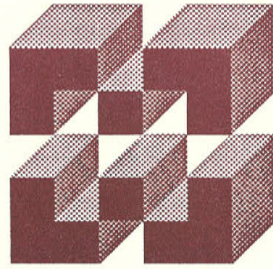
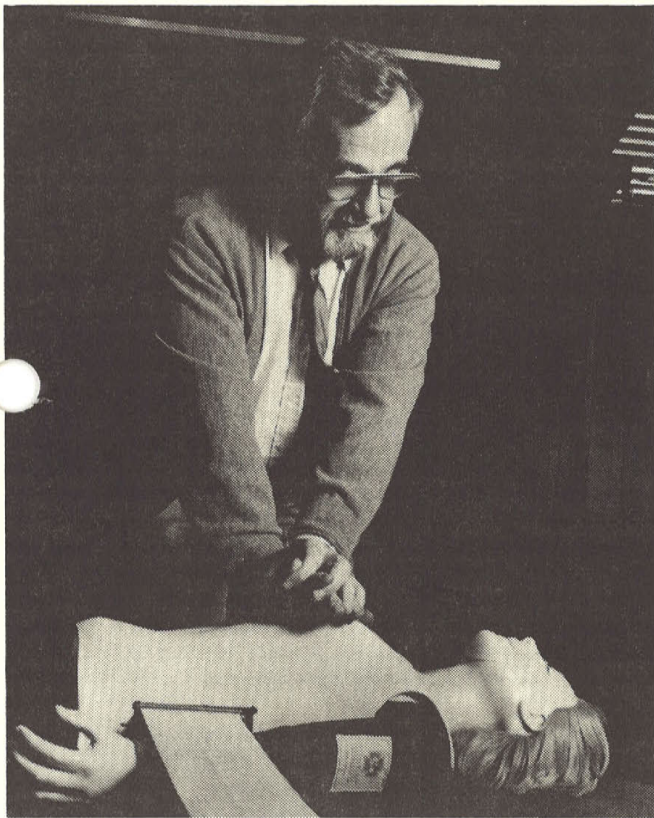


The Harper Insider



Volume 3 Number 9

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Roger Mussell is one of the Harper people who earns CPR recertification each year.

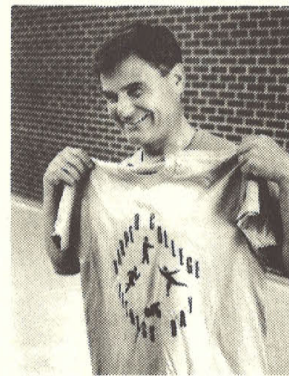
Consider Learning CPR

Would you refuse to save the life of a loved one, or a co-worker, who is having a heart attack? Not likely! But unless you know CPR and are able to keep the victim's heart and lungs going until professional medical help arrives, you may be powerless to help.

Another lifesaver is the Heimlich maneuver. A person choking on food can die in four minutes unless the airway is cleared. Help, in the form of knowledge, is available. Health Service offers instruction for faculty, staff and administrators in both emergency techniques.

If you have not previously taken CPR, a total of four hours instruction time is required to become a certified rescuer. If it has been a year or more since you have been certified, your CPR certification is invalid, and you must take a three-hour class for recertification.

Please call the Health Service Office at extension 2268 for information and scheduling.



Bill Punkay was among the 106 employees earning Fitness Day T-shirts for their efforts.

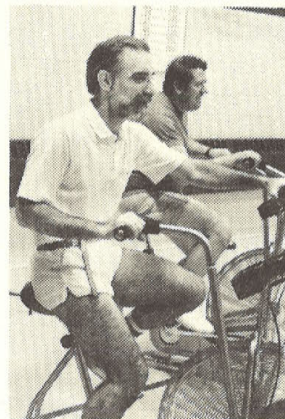
Fitness Day

The challenge for the 106 employees taking part in Employee Fitness day was to complete one of six fitness trails created by Renee Zellner, assistant professor in the Physical Education department.

