

The

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A Publication for Employees of William Rainey Harper College

Volume 7, Number 1 February, 1992

## *Employee Assistance Program Serves Harper Staff and Families*

Mary's husband has been out of work since April, and he can't motivate himself to look for a new job. He's recently started drinking, and Mary is afraid to leave him alone for too long. Bob is worried about paying the bills. Every time he catches up, he ends up with a major expense that sets him back again. Last month his home's water heater needed replacement, and this month his car needs new brakes. Mary's and Bob's preoccupation with these problems is affecting their work performance. Where can they turn?\*

Harper's Employee Assistance Program, Workplace Solutions in Schaumburg, counsels workers faced with these kinds of personal problems. Workplace Solutions is a partnership between Alexian Brothers Medical Center and The Kenneth Young Centers and, through a contract with Harper, provides confidential professional evaluation, referral and follow-up for all Harper regular employees (full and part-time) and their immediate families. While there is no charge to the employee, Harper pays a contract fee of \$9,100 per year to provide this service to employees.

Participants can visit Workplace Solutions up to three times without cost. During these sessions counselors evaluate the situation and if they feel that additional counseling is necessary will refer the participant to an appropriate community agency. In Mary's case, she might be referred to Al-Anon for meetings and could be asked to check back with the EAP counselor from time to time. Depending upon the severity of her husband's drinking problem, treatment could range from referral to a 12-step program (such as Alcoholics Anonymous) to placement in a 28-day residential facility. He could also receive counseling for stress management and for developing motivation.

Bob, on the other hand, would be referred to a financial consultant for money management techniques. Referrals for other problems might include social workers, psychologists, self-help groups, lawyers, abuse hotlines, job service bureaus or other appropriate professionals. Once the participant is referred, he or she must pay for

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## The President's Message

Our Silver Anniversary Celebration year, 1992-1993, is fast approaching. In the March, 1991, Insider, I told you that a Silver Anniversary Committee with representatives from employee groups, the Foundation, Friends of Harper and the community had been formed. This steering committee set the goals for the Silver Anniversary Celebration. They agreed that it was an opportune time to highlight the accomplishments of students, faculty and staff; to recognize contributions to the College from the community; and to say thank you to the entire Harper community.

The committee has been hard at work planning events to accomplish those goals. As many of you know, subcommittees for each event have now been formed. Thank you for your response to the committee's request for volunteers. In addition to the 44 members of the steering committee, over 60 faculty and staff members have volunteered their time through the Bulletin Board request form. Committee chairmen will contact those of you who have volunteered to set meeting dates and times. The Silver Anniversary Celebration year will officially begin at the *Kickoff Picnic* on August 23, 1992, the Sunday before the first week of school. All faculty, staff and their families are invited to attend. Members of the Friends of Harper will host and serve for this event. Bruce Bohrer, Mike Nejman and Amy Hauenstein and their committee are planning the day's activities.

On Friday, September 18, a *Dignitaries Reception* will be held for all retirees of

the College, the pioneer faculty, the Board of Trustees and past board members, the Blue Ribbon Steering Committee which established the College, area mayors, superintendents, legislators and others. Board member Barbara Barton and Virginia Hayter, who is representing the Village of Hoffman Estates, are chairing this committee.

The *Silver Anniversary Ball*, to be held at the Woodfield Hilton on Saturday, October 24, 1992, will be one of the main fundraisers to pay for activities throughout the celebration year. This event will be open to the community. The Development Office is spearheading the effort and the honorary chairman is James Lancaster of NBD Illinois Banks.

A '60s *Dance* for faculty and staff will be held Friday, February 19, 1993. This event will be held on campus so that the admission fee can be kept under \$10 per person. Community member and Harper graduate Kathy Roach is chairing the committee.

A *Community Open House* will be held on Sunday, May 2, 1993. Community representative John Cornman, Nierman and Associates, and Jim McCambridge of the Daily Herald are committee chairmen for this event.

