

**EXECUTIVE ORDER 11246
AFFIRMATIVE ACTION PLAN (AAP)**

September 1, 2017– August 31, 2018

PARTS I-VIII:
AAP FOR MINORITIES AND WOMEN

PART IX:
AAP FOR INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

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This plan is available for public review at:

The Office of Equal Opportunity & Diversity Management – Suite E115
The Office of the President— Suite A-226
The Office of the Provost and VP of Academic Affairs— Suite A218
The Office of Human Resources – Suite A201
The Library – L202

INSIDE COVER - A written copy of this Affirmative Action Plan is available for inspection by any employee or applicant for employment, during normal business hours, in the Office of the President. Interested persons should contact Victoria A. Ajibade, Esq. – Chief Diversity Officer and head of Kingsborough’s Office of Equal Opportunity & Diversity Management V-125, (718) 368-6896 / AskOEO@kbcc.cuny.edu for assistance. This document in Accessible PDF format, available upon request. Please inform the Chief Diversity Officer at (718) 368-6896 if you require assistance with reading this document due to a disability.

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I. INTRODUCTION

This report is the annual update of the Affirmative Action Plan (AAP) required by federal regulations for women and federally designated racial/ethnic groups as well as covered Veterans and Individuals with Disabilities.

Date of Record for employee census	June 1, 2017
Plan Reporting Year (basis for historical data)	July 1, 2016 – May 31, 2017
Plan Program Year (basis for planned programs)	September 1, 2017 – August 31, 2018

Note that for this year, the University adjusted the reporting schedule, and the past Plan Reporting year is shorter.

This Plan is available for public review at (list on-line and physical locations).

A. COLLEGE OVERVIEW

Founded in 1963 and part of The City University of New York (CUNY) system, Kingsborough Community College's beautiful 70-acre waterfront campus is located in Manhattan Beach, on the southern tip of Brooklyn, New York. Kingsborough Community College (Kingsborough) is located at 2001 Oriental Boulevard, Brooklyn, NY 11235-2398

Selected as one of the top four (4) community colleges in the country by the Aspen Institute, Kingsborough Community College offers a wide range of credit and non-credit courses in the liberal arts and career education to all students with a high school diploma or GED. Most classes have fewer than 30 students, allowing professors to teach through hands-on learning and group discussions, using the latest technology, such as smart classrooms and video-conferencing rooms.

Kingsborough's academic calendar is divided into two (2) major semesters, each consisting of a 12-week module, followed by an optional six (6) week module. A unique 2-for-1 policy allows most NYC residents who enroll in the major semester as a full-time student to attend the six (6) week module for free.

Kingsborough offers a number of programs for special populations including the "My Turn" program, which allows New York City residents, age 60 or older to attend college tuition free; "College Now," a unique partnership with area high schools to prepare students for college-level work that is now being replicated by colleges throughout the city; and "New Start," which offers students who have had difficulty in college a second chance to successfully complete college.

Kingsborough serves approximately 20,000 students taking credit courses and another 14,000 students taking non-credit and continuing education courses.

Degrees offered:

Associate Degree programs are offered in—

- Accounting
- Biology
- Biotechnology
- Media Technology and Management
- Business Administration
- Chemical Dependency Counseling

- Chemistry
- Community Health
- Computer Information Systems
- Computer Science
- Criminal Justice
- Culinary Arts
- Early Childhood Education/Child Care
- Education Studies
- Engineering
- Exercise Science/Personal Training
- Fashion Design
- Fine Arts
- Graphic Design and Illustration
- Journalism and Print Media
- Liberal Arts
- Maritime Technology
- Mathematics
- Mental Health and Human Services
- Nursing
- Office Administration & Technology
- Physical Education, Recreation and Recreation Therapy
- Physical Therapist Assistant
- Physics
- Retail Merchandising
- Speech Communications
- Surgical Technology
- Theatre Arts
- Tourism & Hospitality
- Website Development and Administration

Certificates are offered in:

- Alcoholism & Substance Abuse Counseling
- Culinary Arts
- Exercise Science/Personal Training
- Maritime Technology: Deck Specialty
- Maritime Technology: Marine Mechanic
- Taxi/Limousine Services
- Medical Office Assistant

Departmental/discipline accreditation and accrediting organization (s):

KCC is fully accredited and approved by the Commission of Higher Education of the Middle States Association of Colleges and Schools. The Commission on Accreditation in Physical Therapy Education accredits the Physical Therapist Assistant Program. All academic programs are registered by the New York State Education Department. The College is a member of the American Association of Community Colleges (AACC), the American Council on Education (ACE), the League for Innovation in the Community College, the Association of Colleges and Universities in the State of New York, the Council of Higher Education Institutions in New York City, Junior College Council of

the Middle Atlantic States, Middle States Association of Colleges and Schools, New York State Association of Junior Colleges, and the Association of College Unions-International.

