January, 1993

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, a major educational, cultural and social resource in the northwest area.

The student population is served by 219 faculty, 85 professional/technical, 256 classified, 37 supervisory/confidential, 79 custodial and maintenance and 35 administrative staff. A part-time faculty of 700 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 publication 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
1993

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</table>
Harper Highlights

- William Rainey Harper College was founded on March 27, 1965. The College opened its doors to students in the fall of 1967.

- 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 511,000.

- The campus in Palatine has 16 buildings on a total area of 200 acres.

- The operating tax rate is 30 cents per $100 of assessed valuation.

- The tuition rate is $33.00 per credit hour.

- Fall enrollment is approximately 27,000 students.

- Approximately 30 percent of the annual high school graduates in the district who go on to college attend Harper.

- More than 350,000 different students have attended Harper since it was founded.

- Approximately 83 percent of the College faculty hold postgraduate degrees.

- The Harper College Learning Resources Center has 161,000 volumes including microforms and reprints, and about 800 periodical titles. The media collection of 125,000 items consists of videotapes, films, audiotapes, slides, filmstrips and other formats. The library has a computerized, on-line catalog which can be accessed through strategically placed terminals on the first and second floors of the LRC. Through on-line searching of a national database, the LRC has access to academic institutions nationwide, as well as to those in Illinois.

- The College operates extension centers in Barrington, Buffalo Grove, Elk Grove, Hoffman Estates, Palatine and Prospect Heights. The Northeast Center in Prospect Heights is the largest of these centers.

- The College offers over 50 academic scholarships each year covering tuition and fees as well as various financial grants sponsored by individuals, organizations and companies in the area which range from $100 to $8,000.
Introduction

William Rainey Harper College is a two-year public community college which was founded in 1965 and officially opened classes the fall of 1967. 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 and Manufacturing Center, business management seminars, cultural affairs, women's program, adult educational development, support services for students with disabilities, 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 27,000 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 has enrolled more than 350,000 students 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 completing the first two years of a bachelor's degree, developing a career, 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 the community, Harper College continues to be a dynamic institution, a community college in the truest sense of the term.

Mission Statement

William Rainey Harper College is a comprehensive community college dedicated to providing excellent education at a reasonable cost, promoting personal growth, enriching the community and meeting the needs of a changing world.

In the broad range of its offerings, Harper College will

- educate students to assume an active, productive and meaningful role in a free and changing society.
- provide students with the knowledge and experiences required to develop a system of values and the ability to contend with difficult moral choices.
- encourage student success.
- enrich the cultural and economic life of the community.
- lead in individual and community development.
- enable the students to recognize the interrelationships of life, education and work.
Board of Trustees (1992-93)

Barbara Barton
Peter R. Bakas
Sarah Born
John E. Coste
Kris Howard
Lawrence Moats
Molly Norwood
Dean Sprake-Jones

Palatine
Arlington Heights
Arlington Heights
Schaumburg
Barrington
Inverness
Rolling Meadows
Hoffman Estates
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 eight 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 principal 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 (GED), 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

<table>
<thead>
<tr>
<th>College</th>
<th>District</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belleville Area College</td>
<td>522</td>
<td>2500 Carlyle Road, Belleville, IL 62221-5899</td>
<td>618/235-2700</td>
</tr>
<tr>
<td>Black Hawk College</td>
<td>503</td>
<td>6600 34th Avenue, Moline, IL 61265-5899</td>
<td>309/796-1311</td>
</tr>
<tr>
<td>Black Hawk College-East</td>
<td></td>
<td>Routes 34 and 78, P.O. Box 489, Kewanee, IL 61443-0489</td>
<td>309/852-5671</td>
</tr>
<tr>
<td>City Colleges of Chicago</td>
<td>508</td>
<td>226 West Jackson Blvd., Chicago, IL 60606-6998</td>
<td>312/641-0808</td>
</tr>
<tr>
<td>Daley College</td>
<td></td>
<td>7500 South Pulaski Road, Chicago, IL 60652-1299</td>
<td>312/735-3000</td>
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<tr>
<td>Kennedy-King College</td>
<td></td>
<td>6800 South Wentworth Avenue, Chicago, IL 60621-3799</td>
<td>312/962-3200</td>
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<tr>
<td>Malcolm X College</td>
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<td>1900 West Van Buren Street, Chicago, IL 60612-3197</td>
<td>312/942-3000</td>
</tr>
<tr>
<td>Olive-Harvey College</td>
<td></td>
<td>10001 South Woodlawn Avenue, Chicago, IL 60629-1696</td>
<td>312/568-3700</td>
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<tr>
<td>Truman College</td>
<td></td>
<td>1145 West Wilson Avenue, Chicago, IL 60640-5691</td>
<td>312/878-1700</td>
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<tr>
<td>Washington College</td>
<td></td>
<td>30 East Lake Street, Chicago, IL 60601-2495</td>
<td>312/781-9430</td>
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<tr>
<td>Wright College</td>
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<td>3400 North Austin Avenue, Chicago, IL 60634-4276</td>
<td>312/777-7900</td>
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<tr>
<td>Danville Area Community College</td>
<td>507</td>
<td>2000 East Main Street, Danville, IL 61832-5199</td>
<td>217/443-1811</td>
</tr>
<tr>
<td>College of DuPage</td>
<td>502</td>
<td>22nd &amp; Lambert Road, Glen Ellyn, IL 60137-6599</td>
<td>708/858-2800</td>
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<tr>
<td>Elgin Community College</td>
<td>509</td>
<td>1700 Spartan Drive, Elgin, IL 60123-7193</td>
<td>708/697-1000</td>
</tr>
<tr>
<td>William Rainey Harper College</td>
<td>512</td>
<td>1200 West Algonquin Road, Palatine, IL 60067-7398</td>
<td>708/397-3000</td>
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<tr>
<td>College</td>
<td>District</td>
<td>Address</td>
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<tr>
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<tr>
<td>Heartland Community College</td>
<td>540</td>
<td>1540 East College Avenue Suite 5, Landmark Hall Normal, IL 61761</td>
<td>309/452-4999</td>
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<tr>
<td>Highland Community College</td>
<td>519</td>
<td>2998 West Pearl City Road Freeport, IL 61032-9341</td>
<td>815/235-6121</td>
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<tr>
<td>Illinois Central College</td>
<td>514</td>
<td>One College Drive East Peoria, IL 61635-0001</td>
<td>309/694-5011</td>
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<tr>
<td>Illinois Eastern Community Colleges</td>
<td>529</td>
<td>233 East Chestnut Street Olney, IL 62450-2298</td>
<td>618/393-2982</td>
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<tr>
<td>Frontier Community College</td>
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<td>Lot 2, Frontier Drive Fairfield, IL 62837-9701</td>
<td>618/842-3711</td>
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<tr>
<td>Lincoln Trail College</td>
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<td>R.R. 3 Robinson, IL 62454-9524</td>
<td>618/544-8657</td>
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<tr>
<td>Olney Central College</td>
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<td>305 North West Street Olney, IL 62450-1099</td>
<td>618/395-4351</td>
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<tr>
<td>Wabash Valley College</td>
<td></td>
<td>2200 College Drive Mt. Carmel, IL 62663-2699</td>
<td>618/262-8641</td>
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<tr>
<td>Illinois Valley Community College</td>
<td>513</td>
<td>2578 East 350th Road Oglesby, IL 61348-1099</td>
<td>815/224-2720</td>
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<tr>
<td>Joliet Junior College</td>
<td>525</td>
<td>1216 Houbolt Avenue Joliet, IL 60436-9352</td>
<td>815/729-9020</td>
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<tr>
<td>Kankakee Community College</td>
<td>520</td>
<td>P.O. Box 888, River Road Kankakee, IL 60901-0888</td>
<td>815/933-0345</td>
</tr>
<tr>
<td>Kaskaskia College</td>
<td>501</td>
<td>27210 College Road Centralia, IL 62801-9285</td>
<td>618/532-1981</td>
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<tr>
<td>Kishwaukee College</td>
<td>523</td>
<td>21193 Malta Road Malta, IL 60150-9506</td>
<td>815/825-2086</td>
</tr>
<tr>
<td>College of Lake County</td>
<td>532</td>
<td>19351 West Washington Street Grayslake, IL 60030-1198</td>
<td>708/223-6601</td>
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<tr>
<td>Lake Land College</td>
<td>517</td>
<td>5001 Lake Land Blvd. Mattoon, IL 61938-9366</td>
<td>217/235-3131</td>
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<tr>
<td>Lewis &amp; Clark Community College</td>
<td>536</td>
<td>5800 Godfrey Road Godfrey, IL 62035-2466</td>
<td>618/466-3411</td>
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<tr>
<td>Lincoln Land Community College</td>
<td>526</td>
<td>Shepherd Road Springfield, IL 62794-9256</td>
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<tr>
<td>John A. Logan College</td>
<td>530</td>
<td>Route 2 Carterville, IL 62918-9599</td>
<td>618/985-3741</td>
</tr>
<tr>
<td>McHenry County College</td>
<td>528</td>
<td>8900 U.S. Highway 14 Crystal Lake, IL 60012-2796</td>
<td>815/455-3700</td>
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</table>
# Illinois Public Community Colleges

