

November 8 Labor Management Meeting Minutes

by Rob Compton, VP Academics

For Management: Carol Blazina, Leif Hartmark, F. Daniel Larkin, and Lisa Wenck

For UUP: Bill Simons, Rob Compton, Tom Horvath, Fred Miller, Jay McDermott, Norm Payne, and Dennis Selzner

I. Labor Day Issue

A. Labor stated that our position has not changed and that this remains a priority issue

1. UUP stated that the President has the authority to make the charge

2. UUP stated that this issue is the heart and soul of the union

B. Management noted that they are aware of this and that there are no new developments

C. Labor noted that we will return to this on an ongoing manner

II. UUP notified Management about the Faculty Workload Survey

III. Compliance with Performance Programs

A. Labor asked Management about compliance

B. Management noted that it was doing well and that work is ongoing

1. Latest tally suggested that there was no more than two dozen remaining

2. Noted that phone calls are being made for final push toward compliance

C. Labor asked Management if there was any way it could assist?

1. The Performance Programs are important

a. As duties increase, adjustment to titles and salaries necessary

b. We need to work with our members

c. Noted that other campuses were in full compliance with the contract

2. Would like to get to 99% compliance within 3 months

3. Then in 7 months, assess titles and increases

4. We would like to work with the Professionals to seek much needed increases

D. Management promised an update in December 2004, our next meeting

E. Labor thanked Management and noted that it looks forwards to working together on this issue

IV. P/T Professionals Teaching and the Need for Appropriate Compensation and Recognition

A. Labor notes that it is concerned about some Professionals teaching with possible lack of remuneration and/or recognition

1. For some this is College Service
2. How many Professionals are teaching?

B. Management stated 22

C. Labor asked when was the last time some remuneration adjustment was made for Professionals teaching

D. Management stated that it will look into this

E. Labor stated that it is a matter of "fairness and equity" and "consideration" should be given to Professionals who teach

F. Management stated that it recognizes that Professionals who teach are going "above and beyond" their normal duties and that they provide a valuable service and that they will re-examine this issue

V. Summer School Teaching Remuneration

A. Labor referred to minutes of the past meeting regarding request to Management regarding the Management Committee formed to address summer school teaching salaries and asked if a decision was made regarding any increases

B. Management noted that increased fringes, among other factors, resulted in no increase for the coming year

C. Labor noted that some factors suggested the need for an increase

1. inflation since 1998
2. increased tuition per credit
3. "UUP is frankly disappointed in no increase"

D. Management noted that fringe costs increased 25% and that Summer Sessions must be totally independent of state support and that Internal Fringe Rates (IFR) are determined by SUNY Central Office (Albany). Furthermore, faculty do not have their IFR covered through the academic year contract when they teach in the Summer

E. Labor asked about whether this was a decision by the Committee or the Director of Continuing Education

F. Management responded that the decision was a product of many people, mostly Management

G. UUP noted that Management changed the minimum enrollment required for the course to successfully make was reduced from 12 to 10 a year or so ago

H. Management suggested that "market pressures" were the reason for this change, but that they would look into this can get back to us

I. Labor noted that last Summer experienced a decline in enrollment and suggested that more advertising might lead to greater enrollment and that better compensation might lead to a greater number of faculty teaching.

J. Management noted that geographical isolation is an issue and that there are "many reasons why faculty don't want to teach Summers."

K. UUP stated that it would return to this issue at a future meeting.

Meeting Adjourned 4:20pm

December 17, 2004 Labor Management Meeting Minutes

by Rob Compton, VP for Academics

For Management: Leif Hartmark, Steve Perry, and Lisa Wenck

For UUP: Bill Simons, Rob Compton, Tom Horvath, Fred Miller, Norm Payne, and Dennis Selzner

I. Management assured us that key members of administration could not attend as they were dealing with an important and unanticipated phone call from SUNY Central regarding assessment.

II. Performance Programs

A. Labor thanked Management for movement on Performance Program compliance and asked for status report

B. Management stated that they have moved to full compliance except for a handful

C. Labor noted that this is something that had been an ongoing issue and that it had worked diligently with the administration to resolve it

D. Labor also noted that it would like information regarding the history of compliance, especially where we started from and where we are now.