B. HISTORY

- October 30, 1962-Gustave G. Rosenberg, Chairman of the Board of Higher Education, appoints a committee, chaired by Ms. Gladys M. Dorman, to investigate the needs for another community college in Brooklyn. New York City Community College was already in existence in Brooklyn. The committee recommends the establishment of the community college. The Board of Higher Education accepts the recommendation and presents the recommendation to the Trustees of the State University of New York.
- September 12, 1963-The State University of New York approves the establishment of Kingsborough Community College.
- January 17, 1964-The City Planning Commission suggests 4 alternate sites as the possible location for Kingsborough Community College: Ebbets Field area, the Fulton Park area, the Atlantic Terminal renewal area, and the Stillwell Avenue-Belt Parkway area.
- April 20, 1964-The City Planning Commission approves the establishment of Kingsborough Community College at Manhattan Beach against the wishes of its Chair, William F. R. Ballard.
- Jacob I. Hartstein, President 1964-1969
- Fall of 1964-The College admits its first class of 468 students served by 39 faculty members. In the absence of a college campus, the college opens at two locations: a former Public School 98 on Avenue Z in the Sheepshead Bay area and a Masonic Temple located at the corner of Clermont and Lafayette Avenues in Mid-Brooklyn. The former maritime station at Manhattan Beach, which was made available by the federal government, becomes the site for the permanent campus of Kingsborough Community College and replaces the two temporary locations.
- Spring of 1965-A 60-acre tract of land is formally deeded to the Board of Higher Education. Two military classroom buildings are rehabilitated for classes.
- Fall of 1966- Classes begin on the Manhattan Beach campus of Kingsborough Community College. Enrollments increase so rapidly that additional classroom facilities are needed, prompting the rental of space at the Manhattan Beach Jewish Center on West End Avenue.
- Joseph Shenker, Acting President 1969-1970
- Theodore Powell, President 1970-1971
- January 1968-The Board of Higher Education approves the Master Plan for the Kingsborough Community College campus and architectural drawings are completed for the permanent campus. Construction of a series of eight temporary buildings is initiated to house classrooms, laboratories, a library, a cafeteria, offices, and a gymnasium. The temporary buildings are located in the northeast quadrant of the campus so as not to interfere with permanent construction.
- Fall of 1973-Completion of construction of the eight temporary buildings and groundbreaking occurs for Phase I of the New Campus Construction. US Senator Jacob Javits attends Land Grant ceremony at Kingsborough deeding six more acres of land to the college from the federal government.
- Leon M. Goldstein, President 1971-1999
- 1998- The College is deeded the former Quentin Street Federal land and begins planning for the new Academic Village.
- Byron McClenney, President 2000-2003
- 2002- The Leon M. Goldstein High School for the Sciences opens on campus.
- 2001-2002 A new logo is developed for the college, depicting the navigational light atop the Marine and Academic Center as a welcoming beacon.
- 1980- Groundbreaking occurs for the Marine and Academic Center Building.

- 1990- The Kingsborough Light atop the Marine and Academic Center is activated –U.S. 1995- Coast Guard Light List #3168.
- 2002- Groundbreaking occurs for the Academic Village Building.
- 2002 - NYC Mayor Rudolph Giuliani opens new Kingsborough High School for the Sciences now: The Leon M. Goldstein High School
- 2003- 2004- The college celebrates its 40th Anniversary.
- 2004- The Academic Village Building is completed and opens.
- 2004-The Kingsborough Community College Way, a pathway to honor graduates, faculty, staff, friends and business partners, is created by the Kingsborough Community College Foundation Inc. and the Kingsborough Community College Alumni Association, Inc.
- Dr. Regina S. Peruggi, President 2004-2013
- In 2013, the Aspen Institute College Excellence Program named Kingsborough Community College as a finalist-with-distinction for the 2013 Aspen Prize for Community College Excellence. Selected from the nation’s more than 1,000 public community colleges, Kingsborough received a \$100,000 prize to support its programs.
- Kingsborough Community College serves approximately 20,000 students taking credit courses and another 15,000 students taking non-credit and continuing education courses. The College employs about 375 full-time faculty members and about many adjuncts to serve students in credit courses and 200 part-time and 20-25 full time teachers in continuing education courses. The College’s total staff numbers 950+ employees
- In September 2014, Kingsborough appointed a new President - Farley Herzek
- In January 2016, Kingsborough hired its first female Vice President of Academic Affairs and Provost, Dr. Joanne Russell.
- In April 2017, Kingsborough’s Office of the Vice President of Academic Affairs hired two female Deans. Dr. Sharon Warren-Cook, who identifies as African-American is the college’s Dean of Curriculum and Dr. Kathleen Leaker is the college’s Dean of Faculty.
- In September 2017, Kingsborough appointed interim President— Peter M. Cohen.

C. MISSION

Kingsborough shares and extends the proud tradition of the City University of New York, which historically has served the educational, social and vocational needs of the City of New York and continues to do so. The College maintains an open admissions policy serving a culturally diverse community reflective of one of the most international cities of the world. Despite their differences, all of our students share in a college-supported value system that includes choosing a vocation that will provide for themselves and their families, a search for self-fulfillment, participation in and contributions to their communities, curiosity in their world, and a search for greater empowerment in their own lives.

Kingsborough serves a geographic area that is defined largely by the realities of commutation (distance, time and cost). Every attempt has been made not to duplicate programs and services that are offered at its sister schools within the CUNY system. Although it offers what amounts to a core curriculum of liberal arts courses that have been articulated with the senior colleges within the CUNY system, it still maintains a focus on specialized courses, curricula, and programs that meet the cultural and educational needs of the surrounding community. Consequently, KCC has developed concentrations in such areas as business, early childhood education, human and public services, health and related services, and marine science and technology.