<table>
<thead>
<tr>
<th>College</th>
<th>District</th>
<th>Address</th>
<th>Telephone</th>
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<tr>
<td>Moraine Valley Community College</td>
<td>524</td>
<td>10900 South 88th Avenue</td>
<td>708/974-4300</td>
</tr>
<tr>
<td>Vernon Crawley, President</td>
<td></td>
<td>Palos Hills, IL 60465-0937</td>
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<tr>
<td>Morton College</td>
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<td>3801 South Central Avenue</td>
<td>708/656-8000</td>
</tr>
<tr>
<td>Charles Ferro, President</td>
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<td>Cicero, IL 60650-4398</td>
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<td>Oakton Community College</td>
<td>535</td>
<td>1600 East Golf Road</td>
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<tr>
<td>Thomas TenHove, Jr., President</td>
<td></td>
<td>Des Plaines, IL 60016-1258</td>
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<td>Parkland College</td>
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<td>2400 West Bradley Avenue</td>
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<tr>
<td>Zelema Harris, President</td>
<td></td>
<td>Champaign, IL 61821-1899</td>
<td></td>
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<tr>
<td>Prairie State College</td>
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<td>202 South Halsted Street</td>
<td>708/756-3110</td>
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<tr>
<td>E. Timothy Lightfield, President</td>
<td></td>
<td>Chicago Heights, IL 60411-1275</td>
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<tr>
<td>Rend Lake College</td>
<td>521</td>
<td>Route 1</td>
<td>618/437-5321</td>
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<tr>
<td>Mark Kern, President</td>
<td></td>
<td>Ina, IL 62846-9740</td>
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<tr>
<td>Richland Community College</td>
<td>537</td>
<td>One College Park</td>
<td>217/875-7211</td>
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<tr>
<td>Charles R. Novak, President</td>
<td></td>
<td>Decatur, IL 62521-2188</td>
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<tr>
<td>Rock Valley College</td>
<td>511</td>
<td>3301 North Mulford Road</td>
<td>815/654-4250</td>
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<tr>
<td>Karl Jacobs, President</td>
<td></td>
<td>Rockford, IL 61111-5699</td>
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<tr>
<td>Carl Sandburg College</td>
<td>518</td>
<td>2232 South Lake Storey Road</td>
<td>309/344-2518</td>
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<tr>
<td>Donald Crist, President</td>
<td></td>
<td>Galesburg, IL 61401-9576</td>
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<tr>
<td>Sauk Valley College</td>
<td>506</td>
<td>173 Illinois Route 2</td>
<td>815/288-5511</td>
</tr>
<tr>
<td>Richard Behrendt, President</td>
<td></td>
<td>Dixon, IL 61021-9110</td>
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<tr>
<td>Shawnee College</td>
<td>531</td>
<td>Rural Route 1, Box 53</td>
<td>618/634-2242</td>
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<tr>
<td>Jack D. Hill, President</td>
<td></td>
<td>Ullin, IL 62992-9725</td>
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<tr>
<td>South Suburban College</td>
<td>510</td>
<td>15800 South State Street</td>
<td>708/596-2000</td>
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<tr>
<td>Richard Fonte, President</td>
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<td>South Holland, IL 60473-1262</td>
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<td>Southeastern Illinois College</td>
<td>533</td>
<td>3575 College Road</td>
<td>618/252-6376</td>
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<tr>
<td>Harry Abell, President</td>
<td></td>
<td>Harrisburg, IL 62946-9477</td>
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<td>Spoon River College</td>
<td>534</td>
<td>Rural Route 1</td>
<td>309/647-4645</td>
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<tr>
<td>Felix Haynes, President</td>
<td></td>
<td>Canton, IL 61520-9801</td>
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<tr>
<td>State Community College</td>
<td>601</td>
<td>601 James R. Thompson Blvd.</td>
<td>618/583-2500</td>
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<tr>
<td>Cynthia Pace, President</td>
<td></td>
<td>East St. Louis, IL 62201-1101</td>
<td></td>
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<tr>
<td>Triton College</td>
<td>504</td>
<td>2000 Fifth Avenue</td>
<td>708/456-0300</td>
</tr>
<tr>
<td>Michael Bakalis, President</td>
<td></td>
<td>River Grove, IL 60171-1995</td>
<td></td>
</tr>
<tr>
<td>Waubonsee Community College</td>
<td>516</td>
<td>Illinois Route 47 at Harter Road</td>
<td>708/466-4811</td>
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<tr>
<td>George Jarndt, Interim President</td>
<td></td>
<td>Sugar Grove, IL 60554-9799</td>
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<tr>
<td>John Wood Community College</td>
<td>539</td>
<td>150 South 48th Street</td>
<td>217/224-6500</td>
</tr>
<tr>
<td>Robert Keys, President</td>
<td></td>
<td>Quincy, IL 62301-9147</td>
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</tbody>
</table>
Maps
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

