

August 5, 2021

Michelle Matthews  
[REDACTED]

RE: Freedom of Information Act Request

VIA ELECTRONIC MAIL

Dear Ms. Matthews:

*This is to acknowledge that Parkland College District No. 505 is in receipt of your Freedom of Information Act (FOIA) request dated July 29, 2021, 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:*

*“All emails sent between Heidi Papenbrok and Diane Cousert between the dates of January 1st, 2018 through June 30th, 2021.*

*Specifically, any email where the content includes me (Michelle Matthews), or anything about me or decisions that were made by me regarding nursing pairings, course section management, or second semester nursing courses (NUR 151 and NUR 118).”*

In our telephone conversation today, August 5, we discussed narrowing your request to private communications between Heidi Papenbrok and Diane Cousert, rather than distribution list correspondence, and those that might include those two individuals and Dean Carolyn Ragsdale.

Parkland College’s Response:

Under the Freedom of Information Act, a public body may extend the time to respond to a FOIA request by up to five business days for a limited number of reasons pursuant to 5 ILCS 140/3(e). There are several hundred potentially responsive pieces of correspondence for this request to review. Therefore, we are extending the time to respond to your request by five business days because we cannot comply with the request for records within the five business day timeframe “without unduly burdening or interfering with the operations” of the college.

As 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](mailto: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  
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