

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067

AGENDA

September 24, 1970

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
- V. Communications
- VI. New Business
 - A. EDUCATIONAL PRESENTATION
(Business Division)
- VII. President's Report
- IX. Adjournment

Exhibit A

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF JUNIOR COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, September 24, 1970

CALL TO ORDER: Chairman Hamill called to order the regular meeting of the Board of Trustees of Junior College District No. 512 at 8:10 p.m., on September 24, 1970, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members John Haas, James Hamill, Lawrence Moats and Joseph Morton
Absent: Members Milton Hansen, Richard Johnson and Jessalyn Nicklas

Also present: Robert E. Lahti, Rod Adams, Donald Andries, Michael Bradshaw, Donald Brady, Charles Falk, G.A.Fischer, Benny Gardner, Edward Goodwin, Santiago Gutienz, James Harvey, C.A.Henderson, Robert Hughes, Peter Kanikula, Jack Lucas, W.J.Mann, R.B. Cormack, James McKee, John Menzik, Donald Mistic, Louis Owsiany, William B. Potter, Gary Rankin, S. C. Schauer, Donald Sedik, Joe Trevino, Rose Trunk, Frank Vandever, George Voegel, Lloyd Wilkes and Robert Zilkowski--Harper College; Mabel E. Lucas--Elgin Courier News; Tom Wellman--Paddock Publications; O.Daniel Lore, Leo Cajor, G.E.Hartley, and Steve P.Blantz--Local No.11 S.E.I.U.; D.W.McKay--School Dist.#23; R.E. Hutchings, and Mr. and Mrs. Robert J. Wilson, Jr.

MINUTES: Member Haas moved and Member Morton seconded the motion to approve the minutes of the regular meeting of September 10, 1970, as distributed. Motion unanimous.

DISBURSEMENTS: Mr. Mann stated there were none.

COMMUNICATIONS: Chairman Hamill announced a letter had been received from the newly formed Illinois Association of Junior Colleges, requesting an up-to-date list of Board members and a \$100.00 payment from those districts interested in the association--essentially for the reorganization of the association.

Member Morton moved and Member Haas seconded the motion to approve the payment of \$100.00 as requested to the newly formed Illinois Association of Junior Colleges.

COMMUNICATIONS:
(Cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Moats and Morton
Nays: None

Chairman Hamill reported a letter had been received from the League of Women Voters of Barrington stating they were holding a public meeting on October 1, 1970, to discuss the open meeting law. Chairman Hamill asked if someone from the Board wanted to attend and officially represent the Board of Trustees. Member Moats stated he was planning to attend and would represent the Board.

Chairman Hamill stated a letter had been received from President Richard Nixon enclosing an article by Dr. Sidney Hook on "Campus Violence." Chairman Hamill stated he felt this was very timely, and he would like to have a discussion relative to the Board's review of Harper's policies, consideration of some of the new materials available, the climate of public opinion, etc.

Member Haas pointed out that the report of the President's Commission on Campus Violence would come out on Sept. 26. He stated he agreed the Board ought to review the policies in this field as well as other fields, and stated that unless the policies are periodically reviewed and up-dated they do not mean a thing--they just get to be procedures. As far as timing, Member Haas stated he would like the opportunity of seeing the commission's report before going further on this.

After further discussion, it was the consensus of the Board that they needed more background material on student unrest and this matter should be post-poned until the first Board meeting in October. Dr. Lahti was instructed to write a letter to the Student Senate and the Faculty Senate informing them that the Board was in the process of studying Board policies on this matter.

Dr. Lahti informed the Board he had received a letter from William Staerkel, President of the Illinois Council of Presidents, in which he stated he hoped the individual Board members would go on record in support of the proposed plan for state finance. Mr. Mann added the Council was requesting the Board to support the proposed formula and recommendation of the Finance Committee of the Board of Higher Education.

— COMMUNICATIONS:
(Cont.)

After discussion, the Board agreed they would want to see an official communication on the proposed plan before they would take any action in support of this plan. Therefore, this matter was post-poned until the next Board meeting.

Chairman Hamill read a resolution passed by the Board of Trustees of Lake County College, in which essentially they were requesting an increase in square footage guidelines to reflect the escalation in construction costs, of the Illinois Junior College Board. Dr. Lahti stated that Fred Wellman, Executive Secretary of the Illinois Junior College Board, had stated they were in the process of reviewing these costs. As Dr. Lahti had already written a letter to Mr. Wellman stating the position of the college on this matter, the Board agreed there was no need for further action.