The Friends of Harper will transport specially designed Silver Anniversary exhibits to area libraries throughout the 1992-1993 celebration year. Other displays are planned for the campus.

In addition, student activities and all other regular college events will tie in to the Silver Anniversary theme, which will also be evident on college publications.

We will keep you posted on additional activities and other Silver Anniversary notes of interest through a regular insert in *The Insider* and through the *Bulletin Board*. I invite your input, interest and enthusiasm. Working together will guarantee a successful 1992-93 Silver Anniversary Celebration.



Paul W. Thompson

## FOCUS ON

## Global Trade Development Center

When members of the business community recommended that Harper develop a program in international business, Don Sedik took on the task. Today the Global Trade Development Center in Building 1 stands as the initial result. The Center offers courses in international business and serves as a resource for area businesses that want to get started or expand internationally.

Last year, Sedik, professor of marketing and management, took a one-year sabbatical to study the proposal. "I found that very few colleges offer a program in international studies that emphasizes the commercial aspects of business," he said. So, with the help of an advisory board, he developed academic curriculums. "We determined that there were three critical areas that Harper needed to address," he said. These include a two-year degree credit program of basic international business courses, a one-year certificate program for individuals to gain knowledge of international business for their job, and continuing education seminars and workshops for those who already have a degree, but need more knowledge.

As a resource facility, the Global Trade Development Center is set up to help area businesses develop an international marketing plan. "Most companies, whether they are large or small, often do not know what resources are available or where they can find them," Sedik said. "The Center will help them learn who to contact; what information they can find in governmental and private databases and how to obtain it; and



**Don Sedik, director of Harper's Global Trade Development Center, looks over resource materials with assistant Karen Mendoza.**

what reports, products and services are available."

While Sedik's main focus is to provide service within the Harper district, he is also sharing his experiences with other community colleges that plan to offer similar programs. In fact, he is scheduled to speak at several national conferences this year.

"We're still in the developmental stages of this project," Sedik said, explaining that he is following a three-year plan. And, he adds that it may be necessary to modify the program periodically.

For more information on the Global Trade Development Center or international business course offerings, contact Sedik at extension 2357.

*"Most companies, whether they are large or small, often do not know what resources are available..."*

*Don Sedik*

## INSIDER'S VIEW of Damaris Reid



Damaris Reid

Damaris Reid feels that each of us sets the parameters for what we can accomplish, and that a good attitude can make anything possible. She proves this each day as she juggles the demands of her new position as the coordinator of Harper's Women's Center, cares for her three sons and works toward a doctorate in adult education.

She says that to balance these hectic demands, she had to change the way she perceived things. "People make a way to do things they have to do," she says. "There may be times when things get hectic, but it's worth the sacrifice!"

Damaris began her career as a social worker for two community-based agencies in Chicago. She later coordinated the literacy program for the City Colleges of Chicago; directed the community learning centers program for the Chicago Urban League; and directed the Trio Program for Northeastern Illinois University. In that position, she provided tutoring, counseling, and test preparation for special populations hoping to be accepted to college.

She feels the Women's Center at Harper has a lot of potential, and looks forward to expanding services to include both men's and women's issues. The Center plans to provide community education offerings that reflect current issues including the dimensions of spirituality; professional development such as leadership, group dynamics, sexual harassment, and professional risktaking; social issues such as incest and domestic violence; the physical, sexual and psychological aspects of aging; strategies for parents whose adult children are returning home; and support systems for women who are working at home.

**Born:** Chicago

**Education:** B.A. Chicago State; M.S.Ed. Northern Illinois University; presently working toward a doctorate in adult education at Northern

**Family:** Three sons, Derek, 21; Paul, 13; and Jason, 9

**Interests:** Interior decorating and women's issues

**If time and money were not a problem:** I'd like to do a lot more traveling—to the Orient, Africa and Mideast, for example.

