

FOIA RECORDS

WESTERN ILLINOIS UNIVERSITY CATEGORIES OF PUBLIC RECORDS [UPDATED April 18, 2018]

**Freedom of Information Deputy Officer Darcie Shinberger
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FOIA Records 2015: Presidential Area

<u>Office</u>	<u>Records Custodian</u>
Office of the President Sherman Hall 209 309-298-1824	Kerry McBride Business Administrative Associate
Alumni Program Alumni House 309-298-1914	Amy Spelman Director
Budget Office Sherman Hall 315 309-298-2005	Letisha Trepac Director
Equal Opportunity & Access Sherman Hall 203 309-298-1977	Andrea Henderson Director
Quad Cities & Planning 3561 60th St. Moline, IL 309-762-8090	Joe Rives Vice President
Institutional Research Sherman Hall 315 309-298-2010	Angela Bonifas Director
Internal Auditing Sherman Hall 310 309-298-2390	Michael Sartorius Internal Auditor Manager

Type of Record

1. Board of Higher Education Meeting Agendas and Minutes
2. Board of Trustees-By-Laws; Governing Policies; Regulations; Meeting Agendas and Minutes.
3. Presidential Addresses and Speeches

1. Alumni Programs Activities and Reports
2. Alumni Council Minutes and Reports

1. Internal Operating Budgets for all University Appropriated Funds
2. Annual Operating and Capital Budget Request Documents as Submitted to the Illinois Board of Higher Education
3. Position Budgeting System Information and Related Reports
4. Miscellaneous Minutes, Reprot and Documents Pertaining to University Budget Matters

1. Minutes, Reports and Current Membership Lists of all Committees and Councils Advisory to the AA Office
2. Affirmative Action Reporting Forms, Files and Applicant Flow Data For All Faculty and Exempt Administrative Positions
3. Affirmative Action Reports to Various Outside Bodies
4. WIU Sexual Harassment Policy
5. WIU Equal Opportunity Policy and Affirmative Action Program
6. WIU Racial and Ethnic Harassment Policy
7. Americans With Disabilities Act Compliance Program and Self-Evaluation

1. University Statgic Planning, Master Planning and Technolgoy Plan Materials
2. Quad Cities Campus Operations

1. Minutes, Reports an Current Membership Lists of All Planning Committees Advisory to IRP
2. Planning Policies, Recommendations and Reports Develop by WIU Administration
3. Factual Studies and Reports Pertaiing to Student Demographics
4. Factual Studies Relating to Space Used by the University
5. Studies on Faculty and Staff Salaries
6. All University IPEDS Reports Pertaining to Instructional Costs and Faculty Loads

1. Audit Reports and Related Sherman Hall Materials of Previously Performed
Phone: Internal Audits*

* Information contained in Internal Auditing communciations is exempt under the Illinois Freedom of Information Act and is the exculsive use of University-related persons who need the information in order to discharge their institutional administrative or policy-making duties. No use of audit information for other than that exclusive purpose is authorized.

FOIA Records 2015: Provost & Academic Vice President

<u>Office</u>	<u>Records Custodian</u>
Provost Office Sherman Hall 202 309-298-2216	Amy Chambers Asst. to Academic VP for Budget/Personnel
Academic Records/Transcripts Transcripts Sherman Hall 110 309-298-1891	Angela Lynn Registrar
Graduate Studies Sherman Hall 116 309-298-1806	Gretchen Sullivan Assistant Director
Office of Sponsored Projects Sherman Hall 320 309-298-1191	Shannon Sutton Director
College of Arts & Sciences Morgan Hall 114 309-298-1828	James Schmidt Associate Dean
College of Business & Technology Stipes101 309-298-2442	John Elfrink Interim Dean
College of Education & Human Services Horrabin Hall 117 309-298-1690	Erskine Smith Dean
College of Fine Arts & Communication Browne Hall 117 309-298-1552	Billy Clow Dean

FOIA Records 2015: Provost & Academic Vice President

Office

Records Custodian

WIUM/WIUW/WIUS FM Radio University Services Building 309-298-1873	Jonathan Ahl General Manager, Radio WIUM
Non-Credit Programs WIU-QC 309-762-9481	Helena Lira Assistant Director Non-Credit Programs
School of Distance Learning, Int'l Studies & Outreach Horrabin Hall 6 309-298-1929	Jeff Hancks Executive Director
University Libraries Malpass Library 309-298-2762	Michael Lorenzen Dean

Type of Record

1. Faculty and Administrative Personnel Files

1. Academic Transcripts
2. All Materials Relating to Admissions to the University
3. Records Relating to Registration (Drop Forms, Withdrawals)
4. Graduate Information
5. University Catalog File
6. Student Directory Information

1. Minutes of Graduate Council and Membership List
2. Annual Reports

1. Grant and Research Proposals and Awards
2. Annual Reports
3. Minutes of Human Subjects Internal Review Board and Membership List and Human Subjects Assurance
4. University Research Council Grants and Budget
5. Minutes of Institutional Animal Care and Use Committee

1. Annual Reports, College of Arts and Sciences
2. Minutes of Faculty Meetings
3. Committee Reports, Budgetary and Miscellaneous Records
4. Department Records

1. Annual Reports, College of Business and Technology
2. Minutes of Faculty Meetings
3. Committee Reports, Budgetary Records and Miscellaneous Records
4. Department Records

1. Annual Reports, College of Education and Human Services
2. Minutes of Faculty Meetings
3. Committee Reports, Budgetary Records and Miscellaneous Reports
4. Department Records

1. Annual Reports, College of Fine Arts and Communication
2. Minutes of Faculty Meetings
3. Committee Reports, Budgetary Records and Miscellaneous Records
4. Department Records

