



October 21, 2015

VIA CERTIFIED MAIL & EMAIL

Robert L. Miller
General Counsel/FOIA Officer
Eastern Illinois University
600 Lincoln Ave.
Charleston, Illinois 61920

Re: **FOIA Request**

Dear Sir:

Pursuant to the Freedom of Information Act (5ILCS 140), I hereby request copies of all the records pertaining to all positions presently included and excluded in collective bargaining agreements for the period beginning of the 2015 – 2016 academic year. The list should include the following information:

- Names of individual employees holding these positions.
- Position title.
- Faculty rank/position (when applicable).
- Civil Service title (when applicable).
- Job Description.
- Job Classification.
- College and Department.
- Division (when applicable).
- Office/Room location for the positions (physical building and room number).
- Employee start and end date (when applicable) of the employees in these positions.
- Employment percentage.
- Salaries – both per pay period and annual.
- UPI dues or UPI fair share fees - both per pay period and annual.
- University phone number & email address.
- Copy of the Fiscal 2015 Working Papers: All Funds (or similar document). If the 2015 edition not available, please send 2014.
- Indication if employee is in a bargaining unit and which unit.

Please provide the above information in a digital format that can be opened in Microsoft Excel (.txt file is sufficient if necessary).

I will expect a response within five (5) working days from the date of this letter, as required by law. If my request is denied in whole or in part, I expect a detailed justification for withholding the records. I also request any segregable portions that are not exempt to be disclosed.

Thank you for your prompt attention to this matter.

Sincerely,



Kathy McConnell
UPI, Local 4100
Director of Programming

cc: Deneen Pajeau, IFT Field Service Director
Jonathon Blitz, UPI/EIU President
John Miller, UPI Local 4100 President