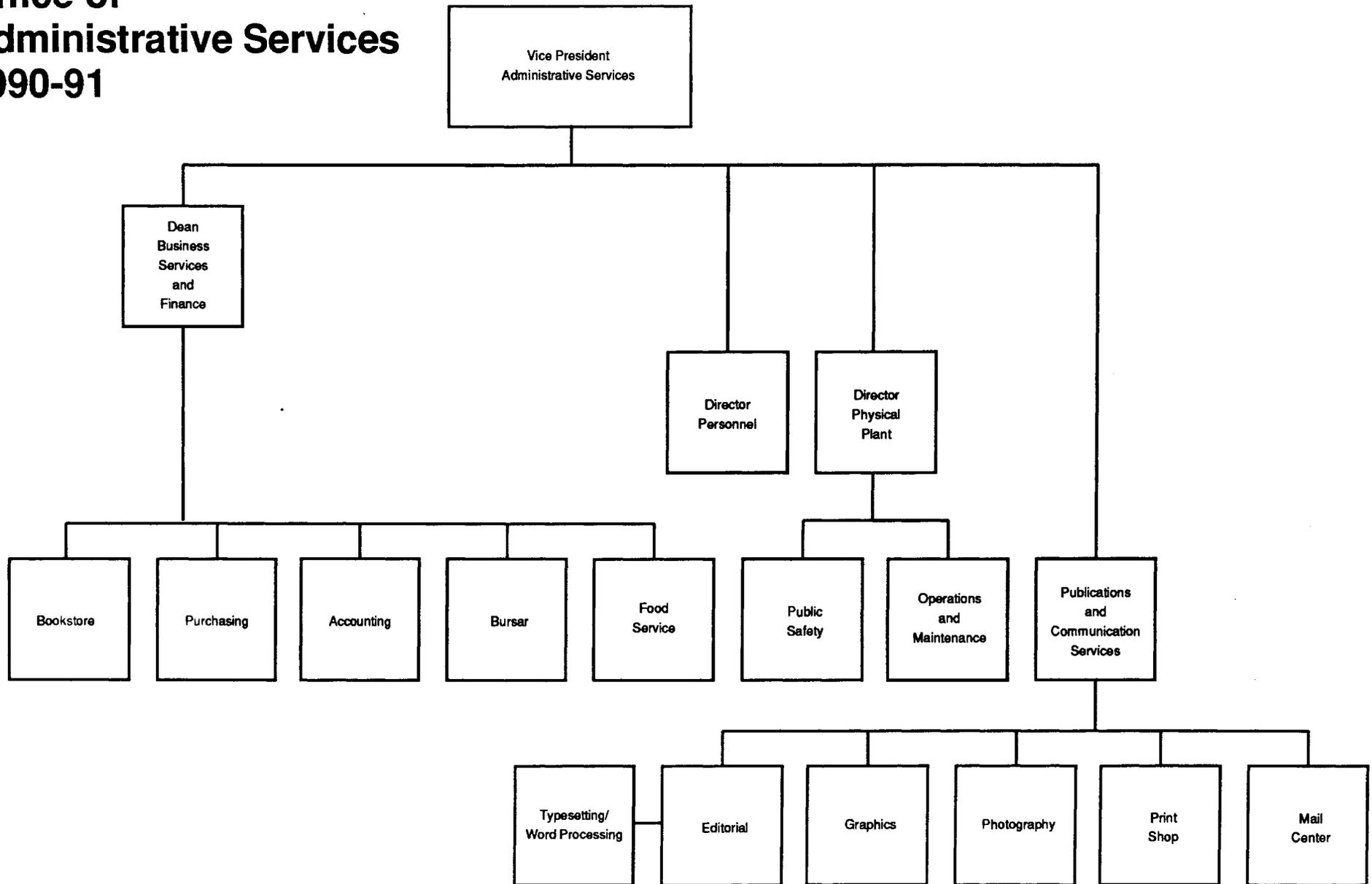


# Organization Chart Office of Academic Affairs 1990-91



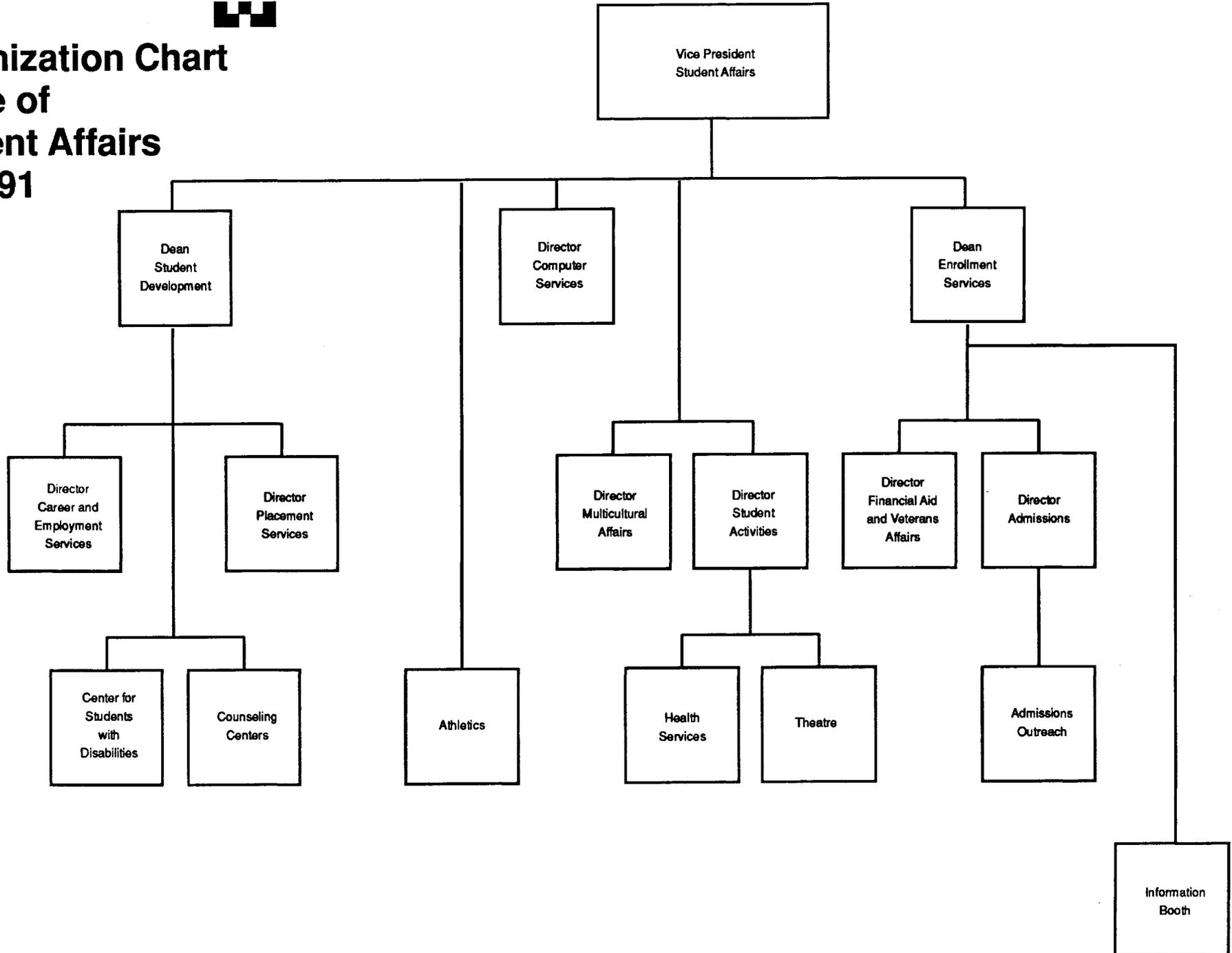


# Organization Chart Office of Administrative Services 1990-91





# Organization Chart Office of Student Affairs 1990-91



## **General Administration**

Paul N. Thompson, President  
Dennis A. Conners, Vice President of Academic Affairs  
Vernon F. Manke, Vice President of Administrative Services  
Bonnie Henry, Vice President of Student Affairs  
Felice P. Avila, Executive Assistant to the President  
Raymond F. Devery, Executive Director, Development and Foundation