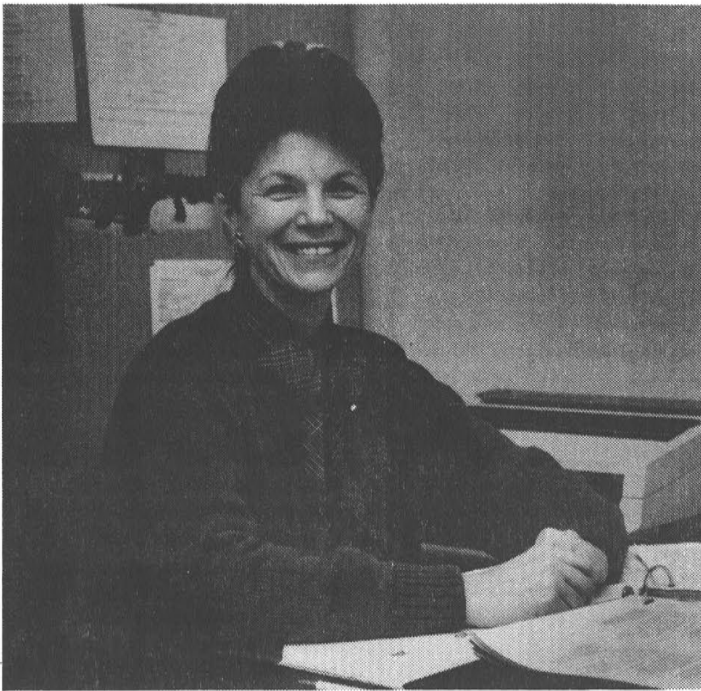
The trails varied in degree of difficulty from a fitness walk, the First Step Fitness Trail, to the Ultra-Triathlon Trail, which includes swimming, exer-biking, and running.

Rosemary Murray, supervisor of Health Services, states, "Fitness Day presents an opportunity to start a fitness program and to get acquainted with the Building M facilities." Employee Fitness Day 1989 promises new challenges with revised trails.

Cyclists John Papandrea and Tom Foley gave themselves -and the exercycles - a good workout on Fitness Day.



Keith Jauch seemed very much at home on the Building M track, part of his fitness trail.



Insider's View of Gerri Goncher

Gerri Goncher, administrative assistant, reports to Dr. Charles Harrington, dean of instruction. She has been at Harper for 16½ years, but some of us do not yet know her by sight. Because her work is very detailed and requires concentration to ensure accuracy, Gerri spends most of her working hours in her office away from the mainstream of activity. Gerri is responsible for the accuracy of the information in the computer for the master schedule, and the curriculum/course descriptions included in the Bulletin. She also schedules classrooms for meetings and seminars, verifies that new course offerings follow institutional and state guidelines, and processes the forms required by the state for the courses. She has held this position since 1980. Prior to that time, she was secretary to the dean of instruction.

Born: Detroit, Michigan

Family: Husband Rick and English cocker spaniel Spencer

Favorite Foods: Everything Italian or Mexican

Favorite Books: Historical novels, biographies and particularly books about Abraham Lincoln or Winston Churchill

I would like to learn: Patience and temper control

I can't stand: Pettiness

If time and money were not a problem: I would travel and "shop until I drop."

One thing I've learned in life: To live it to the fullest.

From The Chair

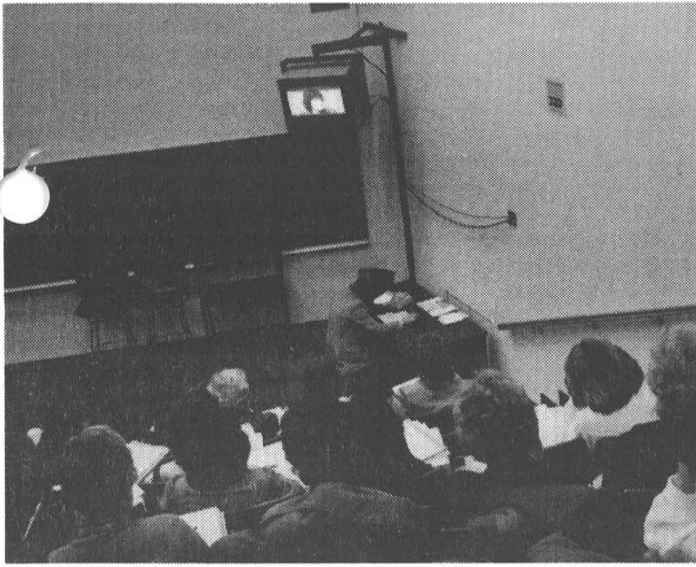
The Copyrights and Patents Committee is charged with clarifying and protecting the respective rights and responsibilities of individual College personnel and Harper College, while encouraging the development of improved educational materials by College personnel.

