

## **Required Information (under)**

### **Freedom of Information Act**

#### **Information about Triton College District 504 and the Illinois Freedom of Information Act (FOIA) In Accordance with Public Act 096-0542 (effective Jan. 1, 2010)**

#### **About Triton College District 504:**

Triton College is a comprehensive community college that serves 25 towns in the near western suburbs of Chicago. The Triton College district encompasses 63 square miles and includes over 325,000 residents.

Triton College is one of 48 community colleges in the state of Illinois. It operates under the direction of the Illinois Community College Board, with accreditation from the Higher Learning Commission of North Central Association of Colleges and Schools.

Triton College was founded in 1964 and has become recognized for its attractive, 100-acre campus, for its diverse and innovative programs and for the quality of its faculty. Triton transfer students are readily accepted into colleges and universities nationwide. Career program students learn skills that enable them to successfully compete in the job market and to make significant contributions to business and industry. Continuing education students participate in courses geared towards recreation, personal improvement, work force development, and lifelong learning.

#### **Triton College District 504 Board of Education:**

Mark R. Stephens, Chairman  
Diane Viverito, Vice Chairwoman  
Tracy Jennings, Secretary  
Luke Casson  
Glover Johnson, III  
Elizabeth Potter  
Richard B. Regan  
Elizabeth Potter, Secretary  
Kailee Harper, Student Trustee

#### **Freedom of Information Act Officer/Procedures/Charges**

##### Triton College Freedom of Information Officer:

Under Illinois law, FOIA officers are appointed by a public body to receive FOIA requests and to respond in compliance with the FOIA statute. Triton College's FOIA officer is:

S. Sullivan, Vice President of Business Services  
[foia@triton.edu](mailto:foia@triton.edu)  
2000 Fifth Avenue  
River Grove, IL 60171

#### **How to make a Freedom of Information Act request:**

Please send Freedom of Information requests to [FOIA@triton.edu](mailto:FOIA@triton.edu), or mail to

Sean Sullivan at the address listed above. A FOIA form can be obtained from Triton's website: [www.triton.edu](http://www.triton.edu) under "About Triton."

**In accordance with the Illinois Freedom of Information Act (Public Act 096-0542), Triton College will assess the following fees for Freedom of Information Act requests:**

No fees will be charged for the first 50 pages of black and white copies on letter or legal-size paper.

After the first 50 pages of any requested documents, a fee of 15 cents per page will be charged for each additional black/white photocopy. Any color copy and a copy in a size other than letter or legal, will cost \$1 per copy.

No fee will be charged for electronic copies other than the actual cost of the recording medium, for example the cost of any disc, diskette, tape, flash drive or other medium or device used to store and deliver electronic records.

**Freedom of Information Act (FOIA) general information/Frequently Asked Questions:**

**Q:** What is FOIA?

**A:** An Illinois law that provides public access to government documents and records.

**Q:** What is subject to FOIA?

**A:** All public bodies in Illinois

**Q:** Who can file a FOIA?

**A:** Anyone. Any person, group, association, corporation, firm, partnership or organization has the right to file a FOIA request with any state or local public body.

**Q:** How many days does the public body have to respond to a FOIA request?

**A:** Five business days, starting the day after the public body receives the request. That period may be extended for an additional five business days under certain circumstances detailed in the statute.

**Q:** Can someone request records in electronic form?

**A:** Yes

**Q:** What should be included in a FOIA request?

**A:** Requests should be written and include the requester's name, address, date and a daytime phone number so that the public body can contact the requester with any questions. Making the request as specific as possible will expedite the search process.

**Q:** What kind of information is not available through FOIA law?

**A:** There are several exceptions to public disclosure that include but are not limited to: private information, such as Social Security numbers, home addresses, personal financial information and other "unique identifiers;" personal information that if disclosed would constitute a clearly unwarranted invasion of privacy; law enforcement records that, if disclosed, would interfere with a pending or reasonably contemplated proceeding; preliminary drafts or notes in which opinions are expressed or policies are formulated; business trade secrets; proposals and bids for any contracts until a final selection is made; requests that are "unduly burdensome."

**Documents or Categories of Records that Triton College will immediately disclose upon request:**

**\*(Items below are Web-posted)**

- Summary of Annual Budget
- Summary of Comprehensive Annual Financial Report
- \*Board of Trustees Policies
- \*Board of Trustees Meeting Schedule
- \*Board of Trustees Meeting Agenda
- \*Approved Board of Trustees Meeting Minutes from Open Sessions (for the preceding 12 months)
- \*Public Notice of Each Board meeting, posted at least 48 hours in advance of each meeting
- \*Board of Trustee Committee Appointments
- \*Annual School Calendar (See College Catalog)

**Categories of the District's public records maintained by District 504**

The records maintained by District 504 includes, but may not necessarily be limited to, the following categories:

Budget Operating

Budget Non-Operating

(CAFR) Comprehensive Annual Financial Report

Administrative materials and procedural rules

Board of Trustee policies and final documents explaining or interpreting such policies

Final reports and studies prepared by or for the District

Information concerning expenditures of public funds, unless otherwise exempt from disclosure under FOIA

Minutes of Board of Trustee meetings open to the public

Information concerning grants or contracts made by the District, unless otherwise exempt from disclosure under FOIA

All other information required by law to be made available for public inspection and copying.