NEW BUSINESS:
Staffing

Dr. Schauer stated the administration was presenting a candidate to fill the vacancy created by the resignation approved at the last Board meeting in the field of nursing.

Mr. DePalma discussed the background and qualifications of Mrs. Darlene Stewart, the proposed candidate.

Member Haas moved and Member Moats seconded the motion to approve the employment of Mrs. Darlene Stewart, in the field of Nursing, rank of Assistant Professor, at an annual salary of \$11,700.00, pro-rated to \$11,100.00 for a 37 week period beginning September 28, 1970.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Moats and Morton

Nays: None

Union Proposal

Chairman Hamill stated the Board had had a request from the union representatives concerning the maintenance people. He stated the Board had asked the administration to review the proposed agreement and then make a recommendation to the Board, and he understood the administration was ready to make their recommendation. Prior to making public disclosure of their recommendation and Board action, if any, Chairman Hamill stated he would like a motion to recess to executive session for the purpose of discussing this recommendation.

NEW BUSINESS:
Union Proposal
(cont.)

Member Morton moved and Member Moats seconded the motion that the Board recess to executive session at 8:35 p.m. Motion unanimous

At 9:27 p.m., Chairman Hamill reconvened the meeting of the Board with Members Haas, Hamill, Moats and Morton present.

Chairman Hamill stated the Board had heard and considered the administration's recommendation relative to the union's proposed agreement. He stated he would entertain a motion at this time.

Member Haas moved and Member Morton seconded the motion to approve the adoption of the following resolution:

RESOLUTION

The Board has thoroughly considered the proposal of August 27, 1970, that we recognize Local 11, Service Employee's International Union, AFL-CIO as sole collective bargaining representative for all custodial and maintenance employees of the college. Since neither the administration nor the Board have any compelling evidence that the Union represents a majority of the custodial and maintenance employees of the college, and since there is a question of whether the unit suggested by the Union is an appropriate one, the Board therefore denies the request of the Union and directs that the Director of Personnel communicate the Board's action to Mr. Foxworth in writing.

September 24, 1970

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Moats and Morton
Nays: None

Chairman Hamill announced that at this time the Board would hear from anyone in the audience who would like to make a statement concerning the action of the Board.

Mr. Lore, of Local 11 S.E.I.U., expressed disappointment with the action of the Board. He stated the union was representative of the people and they were willing to submit their applications, they were willing to go to an election, they were willing to do anything that was necessary in order to represent the people. He

NEW BUSINESS:
Union Proposal
(cont.)

stated the union had been solicited by the employees of the college in April, and had then communicated with the Board of Trustees. He stated the union would have to take such action as their organization deems appropriate. Mr. Lore stated they had always been a responsible organization--there would be no strikes, they would not pull any employees off the job. He informed the Board, however, that they would be hearing from them.

Chairman Hamill thanked Mr. Lore for his statement and stated the Board would certainly keep open the lines of communication.

Educational
Presentation--
Business
Division

Mr. Charles Falk, Chairman of the Business Division, discussed enrollments, programs, accomplishments, innovations, policies and techniques now in effect or being developed in the Business Division. His slide presentation highlighted the basic programs which are in progress at Harper College.

A ten page synopsis of the division's educational program was distributed to the Board. Enrollments in business courses this fall of 3,267 represented 12.3% of the total enrollments for the college. The F.T.E. of 655.7 represented 15.3% of the college totals. The Business Division offered 46 courses out of a total 252 and 121 sections out of a total 806 offered by the college.

During the discussion of the various programs outlined in the synopsis, Mr. Falk introduced the following staff members; Rose Trunk, Jay Singelmann, Robert Zilkowski, Edward Goodwin and Donald Sedik.

Following the presentation comments were made by the Board members concerning discussion techniques, training and placement of legal secretaries, follow-up on students after they are trained at Harper, classes of 125 to 300, personal contact with students, and service to the business community.

Mr. Falk, in concluding his presentation, referred to the coordination between his division and Dr. Olson's extension division.

Board members complimented Mr. Falk and his staff on their presentation, and Chairman Hamill expressed thanks and appreciation on behalf of the Board.

— NEW BUSINESS:
Salt Creek
Project
Status Report

Dr. Lahti referred to a two page report on the Salt Creek Project dated September 18, 1970, from D. Misic to William Mann. It was the consensus of the Board that consideration of this subject should be deferred to the next meeting of the Board.

