

# ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) REQUEST

**June 6, 2018**

The **Illinois Freedom of Information Act** [5 ILCS 140] provides public access to government documents and records.

Leo Stoller, the Executive Director of the Equal Justice Party [www.equaljusticeparty.org](http://www.equaljusticeparty.org) makes this request to the President of Oakton Community College, Desplaines, Illinois President Dr. Joianne L. Smith, Ph.D. under the Illinois Freedom of Information Act (FOIA) Request for the following documents, which the Equal Justice Party has a right to obtain and a serious interest in the documents requested, as well as the Equal Justice public, in order to ascertain the accurate graduation rates for Oakton Community College during the years 2015, 2016, 2017. 2018 The Equal Justice Party is entitled to receive this FOIA as a measure of the Oakton Community College accountability and transparency.

## INSTRUCTIONS

. "Document" means any written, recorded, or graphic material of any kind, whether prepared by you or by any other person, that is in your possession, custody, or control. The term includes agreements; contracts; letters; telegrams; inter-office communications; memoranda; reports; records; instructions; specifications; notes; notebooks; scrapbooks; diaries; plans; drawings; sketches; blueprints; diagrams; photographs; photocopies; charts; graphs; descriptions; drafts, whether or not they resulted in a final document; minutes of meetings, conferences, and telephone or other conversations or communications; invoices; purchase orders; bills of lading; recordings; published or unpublished speeches or articles; publications; transcripts of telephone conversations; phone mail; electronic-mail; ledgers; financial statements; microfilm; microfiche; tape or disc recordings; and computer print-outs.

The term "document" also includes electronically stored data from which information can be obtained either directly or by translation through detection devices or readers; any such document is to be produced in a reasonably legible and usable form. The term "document" includes all drafts of a document and all copies that differ in any respect from the original, including any notation, underlining, marking, or information not on the original. The term also includes information stored in, or accessible through, computer or other information retrieval systems (including any computer archives or back-up systems), together with instructions and all other materials necessary to use or interpret such data compilations.

Without limitation on the term "control" as used in the preceding paragraph, a document is deemed to be in your control if you have the right to secure the document or a copy thereof from another person.

Unless otherwise specified, the documents called for by this subpoena request are documents in your possession, custody or control that were applicable, effective, prepared, written, generated, sent, dated, or received at any time since January 1, 2018

All documents that respond, in whole or in part, to any part or clause of any paragraph of these document requests shall be produced in their entirety, including all attachments and enclosures. Only one copy need be produced of documents that are responsive to more than one paragraph or are identical except for the

person to whom it is addressed if you indicate the persons or group of persons to whom such documents were distributed. Documents that in their original condition were stapled, clipped, or otherwise fastened together shall be produced in such form. Please place the documents called for by each paragraph in a separate file folder or other enclosure marked with name and the paragraph to which such documents respond, and if any document is responsive to more than one request, indicate each request to which it responds.

. In producing documents consisting of electronically stored data in machine-readable form in response to any document request, provide such data in a form that does not require specialized or proprietary hardware or software (IE PDF FILE). Data files should be in sequential format, also known as ASCII files or flat files, with the data fields in fixed-column positions. For each data file provided, the following information should be included: a record layout, a short narrative description of the contents of the file, translation of any coded fields, the number of records in the file, and a printout of the first 100 records in report format. A record layout must contain the following pieces of information: name of the field, starting and ending position in the record, length of the field, and characteristics of the field (e.g., packed decimal, zoned decimal, alphanumeric).

For any document withheld under a claim of privilege, submit a sworn or certified statement from your counsel or one of your employees in which you identify the document by author, addressee, date, number of pages, and subject matter; specify the nature and basis of the claimed privilege and the paragraph of this demand for documents to which the document is responsive; and identify each person to whom the document or its contents, or any part thereof, has been disclosed

## **DOCUMENTS THAT MUST BE PRODUCED**

**(THE DOCUMENTS REQUESTED ARE LIMITED SCOPE TO THOSE THAT CAN SHOW “TOTAL SUMMARY NUMBERS” FOR EACH REQUESTS AND CAN BE CERTIFIED TO BE ACCURATE. IN OTHER WORDS, TO SATISFY THIS DOCUMENT PRODUCTION REQUESTS, OAKTON COMMUNITY COLLEGE IS CAN PREPARE A SUMMORY REPORT OF SHOWING THE NUMBERS IN RESPONSE TO EACH PARAGRAPH REQUEST IF THEY CHOOSE AND PROVIDE A CERTIFICATION AS TO THEIR ACCURACY AND/OR PRODUCE ALL OF THE DOCUMENTS AND THINGS THAT WILL ESTABLISH THE FOLLOWING:**

1. All documents and things related to Oakton Community College graduation of Students receiving an Associate Arts Degree for the years 2015, 2016, 2017 and 2018. (Total Oakton Community College students who graduated

- with an A.A. Degree in for the years 2015 \_\_\_\_\_, 2016\_\_\_\_\_,  
2017\_\_\_\_\_ and 2018\_\_\_\_\_
2. All documents and things related to Oakton Community College total enrolment for the years 2015\_\_\_\_\_,  
2016\_\_\_\_\_2017\_\_\_\_\_and 2018\_\_\_\_\_
  3. All documents and things that relate to Oakton Community College disabled students who were registered with the Oakton Community College Access & Disability Resource Center for the in the year(s) 2015\_\_\_\_\_,  
2016\_\_\_\_\_, 2017\_\_\_\_\_and 2018\_\_\_\_\_
  4. All documents and things that evidence students who have been considered for financial aid, who have been red flagged, who were required to produce a certified copy of a college transcript from a prior school, in the years  
2015\_\_\_\_\_2016\_\_\_\_\_2017\_\_\_\_\_2018\_\_\_\_\_.
  5. All documents and things that evidence the number of Oakton Community College disabled students who were registered with the Oakton Community College Access & Disability Resource Center that graduated with an Associate of Arts Degree in the years  
2015\_\_\_\_\_,2016\_\_\_\_\_2017\_\_\_\_\_and  
2018\_\_\_\_\_
  6. Any documents that Oakton Community considered privilege, they are to be compiled, listed.
  7. Certificate of compliance must be executed and returned with the FOIA request

**THESE DOCUMENTS ARE DUE BY JUNE, 28, 2018: TO BE MAILED  
AND/OR EMAILED IN A PDF FORMAT TO Ldms4@hotmail.com:**

*Leo Stoller*

LEO STOLLER ED. DIRECTOR OF WWW.EQUALJUSTICEPARTY.ORG  
P.O. BOX 60645  
CHICAGO, ILLINOIS 60660  
**312-545-4554**

CERTIFICATE OF COMPLIANCE

TO: **DR. Joianne L. Smith, Ph.D**

FROM: ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) REQUEST from  
Leo Stoller ED, the Equal Justice Party Executive Director

The **Illinois Freedom of Information Act** [5 ILCS 140] provides public access to government documents and records.

I hereby certify that Oakton Community College has provided Leo Stoller with all of its documents and things that were requested in his FOIA Request and that all provisions of the **ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) REQUEST** have been complied with.

(FOIA request presented on June 6, 2018, with responses due on June 28, 2018)

State of Illinois  
County of Cook.

Signed and sworn to me, under penalty of perjury, that I, Joianne L. Smith have fully complied with the Illinois Freedom of Information Act (FOIA) request presented to me by Leo Stoller on Date \_\_\_\_\_

(seal)

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signature of notary public