**Additional information in accordance with Public Act 096-0542 (FOIA)**

**Duties of the Board of Trustees:**

When bonds are issued by any district and the purposes for which such bonds have been issued have been accomplished and paid for in full and there remains funds on hand in such bond and interest account, the board by resolution may transfer such excess to the fund of the district which bears the nearest relation to the purpose for which the bonds from which such excess funds arose were issued,

**and** maintain records to substantiate all claims for state apportionment in accordance with regulations prescribed by the State Board and to retain such records for a period of 3 years, and to cause an audit to be made as of the end of each fiscal year

by an accountant licensed to practice public accounting in Illinois and appointed by the board,

**and** to publish annually a financial statement in accordance with rules and regulations issued by the State Board,

**and** to establish and maintain a mailing lists of the names and addresses of persons who each year request inclusion thereon, and to mail to those persons copies of board agenda, budgets or audits as requested within 10 working days after copies of such agenda, budgets or audits become available, and to mail to those persons within 10 working days after each subsequent board meeting a copy of the previous meeting minutes as approved,

**and** to provide for the revenue necessary to maintain such community college,

**and** to designate the treasurer who is to receive the taxes of the district and to notify the collectors in writing accordingly,

**and** to adopt and enforce all necessary rules for the management and government of the colleges of its district,

**and** to authorize application to the Illinois Community College Board for the approval of new units of instruction, research or public service as defined and to establish such new unites following approval in accordance with the provision of the Illinois Community College Act and the Board of Higher Education Act,

**and** to provide, on an equal basis, access to the campus to the official recruiting representatives of the armed forces of Illinois and the united States for the purpose of informing students of the educational and career opportunities available in the military if the board has provided such access to persons or groups whose purpose is to acquaint students with educational or occupational opportunities available to them,

**and** to not bar or exclude from its curriculum, campus, or school facilities any armed forces training program or organization operated under the authority of the United States government because the program or organization complies with rules, regulations, or policies of the United States government or any agency, branch, or department thereof,

**and** to make appointments and fix the salaries of a chief administrative officer, who shall be the executive officer of the board, other administrative personnel and all teachers,

**and** upon the written request of an employee, to withhold from the compensation of that employee the membership dues of such employee payable to any specified labor organization as defined in the Illinois Educational Labor Relations Act,

**and** any employee of a community college board who is a member of any reserve component of the United States Armed Services, including the Illinois National Guard, and who is mobilized to active military duty on or after August 1, 1990 continue to receive the same regular compensation that he receives or was receiving as an employee of the community college board at the time he is or was so mobilized to active military duty, plus any health insurance and other benefits he is or was receiving or accruing at that time, minus the amount of his base pay for military service, for the duration of his active military service,

**and** to students called to active military service a community college shall allow a currently enrolled student who is called to active military service to complete any unfinished courses at a later date at no additional charge, unless course credit has already been given or the student received a full refund upon withdrawing from the course (in which case the student's record shall reflect that the withdrawal is due to active military service),

**and** to pay no orders except for teachers' wages unless at the time there are sufficient funds in the hands of the treasurer to pay such order, except as herein provided in 805/3-27 a, b, & c,

**and** to award all contracts for purchase of supplies, materials or work involving an expenditure in excess of \$25,000 or a lower amount as required by board policy to the

lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and service-ability; after due advertisement, except the following 805/3-27.1 a-m,

**and** to participate in joint purchases by governmental units pursuant to “An Act authorizing certain governmental units to purchase personal property, supplies and services jointly”, approved August 15, 1961, as amended,

**and** purchases made pursuant to this Act shall be made in compliance with the “Local Government Prompt Payment Act”, approved by the Eighty-fourth General Assembly,

**and** to adopt regulations for the admission of students which do not conflict with the provisions in Section 3-17,

**and** to indemnify and protect board members, employees, and student teachers of boards against civil rights damage claims and suits, constitutional rights damage claims and suits, death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such board member, employee or student teacher is engaged in the exercise or performance of any powers or duties of the board, or is acting within the scope of employment or under the direction of the community college board,

**and** to insure against any loss or liability of the district or board members, employees, and student teachers of boards against civil rights damage claims and suits, constitutional rights damage claims and suits and death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such board member, employee, or student teacher is engaged in the exercise or performance of any powers or duties of the board, or is acting within the scope of employment or under the direction of the board, **and** to grant to full time teachers and other employees sick leave not less in amount than 10 days at full pay in each school year,

**and** to establish a program to assess the oral English language proficiency of all persons providing classroom instruction to students at each community college and campus thereof under the jurisdiction, governance or supervision of the board, and to ensure that each person who is not orally proficient in the English language attain such proficiency prior to providing any classroom instruction to students,

**and** to provide some form of sexual assault awareness education to all incoming students, whether through a seminar, online training, or some other way of informing students.

## **Employees**

Approximate number of full-time faculty	99
Approximate number of part-time faculty	548
Approximate number of full-time employees (non-teaching)	290
Approximate number of part-time employees (non-teaching)	266

## **[Institutional Organizational Chart](#)**

### **Additional information regarding Illinois Freedom of Information Act**

Additional information regarding Freedom of Information Act provisions may be found at the Web Site of the Illinois Attorney General at:  
<https://www.illinoisattorneygeneral.gov/index>