- Kane County
  - Algonquin Township
  - Carpentersville
- Cook County
  - Barrington Hills
  - Barrington Township
  - Inverness
  - Palatine Township
  - Palatine
  - William Fremd
  - Carl Sandburg
  - Hoffman Estates
    - James B. Conant
- Lake County
  - Barrington
  - Deer Park
  - North Barrington
- Lake Barrington
- Lake County
- North Barrington
- Ela Township
- McHenry County
- Fox River Grove
- Dundee Township
- Tower Lake
- Des Plaines
- Elk Grove Village
- Schaumburg
- Ela Township
- Palatine Heights
- Arlington Heights
- Wheeling
- Buffalo Grove
- Prospect Heights
- NE Center
- Governors State

- Hoffman Estates
- Rolling Meadows
- Mount Prospect
- Elk Grove Township
- Elk Grove
- Schaumburg
- Schaumburg Christian School
- Hanover Township
- Hanover Park
- Palatine Heights
- Prospect Heights
- NE Center
- Governors 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: 511,000
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
- Biological Sciences
- Business Administration
- Communications
- Computer Science
- Education
- Engineering
- Foreign Languages
- Health Education
- Liberal Arts
- Music
- Physical Education
- Recreation
- Science and Mathematics
- Social Science

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

*These programs are offered through cooperative agreements with other community colleges.
1Certificate program only
2Associate degree program only
Career Programs (continued)

Industrial and Retail Security
Industrial Sales Management and Development
Industrial Supervision Technology
Industrial Work Measurement
Insurance
Interior Design
International Marketing
Investment Economics and Analysis
Journalism
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
Magnetic Resonance Imaging
Maintenance Machinist
Manufacturing Technology
Marketing/Management
Material Management
Mechanical Drafting
Mechanical Engineering Technology:
  Automated Engineering Option
  Mechanical Engineering Option
Mechanical Maintenance/Repair
Media
Medical/Dental Secretary
Medical Laboratory Technology
Medical Office Assistant
Medical Record Technology
Medical Transcriptionist
Mental Health Generalist
Microcomputers in Business
Moldmaker
Nuclear Medicine
Nursing
  Registered Nurse
  Practical Nurse
Operating Room Technician
Ophthalmic Technician
Park and Grounds Operation Management
Personal Banking
Pharmacy Technician
Photo Offset
Photography
Physical Therapy Assistant
Plastics
Plastics Processing and Fabricating
Plastics Technology
Production Engineering Technician
Production Welding
Production Management Technology
Quality Assurance
Radiography
Radiologic Technology
Real Estate
Refrigeration and Air Conditioning Service
Refrigeration Service
Residential Comfort Systems
Respiratory Care
Respiratory Therapy Technician
Retail Merchandising
Secretarial (Office and Administrative Services)
Sign Language Interpreting Program
Small Business Management
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
Welding
Word Processing Operator

*These programs are offered through cooperative agreements with other community colleges.
1Certificate program only
2Associate degree program only

Continuing Education Programs

Continuing Education programs 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 cover management training, technical training, psychological and health education needs as well as fine arts, industrial arts, home economics and a variety of academic courses.

Each academic division offers related Continuing Education courses. The Office of Community and Program Services also offers Continuing Education courses and provides a Central Information Specialist to answer Continuing Education questions on the main campus, as well as those related to extension sites.
Continuing Education

BUSINESS AND SOCIAL SCIENCE DIVISION

Business and Professional Development
Computer Training
International Business Offerings
Material Management
Office Personnel Training
Paralegal Updates
Professional Sales Training
Small Business Development
LSAT/GMAT Test Reviews

Vocational and Personal Development
B.A.S.S.E.T. Training/Alcohol Awareness
Building Operation & Maintenance
Career Development
Cargo Transportation
Certified Financial Planning
Culinary Arts
Data Entry
Food Service and Hospitality
Insurance
Marketing & Sales
Money Management
Office Skills Training
Personal Finance Planning
Travel and Tourism
Video Production

LIBERAL ARTS DIVISION

Career Enrichment
Cultural Awareness & Cultural Arts
Home and Family
International
Learning Skills
Leisure
Music Academy

LIFE SCIENCE AND HUMAN SERVICES DIVISION

Life Science and Human Services Department
Allied Health
Cosmetology
Criminal Justice
Horticulture
Life Management
Life Science
Nursing
Health Care Issues/ Older Adult

TECHNOLOGY, MATH AND PHYSICAL SCIENCE DIVISION

CAD and Manufacturing Center
Automation Skills
Engineering Seminars
Manufacturing and Automation Technology
Two and Three Dimensional CAD
UNIX Technologies
Quality Concepts

ACADEMIC ENRICHMENT AND LANGUAGE STUDIES DIVISION

Learning Assistance Center
Adjunct Faculty Development
Professional Development
Test Reviews — Academic

Resources for Women
Displaced Homemaker and Single Parent Programs
Credit and Continuing Education Courses
Domestic Violence Support Group
Information and Referral Services
Women's History Week