E. Management stated that it will obtain the information

F. Labor noted that it would like to move toward improving the quality of the Performance Program through training and consultation

G. Management agreed to work on this issue with Labor

III. Labor Management Individual Grants

A. Labor and Management stated that the committee is now in place

B. Solicitations for applications have gone out.

IV. Honorarium Memorandum Issue is near resolution and official news appears forthcoming

V. Summer School Stipends

A. Labor noted that it is important for Management members associated with the Summer School issue to be present before discussions can proceed.

B. Management re-iterated that an emergency teleconference had to take place

C. Labor stated that it would like to return to this issue at the next meeting

D. Labor asked if there are any new developments on this issue.

E. Management stated that there was not.

F. Labor stated that there is a report which it tried to obtain. This report (pertaining to Summer Stipends, Course Offerings, and Enrollment Patterns on SUNY Campuses) is germane to the summer stipend issue. We believe that it was put together by the Chair of the Working Group of a Consortium of Continuing Education/Summer School Directors

G. Labor understands that another copy of the report was forwarded from Binghamton to this campus in the past week. UUP requests a copy of this document.

H. Management stated that it will take this into consultation.

VI. Management and Labor wished each other Happy Holidays and the best for continued cooperation in 2005.

Labor-Management Meeting Minutes January 17, 2005

By Rob Compton, UUP SUNY Oneonta, VP Academics

For UUP: Bill Simons, Rob Compton, Tom Horvath, Jay McDermott, Norm Payne, Dennis Selzner, and Richard Tyler

For Management: President Alan B. Donovan, Carol Blazina, Leif Hartmark, Dan Larkin, Steve Perry, and Lisa Wenck

I. Budget Issues

- A. Labor asked Management if there was any news regarding the upcoming budget
- B. Management stated that there is an \$85 million support gap without a tuition increase. Management also noted that it depends on the Legislature.
- C. Labor noted that it would lobby key legislators to support SUNY just Management does.
- D. Labor also noted that it has scheduled Jim Seward to attend and be the keynote speaker for the next Food for Thought on February 10.

II. Performance Programs: Compliance and Training

- A. Labor thanked Management for working as a team to move toward 100% compliance and asked for an update on where we now stand.
- B. Management noted that we have made significant programs and are at 100% compliance.
 1. The original data on percentage compliance is not available
 2. As data came in, they were updated in cumulative fashion
 3. Management thanked Labor for its support on this issue
- C. Labor complimented management, particularly the efforts of Associate Vice President Lisa Wenck, for the significant progress on the issue of Performance Programs. UUP's Spring 2004 survey indicated that last year only 45% of professionals surveyed had Performance Programs at that time so that the movement to approximately 100% represents a notable milestone. Nonetheless, Labor emphasized that training sessions for those writing Performance Programs is needed.
 1. Want to work with Management Supervisors for workshop
 2. To Improve quality of programs
- D. Management agreed to work cooperatively; will first examine other campuses to study the models used for comparison purposes.
- E. It was agreed that Labor and Management will work out the details

III. Honorarium Issue

- A. Labor stated that it "seeks to put this issue to rest with the membership"
 1. Labor's understanding is that essentially, if someone is doing something on their own private time with no conflict with professional obligations, then there is no conflict.
 2. We want to get clarification for our official records
- B. Management stated that Labor's interpretation is "essentially correct"
 1. Management will send out a new clarification memo in the future
 2. Thank Labor for working with Management to resolve this issue
- C. Labor requested, and Management agreed to discuss the content of new memo prior to its release.

IV. Professionals and Extra Service

- A. While Labor realizes that Management is not contractually obligated to address the issue of increasing extra service payments to Professionals teaching, we recognize that over the years, disparity has evolved as PT faculty are enveloped into the past year's 3.5% increase.
 1. Extra service pay has remained at \$2250 for a considerable time
 2. We ask Management to consider an adjustment.
- B. Management noted that it has made no decision as it is awaiting the budget
- C. Labor asked for a clarification regarding the number of Professional employees conducting "extra service work"

1. Labor believes that there are more than the 22 as stated by Management

2. Are there any Professionals teaching as part of their job?

D. Management noted that Management Confidentials are not paid to teach. Also there may be one or two Professionals that teach as part of their job. As of the Spring 05 Schedule, Management records show 21 are scheduled to teach as "extra service".