1. Files Relating to National Public Radio and Public Broadcasting
2. FCC Public Inspection Files for WIUM/WIUW and WIUS

1. Individual Files for Non-Credit Offerings
2. Enrollment and Financial Records for Non-Credit Offerings

1. Bachelor of General Studies, Distance Learning, Int'l Programs Materials
2. Annual, Monthly and Biannual Reports

1. Library Holdings
2. University Archives

FOIA Records 2015: Administrative Services

<u>Office</u>	<u>Records Custodian</u>
Administrative Services Sherman Hall 200 309-298-1800	Matt Bierman Vice President
Business Services Sherman Hall 216 309-298-1811	Matt Bierman Director
Billing and Receiveables Sherman Hall 106 309-298-1831	Chrystal Johnson Bursar
Human Resources Sherman Hall 105 309-298-1971	Cynthia Lotz Director
Physical Plant Physical Plant 309-298-2822	Ken Griffin Director
Public Safety Mowbray Hall 309-298-1949	Scott Harris Director
Purchasing Office Sherman Hall 227 309-298-1800	Shannon Reed Director

Type of Records

1. Minutes, Reports and Membership Lists of Committees which VPAS Chairs
2. University Contracts in Excess of \$1,500
3. Correspondence and Reports Relating to Administrative Service Operations
4. Insurance Policies/Provisions (Property and Liability)
5. Certificates of Insurance Coverage
6. Administrative Procedures Handbook
7. University Policy Manual
8. Legal Files (including incident reports, correspondence, lawsuits, rulings)

1. Receipts for Funds Deposited into any Account Maintained by WIU
2. Records and Back-up for any Disbursement Made by WIU
3. Records and Backup for Entries Made to and Account Maintained by WIU
4. Reports Prepared Monthly, Quarterly and Annually from Accounting Records

1. Reports for Accounts Receivable Summaries, Analysis and Past Due
2. Federal and Perkins Loan Program Regulations

1. Civil Service Employees Office Handbook
2. Minutes of all Committees Advisory to Human Resources Office
3. Civil Service Personnel Files

1. Budget Records, Expenditures
2. Work Orders
3. Stores Inventory
4. Remodeling/Construction Specs and Prints, Costs
5. Utilities Consumption and Costs
6. Campus Building Floor Plans
7. Space Utilization Study

1. Minutes and Reports of All OPS Advisory Committees
2. Criminal Case Reports and Investigative Documents, Criminal History
3. Parking Ticket Information and Associated Accounting Records
4. Budgetary Records From Bond Revenue and Appropriate Funds

1. Requisitions and Bids
2. Purchase Orders and Contracts
3. Bidders List Applications
4. State Purchasing Regulations
5. University and Board Purchasing Regulations
6. Copies of Illinois Public Higher Education Cooperative Contracts

FOIA Records 2015: Advancement & Public Services

Office

Records Custodian

Advancement & Public Services
Sherman Hall 303
309-298-1808

Brad Bainter
Vice President
Exec. Director, Foundation & Development

University Relations
Sherman Hall 302
309-298-1993

Darcie Shinberger
Assistant Vice President, VPAPS
Director, University Relations/VPC/UTV

Type of Record

1. WIU Foundation Records

1. University News Releases and Publications
2. WIU Campus Connection Employee Newsletter
3. Crime Reports, Timely Warnings
4. Freedom of Information/Forms

FOIA Records 2015: Administrative Services

<u>Office</u>	<u>Records Custodian</u>
Student Services Sherman Hall 321 309-298-1814	Ron Williams Vice President
Undergraduate Admissions Sherman Hall 117 309-298-1965	Seth Miner Director
Beu Health Center Beu Health Center 309-298-1888	John Smith Director
Career Development Memorial Hall 134 309-298-1838	Marty Kral Director
Financial Aid Sherman Hall 127 309-298-2446	Terri Hare Director
University Housing & Dining Services Seal Hall 131 309-298-3327	John Biernbaum Associate Vice President
Student Development University Union 309-298-1884	Tracy Scott Director
University Union 309-298-1900	John Biernbaum Director
Athletics Western Hall 309-298-1106	Matt Tanney Director

Type of Records

1. Auxillary Facilities System Minutes and Transaction
2. Summary Budget Information for Auxillary Facilities System Departments and Student Service Fee-Supported Accounts
3. Student Services Annual Reports
4. Council on Student Services Minutes and Transactions
5. Buckley Amendment--Family Right to Privacy

1. Undergraduate Admissions Materials and Records

1. Minutes, Reports, Current Phone: Membership List of all Committees and Councils Advisory to the AA Office
2. Annual and Monthly Reports
3. BHC Policies and Practices

1. Annual Reports of Placement*

Individual student records are exempt to disclosure throught the Freedom of Information Act. These student records are considered a part of the students educational record and fall within the jurisdiction of the Family Right to Privacy Act, known as the Buckley Amendent.

1. All Current Policies, Rules, Office Regulations for Federal, State and Institutional Financial Aid
2. Applications for and Periodic Reports Regarding Financial Aid Funds Provided to Various Internal and External Person, Groups and Agencies

1. Minutes, Reports and Current Membership of all Committees and Advisory to the UHDS Office
2. Administrative and Programming Manuals for UHDS
3. Annual and Occasional Reports to University and Outside Bodies
4. UHDS Objectives and Long-Range Planning

1. Printout of New Fall Semester Matriculants Resident in Residence Halls Director
2. Listing of the Student Orientation Staff, Student Orientation Team and Faculty Orientation Leaders
3. Student Orientation Program Information

1. Reports and Current Membership Lists of University Talent Grant/ Tuition Waiver Committee

1. Fiscal Records
2. Eligibiltiy Records of Athletes