

ARTICLE 7
MINUTES, RULES, BUDGETS, AND REPORTS

7.1 Board and University Documents.

(a) The University shall provide the UFF with hard copies of the BOT-UFF agreement and all supplements to the Agreement, consistent with the provisions of Article 28.

(b) The University shall make the following documents available by links on the University web site:

- (1) the minutes of the meetings of the Board of Trustees;
- (2) University rules published under the Administrative Procedure Act; and
- (3) the University's operating budget, summary by year.

(c) The University shall ensure that a copy of the following documents is made available in the Orlando campus library:

- (1) the minutes of the Board of Trustee's committee and subcommittee meetings;
- (2) the University's operating budget;
- (3) the University's expenditure analysis for the previous year
- (4) University rules published under the Administrative Procedure Act.

(d) Upon UFF request, the University shall make the following documents available to the UFF, at no cost, no more than once per calendar year:

(1) On or before March 1st, one or more report(s) reflecting average faculty salaries for the then-current academic year. This report will include the following data elements: faculty average salaries by department and rank; 12-month converted to 9-month average faculty salaries by department and rank; all faculty converted to 9-month combined faculty average salaries by department and rank; faculty average salaries for 9-month and 12-month non-visiting faculty by department and rank, broken down by college; faculty average salaries for 9-month and 12-month visiting faculty by department and rank, broken down by college; listing of faculty with name, rank, contract length, contract rate, class code and department.

(2) Worksheet reports, on or before March 1st, where prepared, to reflect posted payroll changes. These worksheets would include the following data elements: employee name, employee identification number, job title, administrative title, liability department name, date of hire, prior rate of pay, new rate of pay, percent increase, type of increase (e.g., equity, market, merit, etc.), and FTE.

(3) A report showing fall faculty and administrative and professional employment for the then-current academic year, on or before March 1st of that academic year (e.g., report for fall 2004 would be available on or before March 1, 2005). This report will include the following data elements: name, employee identification number, job code, employee class, home department number, liability department number, budget

entity (E&G, C&G, Auxiliary), primary campus assignment, FTE, budgeted weeks, date of hire, highest degree earned, year of highest degree, faculty rank, tenure status, tenure date, annual salary, termination date.

(4) On or before November 1st, one or more reports summarizing faculty activity for the prior academic year (e.g., reports available by November 1, 2005 would reflect loads for Summer 2004, Fall 2004, and Spring 2005). These reports will include the following data elements: reporting term, employee name, employee identification number, primary department, rank, tenure status, activity code, FTE, and level of effort per activity code by employee.

(e) All documents and reports described in subsection (d) above may be provided in electronic format.

7.2 Any request for information beyond the scope contained herein in Section 7.1, shall be made in writing by the UFF to the University. Where such information is readily available at the University level, the University shall endeavor to provide such information at no or minimal cost.

7.3 Bargaining Unit Member List. Upon request and not more than once per semester, the University shall provide the UFF, at no cost, with an electronic list including name, department/unit, position code, title/rank, email address, contact telephone number, and contact mailing address for each employee in the bargaining unit.

7.4 The UFF-UCF Chapter President shall be provided, without cost, an electronic copy of the University's affirmative action plan or any updates to that plan.