Kingsborough offers students the opportunity to accelerate their programs of study through the structure of its academic calendar. The winter semester consists of two units, one 12 week required module, and one six week optional module. The spring-summer semester follows the same structure. A major benefit of this calendar is that it permits students to progress through their chosen programs of study and earn an associate's degree at an individual pace. This calendar also makes possible completing remedial courses, where necessary, during either the 12 week or six week modules.

Kingsborough has initiated and continues to support several major collaborative programs that have drawn the College closer to the secondary schools with College Now, Diploma Now, and the Kingsborough High School for the Sciences. It offers a Bilingual program, a College Discovery Program and a Liberty Partnership Program.

D. ORGANIZATION CHART

Appendix A displays an organization chart.

II. NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICIES

As a part of The City University of New York, a public university system, the College adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes," delineated in Executive Order 11246 include American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and Women. Updated federal guidelines further expanded these protected classes to include two or more races.

CUNY has posted its policies and procedures on non-discrimination, sexual misconduct, and affirmative action on its website.

[Click for CUNY's Policies \(www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html\)](http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html)

A. THE UNIVERSITY'S POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

It is the policy of the University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in

accordance with federal, state and city laws.

It is also the University's policy to provide reasonable accommodations to applicants, employees and other persons on the basis of disability, religious practices, pregnancy or childbirth-related medical conditions, or status as victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

B. THE UNIVERSITY'S POLICY ON AFFIRMATIVE ACTION

The University's overall policy on Affirmative Action, dated 5/28/1985, is part of CUNY's Manual of General Policy.

ARTICLE V FACULTY, STAFF AND ADMINISTRATION

Policy 5.04 - Affirmative Action:

RESOLVED, that the Board of Trustees of The City University of New York reaffirms its commitment to affirmative action and directs the Chancellery and the colleges to reemphasize the taking of the positive steps that will lead to recruiting, hiring, retaining, tenuring, and promoting increased numbers of qualified minorities and women. (Board of Trustees Minutes, 1985-05-28, Section 6,C)

C. THE UNIVERSITY'S POLICY ON SEXUAL MISCONDUCT

The Policy on Sexual Misconduct (effective 1/1/2015) addresses sexual harassment, gender-based harassment and sexual violence.

Every member of the CUNY community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. Accordingly, CUNY is committed to:

- 1) Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence;
- 2) Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully;
- 3) Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;
- 4) Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence;
- 5) Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence to college constituencies; and

6) Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

D. COLLEGE POLICY

It is the policy of the College to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, unemployment status or status as victim of domestic violence. This policy is reaffirmed by the President annually.

Appendix B contains a copy of the annual Reaffirmation Letter.

III. RESPONSIBILITY FOR IMPLEMENTATION

While the entire Kingsborough community participates in creating an inclusive community, Kingsborough has designated specific responsibilities to enable the implementation of Affirmative Action programs.

A. PRESIDENT

The President has primary responsibility to lead and oversee implementation of Affirmative Action and diversity programs and assures compliance with federal, state, and city laws, rules and regulations as well as City University of New York policies. In this area of responsibility, the President:

- Designates personnel responsible for aspects of Affirmative Action, diversity, and compliance, including a Chief Diversity Officer (CDO), 504/ADA Coordinator and Title IX Coordinator, and ensures responsible personnel have the authority, staff, and other resources to successfully implement their assigned responsibilities
- Communicates a commitment to equal employment opportunity programs and issues an Annual Re-Affirmation supporting affirmative action, diversity and equal opportunity (see copy of *Re-Affirmation Letter* in **Appendix B**.)
- Submits required reports to University offices and external parties as needed.

B. CHIEF DIVERSITY OFFICER

The President has designated Victoria A. Ajibade, Esq. as the college's Chief Diversity Officer (CDO). As the President's primary designee, the CDO:

- Provides confidential consultation for, investigates and resolves discrimination/harassment complaints
- Distributes relevant policies, notices and revisions; ensures integration into training programs, search committee orientations, websites, and other media (e.g., Policy on Equal Opportunity, Non-Discrimination, and on Sexual Misconduct; Affirmative Action Policy; Contact Information for the CDO, Title IX Coordinator and 504/ADA Coordinator)

- Prepares and communicates Affirmative Action Plan reports and evaluates the impact of specific initiatives and Affirmative Action programs overall
- Consults with Search Committees and hiring managers on recruitment and selection, overseeing search plans and effective recruitment/selection strategies to promote a diverse workforce
- Assures the College’s participation in university-wide initiatives promoting diversity and inclusion.

C. COLLEGE OFFICIALS

College Officials - executives, department chairpersons, managers, and supervisors - are crucial partners in the equal employment/affirmative action program. They help ensure compliance with the College’s affirmative action policy, foster an inclusive environment, and assist in developing, maintaining, and implementing the Affirmative Action Plan.

