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__1 Board of Trustees and University Documents.

- (a) Upon request, the University shall provide UFF with an electronic copy of documents necessary to administer grievances and other provisions of this agreement or otherwise carry out UFF’s obligations as the certified bargaining agency for the bargaining unit. Alternatively, the University may provide UFF with the URL address for these materials.
- (b) If not available on a web site, the University shall provide UFF with an electronic copy of the agenda, supporting materials, and minutes of public meetings (including public subcommittee meetings) that bear on the terms and conditions of employment of unit members.
- (c) The University shall ensure that the documents below are available by links on the University web site or in an easily accessible location in the IST building.
 - (1) Agenda and minutes of meetings of the Board of Governors;
 - (2) Agenda, supporting materials, and minutes of public meetings of the Board of Trustees and its committees;
 - (3) University regulations;
 - (4) University operating budget and the previous year’s expenditure analysis to the extent this is public information;
 - (5) This collective bargaining agreement and all supplements to it;
 - (6) Other policies and procedures affecting faculty terms and conditions of employment;

__2 Salary Records Access. On September 30 of each year, the University shall provide UFF with an electronic copy of employment records reflecting the salary increase for each unit member during the preceding twelve (12) months by each increase category.

__3 Bargaining Unit Member List. On September 30 of each year, the University shall provide UFF with an electronic spreadsheet including the name, date of hiring, department, title, date promoted to rank, office location (building name and office number), current year salary rate, e-mail address, contact telephone number, and correct mailing address for each member in the bargaining unit.

__4 Costs. All copies of materials and access to materials discussed in this article shall be provided without cost.