

August 28, 2018

Dan Bauman
Dan.Bauman@chronicle.com

RE: Request for salary/wage/compensation dataset

VIA ELECTRONIC MAIL

Dear Mr. Bauman:

This is to acknowledge that Parkland College District No. 505 is in receipt of your *Freedom of Information Act* (FOIA) request dated August 21, 2018 received in my office at 3:51 p.m. on August 21, 2018 via electronic mail. As the Vice President for Communications and External Affairs, I am responsible for processing requests for public information for the College, pursuant to *the Illinois Freedom of Information Act*, 5 ILCS 140/1 et seq. In your e-mail, you requested that the College make available the following records:

Initial request:

“1. The Chronicle requests an electronic copy of a salary/wage/compensation dataset/database for all employees who earned compensation from:

Parkland College

The Chronicle requests the salary/wage/compensation dataset(s)/database(s) encompassing the three (3) most recently completed reporting periods (either fiscal or calendar year).

For instance, at this date, if your institution tracks compensation on fiscal-year basis, and the most recent and available "fully completed" datasets/databases span fiscal years 15-16, 16-17, 17-18, we request those records. On the other hand, if your institution records compensation on calendar year basis, and the most recent and available "fully completed" datasets/databases span calendar year 2015, 2016 and 2017, we request those records.

*When you send us this dataset(s)/database(s), please note over which periods these records span.

If possible, these dataset(s) should contain, but not be limited to, the following fields:

- employee name (or first, last, and middle in separate fields)
- job code
- job title
- full or part time indicator (or FTE number of hours per week)
- department
- bargaining unit
- campus location (or address)

- college location
- compensation frequency
- compensation rate
- original hire date
- most recent hire date
- appointment type
- appointment term
- tenure flag
- tenure track flag
- actual regular earnings
- actual overtime earnings
- actual other earnings
- actual total earnings
- employee ID
- employee type (such as temporary, regular, seasonal, permanent, student, etc.)
- current status (such as active, inactive, resigned, retired, layoff, terminated, discharged)

*If possible, I request that these records be provided in an electronic format. If applicable, I request the records be provided in such a way that they can be ingested into open-source software.

*And If possible, I request that these records be provided in an electronic format that can be imported into standard database software, such as Excel, Access or SQL open-source software. If that is not possible, I request that this data be supplied in a common electronic form using delimited text file(s), such as tab-delimited or comma-delimited.

*I am also requesting any lookup tables, field layouts code sheets or other documents needed to interpret the data, if applicable.

*I would prefer the request be filed electronically, by e-mail attachment if possible or CD-ROM if not. Please send all requested items via email to dan.bauman@chronicle."

Parkland College's Response:

The college has provided the attached Excel document that is responsive to your request. All fields that are tracked within our system have been included. Pursuant to 5 ILCS 140/7(b), and as defined in 5 ILCS 140/2(c-5), employee identification numbers are exempt from disclosure and were not provided.

As the Vice President for Communications and External Affairs, I am responsible for granting and denying the requests for records under the *Freedom of Information Act*. Please be aware that this response to your request is pursuant to my understanding of your FOIA request. If I have misunderstood your request, please let me know as soon as possible so I may provide the correct information.

Finally, if you believe that this response constitutes a denial of your request, you have the right to have this response reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5

ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217-782-1396
E-mail: publicaccess@atg.state.il.us

You also have the right to seek judicial review of this response by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

If you choose to file a Request for Review with the Public Access Counselor or State court, you will need to include a copy of this letter for the review.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,



Stephanie L. Stuart
Vice President for Communications and External Affairs

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CC: FILE
BOARD OF TRUSTEES
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