## **Academic Affairs**

Charles T. Harrington, Dean of Instruction  
George H. Voegel, Dean of Curriculum Development  
Patricia G. Bourke, Dean of Life Science and Human Services  
George Dorner, Dean of Technology, Mathematics, and Physical Science  
Alfred A. Dunikoski, Dean of Learning Resources  
John A. Geich, Dean of Physical Education, Athletics and Recreation  
William R. Howard, Dean of Continuing Education and Program Services  
Thomas Johnson, Dean of Business and Social Science  
Elizabeth McKay, Dean of Academic Enrichment and Language Studies  
J. Harley Chapman, Dean of Liberal Arts  
Judith Dincher, Director of Nursing  
Willard Hoffman, Director of Human Performance Laboratory  
Lawrence Haffner, Director of Academic Computing  
John A. Lucas, Director of Planning and Research  
Lee Vogel, Director of Learning Assistance Center

## **Administrative Services**

Victor E. Berner, Dean of Business Services and Finance  
Larry M. Bielawa, Director of Personnel  
Donald De Biase, Director of Physical Plant

## **Student Affairs**

Steven J. Catlin, Dean of Enrollment Services  
Joan Kindle, Dean of Student Development  
Bruce Bohrer, Director of Admissions  
Arthur L. Bowers, Director of Computer Services  
Russell S. Mills, Director of Placement Services  
Jeanne A. Pankanin, Director of Student Activities  
Frank J. Solano, Director of Financial Aid and Veterans Affairs  
Fred A. Vaisvil, Director of Career and Employment Services

### **Number of Employees**

Administrators	36
Full-time Faculty	206
Part-time Faculty	895
Full-time Staff	299
Part-time Staff	103
Full-time Professional/Technical	71
Part-time Professional/Technical	<u>29</u>
Total	1,639

### **Harper College Staff Organizations**

#### **Faculty Senate**

President, Roger Mussell  
Vice President, Ray Moehrlin  
Secretary, Diane Callin  
Treasurer, Gerald Mellenthin  
Grievance Chairperson, George Evans

#### **Classified Employee Council**

Chairperson, Charlene Christen  
Vice Chairperson, Mary Polniaszek  
Secretary, Lorel Kelson  
Representatives: Terry Bachara  
Betty Cords  
Jean Hoffman  
Mary Lett  
Bob Loitfellner  
Paula Long

# Faculty Fall 1990

## Number of Faculty by Division/Area

	Courses	Full-Time Faculty	Full-Time Equivalent Part-Time Faculty
Academic Enrichment and Language Studies	84	16	42.3
Business and Social Science	266	45	60.0
Liberal Arts	151	45	52.8
Continuing Education and Program Services			33.0
Learning Resources Center		6	2.8
Life Science and Human Services	68	33	22.9
Physical Education, Athletics and Recreation	40	6	3.4
Student Development	2	16	3.0
Technology, Mathematics and Physical Science	<u>182</u>	<u>33</u>	<u>29.1</u>
Total	793	200	249.3

## Degrees of Full-Time Faculty by Division/Area

	Master's Degree	Doctorate
Academic Enrichment and Language Studies	15	0
Business and Social Science	36	6
Liberal Arts	24	16
Learning Resource Center	6	
Life Science and Human Services	20	5
Physical Education, Athletics and Recreation	6	
Student Development	10	5
Technology, Mathematics and Physical Science	26	7

# **Services and Facilities**

# Service and Information Directory

**College Hours**     *Business Hours:* Offices are open for business Monday through Friday from 8:00 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, Saturday from 7:00 am until 6:00 pm and Sunday from 1:00-6:00 pm.

