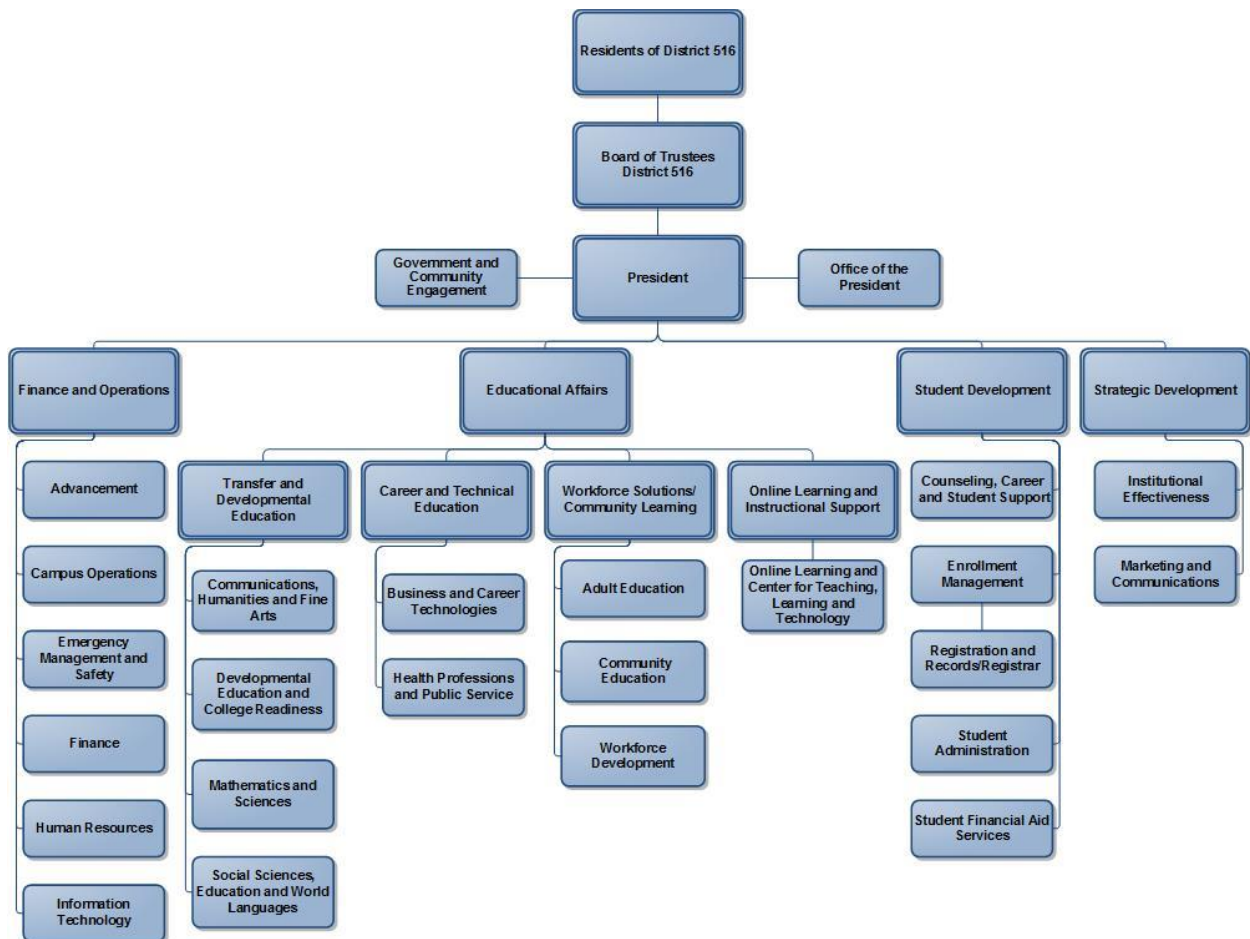


FREEDOM OF INFORMATION ACT DISCLOSURE STATEMENT FY2018

Waubonsee Community College is a public, comprehensive community college which 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 449,304 residents encompassing a 624-square-mile geographic area. Those residents live in or near 22 municipalities and may attend one of 12 public and eight 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 more than 298,382 students.

ORGANIZATIONAL CHART



- The FY2018 Operating Budget for the college reflects budgeted expenditures of \$72,592,506 (tentative).
- The college operates a network of four campuses:
 - Sugar Grove Campus (Main Campus) Route 47 at Waubonsee Drive
Sugar Grove, IL 60554
 - Aurora Downtown Campus 18 S. River Street
Aurora, IL 60506
 - Plano Campus 100 Waubonsee Drive
Plano, IL 60545
 - Aurora Fox Valley Campus 2060 Ogden Avenue
Aurora, IL 60504
- The current employment of the college reflects an estimated 444 full-time employees and an estimated 562 part-time employees (full-time equivalency basis).

BOARD OF TRUSTEES

<u>Board Members</u>	<u>Position</u>	<u>Term Expires</u>
Rebecca D. Oliver	Chair	2021
Richard “Shorty” W. Dickson	Vice-Chair	2019
Jimmie Delgado	Secretary	2023
Richard Bodie, M.D.	Trustee	2019
Roger Harris	Trustee	2023
James K. Michels, P.E.	Trustee	2023
Patrick Kelsey	Trustee	2021
J. David Vera	Student Trustee	2018

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

David Quillen, Executive Vice President
of Finance and Operations
Waubonsee Community College
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554
dquillen@waubonsee.edu

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

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

The college's public website, 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 the college to respond 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 which 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.