

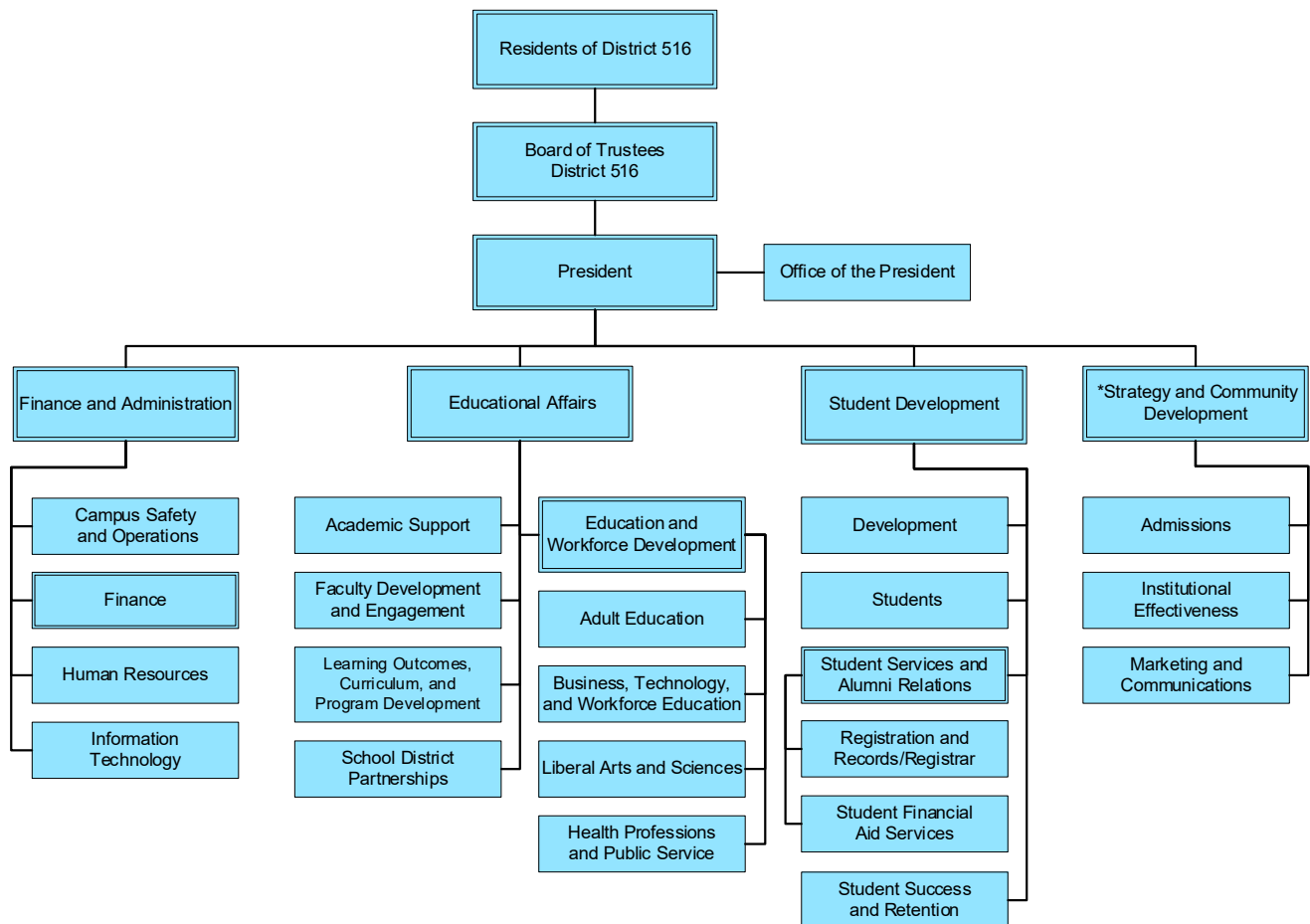


## **FREEDOM OF INFORMATION ACT DISCLOSURE STATEMENT FY2024**

Waubonsee Community College is a public, comprehensive community college that was organized in 1966 as mandated by the Illinois Community College Act to provide education and training services for individuals in portions of Kane, Kendall, DeKalb, LaSalle, and Will counties of District 516.

Waubonsee Community College draws its students from a vast community of learners that today includes more than 450,000 residents encompassing a 624-square-mile geographic area. Those residents live in or near 22 municipalities and may attend one of 12 public and several private school districts that draw the outline of the community college district. Since its founding in 1966, the college has provided programs and services to over 332,000 people.

### **ORGANIZATIONAL CHART**





- ## BOARD OF TRUSTEES

The college adheres to all provisions of the Illinois Freedom of Information Act (“FOIA”), 5 ILCS 140/1 *et seq.* FOIA requests must be received in writing by personal delivery, mail, fax or electronic mail (email). FOIA requests should be directed to Douglas E. Minter, FOIA Officer.

Douglas E. Minter  
Vice President of Finance and Administration  
Waubonsee Community College  
Route 47 at Waubonsee Drive  
Sugar Grove, IL 60554  
[foia@waubonsee.edu](mailto:foia@waubonsee.edu)

Verbal requests will not be accepted. Voicemail will not be considered an acceptable means of submitting a FOIA request.

Reasonable fees will be charged to the requestor on a case by case basis.

The college's public website, [www.waubonsee.edu](http://www.waubonsee.edu), contains FOIA contact information under the Legal Notices link.

The college's duly appointed FOIA officer adheres to all provisions regarding receiving, processing, responding to, and retaining records related to all FOIA requests.

Public records are defined by FOIA as "all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information, and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body."

#### **TYPES OF PUBLIC RECORDS MAINTAINED BY WAUBONSEE COMMUNITY COLLEGE**

1. Board of Trustee Policies
2. Administrative Procedures
3. Board Calendar of Public Meetings
4. Board Meeting Agendas
5. Board Meeting Minutes
6. Fiscal Documents including:
  - a. Annual Budget
  - b. Audit/Financial Report
  - c. Grant Documents
  - d. Financial Statements
  - e. Accounts Payable Registers
  - f. Public Contracts
7. Collective Bargaining Agreements
8. Job Descriptions
9. Application Forms
10. Insurance Plans and Policies
11. Academic Calendar
12. Academic Brochures
13. Academic Bulletins
14. Course Brochures
15. Course Registration Forms
16. Student Handbooks
17. Facilities Reports
18. Equipment Inventory Reports
19. Campus Security Reports
20. Media Reporting of College Events and Activities

If a FOIA request seeks a response in an electronic format, the college will comply if the record(s) are stored in the requested format.

FOIA is not intended to compel public bodies to interpret or advise requesters as to the meaning or significance of the public records.

FOIA is not intended to create an obligation on the part of any public body to maintain, compile, or prepare any public record that was not maintained, compiled, or prepared by such public body for its own purposes.

FOIA does not compel the public body to provide answers to questions posed by a requester.

FOIA provides exemptions that may be invoked by the college, as necessary, as grounds to deny requests for records including, but not limited to, exemptions protecting the disclosure of private and/or personal information of individuals.