PRESIDENT'S
REPORT:

Dr. Lahti reviewed a news release dated September 24, 1970, from the Director of Community Relations, announcing that 7,183 students are enrolled at Harper College. He reported that enrollments are 40% above Arthur D. Little Company's projections. Dr. Olson advised that, in addition to the above enrollments, 300 more are expected to enroll in the second eight-week session of Continuing Education in November.

Dr. Lahti stressed that parking facilities are being utilized close to maximum capacity, particularly on Mondays, Wednesdays and Fridays. Dr. Schauer also advised that other college facilities are in a similar situation. Dr. Lahti proposed that if other alternatives are not available it would be necessary to utilize temporary units again next fall. He stated he did not think the college should start cutting up and remodeling existing facilities.

The necessity of scheduling required classes from 3:00 to 5:00 p.m. was discussed. Although students are reluctant to register for classes early in the morning or late in the afternoon, Dr. Schauer inferred that classes would start at 7:00 a.m. This would be necessary for full utilization of space.

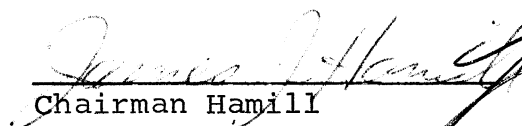
Dr. Lahti reported that a representative of the National Science Foundation had visited the campus. Following the visit, the Foundation had written and notified the college of the awards for the visiting scientists program. Awards or grants were made to twenty-one scientific societies to make it possible for scientists to visit educational institutions. The N.S.F. is attempting to assist the community colleges with various programs.

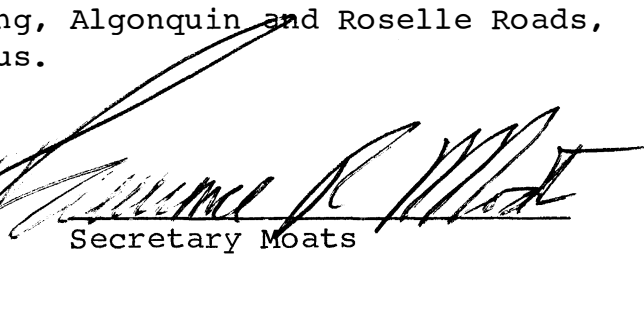
Bids on Track
and Tennis
Courts

Dr. Lahti reported that bids on the track and tennis courts will be received on Monday, September 28, 1970. As time is of the essence in reference to the track and tennis courts, Dr. Lahti suggested the Board might want to meet again during that week. After discussion, the Board agreed to meet on Wednesday, September 30 at 8:00 p.m.

ADJOURNMENT:

Member Moats moved and Member Morton seconded the motion at 10:30 p.m. to adjourn the Board meeting to Wednesday, September 30, 1970, at 8:00 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine. Motion unanimous.


Chairman Hamill


Secretary Moats



RESOLUTION

The Board has thoroughly considered the proposal of August 27, 1970 that we recognize Local 11, Service Employee's International Union, AFL-CIO as sole collective bargaining representative for all custodial and maintenance employees of the College. Since neither the Administration nor the Board have any compelling evidence that the Union represents a majority of the custodial and maintenance employees of the College, and since there is a question of whether the unit suggested by the Union is an appropriate one, the Board therefore denies the request of the Union and directs that the Director of Personnel communicate the Board's action to Mr. Foxworth in writing.

September 24, 1970

I. SUBJECT

Employment of Assistant Professor in the Associate Degree Nursing Program.

II. REASON FOR CONSIDERATION BY THE BOARD

To fill the vacancy created by the resignation of Mrs. Cynthia Given.

III. BACKGROUND INFORMATION

1. Varied teaching experience on several levels of nursing education, including L. P. N., baccalaureate, and masters level.
2. Extensive nursing knowledge with both preparation and specialized nursing practice in the field of Oncology.
3. Varied experience in curriculum planning including participation in the development of
 - a. the ADN program at Schoolcraft Community College.
 - b. a comprehensive Regional Medical Program in Southeastern Michigan to improve the care of cancer patients.

IV. RECOMMENDED ACTION

Recommend the employment of Mrs. Darlene Stewart as an Assistant Professor at \$11,100 effective September 28, 1970, for the remainder of the 1970-71 academic year -- 37 weeks. (Base pay for the academic year -- \$11,700.)