**I would like to learn:** how to be more creative artistically. I admire people who have the innate ability to be creative.

**One thing I've learned in life:** Believe in yourself a lot more.

**The best thing my parents taught me:** They allowed me to be myself and to be thankful for what I have and to give something back.

**I don't care much for:** Negative thinking people.

**Favorite food:** Fish

**Favorite movies:** *The Addams Family*, *Rear Window*, *Dances with Wolves* and *City Slickers*

**Last books read:** *The Joy Luck Club* by Amy Tan and *The House on Mango Street* by Sandra Cisneros

# EAP

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treatment costs. While some of these costs may be covered by health insurance plans, the referral coordinator will help the participant obtain the best treatment available within his or her budget.

"The program is completely confidential," says Rosemary Murray, supervisor of Harper's Health Service and Wellness Programs, who serves as the information coordinator for the EAP. "We only learn how many of our employees and their families participate; their names are never revealed to us. In fact," she says, "Workplace Solutions can release information only upon written consent of the participant." These strict confidentiality codes ensure that participation in the EAP does not affect job status, job security or promotional opportunities.

Employees and their immediate families can also call Workplace Solutions to speak with a counselor by phone. By calling 981-3687 between the hours of 8:30 am and 5:00 pm on weekdays and identifying themselves as an employee (or a relative of an em-

ployee) of Harper College, they can speak to a counselor immediately. Complete anonymity is ensured. During evening and weekend hours (in emergency situations), they can call 981-5597 and ask to speak to the Harper Referral Coordinator. Callers should be prepared to leave a phone number so a counselor can call them back.

Workplace Solutions counselors recognize that we all have good days and bad days. But sometimes problems become more stressful and interfere with our ability to function at home or on the job, and it may be necessary to seek help.

"You don't have to have a major problem before you access the Employee Assistance Program," Murray says. "In fact, I'd like to encourage self-referral early—before a problem becomes major."

She adds that in addition to self-referral, which is preferred, supervisory referral is also possible. Therefore, to familiarize Harper's supervisory staff with referral methods, Workplace Solutions provides training sessions to enable supervisors to recognize problems, document them,

confront the troubled employee, and make a referral. The supervisory staff is also trained in after service employee support. This training is provided because human resources experts recognize that it is more economical to rehabilitate a previously effective and productive employee than to dismiss him or her. However, it is important to note that the program is voluntary and employees cannot be forced to participate.

Murray is pleased with the number of Harper employees who have taken advantage of the program. The national participation average for companies that offer EAP assistance falls between three and five percent and she says, "Harper's rate through 1991 stood at 6.6 percent."

She also adds that she is available to discuss the program with anyone who is interested. If you would like more information, feel free to call her at extension 2340.

*\*These names and situations are fabricated. Any resemblance to actual cases is coincidental.*

## Thanks everyone!

We'd like to thank everyone who responded to last fall's reader survey. We appreciate the feedback. You told us what you like about *The Insider* (it's informative, the photos help put "names to faces," it's attractively designed), and what you feel needs some work. And we listened!

You said you wanted more retiree news...We agree. We publish everything we receive and would love to publish more. In fact, we hope that all the retirees reading this now will drop us a line! (See address on masthead.)

You were concerned that the publication looks costly...Thanks! We think it looks good, too. But, because *The Insider* is written, designed and printed in-house (in one color), the cost is actually very low.

You wanted more diverse coverage of events and people across campus...We try very hard to balance departments and employees in the various classification

areas. But we'll watch this even more carefully.

You suggested a more "folksy" approach with more articles written as features...Good point.

