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LACUNY Adjuncts and Substitutes Roundtable Meeting Minutes, November 2012

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**Minutes of the LACUNY Adjunct & Substitute Roundtable Meeting
Thursday, November 15, 2012**

CUNY Graduate Center, Room C196.05, 10:00am

Present: Diane DiMartino (City Tech, Hostos), Matthew Harrick (Brooklyn College), Sarah Johnson (Hunter College), Robin Potter (Brooklyn College), Judith Schwartz (Hunter College), Shawn Smith (Graduate Center)

Meeting called to order at 10:00am

Old Business

After brief introductions, chair circulated minutes from May 2012 meeting to new and returning members.

New Business

Judith Schwartz brought up the topic of adjunct health insurance. A discussion of health insurance ensued, along with a discussion of PSC-CUNY and its website, and the PSC-CUNY *Clarion*. There was new talk of maximum hours adjuncts can work each semester, and how adjuncts are making up hours missed due to Hurricane Sandy. It seems that it is up to the individual libraries/head librarians to decide how to reassign missed time. For example, the VP of Human Resources at Brooklyn College sent an email to the staff and faculty about Time and Leave Practices for the hurricane period, but this email seems specific to Brooklyn College.

Other topics briefly discussed:

- Can adjuncts be considered freelancers, and if so, can they get insurance from the Freelance Union?
- Do adjuncts and substitutes accrue annual, sick, reassignment, professional development leave? If so, how?
- How does the retirement program work for adjuncts/substitutes?

Discussion moved to the topic of the adjunct/sub handbook. Diane DiMartino suggested it would be better if the handbook existed online, and asked if LACUNY sponsors online hosting. Matthew Harrick said the handbook can live on the CUNY Academic Commons blog for this group. The site exists under the name Library Adjuncts and Substitutes, but currently has no content. There was also talk of making better use of the roundtable's group page on the Commons to communicate. For the handbook, the group is going to refer to today's conversation, and the minutes from the May 2012 meeting, for content ideas.

There was brief discussion of seeking adjunct/sub liaisons at each campus, faculty or staff who would be willing to disseminate information to new and returning hires, and to be contacts between their libraries and the roundtable.

The final topic was guest speakers/panel discussion, and it was suggested that a guest speaker could be a former CUNY adjunct or substitute who rose through the ranks to full-time employment.

Next Steps

- Short-term: Use the LACUNY Adjuncts and Substitutes group page on the CUNY Academic Commons to communicate more frequently and efficiently, especially with respect to content that will make up the LACUNY Adjunct and Substitute Handbook, which will live digitally on the Library Adjuncts and Substitutes blog, also on the CUNY Academic Commons.
- Long-term: Recruit willing adjuncts and/or full-time library faculty to act as liaisons to the Adjunct & Substitute Roundtable. Choose guest speaker to come to a Spring meeting to discuss the path from adjunct to full-time career.

Meeting adjourned at 10:58am.