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE Mrs. Darlene J. Stewart

FIELD (Suggested Teaching Area) Nursing Life & Health Sciences
DIVISION

PREPARATION University of Michigan - R.N., B.S.N., 144 hrs. +
(Degree, School, Year 10 beyond 1960
Received & Semester
Hours in Teaching Field)

Wayne State University - M.S.N. - 49 hrs. 1968

HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD

MAJOR AREAS Medical-Surgical Nursing; Oncology Nurse Specialist

EXPERIENCE IN EDUCATION 1 1/2 yrs. -Instructor-Henry Ford Hospital 1/61-6/62
(Dates, Locations, Positions, etc.) 4/63-

1 yr. 3 mo. - Inservice Instructor - Detroit Gen'l. Hosp. 7/64
7/64-

1 1/2 yrs. -LPN Instructor-Schoolcraft Comm. College 12/66
Instructor (5 mo.) joint appointment with

2 yrs. 10 mo. - Asst. Prof. (2 yrs. 5mo.) colleges of medicine
Wayne State University-11/67-8/70 and nursing

OTHER EXPERIENCE 7 yrs. 1 mo. (full-time)

(on back of page)

HONORS & DISTINCTIONS Published Chapter in Clinical Nursing

PERSONAL [REDACTED]
(Age, Marital Status, Children, Address, Etc.)

RANK & SALARY Assistant Professor - \$11,700 (\$11,100) 37 week

RECOMMENDED BY R. L. DePalma DIVISION CHAIRMAN

R.B. Carmack DEAN

[Signature] VICE PRESIDENT

[Signature] PRESIDENT

OTHER EXPERIENCE:

5 mo. - charge nurse - Henry Ford Hospital - 8/60-1/61

9 mo. - Head nurse - Detroit General Hospital - 7/62-4/63

1 yr. 3 mo. - Staff - Providence Hospital, Michigan 12/66-4/68 (half-time 11/67-4/68)

7 mo. - Clinical nurse specialist - Metropolitan Hospital-(half-time 7/69-9/70)

3 years (full-time) .

PRESENTATION FROM THE DIVISION OF BUSINESS

The following is an outline of a 15 minute presentation to be made to the Board of Trustees at their regular meeting on Thursday, September 24, 1970:

- I. Curriculum
 - A. The Transfer Business Curriculum
 - B. The Career Curricula
 1. Accounting Aide
 2. Data Processing
 3. Food Service Management
 4. Marketing Mid-Management
 5. Secretarial Science
 - C. Future Curriculum Additions and Considerations
 1. Administrative and Supervisory Management Program
 - a. Associate Degree
 - b. Certificate Program
 2. Legal Secretarial Program
 3. Health Occupations Secretarial Program
 4. Retail Merchandising Management Program
 5. Real Estate Certificate Program
 6. Hotel-Motel Management Program
- II. Instructional Development Activities in the Business Division
- III. Articulation Considerations
- IV. Business-Related Educational Needs Served Through Adult and Continuing Education Programs
- V. Business Division Staff Profile
- VI. Discussion

The presentation is designed to include the instructional activities within the Division of Business and a prospectus for the immediate future.

SYNOPSIS

The Educational Program of the Harper College
Business Division

A Presentation to the Board of Trustees,

WILLIAM RAINEY HARPER COLLEGE

September 24, 1970

I. The Curriculum

- A. The Transfer Program. The transfer program offered by Harper College provides the first two years of four-year college and university parallel instruction for students wishing to major in the following areas:

Accounting
Business Education
Economics
Finance
Management
Marketing

- B. The Career Programs. Accepting the charge of comprehensiveness for community colleges, the Business Division has responded by developing several associate degree and certificate programs.

Community needs, college resources, and the general guidelines of the Illinois State Board of Vocational Education have shaped the career curricula at Harper. Assisting in this effort have been the several industry advisory committees that exist for each of the career programs offered.

1. The Associate Degree Programs.

- a. Accounting Aide. The Accounting Aide Program is designed to prepare students for junior accountant positions in industry or with C. P. A. firms. The "aide" designation connotes that the graduate of this program will assist the fully-trained accounting professional, relieving him of the more mundane aspects of recordkeeping work.
- b. Data Processing Technology. One of the most popular career programs in the division, Data Processing Technology, prepares programmers and programmer/analysts for businesses utilizing computer-based data processing systems. Keeping the curriculum relevant to the rapidly changing computer technology poses a major challenge to the instructional staff.
- c. Food Service Management. Entering its second year of operation, the Food Service Management curriculum has attracted increasing numbers of students interested in career opportunities in the field of both commercial and industrial food service. Restaurant managers, food and beverage managers, and industrial catering managers are educated through this program.