D. COMMITTEE(S) ON DIVERSITY AND INCLUSION

Kingsborough has a standing committee advising the President in formulating and implementing affirmative action policy; reviewing the impact of any policies on the College governance plan; developing and implementing strategic diversity plans and promoting College programs to reflect pluralistic values and goals.

Committee members in this Plan Year were:

The Achieving the Dream Committee’s (ATD) desire is to create a campus culture that readily promotes and embodies equity. Equity has historically been at the center of the ATD mission. In 2015, College Council approved the Committee’s Diversity statement and definition of Equity:

Diversity Statement

The administration, faculty, staff, and students at Kingsborough Community College believe that the college is best served by having a campus that is truly diverse. We strive to create a campus where the voices, talents, and skills of all members of the college are valued and respected, and where all members of the college community can thrive. We maintain that a student body, faculty, staff, and administration that reflect the diversity of New York City is vital for the success of our community, allowing opportunities for people with different perspectives, abilities and backgrounds to interact with and learn from each other. We at Kingsborough Community College believe that a focus on inclusive excellence—the proactive fostering of greater diversity, inclusion, and ultimately equity at every level of college life—will maximize success for all members of the college community.

Leadership and Vision Sub-Committee

- Stephanie Akunvabey— Co-Chair, Director of Academic Affairs
- Chris Calienes— Co-Chair, Assoc. Director of Institutional Research
- Joanne Russell, VP of Academic Affairs and Provost
- Richard Fox, VP of Institutional Research

Faculty/Staff Teaching and Learning Sub-Committee

Janine Graziano—Director of KTCL
Lisa Paler— Faculty, History
Anthony Andrews— Director of Government Affairs
Evrick Brown— Faculty, Behavioral Sciences
Mabel Chee— Director of Development
Mark Eaton— Faculty, Library
Richard Fox, VP of Institutional Research
Raebeka King— Faculty, Library
Michael Klein—Registrar
Ronna Levy— Faculty, English
Kamili Posey— Faculty, History
Samantha Sierra – Director of Opening Doors
Loretta Taras – Director of Kingsborough Center for E-Learning
Tisha Ulmer – Faculty, English

Faculty Engagement and Communication Sub-Committee

Dawn Walker, AVP of Communications and Marketing
Tasheka Sutton-Young, Chief of Staff
Babette Audant— Director of Center for Economic and Workforce Development (CEWD)
Elizabeth Basile— VP of Institutional Advancement
Sarah Bradwisch— Faculty, Nursing
Jennifer Corby— Faculty, History
Reza Fakhari, VP of Workforce Development
Marissa Joseph— Director of Career Services
Alissa Levine— Director of Operations, CEWD
Javier Morgades—Assoc. Director of Admissions
Janine Palludan— Assoc. Director of Academic Affairs
Jorge Zamudio— Faculty, Nursing

Data and Technology Sub-Committee

Chris Calienes— Co-Chair, Assoc. Director of Institutional Research
Linda Biancorosso – Director of Institutional Research
Scott Cally – Faculty, Communications & Performing Arts
Mabel Chee— Director of Development
Daniel Collins – Faculty, Math
Asif Hussain – AVP and CIO of Information Technology
Gabrielle Kahn – Faculty, English
Amanda Kalin – Director of Curriculum Development and Program Planning
Lauren Levesque – Assoc. Director of Institutional Analysis
Michael McMorris – Faculty, History
Maureen Minielli – Faculty, Communications & Performing Arts
Matthew Papier – Director of Testing
Cheryl Smith – Faculty, English
Tara Yarczower – Director of Veteran Affairs

Student Success Sub-Committee

Brian Mitra—Dean of Students
Peter Santiago – Assoc. Director of Access-Ability Services
Hattie Elmore – Director of Single Stop
Elizabeth Basile— VP of Institutional Advancement
Peter Cohen— VP of Student Affairs
Marylou Fierle – Faculty, Health, Physical Education
Wayne Harewood – Executive Director of Enrollment Management
Richard Legum – Faculty, History
Cindy Lui – Director of Freshman Services
Maudelyne Maxineau – Director of Center for Academic Writing Success
Melissa Merced – Director of Transfer
Joanne Meyers – Director of External Affairs
Helen Nasser – Academic Affairs
Mary O’Shea – Director of Student Success Center
Michael Rodriguez – Director of Men’s Resource Center
Emily Schnee – Faculty, English
Farshad Tamari – Faculty, Biology
Joseph Verdino – Faculty, Behavioral

E. UNIVERSITY MANAGEMENT

The University’s Office of Recruitment and Diversity reports summary statistics to senior management on a quarterly basis. These reports include both university-wide and college-specific data. The University posts these reports on-line.

http://www2.cuny.edu/about/administration/offices/hr/diversity-and-recruitment/#cuny_workforcedeomographics

F. FACULTY DIVERSITY STRATEGIC PLAN

The College has developed overall strategies and goals for implementing Affirmative Action practices related to the hiring and promotion of faculty. The Faculty Diversity Strategic Plan addresses recruitment, retention, and the impact of organizational climate on faculty. This process began with a University-wide initiative starting in 2011. Each College has developed a corresponding plan for 2013–2018, and updates the plan annually. This plan will be added to the college’s OEO webpage. A hard copy of this plan is currently available at:

The Office of Equal Opportunity & Diversity Management – Suite E115
The Office of the President— Suite A-226
The Office of the Provost and VP of Academic Affairs— Suite A218
The Office of Human Resources – Suite A201
The Library – L202

IV. WORKFORCE ANALYSIS

The Workforce Analysis is a review of protected groups (gender and ethnicity) organized by department/unit and presented by job title in descending hierarchical order as defined by CUNY's university-wide reporting systems.

