

## FOIA RECORDS

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

Freedom of Information Deputy Officer Darcie Shinberger  
Assistant Vice President, Advancement & Public Services  
Director, University Relations Sherman Hall 302  
309 298-1993  
DR-Shinberger@wiu.edu  
wiufoia@wiu.edu

## FOIA Records 2015: Presidential Area

<u>Office</u>	<u>RecordsCustodian</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, Reprint 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 Strategic Planning, Master Planning and Technology Plan Materials
2. Quad Cities Campus Operations

1. Minutes, Reports and Current Membership Lists of All Planning Committees Advisory to IRP
2. Planning Policies, Recommendations and Reports Developed by WIU Administration
3. Factual Studies and Reports Pertaining 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\*

\*

## FOIA Records 2015: Provost & Academic Vice President

### Office

### RecordsCustodian

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

Colleg (Sponsore)fsore 2n5 -1.3TJ13.6e1p(Colle)0.5 (g (Spon)Tj04.88 TmQn65.t)0.

## FOIA Records 2015: Provost & Academic Vice President

<u>Office</u>	<u>Records Custodian</u>
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	Michael Lo

## 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.

FOIA Records 2015: Administrative Services

Office

Records Custodian

AdministSeSes

SeSe

idSe  
s

- 298

## 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

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

### Records Custodian

Brad Bainter  
Vice President

---

## 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