## **Academic Regulations**

Dean of Instruction  
D129, extension 2290

## **Admissions/Applications**

Admissions Office  
C101, extension 2506

## **Affirmative Action**

Personnel Specialist  
A319, extension 2216, 2217

## **Box Office**

J137, extension 2547, 2549

## **Career/Life Planning Center**

A347, extension 2220

## **CAD/CAM Center**

H209a, extension 2296  
397-1640

## **Cardiac Rehabilitation**

Northwest Cardiac Rehabilitation Center  
M215, extension 2486

## **Cashier-Tuition and Fee Payments**

Business Office  
A214, extension 2439, 2497, 2478

## **Center for New Students**

F132, extension 2208

## **Center for Students with Disabilities**

D119, extension 2266

## **Child Care Service, Child Learning Center**

I131, extension 2262 (office I129)

## **College Newspaper *Harbinger***

A367, extension 2460, 2461

## **Continuing Education Non-Credit Offerings**

CE Admissions  
C101, extension 2410, 2412, 2301

## **Community Counseling Center**

I117, extension 2577

## **Counseling**

Community Counseling Center  
I117, extension 2577  
Student Development Faculty in Student  
Development Centers  
A347, I117, and D142,  
and Health Services, A362, extension 2340

## **Credits or Graduation Requirements**

Registrar's Office  
A213, extension 2600 & Student Development Faculty

## **Dropping and Adding Courses**

Student Development Faculty in Student Development  
Centers, A347, I117 and D142  
Registrar's Office  
A213, extension 2500

## **Educational Development**

Northeast Center  
708/537-5420

## **Educational Foundation**

Ray Devery, Executive Director  
A323b, extension 2490

## **Employment**

Personnel Department  
A322, extension 2216

## **Extension Services**

Northeast Center  
708/537-8660

## **Faculty Senate**

A152, extension 2960

## **Full- or Part-Time Work**

Harper Placement Office  
A347, extension 2720

## **Friends of Harper**

College Relations Office  
A312, extension 2230

## **Grade Reports**

Registrar's Office  
A213, extension 2502

## **Grants**

Ray Devery, Director of Development  
A323b, extension 2490

## **Health Services**

A362, extension 2340

## **Hearing Impaired Support Services**

D119, Voice — extension 2267 TTY-397-7600

## **Service and Information Directory (continued)**

### **Insurance**

Personnel Department  
A320, extension 2216, 2217

### **Intercollegiate Athletics**

Coordinator, Men's Athletics  
M215, extension 2466, 2467  
Coordinator, Women's Athletics  
M214, extension 2466, 2467

### **Intramurals**

Coordinator of Intramurals  
M222, extension 2466, 2467

### **Learning Assistance Center**

F119, extension 2715

### **Library**

Library Chairperson  
F215, extension 2585

### **Lost and Found Items**

Public Safety Office  
B101, extension 2330, 2491

### **Northeast Center**

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

### **Orientation to College**

Center for New Students and Orientation  
F132, extension 2208

### **Parking and Public Safety**

Public Safety Office  
B101, Non-Emergency, extension 2330  
Emergency only, extension 2211  
Medical Parking Permits, Health Services  
A362, extension 2340

### **Payroll**

Business Office  
A201, extension 2228

### **Permission to Carry More than 18 Hours**

Dean of Instruction/Dean of Enrollment  
Services  
D129, extension 2290 or Registrar's Office,  
A212, extension 2304