The source for this review and all subsequent data is an extract from CUNY's system of record, CUNYFirst, with an effective date of June 1, 2017 (i.e., full-time employees either active or on paid leave as of June 1). This analysis omits individuals not identified as CUNY employees, such as individuals employed by CUNY's Research Foundation and student workers. We created the data extract on July 24, 2017.

To evaluate representation by race/ethnicity, we use federally mandated categories of Asian, Black/African American, and Hispanic. As employees who identify as American Indian/Alaska Native or Hawaiian/Native Pacific Islander comprise less than two percent of both CUNY's workforce and the local population, they are included in the Total Minority category, as are persons identifying with Two or More Races. Individuals identifying as Hawaiian/Native Pacific Islander are included in the Asian category.

All employees have identified a gender; however (1) employee either did not identify a race/ethnicity or did not completely specify one (for example, identified as non-Hispanic without providing a specific race). Anyone who did not specify a gender and/or ethnicity is included in the workforce analysis but not included in a protected group if they did not disclose one.

We use the Workforce Analysis to review overall representation of females or minorities by organizational unit (division and/or department) and by title/rank within organizational unit. The Workforce Analysis Report is a large document available for review upon request.

V. JOB GROUPS, DISCIPLINES, AND LABOR MARKET AVAILABILITY

We base further analyses on assigning the workforce to groups of similar jobs. Further, we analyze faculty by instructional program (discipline) and college laboratory technicians by general purpose.

A. JOB GROUPS

We develop job groups (or Affirmative Action Units) by grouping similar job titles based on duties, qualifications, and other conditions of employment. The University reviews job groupings as titles, job duties, or conditions of employment change. Table 1 lists the current roster of job groups in use at the University.

For this plan year, the University conducted an in-depth review and we have listed material changes below (Table 2). In some cases, there is an impact on year-to-year comparisons but it appears long-term the results will be more relevant to recruiting and retaining and diverse workforce.

Appendix C presents the College's job groups, title assignments, and summary staffing. It also includes details on calculations of Labor Market Availability.

Table 1

Roster of University job groups with college staffing, 6/1/17

Category	Group	Total Staffing	Females	Minorities
Executive/Administrative/Managerial	Administration 1 (Executives)	16	7	8
	Administration 2 (Managers)	101	73	60
	Facility Manager	3	0	1
	IT Computer Manager	5	0	1
	Security Manager	3	0	2
Professional - Faculty	Faculty-Developmental	15	9	3
	Faculty-Instructor	6	4	1
	Faculty-Lecturer	82	44	27
	Faculty-Professorial	252	136	68
Professional – Non-Faculty	Accountant	6	5	1
	Administration 3 (General Admin)	120	87	71
	Administration 5 (Engineers/Architects)	3	1	1
	IT Computer Professional	23	6	14
	Nurse	1	1	0
Administrative Support Workers	Accountant Assistant	4	4	1
	Administrative Assistant	18	18	3
	Office Assistant	49	45	11
	Mail Services Worker	4	1	1
Craft Workers and Related	Basic Crafts-Buildings and Grounds	10	0	4
	Laborers and Helpers	17	0	14
	Skilled Trades	21	0	6
	Skilled Trades-Supervisor	2	0	0
Technicians	Administration 4	35	17	16
	Broadcast/Media	2	0	0
	Engineering Technician	2	2	2
	IT Support Technician	11	5	7
	Print Shop	7	0	4
Service Workers	CPO Level 1	29	6	27
	CPO Level 2	2	0	0
	CPO Sergeant	14	5	12
	Custodial	60	15	52
	Custodial Supervisor	6	2	6

Table 2
Changes in Job Group Structure, 2016-2017

Title	Change
Senior Registrar, Registrar, Architectural Intern, Engineering Intern, Elevator Starter, CUNY Technical Support Aide, Multi Color Press Camera Operator, College Computer Photo Typesetter,	Removed titles retired from CUNY system or marked "incumbent only" with no remaining incumbents

Title	Change
CUNY Secretarial Assistant, CUNY Technical Support Aide, Office Aide, Campus Security Officer Level 2, Campus Peace Officer Level 3	
CUNY START Instructor CUNY CLIP Instructor	Added as full-time titles in 2017; assigned to a new “Developmental Faculty” job group
Business Data Analyst	Introduced last year, but has seen substantial hiring and may appear in analyses for the first time
Laborer, Maintenance Worker, Electrician Helper, Steamfitter Helper, Plumber Helper	Moved from Skilled Trades to a “Laborers and Helpers” job group consistent with duties and accepted occupational categories
Computer Specialist	Split into separate groups consistent with duties and accepted occupational categories: “IT Computer Professional” and “IT Support Technician”
Administrative Superintendent of Buildings and Grounds and Chief Administrative Superintendent of Buildings and Grounds	Combined into a “Facilities Manager” job group given overlap in job duties

B. FACULTY AND COLLEGE LABORATORY TECHNICIANS

We also analyze faculty utilization by academic program or discipline within job group. The University identifies programs using the U.S. Dept. of Education “Classification of Instructional Programs” and each College/Unit assigns their academic departments. On an exception basis, we calculate a blended labor market availability that crosses programs. The only systemic adjustment made to disciplines this year was that in adding CUNY START and CUNY CLIP Instructors, a “Developmental Education” group was added, and some faculty in related programs were assigned to this group.