PHYSICAL EDUCATION, ATHLETICS AND RECREATION DIVISION

Physical Education Department
Aerobics
Dance
Diet & Exercise
Fitness & Health
Martial Arts
Outdoor Adventure Trips
Sports
Swimming

Human Performance Laboratory
Cardiac Rehabilitation
Diabetic Exercise
Fitness and Cardiovascular Risk Assessment
Health & Physical Assessment Testing
Health & Safety
Physical Reconditioning
Weight Management

STUDENT DEVELOPMENT DIVISION

Career Transitions

COMMUNITY AND PROGRAM SERVICES

Special Programs
PEAK Programs
Starlab
Older Adult Programs
Disciplines and Programs by Division

**Academic Enrichment and Language Studies**
- Adult Educational Development
- English as a Second Language
- Learning Assistance Center
- Communications Skills
- Diagnostic Testing
- English (Developmental)
- Reading
- Tutoring Center
- Writing Center
- Linguistics
- Sign Language Studies
- Sign Language Interpreting Program
- Resources for Women Program

**Business and Social Science**
- Accounting and Business Law
- Anthropology
- Banking, Finance and Credit
- Business Information Management
- Computer Information Systems
- Economics
- Education
- Geography
- History
- Hospitality Management
- Insurance
- International Marketing
- Journalism
- Legal Technology
- Management
- Marketing
- Material Management
- Microcomputers in Business
- Political Science
- Psychology
- Real Estate
- Secretarial Science
- Small Business Management
- Sociology
- Word Processing
- Continuing Education Programs
  - Business
  - Professional
  - Vocational
  - Personal

**Community and Program Services**
- Weekend College
- Older Adult Lectures
- High School Co-op
- Program for Energetic and Ambitious Kids (P.E.A.K.)

**Liberal Arts**
- Art
- English
- Fashion Design
- Fine Arts
- French
- German
- Humanities
- Interior Design
- Literature
- Music
- Philosophy

**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
  - Health Issues/Older Adults

**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 and Manufacturing 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
- Quality Assurance
- Refrigeration and Air Conditioning
- Continuing Education Programs
  - CAD
  - Astronomy
  - UNIX

**Student Development**
- Humanistic Psychology
- Career Development
- Center for Students with Disabilities
- Continuing Education Programs
  - Career Transitions
Facts about Harper Students

• The average age of Harper students is 32.
• Sixty-two 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.
• Fourteen percent of Harper's degree credit students have a bachelor's degree or higher; in continuing education, 38 percent have already achieved a bachelor's degree or higher.
• Approximately one in three high school graduates in the district who go to college begin their studies 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 $37,000, the average income of parents of dependent students is $57,000, and the average income of continuing education students is $51,000.
• 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 three and one half 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 27 aspects of Harper better than the college they are now attending, and none of the areas of their new college better than Harper.
## Harper Student Profile

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Baccalaureate</td>
<td>38.3</td>
<td>38.8</td>
<td>36.9</td>
<td>35.6</td>
<td>36.4</td>
</tr>
<tr>
<td>Occupational/Vocational</td>
<td>24.1</td>
<td>22.4</td>
<td>20.7</td>
<td>20.6</td>
<td>22.6</td>
</tr>
<tr>
<td>General Studies</td>
<td>6.1</td>
<td>4.9</td>
<td>5.9</td>
<td>5.8</td>
<td>4.1</td>
</tr>
<tr>
<td>Development</td>
<td>10.2</td>
<td>12.0</td>
<td>10.9</td>
<td>10.8</td>
<td>12.3</td>
</tr>
<tr>
<td>Credit Free</td>
<td>21.3</td>
<td>21.9</td>
<td>25.6</td>
<td>27.2</td>
<td>24.6</td>
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</table>

<table>
<thead>
<tr>
<th>Percent Distribution by Sex*</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>37.2</td>
<td>38.4</td>
<td>37.4</td>
<td>37.3</td>
<td>38.2</td>
</tr>
<tr>
<td>Female</td>
<td>62.8</td>
<td>61.6</td>
<td>62.6</td>
<td>62.7</td>
<td>61.8</td>
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</table>

<table>
<thead>
<tr>
<th>Percent Distribution by Classload*</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>19.2</td>
<td>19.7</td>
<td>17.9</td>
<td>17.0</td>
<td>17.8</td>
</tr>
<tr>
<td>Part-time</td>
<td>80.8</td>
<td>80.3</td>
<td>82.1</td>
<td>83.0</td>
<td>82.2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percent Distribution by Age*</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>19 and below</td>
<td>19.3</td>
<td>19.5</td>
<td>17.8</td>
<td>15.8</td>
<td>15.9</td>
</tr>
<tr>
<td>20-21</td>
<td>10.0</td>
<td>10.0</td>
<td>10.0</td>
<td>10.2</td>
<td>9.8</td>
</tr>
<tr>
<td>22-25</td>
<td>14.2</td>
<td>13.2</td>
<td>12.8</td>
<td>13.1</td>
<td>13.8</td>
</tr>
<tr>
<td>26-35</td>
<td>26.2</td>
<td>25.8</td>
<td>25.6</td>
<td>25.4</td>
<td>25.0</td>
</tr>
<tr>
<td>36-45</td>
<td>14.9</td>
<td>15.9</td>
<td>16.6</td>
<td>17.0</td>
<td>17.2</td>
</tr>
<tr>
<td>46-55</td>
<td>7.3</td>
<td>8.3</td>
<td>9.4</td>
<td>9.5</td>
<td>9.7</td>
</tr>
<tr>
<td>Over 55</td>
<td>8.1</td>
<td>7.3</td>
<td>7.8</td>
<td>9.0</td>
<td>8.6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percent Distribution by Race*</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian</td>
<td>5.9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native American</td>
<td>.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td>1.7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td>8.9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>82.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign</td>
<td>.8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Percent with Bachelor's Degree or Higher Prior to Enrolling at Harper** | 11.0 | 11.6 | 10.3 | 14.4 |
| Percent Employed Full Time**    | 68.2 | 63.5 | 62.9 | 59.8 |
| Percent Employed as Manager, Executive, or Professional** | 12.1 | 13.3 | 10.8 | 14.9 |