When inquiries are received from College personnel this committee must decide whether materials or inventions are or are not College supported or commissioned. In making these determinations as to ownership, equity and use, the Committee may appoint subcommittees and consult with experts. The Committee also develops administrative regulations governing matters under its jurisdiction, and reviews existing policies and related procedures, recommending changes to the president.

Chairman Jack Lucas reports that the 12-member group is currently updating the manual, "College Personnel Rights and Responsibilities in College-supported Inventions and Materials." The booklet provides information about College policy regarding all inventions and materials, instructional or non-instructional, developed by College personnel.

Karen Villano, food services supervisor, coordinated contributions of new or mint condition toys for needy children. The Food Services department coordinates Harper's annual "Toys for Tots" drive in conjunction with the U. S. Marine Corps Reserve.





Teleconferences on Campus

Modern technology brings us a new communication method and learning tool which Harper has been using successfully for several years.

President Thompson commented, "Our time is that of instantaneous mass communication. In order for learners to keep abreast of the fast-moving development of information around the globe, telecommunications and teleconferencing are essential. In fact, current interactive video technology provides an outstanding resource for new teaching/learning strategies. We must be participants in and leaders for the use of these technologies."

Satellite teleconferences unite educators on college campuses across the country for discussion and interaction. One-way video and two-way audio hook-ups allow exchange of questions and comments between teleconference participants. Harper's participation includes a series sponsored by American Association of Community and Junior Colleges. The most recent program of this series was "Building Communities". The teleconference linked Harper people with their counterparts at approximately 400 community, technical and junior colleges in a discussion with members of the Commission on the Future of Community Colleges.

Harper recently hosted for the third year the Keyboard Teachers Videoconference. This year, the participating keyboard

teachers and students focused on four concepts of keyboard instruction. The conference included videotaped demonstrations featuring four independent teachers at work in their own studios.

Learning Resources Center Media Specialist John Sturz is responsible for coordinating the various teleconferences for Harper. He receives information on upcoming offerings from the National University Teleconference Network, Adult Learning Satellite Service, National Narrowcast Service, and Emergency Education Network and conveys it to the college community. Every possible effort will be made to provide a teleconference if interest is indicated. Many of the teleconferences are videotaped and catalogued for further use.



John is active in professional organizations, and is president of the Media and Education Technology Roundtable (METRO). He is also a member of the Illinois Association for Educational Communications and Technology planning committee for the Spring Conference to be held March 9-11, 1989 in Matteson. In both organizations, present and future opportunities in teleconferencing are topics for discussion and exploration. According to John, "The biggest advantage of teleconferences is their timeliness - the immediacy of what is happening in instructional trends or business trends. They provide the opportunity to see how various situations are being addressed on campuses across the nation."

New Paychecks

Beginning with the January 15, 1989 payroll, Harper paychecks will have a new look! Accounting Manager Steve Dudek says the new format will contain more details regarding deductions, vacation and sick day balance, federal and state tax exemption status, and year-to-date taxable earnings. Time sheets will also have a new format.

The new look is part of a new payroll system which will become operational in 1989. The Computer Services, Personnel and Accounting departments have been working toward the transition to the new system for the past 18 months.

An explanatory letter will be included with the last paycheck of 1988.