We analyze College Laboratory Technicians by general purpose. We previously assigned them to as many as six separate groups. Assignment to specialized groups was losing its relevance and differences in labor market availability between groups was minimal. We now assign College Laboratory Technicians to one of two groups, based on assigned department: College Laboratory Technicians in Science, Technology, and Engineering, and College Laboratory Technicians - Other.

Appendix D details the academic program assignments used at the College for Faculty and College Laboratory Technicians.

C. LABOR MARKET AVAILABILITY

Consistent with federal requirements, Labor Market Availability is the benchmark used to analyze utilization of protected groups. It represents the proportion of each protected group available for employment in the labor market from which we recruit.

The University calculates availability by job group and discipline, based on internal and external factors. The internal labor market is an estimate of eligible employees on a promotional path into a job group. The external labor market uses location and qualifications of individuals available for employment, typically an education factor and a geographic factor. Educational data comes from “earned degrees conferred” information from the U.S. Department of Education and other information comes from the *American Community Survey* of the U.S. Census (2007 - 2011). Geographic factors may be National (generally for highest-level positions and faculty), Regional (the four-state region of New York, New Jersey, Pennsylvania, and Connecticut), or Local (New York City).

CUNY updated labor market availability figures as part of a review conducted every other year. Most notable is that where post-secondary degree is a factor, we adjusted the date of degree conferred from 2011-2012 to 2013-2014. We also made some adjustments to account for changes in internal promotion eligibility.

Appendix C (previously referenced) lists availability factors and weightings.

VI. UTILIZATION ANALYSIS (BY PROTECTED CLASS AND JOB GROUP)

A. DESCRIPTION AND RESULTS OF UTILIZATION ANALYSIS

The College reviewed its employee population by Job Group and protected class as compared with Labor Market Availability. We omit analyses for groups of fewer than five employees due to limited reliability.

We assess differences between the workforce and the general labor market (availability). We report “underutilization” when significantly fewer minorities or women are employed than we would reasonably expect given availability (i.e., greater than 20% difference). We calculate this difference in terms of full-time equivalent employees.

Where there is underutilization for females or minorities, the College uses the underutilization figure as a Placement Goal for the recruitment and/or promotion with the job group.

Table 3 (following pages after this section) summarizes the employees assigned to each job group, their underutilization, and a comparison of underutilization to that reported in the prior year (where relevant given changes in employee groupings).

Appendix E provides detail for each individual Job Group/Affirmative Action Unit and Academic Program/Category (Faculty and College Laboratory Technicians).

Table 3: Summary Utilization - Faculty

This is a summary of utilization, and underutilization, of protected groups by job group and faculty program (or "discipline"). Only those groups with five or more employees are included here.

This version compares the underutilization numbers as reported to the CUNY Trustees based on 2016 Affirmative Action Plans that were edited and corrected during the Winter and Spring of 2017. Differences in assigning faculty to academic programs mean that comparisons with prior years should be viewed as approximate.

Job Category	Total Staff		UNDERUTILIZATION									
			Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
EEO Category: Professional Faculty												
Job Group: Faculty-Professorial												
Biological and Biomedical Sciences	23	23										
Business, Management, Marketing, Support Services	18	20			3	3		1	3	3		
Communications, Journalism, etc. AND Visual and Performing Arts	10	11	3	2								
English Language and Literature/Letters	45	47									1	2
Foreign Languages, Literatures, and Linguistics	5	5	1	1								
Health Professions and Related Programs	25	26		2								
Liberal Arts and Sciences, General Studies & Humanities	23		3				1					
Library (Librarians/Non-Teaching)	10	11							1			
Mathematics and Computer Science	22	22							1	1	1	
Parks, Recreation, Leisure and Fitness Studies	6	6	1	1								
Physical Sciences	15	15		2							1	1
Social Sciences	35	58		1			1	3				2
Visual and Performing Arts	13	14					1	1				
EEO Category: Professional Faculty												
Job Group: Faculty-Lecturer												
Business, Management, Marketing, Support Services	19	15				1	1			1		
English Language and Literature/Letters	15	19		1			1	1				1

Table 3: Summary Utilization - Faculty

Kingsborough CC

EEO Category: Professional Faculty						
Job Group: Faculty-Lecturer						
Health Professions and Related Programs	5	7	1	2		1
Mathematics and Computer Science	17	18		1		
Parks, Recreation, Leisure and Fitness Studies	6					
Social Sciences	8	14		1	1	1
EEO Category: Professional Faculty						
Job Group: Faculty-Developmental						
Education - Developmental	15					1

Table 3: Summary Utilization - College Lab Technicians

Kingsborough CC

This is a summary of utilization, and underutilization, of protected groups by job group. Only those groups with five or more employees are included here.