*Includes all credit and non-credit students
**Credit students
## Enrollment

### Comparison of 1990, 1991 and 1992 Fall Enrollments by Division

<table>
<thead>
<tr>
<th>Division or Organizational Unit</th>
<th>Full-Time Equivalent (FTE)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1990</td>
</tr>
<tr>
<td>Academic Enrichment and Language Studies (includes Resources for Women)</td>
<td>977.0</td>
</tr>
<tr>
<td>Business and Social Science</td>
<td>2637.6</td>
</tr>
<tr>
<td>Technology, Math and Physical Science</td>
<td>1413.6</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>1807.0</td>
</tr>
<tr>
<td>Life Science and Human Services</td>
<td>877.4</td>
</tr>
<tr>
<td>Physical Education, Athletics and Recreation</td>
<td>337.7</td>
</tr>
<tr>
<td>Student Development</td>
<td>60.8</td>
</tr>
<tr>
<td>Continuing Education, High School Co-operatives, University Extension Corporate Services</td>
<td>514.7</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>8625.8</td>
</tr>
</tbody>
</table>

## Student-Faculty Ratio

<table>
<thead>
<tr>
<th>Fall Credit FTE Students</th>
<th>FTE Faculty</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>1986 7235</td>
<td>352.0</td>
<td>20.6</td>
</tr>
<tr>
<td>1987 7522</td>
<td>443.3</td>
<td>16.9</td>
</tr>
<tr>
<td>1988 7833</td>
<td>495.1</td>
<td>15.8</td>
</tr>
<tr>
<td>1989 8091</td>
<td>363.0</td>
<td>22.3</td>
</tr>
<tr>
<td>1990 7915</td>
<td>366.7</td>
<td>21.6</td>
</tr>
<tr>
<td>1991 8312</td>
<td>419.0</td>
<td>19.8</td>
</tr>
<tr>
<td>1992 8586</td>
<td>436.5</td>
<td>19.7</td>
</tr>
</tbody>
</table>

## Transfer and Career Program Enrollment by Divisions

<table>
<thead>
<tr>
<th>Transfer (FTE)</th>
<th>Career (FTE)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 1990</td>
</tr>
<tr>
<td>Academic Enrichment and Language Studies</td>
<td>101.0</td>
</tr>
<tr>
<td>Business and Social Science</td>
<td>1996.5</td>
</tr>
<tr>
<td>Technology, Math and Physical Science</td>
<td>1026.2</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>1657.2</td>
</tr>
<tr>
<td>Life Science and Human Services</td>
<td>412.5</td>
</tr>
<tr>
<td>Physical Education, Athletics and Recreation</td>
<td>136.1</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>0</td>
</tr>
<tr>
<td>Student Development</td>
<td>60.9</td>
</tr>
</tbody>
</table>

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.
### Enrollments

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Apportionment Annualized FTE</th>
<th>Increase/Decrease</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1967-68</td>
<td>1,038</td>
<td></td>
<td></td>
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<tr>
<td>1968-69</td>
<td>2,121</td>
<td>1,083</td>
<td>104.34</td>
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<tr>
<td>1969-70</td>
<td>3,433</td>
<td>1,312</td>
<td>61.86</td>
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<tr>
<td>1970-71</td>
<td>4,040 *</td>
<td>607</td>
<td>17.68</td>
</tr>
<tr>
<td>1971-72</td>
<td>4,335 *</td>
<td>285</td>
<td>7.30</td>
</tr>
<tr>
<td>1972-73</td>
<td>4,730</td>
<td>395</td>
<td>9.11</td>
</tr>
<tr>
<td>1973-74</td>
<td>5,296</td>
<td>566</td>
<td>11.97</td>
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<tr>
<td>1974-75</td>
<td>5,862</td>
<td>566</td>
<td>10.69</td>
</tr>
<tr>
<td>1975-76</td>
<td>7,098</td>
<td>1,236</td>
<td>21.08</td>
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<tr>
<td>1976-77</td>
<td>6,945</td>
<td>(153)</td>
<td>-2.16</td>
</tr>
<tr>
<td>1977-78</td>
<td>6,841</td>
<td>(104)</td>
<td>-1.50</td>
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<tr>
<td>1978-79</td>
<td>6,550</td>
<td>(291)</td>
<td>-4.25</td>
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<tr>
<td>1979-80</td>
<td>6,837</td>
<td>287</td>
<td>4.38</td>
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<td>1980-81</td>
<td>7,814</td>
<td>977</td>
<td>14.29</td>
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<tr>
<td>1981-82</td>
<td>8,426</td>
<td>612</td>
<td>7.83</td>
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<tr>
<td>1982-83</td>
<td>8,912</td>
<td>486</td>
<td>5.77</td>
</tr>
<tr>
<td>1983-84</td>
<td>8,748</td>
<td>(164)</td>
<td>-1.84</td>
</tr>
<tr>
<td>1984-85</td>
<td>7,705</td>
<td>(1,043)</td>
<td>-11.92</td>
</tr>
<tr>
<td>1985-86</td>
<td>7,249</td>
<td>(456)</td>
<td>-5.92</td>
</tr>
<tr>
<td>1986-87</td>
<td>7,123</td>
<td>(126)</td>
<td>-1.74</td>
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<tr>
<td>1987-88</td>
<td>7,300</td>
<td>177</td>
<td>2.48</td>
</tr>
<tr>
<td>1988-89</td>
<td>7,722</td>
<td>422</td>
<td>5.78</td>
</tr>
<tr>
<td>1989-90</td>
<td>7,923</td>
<td>201</td>
<td>2.60</td>
</tr>
<tr>
<td>1990-91</td>
<td>7,847</td>
<td>(76)</td>
<td>-0.96</td>
</tr>
<tr>
<td>1991-92</td>
<td>8,218</td>
<td>371</td>
<td>4.73</td>
</tr>
</tbody>
</table>

*Does not include Continuing Education claim
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 $33.00 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 1992-93, tuition revenue is expected to be $9,629,113 which represents 22.45 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 1992-93, the anticipated revenue from local taxes is $22,747,728 which represents 53.04 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/Developmental, Adult Basic Education and General Studies. The College also receives money for grants to fund programs for disadvantaged students on a credit hour basis.

For 1992-93, state apportionment totals $6,132,940 which represents 14.30 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 1992-93, the total revenue from these sources is $4,381,216 which represents 10.21 percent of the College's total income.
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 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 an outstanding community college.