E. Labor and Management agreed to discuss the numerical composition of the list subsequent to the meeting.

F. Management noted that a lot depends on the budget.

G. Labor stated that it would like to re-visit the issue at a future meeting

V. Summer School Stipends

A. Labor provided data on comparative summer stipends to Management

1. notes that Oneonta does not fair well to other campuses

a. Oneonta pays near the bottom

b. Nearby institutions, including Cortland, have increased remuneration.

c. Cortland is now at \$3000 per course

d. Some schools pay more based on rank of instructor, size of class, and level of instruction

2. Of particular note, Fredonia's maximum for undergraduate courses is at \$5750.00 and there is supplemental compensation for graduate courses.

D. Management asked Labor how the data were obtained.

E. Labor stated that the data were collected by contacting each institution's Human Resources Departments, Continuing Education Departments, and/or faculty.

1. Labor states that in the case of Fredonia, their summer school is doing quite well. Might that in part be due to "competitive remuneration that has attracted a variety of faculty to offer many courses?"

2. Labor notes that the lowest summer school stipend in our sector schools per course is \$2400.00.

F. Labor asks and receives a copy of the report titled: "2004 Summer Session Summary Report" as requested at a previous Labor Management Meeting

G. Labor and Management agree to study new information and discuss this issue at a future meeting.

VI. Labor Day

A. Labor reiterated thanks to Management for facilitating the logistics for last year's Labor Day events and asked at what point in the year does the President charge the Calendar Committee to begin work

B. Management stated that the committee meets typically at the end of February.

1. Stated that a list of Calendar Committee Members was given last year

2. That list may have changed

3. Sometimes there are long standing vacancies

C. Labor stated that it does not deal with the Calendar Committee, but instead wants Management to instruct the Committee to include Labor Day.

1. The President at Cortland made Labor Day a reality

2. Our feelings remain strong on this issue and we ask that consideration be given for an executive decision that classes will not be held on Labor Day.

3. We ask these things as Management goes about making the Calendar

VII. Survey of Full Time Faculty

A. Labor noted that they received a high rate of return and that information was previously provided to President Donovan

1. UUP President Simons and College President Donovan met briefly prior to this meeting.

B. Management stated that it wanted the questions to the survey and Labor obliged.

C. Labor and Management agreed to enter into informal meetings regarding this issue.

Meeting adjourned 3:58 PM

**Labor-Management Meeting
February 28, 2005**

For UUP: Bill Simons, Nancy Cannon, Rob Compton, Tom Horvath, Jay McDermott, Norm Payne, Dennis Selzner, and Nina Persi

For Management: Carol Blazina, Dan Larkin, Steve Perry, Tom Rathbone, Pete Shea, and Lisa Wenck

I. Budget Update

A. UUP requested information regarding budget in Albany

B. Management noted that System Administration sent in its request early but at this time, "there are no specifics" except that in the next couple of weeks budget resolutions passed will give us a clearer picture.

1. The Center for Fiscal Equity (CFE) problem is still there and it will cast its shadow for some time to come.

a. legal appeal is pending

b. there is still a lack of political agreement on how to handle this case

2. Negotiated raises and the increased cost of utilities and fuel is a major concern

C. Labor noted that on the issue of state funding, it works with NYSUT and SUNY to obtain a fair budget

1. Stated that Labor and Management have a common goal in keeping the financial health of the College intact.

2. Both Labor and Management have made repeated trips to Albany for this purpose.

D. Labor inquired about funds for the Fine Arts building

E. Management stated that renovation is something that would hopefully be allocated for in the upcoming budget

F. Labor noted that Senator Seward spoke at a recent Food For Thought program and that he is well aware of the needs of the campus.

II. Parking for Faculty and Professionals

A. Labor inquired about the Parking spots lost due to construction

B. Management outlined the upcoming construction

C. Labor and Management agree to work to resolve quota issues at a later date in another venue

III. Joint Labor-Management Training Sessions for Writing Performance Programs

A. Labor mentioned the upcoming Performance Program Training for Supervisors

B. Management agreed to support the scheduled training and agreed to work with UUP in mandating supervisors to attend the training

C. Labor and Management agree to finalize details in the next few days

D. Labor and Management congratulate each other for the enormous progress made in the area of Performance Programs.

IV. Establishment of Labor-Management Meeting on Part-Time Concerns for March 2005

A. Labor notes that this is a win-win situation in that Part-Timers are an important part of this campus and Management wants to make sure that they have a good experience with SUCO and that they can perform their jobs with distinction