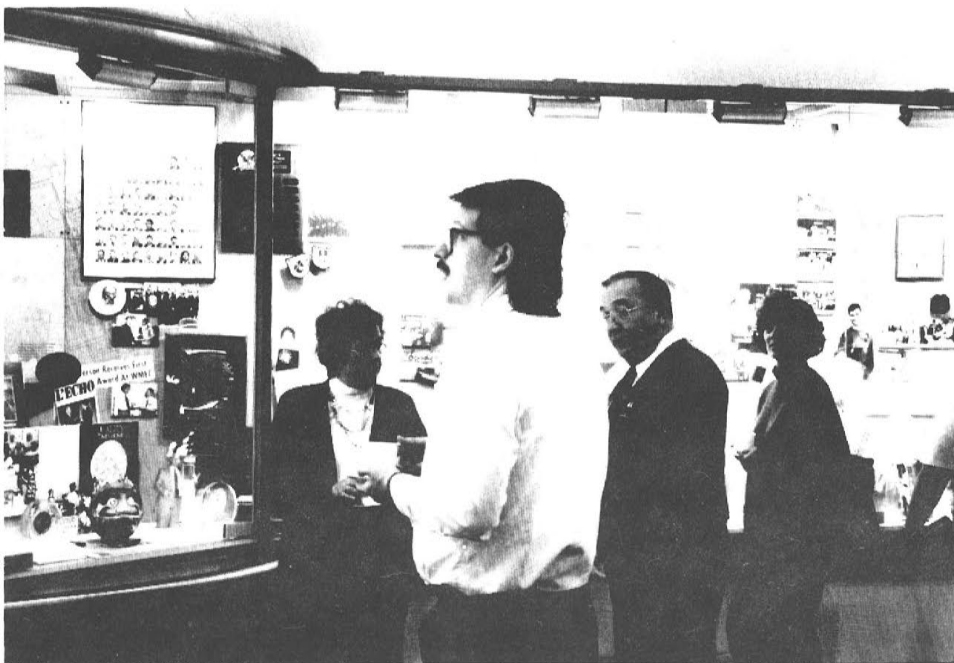
And, you wanted clearer pictures...We agree, and we're really working hard on this. However, because we use paper rather than metal printing plates, this is hard to achieve.

Thanks for your input; *The Insider* is written for you, and we appreciate your comments. Keep us posted; your thoughts are important to us!

## Inside Harper



During "Harper Day at Motorola" festivities, President Thompson discussed Motorola technology with Richard Roach, director of Motorola's educational facilities, and Sharon Darling, director of the Motorola Museum of Electronics...



...while Harper faculty and staff members viewed exhibits in the 20,000-square-foot gallery. Jan Trede and Mark Johnson (from left) and Chris Powell (far right) were among those who listened to the Motorola docent's presentation.



President Paul Thompson and Board of Trustees Chairman Molly Norwood congratulate Public Safety Officer John Hefley (second from right) and Building M Supervisor, A. J. Collier, far right. In early December, Hefley and Collier responded to a report of a man who was having trouble breathing. When he went into cardiac arrest, Hefley and Collier administered CPR and kept him alive until paramedics arrived with advanced life support equipment. The man was then transferred to the hospital and is now recuperating at home.



## Program Board Recognized

Harper's Program Board, responsible for all social programs on campus, won the "Outstanding Program of the Year-1991" award presented by the National Association of Campus Activities. Vying in a field of nearly 50 other two- and four-year colleges, the Board won for its presentation of The Chinese Youth Folk Sports Program, sponsored in conjunction with The Chinese School in Palatine. Proceeds from the event—more than \$1,400—went to the American Red Cross for flood relief efforts in eastern China.



AE/LS Dean Liz McKay presented the Fred C. Rutz Award to Debbie Ruben, OIS. This award is presented each semester to a faculty or staff member who has promoted the academic success of disadvantaged students. Ruben received the award for her work adapting networks, equipment and software to accommodate the needs of these students, and for her patience and ability to explain and teach technological information.