Based upon this institutional philosophy, a budget philosophy has been developed that involves the faculty, cost center managers and administration 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 four 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 the individual cost centers must receive approval through organizational lines of authority.

6. All expenditures must conform to the policies of the Board of Trustees.
Education Fund Budget 1992-93
Estimated Revenue

- Student Tuition & Fees (29.6%) $10,501,073
- Local Government Sources (45.5%) $16,162,206
- Other Sources (5.4%) $1,933,910
- State Government Sources (18.7%) $6,627,940
- Replacement Corporate Personal Property Tax (.8%) $300,000
Education Fund Budget 1992-93
Expenditures

- Contractual Services (5.4%) $1,948,658
- Capital & Other (3.6%) $1,277,715
- Meeting Expenses (1.0%) $362,935
- Contingency (0.4%) $150,000
- Fixed Charges (1.2%) $419,000
- Materials & Supplies (7.2%) $2,597,276
- Salaries & Benefits (81.2%) $29,136,642
Operations and Maintenance Fund Budget 1992-93
Estimated Revenue

- Interest on Investments (4.2%) $311,212
- Parking Fees (1.6%) $116,150
- Replacement Corporate $137,984
- Personal Property Tax (1.9%) 
- Local Government Sources (91.7%) $6,755,522
- Other (.6%) $45,000
Operations and Maintenance Fund Budget

Expenditures

- Materials & Supplies (8.3%)
  - $626,500
- Contractual Services (6.5%)
  - $494,030
- Capital & Other (12.6%)
  - $955,771
- Contingency (2.7%)
  - $200,000
- Utilities & Fixed Charges (18.4%)
  - $1,392,700
- Salaries & Benefits (51.5%)
  - $3,896,107
Organizational Structure and Staff
William Rainey Harper College

Organization Chart
Office of
Administrative Services
1992-93

Vice President
Administrative Services
Vernon Manke

Dean
Business
Services
and
Finance
Victor Berner

Director
Accounting
Services
Stephan Dudek

Director
Personnel
Larry Bielawa

Director
Physical
Plant
Donald DeBiase

Director
Publications
and
Communication
Services
Joan Young

Bookstore
Richard Seller

Internal
Auditor
Theodore Agresta

Purchasing
Thea Keshavarzi

Bursar
Charlene Christlin

Food
Service
John Castro

Public
Safety
Kevin King

Operations
and
Maintenance
Carl Butterfield
Jon DeJonker
Charles Gura
Organization Chart
Office of
Information Systems
1992-93

Vice President
Information Systems
David McShane

Director
User Services
Vacant

Director
Technical Services
Vacant

Network Manager
(vacant)

Interim Manager
Telecom/Video
Ralph Harris

Director
Administrative Systems
Elena Pokot
William Rainey Harper College

Organization Chart
Office of Student Affairs
1992-93

Vice President
Student Affairs
Bonnie Henry

Dean
Student Development
Joan Kindle

Director
Career and Assessment Services
Russell Mills

Athletics and Campus Recreation
Renee Zellner

Director
Multicultural Affairs
Frank Solano

Director
Multicultural Activities
Jeanne Pankanin

Director
Health Service and Wellness Program
Rosemary Murray

Director
Financial Aid and Veterans Affairs
Marilyn Comer

Director
Admissions Outreach
Amy Hauenstein

Dean
Enrollment Services
Steve Catlin

Director
Center for Students with Disabilities
Tom Thompson

Student Development Centers

Theatre
Kevin Geiger

Admissions Outreach
Amy Hauenstein
General Administration

Paul N. Thompson, President
R. Edmund Dolan, Vice President of Academic Affairs
Bonnie Henry, Vice President of Student Affairs
Vernon F. Manke, Vice President of Administrative Services
David McShane, Vice President, Information Systems
Felice P. Avila, Executive Assistant to the President
William Howard, Dean of Strategic Planning
John A. Lucas, Director of Planning and Research
(Vacant), Director of Development

Academic Affairs

Thomas Choice, Assistant to the Vice President of Academic Affairs
Patricia G. Bourke, Dean of Life Science and Human Services
J. Harley Chapman, Dean of Liberal Arts
George Dorner, Dean of Technology, Mathematics, and Physical Science
Jerry C. Gotham, Dean of Physical Education, Athletics and Recreation
Thomas Johnson, Dean of Business and Social Science
Elizabeth McKay, Dean of Academic Enrichment and Language Studies
Lee Vogel, Interim Dean of Learning Resources
Judith Dincher, Director of Nursing
Willard Hoffman, Director of Human Performance Laboratory
Sheila Quirk, Director of Corporate Services

Administrative Services

Victor E. Berner, Dean of Business Services and Finance
Larry M. Bielawa, Director of Personnel
Donald DeBiase, Director of Physical Plant
Stephan Dudek, Director of Accounting Services
Joan Young, Director of Publications and Communication Services

Information Systems

(Vacant), Director of Technical Services
Elena Pokot, Director of Programming Services
(Vacant), Director of User Services

Student Affairs

Steven J. Catlin, Dean of Enrollment Services
Joan Kindle, Dean of Student Development
Bruce Bohrer, Director of Admissions
Marilyn Comer, Director of Financial Aid and Veterans Affairs
Russell S. Mills, Director of Career and Assessment Services
Rosemary Murray, Director of Health Service and Wellness Program
Jeanne A. Pankanin, Director of Student Activities
Frank J. Solano, Director of Multicultural Affairs
Tom Thompson, Director of Center for Students with Disabilities

32
Number of Employees

Full-time:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
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<tbody>
<tr>
<td>Administrators</td>
<td>37</td>
</tr>
<tr>
<td>Faculty</td>
<td>219</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>187</td>
</tr>
<tr>
<td>Professional/Technical</td>
<td>67</td>
</tr>
<tr>
<td>IEA/NEA</td>
<td>74</td>
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<tr>
<td>Supervisory/Confidential</td>
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Part-time:

<table>
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<th>Number</th>
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<tr>
<td>Faculty</td>
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<tr>
<td>Classified Staff</td>
<td>69</td>
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<tr>
<td>Professional/Technical</td>
<td>18</td>
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<tr>
<td>IEA/NEA</td>
<td>5</td>
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<tr>
<td>Supervisory/Confidential</td>
<td>2</td>
</tr>
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</table>

Harper College Staff Organizations

Faculty Senate

President, Diane Callin
Vice President, Ray Moehrlin
Secretary, Janet Friend Westney
Treasurer, Martin Ryan
Grievance Chairperson, James Arnesen