B. Management agrees to initiate the meetings

C. Labor notes that the key items of discussion will likely include basic items that facilitate better working conditions for Part Timers

1. Subscription to an adjunct journal for information about the issues and concerns of being a part-time professor

2. Information clearinghouse partnership for providing keys to lecterns in a timely manner, information on College ID, parking, email and other basic needs of adjuncts

3. Work with Jim Greenberg of TLTC regarding information dissemination

V. Human Resources Memorandum on "Information Needed for Timesheet System", "All Part-Time Professional UUP Employees"

A. Labor agrees to table item as the issued is being worked out shortly.

B. Management agrees to discuss with Labor the new memo that would supercede the old one.

VI. Number of Professionals Teaching and Their Extra Service Compensation (Fall 2004 and Spring 2005)

A. Labor and Management agree to resolve discrepancies at another venue

B. This issue will be revisited at a subsequent Labor-Management meeting

VII. Summer School Remuneration

A. Labor inquired if Management studied the information regarding comparative Summer Stipends provided at the last meeting and if Management has considered an adjustment in light of the new information

B. Management noted that the financial picture of the college is not yet clear as the budget is still a work in progress. Therefore, it is unable to make any changes until the picture is clearer.

C. Labor reiterated that we are no longer competitive in this area and that it would like to see appropriate adjustments to stipends given the changing revenue and expenditure numbers for summer school programs since they operate on a self-standing basis.

VIII. Workload Issue

A. Labor noted that we have the broad support of our membership on this issue

B. Labor and Management agree that informal talks on this issue are ongoing at this time and will continue

Labor-Management Minutes, April 4, ²⁰⁰⁵~~2004~~
by Nina Persi, Chapter Secretary

For UUP: Bill Simons, Rob Compton, J. McDermott, Norm Payne, Dennis Selzner, and Nina Persi

For Management: Carol Blazina, Dan Larkin, Pete Shea, and Lisa Wenck

I. New York State Budget: Update

- A. Labor asked Management about issues regarding the budget and if any new information was available.
- B. Management stated the budget was passed with a number of items as the press has reported, but the budget remains with the legislature as it is in the 10 day veto period.
- C. Management noted that with respect to the budget "so far so good" and that this budget was the first on time budget in 20 years.
- D. Labor mentioned that EOP and TAP have been restored and that for supplementary funding we would "have to cross our fingers and wait for the governor."
- E. Management said the budget is higher than the governor would have liked and vetoes remain to be seen.
- F. Labor asked what implications the budget would have for SUNY College at Oneonta.
- G. The response from Management was that it was too early to tell and that the money allocated to SUNY would be a lump sum and specific appropriations remain another part of the budget process that is yet to come.
- H. Labor questioned if management knew any information regarding the proposed \$200 tuition increase.
- I. According to the Times Union, Management said that negotiations regarding the proposed tuition increase were still being negotiated at the staff level.
- J. Labor said that the next week should prove to be interesting and that politicians are backing a budget that is a win for them and win for SUNY College at Oneonta. Labor and Management agreed that on many issues the goals of a stronger SUNY and better funded SUNY-Oneonta are shared.

II. Training Sessions for Those Writing Performance Programs

- A. Labor expressed thanks to individuals from both Labor and Management regarding the success of the March 30th training session and asked Management for feedback.
- B. Management stated that the training session for supervisors went well.
 - 1. 26 supervisors attended the meeting which illustrates a good amount of participation.
 - 2. Comments from participants revealed that the presentation was very helpful and much appreciated.
- C. Management noted that approximately 40 more supervisors still need to attend the training.
 - 1. Several people had wanted to attend the March 30th meeting, but were unable to because of other commitments.
 - 2. Another training will take place in April but a firm date has not been established yet.
- D. Labor again noted what a great job was done with the training and that for the additional training, Labor would like to work with Management to get the word out.
- E. Management thanked Labor for their assistance in facilitating the workshop.

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Labor-Management Minutes, April 4, 2005 (continued)

- F. Labor pointed out this was just another example of Labor and Management working as a mature partnership.
1. Labor also stressed that this training was extremely important as it shows the performance programs have important value and purpose and that so many professionals have gone on for so long without one.
 2. Labor mentioned that there would be a workshop for employees in the fall on supervisor/employee relationships to help ensure fair, equitable expectations for professionals.