- d. Marketing Mid-Management Program. Also gaining in popularity is the Marketing Mid-Management Program, which develops personnel who wish to function in a wide variety of marketing positions. Advertising, retailing, wholesaling, industrial sales, and supermarket management typify fields into which program graduates may enter. Cooperative occupational experience is a strong feature of this program.
- e. Secretarial Science. The Secretarial Science Program provides an opportunity for young women to obtain secretarial and administrative skills, perhaps after having a change of heart subsequent to completing a "college prep track" in secondary school. For those with some secretarial skills, the program provides an opportunity to further enhance them.

- 2. The Certificate Programs. Several "certificate" programs of a vocational nature are offered through the Business Division. These programs are geared primarily toward working adults and comprise the equivalent of from one semester to one year's work (15-30 semester hours).

The Business Division now offers the following certificate programs:

- Accounting Aide
- Baking
- Clerical and Administrative Assistant
- Cooking
- Data Processing Clerical
- Data Processing Technology
- Supermarket Management
- Secretarial Science

C. Business-Related Curricula for the Future at Harper College.

Several career-oriented curricula are either under consideration or in varying stages of development by the Business Division staff. The programs being considered for possible future implementation are described below.

- 1. Administrative and Supervisory Management. Both an associate degree program and a certificate program in Supervisory and Administrative Management are planned for implementation in the near future. Industrial input into these adult-oriented curricula has been significant.

The general aim of these programs has been that of providing needed training for those aspiring to, or newly appointed to lower level supervisory positions in either the industrial or administrative business situation.

2. Real Estate Certificate Program. Responding to industry requests, a Real Estate Certificate program is being developed in cooperation with the Northwest Suburban Board of Realtors. The thrust of this program would be in the area of job up-grading for the real estate professional.
3. Hotel-Motel Management. Although no firm action has been taken yet, the increasing number of hotels and motels in the district and around the greater O'Hare Field area has prompted inquiry concerning a possible Hotel-Motel Management curricula. The existence of a Food Service Management curriculum may make a move into this area fairly easy, should the potential warrant adding this program.
4. Retail Merchandising Management. The advent of construction on the site of Woodfield Mall highlights the fact that the retail sector of the local economy is growing at a rapid pace. This fact, coupled with expressions of interest by students, has prompted consideration of a Retail Merchandise Management curriculum at the college. The program would focus in on softgoods retailing with particular emphasis upon "fashion merchandising". The basic intent would be constructing this program by borrowing heavily from the existing Marketing Mid-Management and Fashion Design programs.
5. Secretarial-Oriented Programs. Two new programs representing "spin-offs" from the present Secretarial Science Program are in developmental stages. Both offer opportunity to specialize for young women who bring secretarial skills with them when they come to Harper.
 - a. Legal-Secretarial Program. Plans for the Legal Secretarial Program are well advanced. It is anticipated that young women interested in a legal secretarial position can pursue this curriculum starting in the Fall of 1971.
 - b. Health Occupation-Related Secretarial Program. The plans here are much less definitive in that initial discussions with people in the field have barely begun. The gist of the program would

be to prepare young women for secretarial and administrative roles in medical offices and clinics, in dental offices, and in hospital administrative offices. Initial contact with professionals in this area has been with the North Suburban Association for Health Resources and their Nursing and Allied Health Education Committee.

II. Instructional Development Activities in the Business Division

A continuing challenge to members of the Business Division teaching faculty is improvement of instruction and learning to use the new educational technology. Use of films, overhead transparencies, tape recordings, and guest speakers are commonplace. Some activities worthy of special mention are the following:

- A. Auto-tutorial Keypunch Instruction. Twenty hours of keypunch instructional units have been put on cassette tape cartridges and permits students to proceed through the keypunch course unassisted if they desire. Since much basic instruction is contained on the cassettes, instructors are free to work with individual students requiring special attention. The cassette units allow students to repeat units of instruction again and again if they so desire. The keypunch course is of a skill development nature, thus attainment of a particular skill-level signifies completion of the course. Having the cassettes allows students to complete the course in something less than the full term of the semester, if they so desire.
- B. Auto-Tutorial Self-Paced Typewriting Project. Presently in the form of a proposal for a research grant, Mrs. Rebecca McLoughlin has proposed a "Self-paced Typewriting Instructional Project". The proposal has come about to meet the need for a mechanism to cope with the problem of students who are too advanced to be in Beginning Typing classes, but who are not advanced enough to be in an Intermediate Typing class. The outcome of the project will be a set of tapes, slides, and instructional materials that will permit students to independently elevate themselves to the skill level required in Intermediate Typing by virtue of activities in an open-lab environment.
- C. Auto-Tutorial "Hands-On" Economics Project. Mr. Frank McClintock has been working to develop several instructional units in economics that require manipulative efforts by students. Magna-boards and similar devices require students to plot curves and points in response to directions given in the form of a problem statement. Initially, the instructional units are used in a classroom environment. Ultimately, the units will be put in a form that will allow their use in study carrels in the Learning Resources Center. When this takes place, the units can be used for content review, for personal development, or for developmental or remedial purposes.