Classified Employee Council

Chairperson, Charlene Christen
Vice Chairperson, Lorel Kelson
Secretary, Vicki Rowe
Representatives: Kari Anderson
                Pam Chepil
                Jean Hoffman
                Jeanne Kline
                Mary Lett
                Bill Neumann
Services and Facilities
Faculty
Fall 1992

Number of Faculty by Division/Area

<table>
<thead>
<tr>
<th>Division/Area</th>
<th>Course Selections</th>
<th>Full-Time Faculty</th>
<th>Part-Time Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Enrichment and Language Studies</td>
<td>350</td>
<td>21</td>
<td>36.4</td>
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<tr>
<td>Business and Social Science</td>
<td>588</td>
<td>44</td>
<td>60.2</td>
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<tr>
<td>Liberal Arts</td>
<td>456</td>
<td>49</td>
<td>49.8</td>
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<tr>
<td>Learning Resources Center</td>
<td></td>
<td>6</td>
<td>2.6</td>
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<tr>
<td>Life Science and Human Services</td>
<td>209</td>
<td>35</td>
<td>24.0</td>
</tr>
<tr>
<td>Physical Education, Athletics and Recreation</td>
<td>101</td>
<td>5</td>
<td>7.0</td>
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<tr>
<td>Student Development</td>
<td>38</td>
<td>20</td>
<td>1.0</td>
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<tr>
<td>Technology, Mathematics and Physical Science</td>
<td>274</td>
<td>39</td>
<td>38.8</td>
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<tr>
<td>Total</td>
<td>2016</td>
<td>219</td>
<td>217.5</td>
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Degrees of Full-Time Faculty by Division/Area

<table>
<thead>
<tr>
<th>Division/Area</th>
<th>Master's Degree</th>
<th>Doctorate</th>
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<td>Academic Enrichment and Language Studies</td>
<td>19</td>
<td>1</td>
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<tr>
<td>Business and Social Science</td>
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<td>Liberal Arts</td>
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<td>Learning Resources Center</td>
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<tr>
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<tr>
<td>Physical Education, Athletics and Recreation</td>
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<tr>
<td>Student Development</td>
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<td>5</td>
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<tr>
<td>Technology, Mathematics and Physical Science</td>
<td>29</td>
<td>9</td>
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</table>
Service and Information Directory

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

<table>
<thead>
<tr>
<th>Academic Advising and Counseling Centers</th>
<th>College Newspaper Harbinger</th>
</tr>
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<tbody>
<tr>
<td>l117, extension 2522</td>
<td>A367, extension 2460, 2461</td>
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<tr>
<td>D142, extension 2393</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Academic Regulations</th>
<th>Community and Program Services</th>
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<tbody>
<tr>
<td>VP of Academic Affairs</td>
<td>C102, extension 2591, 2363</td>
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<tr>
<td>A317, extension 2370</td>
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<table>
<thead>
<tr>
<th>Admissions/Applications</th>
<th>Continuing Education Non-Credit Offerings</th>
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<tbody>
<tr>
<td>Admissions Office</td>
<td>Community and Program Services</td>
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<tr>
<td>C101, extension 2506</td>
<td>C102, extension 2591 (information)</td>
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<tr>
<td></td>
<td>Registration 708/397-3377</td>
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<table>
<thead>
<tr>
<th>Assessment and Testing Center</th>
<th>Cooperative Education</th>
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<tbody>
<tr>
<td>A148, extension 2541</td>
<td>A347, extension 2720</td>
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<table>
<thead>
<tr>
<th>Athletic Advisor/Counselor</th>
<th>Counseling</th>
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<tbody>
<tr>
<td>M222, extension 2680</td>
<td>Community Counseling Center</td>
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<td></td>
<td>A347, extension 2577</td>
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<tr>
<td></td>
<td>Academic Advising</td>
</tr>
<tr>
<td></td>
<td>A117, extension 2522</td>
</tr>
<tr>
<td></td>
<td>D142, extension 2393</td>
</tr>
<tr>
<td></td>
<td>Career</td>
</tr>
<tr>
<td></td>
<td>A347, extension 2220</td>
</tr>
<tr>
<td></td>
<td>Center for New Students and Orientation</td>
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<tr>
<td></td>
<td>F132, extension 2208</td>
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<table>
<thead>
<tr>
<th>Board of Trustees</th>
<th>Personal/Crisis</th>
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<tbody>
<tr>
<td>Office of the President</td>
<td>A347, extension 2220</td>
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<tr>
<td>A309, extension 2390</td>
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<table>
<thead>
<tr>
<th>Box Office</th>
<th>Credits or Graduation Requirements</th>
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<tbody>
<tr>
<td>J137, extension 2547, 2549</td>
<td>Registrar's Office</td>
</tr>
<tr>
<td></td>
<td>A213, extension 2600 &amp; Student Development</td>
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<tr>
<td></td>
<td>Faculty</td>
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<td></td>
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<table>
<thead>
<tr>
<th>Career and Personal Development Center</th>
<th>Dropping and Adding Courses</th>
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<tbody>
<tr>
<td>A347, extension 2220</td>
<td>Academic Advising and Counseling Centers</td>
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<tr>
<td></td>
<td>A117, extension 2522</td>
</tr>
<tr>
<td></td>
<td>D142, extension 2393</td>
</tr>
<tr>
<td></td>
<td>Registrar's Office</td>
</tr>
<tr>
<td></td>
<td>A213, extension 2500</td>
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</table>

<table>
<thead>
<tr>
<th>CAD and Manufacturing Center</th>
<th>Educational Development</th>
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<tbody>
<tr>
<td>H209a, extension 2296</td>
<td>Northeast Center</td>
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<tr>
<td>397-1640</td>
<td>708/537-5420</td>
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<table>
<thead>
<tr>
<th>Cardiac Rehabilitation</th>
<th>Educational Foundation</th>
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<tbody>
<tr>
<td>Northwest Cardiac Rehabilitation Center</td>
<td>A323b, extension 2490</td>
</tr>
<tr>
<td>M215, extension 2486</td>
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<table>
<thead>
<tr>
<th>Career Transition Services</th>
<th>Employment—Harper College</th>
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<tbody>
<tr>
<td>Northeast Center</td>
<td>Personnel Department</td>
</tr>
<tr>
<td>708/459-8233</td>
<td>A322, extension 2216</td>
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<table>
<thead>
<tr>
<th>Cashier-Tuition and Fee Payments</th>
<th>Extension Services</th>
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<tbody>
<tr>
<td>Business Office</td>
<td>Northeast Center</td>
</tr>
<tr>
<td>A214, extension 2439, 2497, 2478</td>
<td>708/537-8660</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Center for New Students and Orientation</th>
<th>Faculty Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>F132, extension 2208</td>
<td>A152, extension 2960</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Center for Students with Disabilities</th>
<th></th>
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<tbody>
<tr>
<td>D119, extension 2266</td>
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</table>