Department Developments

Tamara Baloun, Adult Educational Development adjunct faculty member, was selected to present "Math Anxiety: Its Nature, Causes and Treatment" at the 1988 American Adult and Continuing Education Conference. She also presented the workshop at the 1988 Fall Conference of the Adult Education Service Center of Northern Illinois. **Susan Cusack**, English as a Second Language faculty, and **Ellen Kaufman**, interpreter specialist, were invited to present "Bilingual/ESL Applications for Education of Hearing Impaired Students" at a Wisconsin Statewide Conference for teachers of the hearing impaired. **Elizabeth Minicz**, AED supervisor of literacy/General Educational Development, has been asked to serve on the evaluation team for adult education programs for the Illinois State Board of Education. Ms. Minicz also was selected as a presenter for the 1988 American Adult and Continuing Education Conference. Her topic was "Community Education in Illinois: Current Characteristics and Future Trends." **Pat Mulcrone**, chair of the Adult Educational Development Department; **Sam Geati**, industry services Specialist; and **Liz McKay**, dean, Special Programs and Services Division, presented "Community Colleges and Business: Partners for a More Educated Work Force" at the 1988 Fall Conference of the Illinois Council of Community College Administrators. **Bev Hoffman**, admissions outreach associate, served as a guest speaker recently at a career night program at Motorola sponsored by the Motorola chapter of the Chicago Jaycees. Bev's topic was "How to Pick the Best College." The presentation was attended by approximately 85 students and parents from High School Districts 211, 214 and 220. Harper College recently hosted a workshop for 200 area health and physical educators. **John Gelch**, dean, Physical Education Athletics & Recreation, managed the workshop, one of five sponsored by the Illinois Association for Health, Physical Education and Dance. The workshops were designed to assist public school educators to develop LAP (Learning Assessment Performance) forms. The art tour activities of the Harper College chapter of Phi Theta Kappa honor society were recently featured in the Odyssey, the state PTK quarterly. Professor **Larry Kent**, of the English department, is the faculty advisor of the honor society. **Joann Powell** of Student Development served as part of a North Central Association evaluation team. She visited the U.S. Army Field Artillery School in Fort Sill, Oklahoma, which is applying for accreditation. **Michael Grisius**, Food Service, has been chosen to be on the Human Rights Committee at Little City. This committee oversees human rights issues as they relate to the population of Little City. Mike, who has been at Harper 11 years, lived at Little City for 27 years. **Jerome Stone**, professor of philosophy, took part recently in a panel discussion at the Executives Breakfast Club of Woodfield. The topic of the discussion was the issue of ethics in business. **Joan Young**, publications coordinator, has been appointed to the Board of the newly formed Greater Palatine Postal Customer Council. PCC activities are directed toward improving delivery service, particularly for major mailings such as the Harper College course schedule. Congratulations and best wishes to **Dee and Bill Howard**, who were married on October 8. Bill is dean of Continuing Education/Program Services.

Our Condolences

to **Denise Scheiden**, Switchboard, on the recent death of her father.

Retirees' Corner

Betty Marscin writes, "Retirement is great - a permanent vacation, and I don't have much time on my hands." She sends thanks for her retirement celebration to her friends at Harper and says she will visit occasionally to keep in touch.

Bill of Rights for the Holidays

- * You have the right to take care of yourself: eat right, exercise regularly, and get enough rest.
- * You have the right to have mixed emotions: happy, sad, frustrated, guilty, afraid, thankful.
- * You have the right to solitude - for planning, thinking, reflection, introspection, prayer, and relaxation.
- * You have the right not to accept party or dinner invitations.
- * You have the right not to listen to "I'm Dreaming of a White Christmas" more than 25 times (purchase ear plugs).
- * You have the right to ask for help and support from friends, family, your church/synagogue, and/or community service agencies.
- * You have the right to give presents that are within your holiday budget.
- * You have the right to say no to alcohol, drugs, cigarettes, and a second piece of pecan pie a la mode.
- * You have the right not to ride with a drunk driver.
- * You have the right to take away the keys of a drunk friend or relative who wants to drive, and to call a taxi for them.
- * You have the right to smile at a grumpy salesclerk or angry driver and give them a peace of your mind.

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Institutional Calendar

CAMPUS CLOSED - Christmas Holiday	Friday, December 23
Friends of Harper	Wednesday, January 18, 7:30 pm; Board Room
Board of Trustees Meeting Committee of the Whole	Wednesday, January 11, 7:30 pm; Board Room
Illinois Council of Public Community College Presidents/ Illinois Community College Trustees Association	Thursday/Friday, January 19-20; Ramada/Springfield, IL
Board of Trustees Meeting	Thursday, January 26, 8:00 pm; Board Room

The Harper Insider, a monthly publication of the Institutional Communications Office, has been developed as part of the College Relations Departmental program of information for the college community and produced with assistance from LRC Media Services.

Employee groups and individual administrators, faculty and staff members are cordially invited to contribute stories and information before the first of the month for the issue published at midmonth. Please contact Gwen Nowak, Institutional Communications, A302, extension 2628.