## Departmental Developments

Harper employees finished '91 and have started the new year with a flurry of activity. **Paula Deeken** and **Sahar Darwish-Feld**, AED, presented "ELS in the Workplace: What Works" at the 1991 Adult Education Fall Conference. During the conference, **Pat Mulcrone**, AED chairperson, presented a joint session on "Beyond Traditional Outreach: Education and Social Services at the Doorstep/Police Neighborhood Resource Center," working with representatives from the Rolling Meadows Police Department and High School District 214...Pat also presented a talk on "Grading: From the Bell-shaped Curve to Self-Evaluation" for members of the Oakton Community College faculty during their spring orientation.

**Bob Tillotson**, Music, has been elected to the board of directors of the National Association of Schools of Music. He will also serve as the chairman of the association's commission on community/junior college accreditation. **Tom Thompson**, CSD, has been appointed to the editorial board of the Journal of Postsecondary Education and Disability. and **Bob Campbell**, Mechanical Engineering Technology, wrote the chapter, "Geometrical Tolerancing Structure and Language for Concurrent Engineering" for the Society of Manufacturing Engineers' *Tool and Manufacturing Engineers Handbook* series.

**Linda Soto**, CE/PS, participated in a small business focus group sponsored by the Ed Lowe Foundation of Michigan. The group explored how small business owners can find success early in their ventures. **Phyllis Zabrocki**, DAWN, was invited to share program ideas from Harper's National Collegiate Drug and Alcohol Awareness Week and other BACCHUS club-related activities at the International BACCHUS assembly held in Indianapolis. **Rick Will**, of Harper's TV Studio, produced an eight-minute video for the presentation.

**Rosemary Murray**, supervisor of Health Services and Wellness Programs, and **Becky Santeler**, College nurse, have received certification in College Health Nursing from the American Nurses Association. For certification, the two took an exam developed jointly by the association and the American College Health Association. This is the first certification ever offered in the field, and more than 900 nurses requested this certification by exam.

**Greg Kulosa**, OIS, entered and won in two categories of the First Annual BEAM Robot Olympics held in Toronto. His robotic designs won in the "Best Modified Toy Category" and the "Sumo-wrestling Competition"...and **Juli Peterson**, Office of Curriculum Development, made the Dean's List at Roosevelt University for the fall semester.

Welcome to the newest members of Harper's faculty and staff! **Frank Azeke** has been appointed director of development, **Sheila Quirk** will serve as the director of Corporate Services, **Bill Howard** has transferred to dean of Strategic Planning and **Susan Carlson** has been hired as a Continuing Education coordinator. Other new faces include **Tim Kelly**, OIS, who will serve as the director of Technical Services, and Jeff Gronemeyer, OIS, who has been hired as the network manager. We also welcome **Marlene Harbut**, secretary in OC/PS (formerly Weekend

Services); **Thomas Vickery**, clerk/typist in Student Activities; **Marty Mia**, receptionist in the Registrar's Office; **Lucille Lopez-Wark**, supervisor of the Women's Program; **Edith Herring**, part-time custodian, PHY PLT; and **Kim Hornig** and **Theresa Kosan**, information receptionists in STU DEV.

Other changes include **Lynne Lutman**, FA/VA, who has transferred to clerk typist, and **Benjie Loazon**, LAC, who has been promoted to coordinator of the accounting area. We also extend a hearty welcome to **Liz Wilhelm**, who is interning in the DAWN Program this spring. Liz is working toward a master's degree in human services (with a concentration in prevention) at National Louis University.

Our condolences go to **Yvonne Thompson**, REG OFF, on the death of her husband, John; to **Lea Bartow**, LS/HS, on the death of her sister; to the family of **Dianne Elster**, NEC; and to the family of **Midge Smith**, CSD.

The  
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*The Harper Insider* is the monthly Harper College newsletter produced by Publications and Communication Services. We cordially invite all employees to contribute stories and information before the twenty-fifth of the month for the issue published the following month. Please send contributions to PUB, A302, or call extension 2512.

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Printed by the Harper Print Shop  
under the direction of Peter Gart

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Palatine, Illinois 60067-7398