<table>
<thead>
<tr>
<th>Child Care Service, Child Learning Center</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>l131, extension 2262 (office l129)</td>
<td></td>
</tr>
</tbody>
</table>
Service and Information Directory (continued)

Full- or Part-Time Work for Students
Job Placement Service
A347, extension 2720

Friends of Harper
Development Office
A323b, extension 2490

Grade Reports
Registrar's Office
A213, extension 2502

Grants
Director of Development
A323b, extension 2490

Health Services
A362, extension 2340

Hearing Impaired Support Services
D119, Voice - extension 2287, TDD-397-7600

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

International Student Advisor
F127, extension 2226

Intramurals
Coordinator of Intramurals
M222, extension 2466, 2467

Job Placement Service
A347, extension 2720

Learning Assistance Center
F119, extension 2715

Library
Library Chairperson
F215, extension 2585

Lost and Found Items
Public Safety Office
B101, extension 2330, 2491

New Student Information
Center for New Students and Orientation
F132, extension 2208

Northeast Center
1375 South Wolf Road
Prospect Heights, IL 60070
708/537-8660

Older Adults and Seniors
Community and Program Services
C102, extension 2591

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

PEAK
Community and Program Services
C102, extension 2591

Permission to Carry More than 18 Hours
Dean of Student Development
A347, extension 2346

Program Board
Student Activities Office
A336, extension 2274, 2242

Purchasing
Business Office
A217, extension 2222, 2205

Registration—Credit Classes
Registrar's Office
A213, extension 2502

Registration—Continuing Education
CE Admissions
C101, 708/397:3377

Resources for Women
P124, extension 2560

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 2204

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
Center for New Students and Orientation
F132, extension 2208
Registrar’s Office
A213, extension 2600

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 Center
F132, extension 2539

Veterans’ Affairs
A364, extension 2254, 2387

Vocation or Job Selection
Harper Career and Personal Development Center
A347, extension 2720

Weekend College/Weekend Services
Community and Program Services
C102, extension 2591, 2363

Withdrawal from College
Academic Advising and Counseling Centers
I117, extension 2522
D142, extension 2393
and Registrar’s Office
A213, extension 2502
Medical Withdrawal, Health Services
A362, extension 2340

Word Processing
A149, extension 2442

Writing Center
F303, extension 2715
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.

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Acceptance Dates</th>
<th>Values*</th>
<th>Gross Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1969</td>
<td>$11,339,000</td>
<td>132,593</td>
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<tr>
<td>B</td>
<td>1969</td>
<td>1,608,000</td>
<td>24,419</td>
</tr>
<tr>
<td></td>
<td>(B Addition accepted 1984)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>1969</td>
<td>1,977,000</td>
<td>23,908</td>
</tr>
<tr>
<td>D</td>
<td>1969</td>
<td>10,507,000</td>
<td>115,903</td>
</tr>
<tr>
<td></td>
<td>(D Addition accepted 1974; Academic Computing Center accepted 1985)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>1969</td>
<td>1,017,000</td>
<td>13,040</td>
</tr>
<tr>
<td>F</td>
<td>1969</td>
<td>8,279,000</td>
<td>101,970</td>
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<tr>
<td>G</td>
<td>1977</td>
<td>1,397,000</td>
<td>19,500</td>
</tr>
<tr>
<td>H</td>
<td>1977</td>
<td>5,580,000</td>
<td>62,657</td>
</tr>
<tr>
<td>I</td>
<td>1980</td>
<td>3,769,000</td>
<td>45,611</td>
</tr>
<tr>
<td>J</td>
<td>1980</td>
<td>3,886,000</td>
<td>46,289</td>
</tr>
<tr>
<td>M</td>
<td>1980</td>
<td>8,741,000</td>
<td>97,100</td>
</tr>
<tr>
<td>O (Observatory)</td>
<td>1990</td>
<td>50,000</td>
<td>784</td>
</tr>
<tr>
<td>P</td>
<td>1974</td>
<td>1,972,000</td>
<td>26,799</td>
</tr>
<tr>
<td>T</td>
<td>1973</td>
<td>308,000</td>
<td>6,030</td>
</tr>
<tr>
<td>U</td>
<td>1974</td>
<td>355,000</td>
<td>6,167</td>
</tr>
<tr>
<td>V (includes two Greenhouses)</td>
<td>1975</td>
<td>439,000</td>
<td>12,000</td>
</tr>
<tr>
<td>Total:</td>
<td>16 buildings</td>
<td>$61,224,000</td>
<td>734,770</td>
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</table>

*Replacement cost estimate
Auxiliary Organizations
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.

1992-93
Harper College Educational Foundation Board of Directors

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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.

1992-93
Friends of Harper Board of Directors

Officers:
Jeanette Muench, President
Barrington

Nancy Murtaugh, Vice President
Inverness

Donna Joy, Treasurer
Mt. Prospect

Pat Carney, Secretary
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Resources for Women Representative

Janet K. Perry
Editor, Newsletter

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Joe Marchiori
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Florence Sorokin
Senior Citizen Representative

Rev. Michael Phillips
Liaison, Educational Foundation

Dr. Paul Thompson
President, Harper College

Glenda Mill
Grants/Special Events Specialist
Harper College

Fred Barr
Membership Representative

Directors-at-Large:
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Barrington Hills

Jay Fritz
Inverness

Evelyn Hunt
Hoffman Estates

Ray Kaczmarek
Rolling Meadows

Judy Kating
Rolling Meadows

Mary Robins
Arlington Heights

Frank Smith
Mount Prospect

Patsy Street
Palatine

Don Torisky
South Barrington

Rena Trevor
Rolling Meadows

Helena Wajda
Palatine

Teddi Williams
Buffalo Grove

Mike Zawacke
Arlington Heights