This version compares the underutilization numbers by job group for College Laboratory Technicians as reported to the CUNY Trustees over this past year. It is based on 2016 Affirmative Actions Plans that were edited and corrected during the Winter and Spring of 2017.

In 2016, a single underutilization was calculated for all College Lab Technicians based on a blended rate of up to six categories. In 2017, CUNY began to calculate two utilization figures to represent two categories. In the chart below, the 2016 figures represent total College Lab Technicians regardless of category. As a result, prior year results should be considered informational but not comparable.

Job Category	UNDERUTILIZATION											
	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016

EEO Category: Technicians

Job Group: Administration 4 (College Lab Tech)

College Lab Tech - Science, Tech, Eng.	17	39					1					
College Lab Tech - Other	18	39					1	1				

B. DISCUSSION OF UTILIZATION, UNDERUTILIZATION, AND PLACEMENT GOALS

A number of concurrent factors may influence changes in underutilization and it is not always possible to pinpoint an exact cause.

The fact that the University updated job groupings and Labor Market Availability for this plan year might influence findings for some groups, although typically these changes are not major. Employee turnover and opportunities to hire may also influence findings, especially with smaller groups.

In the EEO Category of Professional Faculty and the Job Group Faculty-Professorial, the following changes were observed: (please note that these changes may be the result of an employee's death, retirement, separation or termination)

In the Business, Management, Marketing, Support Services AAU, there was a decrease in the underutilization of African-Americans from 1 to 0.

In the Communications, Journalism, and Visual and Performing Arts AAU, underutilization among women increased from 2 to 3 during this plan year.

The English Language and Literatures/Letters AAU saw a decrease in the underutilization of Hispanics from 2-1.

The Health Professions and Related Programs AAU also saw a marked decrease in the underutilization of women from 2 to 0.

The Liberal Arts and Sciences and General Studies and Humanities saw an increase in the underutilization of women from 0 to 3 as well an increase in the underutilization of Asians from 0 to 1.

The Library/Librarian/Non-Teaching AAU saw an increase of underutilization of African-Americans from 0 to 1. was not an Affirmative Action Unit (AAU) during the previous reporting year.

Unfortunately, the AAU of Mathematics and Computer Science saw an increase in the underutilization of Hispanics from 0-1.

Notably, the Physical Sciences AAU saw a decrease in the underutilization in three areas. The underutilization of women decreased from 1 – 0; Asians from 3 to 1; and Hispanics from 2 – 0.

In the EEO Category of Professional Faculty and the Job Group Faculty-Lecturer, the following changes were observed: (please note that these changes may be the result of an employee's death, retirement, separation or termination)

In the Business, Management, Marketing, Support Services AAU, there was a decrease in the underutilization of Total Minorities from 1 to 0 and amongst Blacks from 1 to 0. Unfortunately, this AAU also saw an increase in the Underutilization of Asians from 0 to 1.

The English Language and Literatures/Letters AAU saw a decrease in the underutilization of women and Hispanics from 1 to 0.

Fortunately, the Health Professions and Related Programs AAU saw a decrease in underutilization in three areas: Women (2 to 1); Asians (1-0); and Hispanics (1 to 0).

The AAU of Mathematics and Computer Science saw a decrease in the underutilization of women from 1 to 0.

While the Social Services AAU saw a decrease in the underutilization of 1 to 0 among Total Minorities, this AAU also saw an increase in the underutilization of 0 to 1 amongst African-Americans.

In the EEO Category of Professional Faculty and the Job Group Faculty – Developmental, the following changes were observed: (please note that these changes may be the result of an employee’s death, retirement, separation or termination)

The Education-Developmental AAU is new this reporting period. While the data indicates there is underutilization of 1 amongst Hispanics in this AAU, it cannot meaningfully be analyzed as this data was not captured during the previous plan year. However, the writer suspects that the new CUNY title of CUNY Start Instructor and Clip Instructor are the reasons for any changes seen in this job group.

In the EEO Category of Technicians and the Job Group of Administration 4 (College Lab Technicians), the following changes were observed: (please note that these changes may be the result of an employee’s death, retirement, separation or termination)

This plan year, the Administration 4 (College Lab Group) were broken in to two separate groups: “College Lab Teach – Science, Tech, Engineering” and “College Tech-Other.” College Lab Teach – Science, Tech, and Engineering consists of Biological Sciences, Physical Sciences, Instructional Computer Department, the media department and the nursing department. The College Tech-Other group consists of CLTs in the Art Department, the Communications and Performing Arts Department, the Health and Physical Education, Recreation Department, the Office of Student with Disabilities Department, the Tourism and Hospitality Department and the Workforce Development Department. Last year, the CLTs of the aforementioned departments were all analyzed as one group. Although the data indicates that there is underutilization of Asians in this AAU, said data may not be an accurate reflection of strides or setbacks in this area for the reasons enumerated above.

In the EEO Category of Staff and the Job Group of Administration 1, there was a decrease in the underutilization of 2 – 0 amongst women. This can be attributed to the hiring of two new female Deans within the Office of Vice President of Academic Affairs and Provost.