III. Initial Part-time Concerns Labor-Management Meeting

- A. Labor thanked Management for this meeting and that it made history on this campus as the first one.
1. Labor noted that UUP headquarters in Albany was pleased to learn of this collaboration.
 2. Labor said that the library was looking into getting the journal that addressed part-time issues.
- B. Labor and Management agreed that these meetings regarding part-time concerns would take place twice a semester with additional meetings as needed.

IV. Clarification of Office of Human Resources February Memorandum(s) on "Information Needed for Time-sheet System"

- A. Management stated that the issue of the memo has been resolved.
- B. Labor thanked Management for this clarification and that new memos would be distributed this week.
- C. Management noted that this memo was to ensure that employees receive all benefits to which they are entitled.
- D. Labor acknowledged that the problem was in the wording and the legal ramifications and not the intent.
- E. Labor noted that the expeditious resolution of this issue signifies that in this case, Labor and Management sought to work together for the same goal.

V. Number of Professionals Teaching: Fall 2004 and Spring 2005

- A. Labor noted past discussion of this issue regarding extra service pay and that it is imperative that the technical concern regarding the accuracy of the number of professionals teaching is the first step in assessing stipends for extra service.
- B. Management and Labor agree to discuss resolution of this issue at a mutually agreed up time.

VI. Parking for Faculty and Professionals

- A. Labor explained that there had been several sidebars regarding parking and questioned what would happen to parking near the Human Ecology Building where construction will soon begin.
- B. Labor noted that during the summer a good portion of parking near the far end of Science II will be impacted and that other areas of campus will have to absorb the loss of parking.
1. There isn't really a plan in place to address the temporary loss of parking since it takes place during the summer months.
 2. How does Management plan on informing the College community?
- C. Management explained that more information would need to be gathered on the parking issue and that the weather will impact the pace of construction.
- D. Labor noted that these changes could be placed in the UUP newsletter and also noted that
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CAT Prints has a feature that shows construction sites on campus and gives the tentative start and end dates.

VII. College Benefits Fair

- A. Labor asked Management about the possibility of UUP setting up a table at the Benefits Fair. UUP has had one in the past.
- B. Management agreed to look into this possibility.
- C. Labor questioned Management about the idea of having prominent alumni who are private vendors also at the Benefits Fair.
- D. Management noted that this issue has to be monitored carefully.
- E. Labor said that when questions about particular vendors arise, it will seek consultation with Management.

VIII. Summer School Stipend

- A. Labor stated that data on comparative summer stipends for summer teaching was shared with Management at a previous meeting. Does Management plan on adjusting the remuneration?
- B. Labor noted while the issue has received less attention lately due to Work Load discussion, the issue is nonetheless important especially as we begin the summer season.

IX. Labor Day: 2005

- A. Labor reiterated that it wants to see Labor Day observed for all members of the college community.
 - 1. Labor thanked members of Management who provided assistance during the previous Labor Day observance on the Quad.
 - 2. Labor will continue to observe Labor Day in the Quad Area.
- B. Labor will seek assistance from Management for those observations.

X. Discretionary Salary Increase Money: 2005

- A. Labor asked Management when the procedures regarding Discretionary Money will be decided.
- B. Management said that customarily the process begins in the Fall semester.
- C. Labor asked for an across-the-board discretionary salary increase and also asked if part-time employees can receive it.
- D. Management could not say for certain if this was the case.
- E. Labor noted that a roster from the state could be accessed and could be checked for awarding of Discretionary Money to part-time employees.
- F. Labor stated that when the budget was passed previously, there were two times when there were across the board increases and that Management was told to do increases across the board.
- G. Labor noted the importance across-the-board discretionary salary increases and stated that part-timers were not properly informed about their eligibility.

XI. Workload: Full-time Faculty

- A. Labor noted that discussions on this issue will continue.
- B. Labor also stated that it will return to formal discussion as/if needed at subsequent meetings.

Meeting adjourned at 4:22.

Labor Management Meeting, May 2, 2005

by Rob Compton, VP for Academics

For Labor: Bill Simons, Robert Compton, and Norman Payne

For Management: Barton Ingersoll, Daniel Larkin, and Lisa Wenck

*Note that this abbreviated meeting was specifically to address remaining business from the 2004-05 Academic Year.