### **Placement Office**

A347, extension 2720

### **Program Board**

Student Activities Office  
A336, extension 2274, 2242

### **Purchasing**

Business Office  
A217, extension 2222, 2205

### **Registration—Continuing Education**

CE Admissions  
C101, extension 2410, 2412, 2301

### **Registration—Credit Classes**

Registrar's Office  
A213, extension 2502

### **Scholarships, Loans or Other**

#### **Financial Aids**

Financial Aid Office  
A364, extension 2248, 2249

### **Section 504 of the Rehabilitation Act of 1973 —**

#### **Compliance Officer**

Dean of Academic Enrichment and Language Studies  
F130, extension 2261

### **Student Activities Registration**

#### **and Activities Calendar**

Student Activities Office  
A336, extension 2243

### **Student Activity Cards**

Business Office  
A214, extension 2439, 2497

### **Student Clubs and Organizations**

Student Activities Office  
A336, extension 2242

### **Student Complaints/Grievances**

Vice President of Student Affairs  
A317, extension 2360

### **Student Government**

Student Senate Office  
A332, extension 2244 or  
Student Activities Office  
A336, extension 2243

### **Telecourses**

I112, extension 2430, 2550

### **Testing Information**

Assessment and Testing Center  
A148, extension 2541

### **Transcript of Your Credits**

Registrar's Office  
A213, extension 2503

### **Transfer from Another College**

Student Development Faculty or  
Registrar's Office  
A213, extension 2600

## **Service and Information Directory (Continued)**

### **Transfer Scholarships**

Financial Aid Office  
A364, extension 2248

### **Tuition and Fee Payment**

Business Office  
A214, extension 2439, 2497, 2478

### **Tuition Refund Request**

Registrar's Office  
A213, extension 2501

### **Tutoring Service**

F132, extension 2539

### **Veterans' Affairs**

A364, extension 2254, 2387

### **Vocation or Job Selection**

Harper Career/Life Planning Center  
A347, extension 2220  
Harper Placement Office  
A347, extension 2720  
Student Development Faculty in  
Student Development Centers  
A347, I117 and D142

### **Weekend College Services**

C102, extension 2548

### **Withdrawal from College**

Student Development Faculty in  
Student Development Centers  
A347, I117 and D142,  
and Registrar's Office  
A213, extension 2502  
Medical Withdrawal, Health Services  
A362, extension 2340

### **Women's Program**

P124, extension 2560

### **Word Processing**

A147, extension 2442

## Staffing and Services

Office	Extension	Monday through Thursday	Friday	Saturday
Academic Enrichment and Language Studies	2204	8:00 am to 4:30 pm	8:00 am to 4:30 pm	
Admissions	2206	8:00 am to 8:00 pm	8:00 am to 4:30 pm	9:00 am to 12:00 pm
Adult Educational Development	2223	8:00 am to 8:30 pm	8:00 am to 4:30 pm	
Bookstore	2275	7:45 am to 7:00 pm	7:45 am to 4:30 pm	9:00 am to 12:00 pm
Box Office	2547	10:00 am to 7:00 pm	10:00 am to 4:30 pm	10:00 am to 1:00 pm
Business Office	2439	8:00 am to 8:00 pm	8:00 am to 4:30 pm	9:00 am to 12:00 pm
BUS/SS Division	2311	8:00 am to 9:00 pm	8:00 am to 4:00 pm	8:00 am to 12:00 pm
CAD/CAM Center	2996	8:00 am to 4:30 pm	8:00 am to 4:30 pm	
Career and Personal Development (Student Development — A)	2220	8:00 am to 8:00 pm (Monday-Wednesday)	8:00 am to 4:30 pm (Thursday-Friday)	
Center for Students with Disabilities	2266	8:00 am to 4:30 pm	8:00 am to 4:30 pm	
Child Learning Center Office	2262 2262	7:15 am to 4:45 pm 8:00 am to 4:00 pm	7:15 am to 4:45 pm 8:00 am to 4:00 pm	
Community Counseling	2577	Evenings, by appointment		
CE/PS Division	2591 2592 2593	8:00 am to 9:00 pm	8:00 am to 9:00 pm	8:00 am to 1:00 pm
Dental Hygiene Clinic	2534	8:00 am to 4:30 pm	8:00 am to 4:30 pm	
English as a Second Language	2226	8:00 am to 9:00 pm	8:00 am to 4:30 pm	
Financial Aid Veterans'	2248 2254	8:00 am to 8:00 pm	8:00 am to 4:30 pm	9:00 am to 12:00 pm (Alternate Saturdays)
Game Room		9:00 am to 8:00 pm	9:00 am to 2:00 pm	
Health Service	2340	8:00 am to 9:00 pm	8:00 am to 4:30 pm	
Information Center	2292	7:30 am to 8:30 pm	7:30 am to 8:30 pm	8:30 am to 11:30 am
Institutional Research	2263	8:00 am to 11:00 pm	8:00 am to 11:00 pm	
Learning Assistance Center	2715	8:00 am to 4:30 pm	8:00 am to 4:30 pm	
Liberal Arts Division	2285	8:00 am to 8:00 pm	8:00 am to 4:30 pm	