- D. Video-tape Recorder Used With Salesmanship Class. The video tape recording units of the college have been used extensively in the Salesmanship classes. The principal advantage here is that students are no longer just told about strengths and weaknesses of a sales presentation, but rather they are both told and shown. The experience gives students an opportunity to review the visual impact they possess as they enter into the sales situation.
- E. Application of the Lecture and Quiz/Discussion Approach to Instruction. The Business Division has been one of the heavy users of the lecture/discussion group approach to instruction. Preliminary readings of student performance and reaction reflect no overt hostility to the approach and that learning is on a par with that of "free standing" sections as taught in prior years. The lecture and quiz/discussion approach is used in the following courses:
- Introduction to Business Organization
 - Principles of Marketing
 - Principles of Management
 - Salesmanship
 - Business Mathematics
 - Introduction to Data Processing
 - Principles of Accounting I
 - Principles of Economics I & II
- F. Videotaped Instructional Units in Accounting. Mrs. Rose Trunk, as an outcome of a Harper Instructional Materials Development Workshop in 1968, has developed several videotaped instructional units in accounting. These units have been useful to students needing remedial work, and have assisted in the effort to assure some consistency in the several sections of accounting taught by many different instructors.
- G. Open-lab Approach in Computer Programming Instruction. Now in its second year, the open-lab approach to teaching computer programming offers much promise. The college benefits by having a lab technician rather than more highly paid faculty manning the lab. The students benefit by having nine times more opportunity for a lab experience than under the former system. An additional outcome of this approach has been the development of the lab itself as a rallying point for those students interested in the data processing career field.

III. Articulation Considerations.

Articulation is an ongoing process and one for which several elements of the college organization have responsibility. Business Division faculty are actively concerned with this concept.

- A. Community College-Senior College Articulation. In the interest of effective student articulation to the four-year colleges, Harper hosted the 3rd Annual Northern Illinois Conference on Business Administration last December. Over 200 business faculty members from both four year and community colleges in Illinois were on hand for this conference which concerns itself mainly with articulation. Deans from seven Colleges of Business were among those in attendance.
- B. Secondary-Community College Articulation. Many community colleges have been preoccupied with articulation as it relates to the four year college or university. An equally important articulation effort is prudent with respect to the secondary schools that feed students into Harper. While "downstream" articulation is important for the four-year college-bound high school graduate, it is even more important to have effective articulation in the career program areas. Business Division career program coordinators are visiting their secondary school counterparts throughout the year on a regular basis to facilitate articulation in the career program areas. In a broader based effort, Harper is hosting the Fall meeting of the Chicago Suburban Area Business Education Department Chairmen's Association in October. The theme of this meeting with the high school chairmen will be downstream articulation and approaches thereto.

IV. Serving Business Education Needs in Other Ways.

While not all of the following are within the exclusive domain of the Business Division, it should be noted that the business-related educational needs of the Harper community are served through other activities of the institution.

- A. Extension Courses. The following courses are being offered by the Business Division this Fall, thus "bringing the college to the community."

Buffalo Grove-(Longfellow School). Principles of Economics is being offered at this location and marks the second semester that business courses have been offered at this point. Demand for and reception of Harper courses seems quite strong in this area.

Barrington High School. Offering Introduction to Business at Barrington marks a return to this extension center after an absence of about one year's time.

Elk Grove High School. The return to Elk Grove after transferring instruction to the new campus was marked by heavy enrollment in the Introduction to Business course taught there.

Hersey High School. Principles of Accounting I was offered as the first extension effort at this center. Acceptance of the course was indicated by the fact that enrollment was fully subscribed.

Defense Supply Agency, Chicago Area Region. Principles of Economics was offered in this, our third term of operation at DSACAR.

- B. Non-Credit Courses. Primary responsibility for development of non-credit courses rests with the office of the Dean of Adult and Continuing Education. Nevertheless, Business Division faculty have made contributions to the program both by curriculum development activities and by acting as instructional personnel in some of the courses.