Summary of Meeting:

Over the past academic year, UUP and Management's relations have evolved to one of greater partnership. UUP hopes that this partnership continues into the future. This is not to say that Labor and Management have sharp differences on some areas, yet there is also room for cooperation. For example, both Labor and Management pledged to continue cooperation in the area of Performance Programs to include further training of supervisors administering programs and those receiving the evaluations. Furthermore, Labor and Management pledged to continue separate Part-Time Labor Management Meetings based on the existing format for the coming year. UUP also requested and received representation at the new employee's orientations during the summer. In addition, both parties agreed to collaborate on the College Benefits Fair.

UUP and Management will continue to work on issues of Parking, especially as construction on campus picks up. UUP stated that it is entitled to a specified quantity of "blue" spots on campus. UUP requested and was granted meetings during the summer to discuss issues of the budget and its ramification for SUNY Oneonta and to engage in dialogue regarding the College's procedures for upcoming discretionary awards. Both Labor and Management noted that the "Memorandum on Reporting Honorarium" from 2004 has now reached closure with a new mutually agreed up memo forthcoming.

The Semester is Ending...But All Work is Not Complete

By Sheila Serbay, VOTE/COPE Coordinator

Can you believe that another school year is coming to a close? Yes, time does seem to fly! However, those dedicated to working endlessly for the benefit of employees must continue their efforts throughout the year. Employee concerns do not take breaks or vacations. They are continuous and must be addressed. Not everyone can give of their time to support the resolution of these issues. Have you considered joining **VOTE/COPE** as an alternative? The UUP through **VOTE/COPE**, the political action arm of NYSUT, is our political voice. Voluntary contributions from NYSUT members are encouraged throughout the state through payroll deduction. **VOTE/COPE** works to support representatives at all levels of government who understand the needs of members and their families while remaining non-partisan. Simultaneously, **VOTE/COPE** works to ensure that employees and their families receive the best possible information, representation, and support in the workplace.

I ask that you contribute one dollar per paycheck to **VOTE/COPE** by simply authorizing this through payroll deduction. Contributions to **VOTE/COPE** are kept completely separate from all other union finances. Please support **VOTE/COPE** efforts and sign up today! Contact **Sheila A. Serbay** at serbaysa@oneonta.edu or at Ext. 2062 for forms or information.

Labor-Management Meeting: June 29, 2005

By Rob Compton, VP for Academics

For Labor: Bill Simons, Robert Compton, and Norman Payne

For Management: F. Daniel Larkin, Lisa Wenck, and Steven Perry

UUP asked Management if any new information pertaining to the budget transpired since our last meeting. UUP presented preliminary data regarding the budget and asked Management to comment on the figures. Management stated that these numbers are still preliminary. Given the relatively healthy budget allocations, UUP would like to see increases in adjunct salaries and extra-service remuneration.

UUP reminded Management about the Memorandum on Parking and the need to preserve the allocated "blue" parking spaces. UUP and Management confirmed the upcoming Training Session for Those Writing Performance Programs for UUP Professionals and agreed to work with Management for the orientation of full time new hires and a new program for new Part-Time Employees.

It was also agreed that Management would provide the timely distribution of materials related to discretionary awards. Lastly, UUP confirmed with Management that it would be included in the Benefits Fair Planning Committee.

*Note that this abbreviated meeting was specifically to address remaining business from the 2004-2005 academic year.

Workload Creep

By Bill Simons, Chapter President

"No good deed goes unpunished" so goes a cynical aphorism. I don't believe it. I do believe, however, that every member of the UUP bargaining unit needs to guard against workload creep. You are your own best resource: be vigilant. Inoculate yourself against workload creep.

If you are an academic or professional member of the UUP Oneonta bargaining unit and are performing a new task/project on a voluntary basis beyond your normal professional obligation/performance program, compose a written understanding with your chair/supervisor: both you and your chair/supervisor should sign the document. Retain the document in your files. The written understanding between you and your chair supervisor should note the performance of this voluntary task:

- does not represent a precedent for purposes of future assignments to you;
- does not represent a precedent for others on the campus; and
- may occur more than once without affecting any part of this voluntary understanding.

The written understanding should also note that the above conditions will be in effect whether or not financial or other compensation is offered and accepted. However, financial compensation or a quid pro quo reduction in some other aspect of your work for the voluntary task undertaken is an effective means of underlining that the voluntary service was above and beyond your normal professional obligation/performance program.