## Staffing and Services (continued)

<b>Office</b>	<b>Extension</b>	<b>Monday through Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Library:	2551	8:00 am to 10:00 pm	8:00 am to 4:30 pm	9:00 am to 3:30 pm
Media Desk				Sunday: 1:00-5:00 pm
Print	2584	8:00 am to 10:00 pm	8:00 am to 4:30 pm	9:00 am to 3:30 pm
Circulation				Sunday: 1:00-5:00 pm
LS/HS Division	2523	8:00 am to 4:30 pm	8:00 am to 4:30 pm	
New Student Center (Student Development — F)	2208	8:00 am to 8:00 pm (Monday-Wednesday)	8:00 am to 4:30 pm (Thursday, Friday)	
Northeast Center	537-8660	8:00 am to 8:00 pm	8:00 am to 4:00 pm	
Nursing Lab	2538	9:00 am to 5:00 pm (9:00 am to 8:00 pm	9:00 am to 5:00 pm Wednesday)	9:00 am to 1:00 pm
PEAR Division	2466	8:00 am to 8:30 pm	8:00 am to 4:30 pm	
Placement Office	2720	8:00 am to 8:00 pm (Monday-Wednesday)	8:00 am to 4:30 pm (Thursday, Friday)	
Registrar's Office	2502	8:00 am to 8:00 pm	8:00 am to 4:30 pm	9:00 am to 12:00 pm
Student Activities	2242	8:00 am to 4:30 pm	8:00 am to 4:30 pm	
Student Development — D	2393	8:15 am to 4:30 pm	8:15 am to 4:30 pm	
Student Development — I	2522	8:00 am to 8:00 pm (Monday-Wednesday)	8:00 am to 4:30 pm (Thursday, Friday)	
T M/P S Division	2374	8:00 am to 8:00 pm	8:00 am to 4:30 pm	9:00 am to 12:00 pm
Testing (By Appointment)	2541	8:00 am to 8:00 pm	8:00 am to 4:30 pm	Special Arrangements
Tutoring Center	2539	8:30 am to 9:00 pm	8:30 am to 4:30 pm	