Examples of business-related non-credit courses being offered are:

CEB 001 Personal Financial Management
CEB 006 Secretarial Refresher Workshop
CEB 011 Fundamentals of Investing I
CEB 012 Fundamentals of Investing II
CEB 020 Fundamentals of Data Processing
CEB 022 Key punch Operator
CEB 028 Airline Career Preparation I
CEB 029 Airline Career Preparation II
CEB 032 How to Manage Your Business Successfully

- C. Graduate Courses Imported. Again, through the office of the Dean of Adult and Continuing Education, business educational needs are served through the importation of graduate courses in business administration from Northern Illinois University. This service caters to those in the community aspiring to the Master of Business Administration degree, and who do not wish to drive to DeKalb or to one of the urban universities offering such programs.
- D. Executive Development Opportunities. Harper College responds to the business-related needs of another segment of the community with the Executive Development Seminar series. Emanating from President Lahti's dialogue with members of the Northwest Industrial Council, two executive development seminars were held last year, with a much more ambitious series planned for the forthcoming year. This program is administered through the office of Adult and Continuing Education.

V. Student Club and Awards Programs.

- A. Club Programs. Recognizing that student club programs can be valuable adjuncts to the educational program, efforts have been made to foster the development of such organizations. Three business-related clubs exist on campus at present.
1. Future Secretaries Association. A collegiate chapter of the F. S. A. (Future Secretaries Association) is the oldest of Harper's business-related club programs, having been founded in the same year that instruction began in the college. A high point in the club's history occurred during the past year when Miss Patti Symcak of Deerfield earned the 2nd Place position in an International Competition sponsored by the national F. S. A. organization. The Park-Plaines chapter of the F. S. A. awarded Patti a \$100 scholarship for her efforts.
 2. HAMMS. In the Fall term last year, the Harper Association of Marketing and Management Students (HAMMS) came into being. Comprised mainly of students in Harper's Marketing Mid-Management curriculum, the group later affiliated with the Post-Secondary Division of the Distributive Education Clubs of America. A major undertaking of this group last year was the successful development and marketing of a Harper Student Directory which was well-received among the student body.
 3. D. P. M. A. A student chapter of the Data Processing Management Association received its charter this past spring. This organization caters mainly to those students active in our Data Processing Technology curriculum.
- B. Wall Street Journal Awards Program. The faculty of the Business Division, in cooperation with the publishers of the Wall Street Journal, have initiated the Wall Street Journal Award Program. A faculty committee selects a graduating sophomore who has majored in one of the programs offered within the Business Division as the recipient of the award. Scholarship, attitude, and potential are primary factors used in screening potential recipients. The winner of the first award was Mr. Ronald Reiger of Wheeling. In addition to receiving an attractive medalion, Mr. Reiger receives a one-year complimentary subscription to the Journal.

VI. Staff Profile-Business Division.

A. Number. 19 (Including five staff members who function in a half-time instruction/half-time operational capacity in the Food Service Management area).

B. Age.

1. Mean: 36.58
2. Range: 24 to 55

C. Academic Preparation:

Less than B. A.	2
B. A.	4
M. A.	6
M. A. & 15	4
M. A. & 30	1
M. A. & 45	2
Doctorate	0

D. Faculty Experience (Academic & Industrial)

1. Academic

High School	33 years
Junior/Community College	31 years
College	0 years
University	6 years

2. Industrial Experience: 182 years

VII. Enrollment Statistics: Fall, 1970

A. Enrollments:

Day	1746	
Evening	1521	
Total	3267	(12.3% of total for the college)

B. FTE:

Business Division	655.7
College Total	4245.7
% of Total	15.3

C. Courses Offered:

Business Division	46
College Total	252
% of Total	18.2

D. Sections Offered:

Business Division	121
College Total	806
% of Total	15.0

N E W S

 William Rainey Harper College

 359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

Contact: Don Andries, Director
Community Relations

FOR IMMEDIATE RELEASE

HARPER COLLEGE ENROLLMENT

TOPS OUT AT 7,183 STUDENTS

Total includes 530 continuing education students
and 233 enrolled in university extension courses

Harper College, now beginning its second year on its new campus in Palatine, topped out its fall 1970 enrollment with 7,183 students. This is 40 per cent ahead of original estimates, 30 per cent ahead of last year, and about 20 per cent more than the most recent enrollment projections completed late this summer.