## 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.

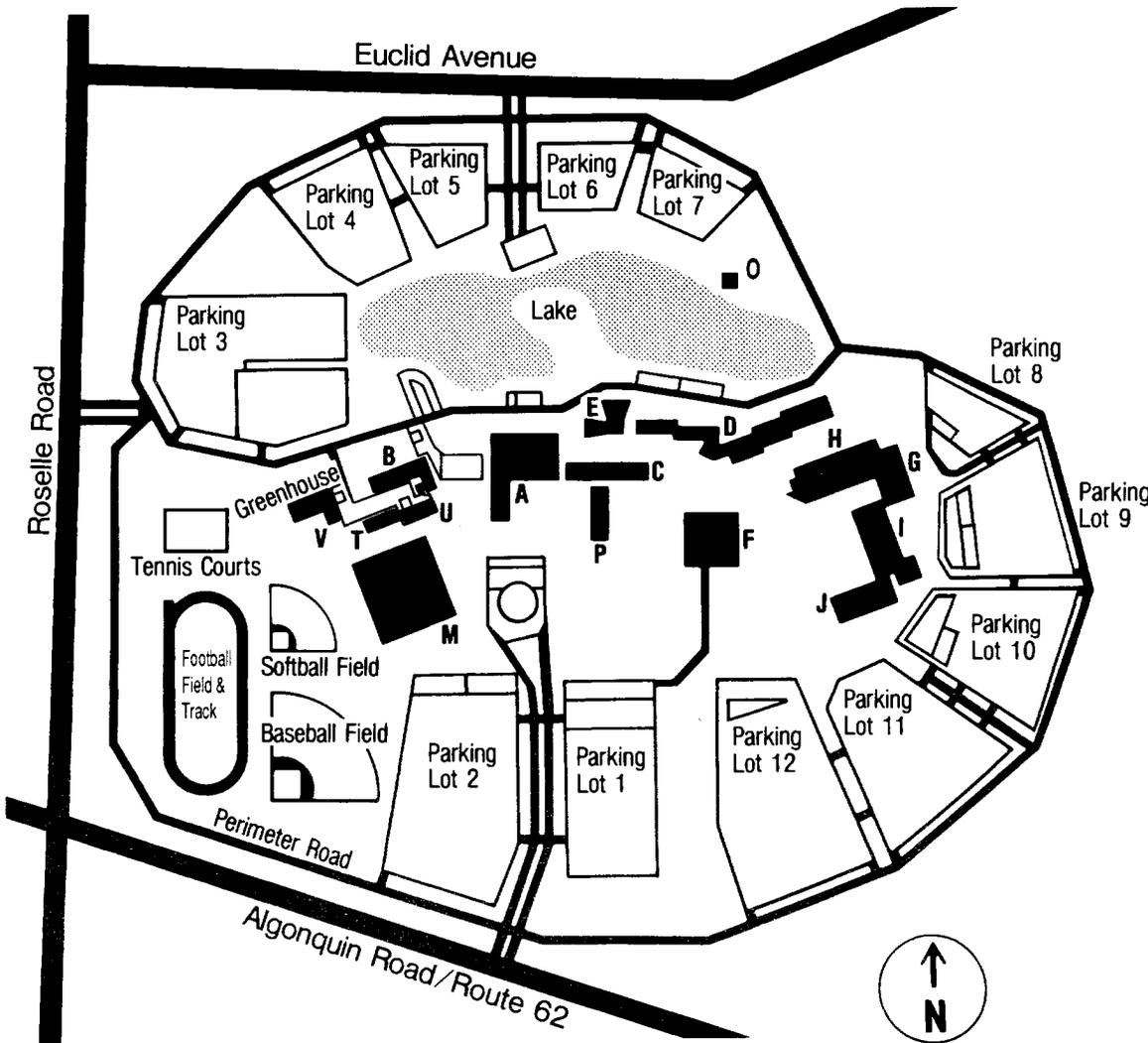
Subsequent buildings were constructed as state appropriations were made available. The physical education center (Building M) was funded through local bond issues approved in a 1975 referendum. The Observatory (Building O) was privately funded.

Buildings	Acceptance Dates	Values*	Gross Square Feet
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	10,430,450	118,130
(D Addition accepted 1974; Academic Computing Center accepted 1985)			
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
O (Observatory)	1990	45,000	784
P	1974	1,800,000	26,800
T	1973	407,000	6,000
U	1974	420,000	6,000
V (Includes two Greenhouses)	1975	375,000	12,000
<b>Total:</b>	<b>16 buildings</b>	<b>\$56,633,450</b>	<b>734,774</b>

\*Replacement cost estimate

# William Rainey Harper College

## Campus Directory



**Building A, College Center**

Registrar  
 Business Office  
 Health Services  
 Bookstore  
 Board Room  
 Assessment/Testing  
 Career Center/Placement  
 Financial Aid  
 Student Activities

**Building B**

Physical Plant  
 Division Office  
 Public Safety  
 Shipping and Receiving

**Building C**

Continuing Education  
 and Program Services  
 Division Office  
 Admissions  
 Art

**Building D**

Life Science and Human  
 Services Division Office  
 Dental Hygiene Clinic  
 Center for Students with  
 Disabilities  
 Student Development Center

**Building E, Lecture-  
 Demonstration Center**

**Building F, Learning  
 Resources Center**

Academic Enrichment and  
 Language Studies Division  
 Office  
 Learning Assistance Center  
 Liberal Arts Division Office  
 Library  
 Media Services  
 Center for New Students/  
 Orientation

**Building G, Vocational  
 Technology Shops and  
 Laboratories**

**Building H, Vocational  
 Technology Shops and  
 Laboratories**

Technology, Mathematics  
 and Physical Sciences  
 Division Office  
 CAD/CAM Center

**Building I, Business,  
 Social Science and  
 Vocational Education**

Child Care Center  
 Student Development Center

**Building J, Business,  
 Social Science and  
 Vocational Education**

Business and Social  
 Science Division Office  
 Theatre and Box Office

**Building M, Physical  
 Education, Athletics  
 and Recreation**

Physical Education,  
 Athletics and Recreation  
 Division Office  
 Human Performance/Cardiac  
 Rehab Labs

**Building O, Observatory**

**Building P**

Music  
 Women's Center

**Building T**

Roads and Grounds Shop  
 Park Management

**Building U**

Art Studio

**Building V**

Park Management  
 Greenhouses

**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.

**1990-91**

## Harper College Educational Foundation Board of Directors

### Officers:

Donald Barrington, President  
Director, Human Resource Development  
Northrop Corporation, DSD

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President  
Berger Enterprises, Inc.

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(Retired) Corporate Vice President  
Motorola, Inc.

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President  
William Rainey Harper College

Raymond F. Devery, Secretary  
Executive Director  
Educational Foundation  
William Rainey Harper College

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Peat, Marwick, Main & Co.

Kris Howard, Trustee Liaison  
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Golden Corridor Council

Norval Stephens, Past Director Liaison  
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Noreen T. Burgeson  
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(Retired) Superintendent  
Township High School District 211

Zachary D. Lazar III  
Second Vice President  
Northern Trust Bank/O'Hare

Gerald J. McConnell  
Chief Executive Officer  
MAN Roland, Inc.

Michael A. Phillips  
Rector  
St. Philip's Episcopal Church

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Group

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645 Electronic Distributors Group

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President  
Amersham Corporation

Dan T. Thompson  
President  
Cooper Lighting

Donald D. Torisky  
Former President and CEO  
Transamerica Commercial Finance Corp.

# 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 the Director of Development and External Affairs 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.

## 1990-91

### Friends of Harper Board of Directors

#### Officers:

Sam Oliver, President  
Barrington

Judy Kating, Vice President  
Rolling Meadows

Nancy Murtaugh, Secretary  
Inverness

Donna Joy, Treasurer  
Mt. Prospect

#### Directors:

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Women's Program Representative

Martha Loss  
Co-Editor, Newsletter

Larry Moats  
Liaison, Board of Trustees

Tom Rivera  
Business and Industry  
Representative

Kathy Roach  
Alumni Representative

Florence Sorokin  
Senior Citizen Representative  
and Co-Editor, Newsletter

Rev. Michael Phillips  
Liaison, Educational Foundation

Dr. Paul Thompson  
President, Harper College

Grants/Special Events Specialist  
Harper College

#### Directors-at-Large

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Barrington Township

Don Torisky  
Barrington Township

Patrick Hennelly  
Algonquin Township

Jesslyn Nicklas  
Palatine Township

Fred Barr  
Palatine Township

Amy Fremgen  
Palatine Township

Robert Serafin  
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Schaumburg Township

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Schaumburg Township

Judy Williams  
Schaumburg Township

Sarah Born  
Wheeling Township

Irvana Wilks  
Wheeling Township