Official figures released by the college yesterday (Sept. 23) show 3,291 students enrolled full time and 3,129 enrolled part time in the regular college curriculum. Added to the 6,420 total are 530 adults enrolled in evening and continuing education non-credit courses and 233 taking university extension courses. Both of these latter figures will increase due to late enrollments in extension courses and November registrations in 16 mid-term continuing education courses.

Full time equivalent (FTE) students (all students equated on a 15-hour load) has reached 4,257, which is 33 per cent ahead of the projections for 1970-71 made by the Arthur D. Little organization in a study conducted in 1966. The FTE is 15 per cent above last year's FTE of 3,688. FTE is significant since it is this figure to which the State of Illinois applies its

(more)

Enrollment Profile
Add one

per student/per credit hour allowance.

The student profile shows 5,007 of those enrolled as newcomers to college, with 1,415 having had previous college experience. Forty-six per cent plan to transfer to a four-year college.

Just over half of the students are under 21 (51 per cent), 38 per cent are over age 25, and 21 per cent are 18 years of age. Men students outnumber women on about a three-to-two basis.

Almost three-quarters of the students (74 per cent) are residents of the Harper College district, with the balance coming from other high school districts in northern, western, and far northwest suburban areas. This semester Harper has no out-of-state students.

Enrollments are heaviest (23 per cent) in the social sciences, followed by communications (20 per cent) and business (15 per cent). Math and physical science, health and biological sciences, humanities and fine arts, and engineering and related technologies follow in that order.

The average full-time student is carrying 14.5 semester hours, the average part-time student is carrying 5.2 semester hours, with a combined figure of 9.9 semester hours.

Figures used to compute the student profile do not include the 763 continuing education and university extension students.

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September 24, 1970

MEMORANDUM

TO: Mr. William Mann, Vice President Business Affairs

FROM: Mr. Don Misic, Director Business Services

DATE: September 18, 1970

SUBJECT: Salt Creek Project Status Report

The discussions carried out in the September 14 meeting, with the Department of Agriculture, Metropolitan Sanitary District, Caudill, Rowlett and Scott and Harper representatives, clarified some of the issues and makes possible the presentation of various alternatives and a recommendation.

The first point discussed was the level of the permanent pool (747 without recreation or 751 with recreation). In order to protect our facilities if the permanent pool level is 747, it would be necessary for Harper to spend an estimated \$63,000 for additional fill. If the level of the permanent pool is set at 751, the cost to Harper for additional fill is estimated at \$191,000.

Additional costs that would be involved, if the higher pool level is decided on, would be \$20,000 for a higher structure and additional land costs of approximately \$300,000 since the flood basin would cover a larger area.

Since the permanent pool depth without recreation would be at least six feet, and possibly more, in certain sections, if fill was taken from the pool area the additional funds necessary (over \$400,000) seems unreasonable for the possible benefits received to Harper.

The decision as to what extent Harper should become involved in the project should include the consideration of the following possibilities.

I. Complete Involvement

Harper would donate the land.

Harper would be responsible for the upkeep of the area after the project is completed.

II. Complete Involvement

Harper would give a flood easement for its land and MSD would transfer title of other land in project to Harper.

Harper would be responsible for the upkeep of the area after the project is completed.

III. Partial Involvement

Harper would donate the land.

The responsibility for the upkeep of the facility would be someone else's or it would be shared when Harper would only take care of the area on its land.

IV. No Involvement

Harper sells the portion of its land that is involved in the project to MSD.

The advantages obtained by Harper, if it is involved, would be that it has control of the use of all the land in the project. The disadvantages are in the cost area and are listed below:

1. Donation of our land which could not be transferred to IBA as our share of future building costs.
2. The cost of upkeep would be a perpetual item that at a minimum figure would amount to \$30,000 per year.

It is my recommendation that Harper not become involved in the Salt Creek project for the following reasons:

- a. The benefits derived are more than offset by the costs.
- b. The benefits are not that substantial since the buffer zone created by the project will still be there whether or not Harper is involved.
- c. The money realized by the sale of the land to MSD would help offset the cost of the additional fill needed and the remainder could be applied to future building costs.
- d. The cost of upkeep would take money away from an already tight budget.
- e. A project of this type is more in the area of responsibility of a park district.

So that there are no misunderstandings and to clear up or correct some of my assumptions, I have tentatively arranged for representatives from the Department of Agriculture, Metropolitan Sanitary District and Caudill, Rowlett and Scott to attend the October 8 Board Meeting, if the Board so wishes.