The EEO Category of Staff and the Job Group of Administration 2 saw an increase in the underutilization of Asians of 5 to 6.

In the EEO Category of Staff and the Job Group of Campus Peace Officer Level 1, there was a decrease in the underutilization of 5 to 2 amongst Hispanics and women while there was an increase of underutilization amongst Asians in this area.

In the EEO Category of Staff and the Job Group of Campus Peace Officer Sergeant, there was a decrease in the underutilization of Total Minorities from 1 to 0.

Similarly, in the EEO Category of Staff and the Job Group of Campus Peace Officer Sergeant, there was a decrease of 4 – 3 in the underutilization of Total Minorities; however, this area also saw an increase in the underutilization of Asians (1 – 2).

The EEO Category of Professional Non-Faculty and the Job Group of Accountants saw a decrease in the underutilization of Total Minorities (4 to 3) and an increase of 1 to 2 in the underutilization of Asians.

In the EEO Category of Administrative Support Workers and the Job Group of Administrative Assistant, there was a decrease in the underutilization of Blacks (5-4).

The EEO Category of Administrative Support Workers and the Job Group of Office Assistant saw a decrease of 1 to 0 in the underutilization of women; however, this area also saw an increase in the underutilization of 0 to 1 amongst Asians.

In the EEO Category of Craft workers and the Job Group of Basic Arts and Crafts and Buildings and Grounds, there was increased underutilization of 0 to 2 among women as well as an increase of 0 to 2 in the underutilization of Hispanics in this area.

In the EEO Category of Craft Workers and the Job Group Laborers and Helpers, there was an increase in the underutilization of women from 0 to 3.

The EEO Category of Craft Workers and the Job Group Skilled Trades saw a decrease in the underutilization of Hispanics from 3 to 1.

In the EEO Category of Technicians and the Job Group of Print Shop, there was an increase in the underutilization of women from 1 to 2. Fortunately, this area saw a decrease of 1 to 0 in the underutilization of Asians.

The EEO Category of Service Workers and Others and the Job Group of Custodial, there were decreases in the underutilization of women (1 – 0) and Hispanics (6 – 4).

VII. OTHER ANALYSES

C. PERSONNEL ACTIVITY

As per the Federal *Uniform Guidelines on Employee Selection*, we analyze personnel actions for potential adverse impact (i.e., personnel selections at a substantially different rate for underrepresented groups). We review this data by job group.

Any conclusions related to this data should take into account the fact that this is the first year in which we are presenting this data by job group, as the data was previously reviewed by EEO-6 category. This year we also updated definitions of job actions to coordinate with data categories assigned by our system of record, CUNYFirst.

Appendix F provides detail on personnel activity for incumbent employees.

- F-1 Job Actions by Job Group and Ethnicity
- F-2 Job Actions by Job Group and Gender

- F-3 Faculty Tenure Actions by Department, Title, and Ethnicity
- F-4 Faculty Tenure Actions by Department, Title, and Gender

We compare changes in title between reference dates (this year, between July 1, 2016 and June 1, 2017), adding individuals who did not remain employed for an entire plan year. The reports track hires and other actions on the basis of when the change occurred (effective date), not the date it was approved (which for some jobs might have occurred in the previous plan year).

The table below details the types of employment activity captured. Many personnel actions involve leaving one job group to take a position in another group and are reported as a combination of a separation and a hire (i.e., an employee is noted as having left one group and having joined another group). Other types of status changes, including a change from Substitute, Acting, or Temporary status to regular status, are noted but not included in counts of hires and separations.

Of particular interest is Tenure, a permanent status granted to faculty and College Laboratory Technicians. Lecturers are eligible for a Certificate of Continuous Employment (CCE). Individuals are eligible after meeting service requirements, and professorial faculty are subject to an additional review process. Departmental and College-wide Personnel and Budget Committees (P&B) review applications and present recommendations to the President, who recommends candidates to the CUNY Board of Trustees. Individuals reported for this year generally received tenure/CCE status effective on September 1, 2016. College Laboratory Technicians generally receive tenure automatically following a given number of years of service and are not included in the Tenure report.

Table 4
Personnel Actions

Category	Activity	Definition
Joined Group	Employee has joined a job group to which they did not belong as of the prior census date.	
	Hire	Employed at the college for the first time, or re-hired after a break in service. May include employees who previously worked at another CUNY College or elsewhere in government service and individuals appointed through the Civil Service Transfer Roster process.
	Advanced from a Lower Group	Employee joined job group by taking a new job that would normally be considered a career advancement. This is counted as a hire in the new group, and a separation in the old group.
	Joined Executives from Faculty	Considered neither a career advancement nor other change, when a faculty member leaves a faculty appointment to join the Executive ranks. Normally he/she retains tenure in the faculty appointment and may return to it eventually.
	Joined Faculty from Executives	Considered neither a career advancement nor other change, when a faculty member returns to a faculty appointment after serving in Executive ranks.
	Joined/Transferred from Other Group	Other change, such as a job change which represents a change in career direction, or where there is no stated or implied career advancement.
Left Group	Employee has left a job group they were part of as of the prior census date.	
	Separation	Employee has left employment in the College, whether or not he/she has moved to another CUNY College.
	Separation within plan year	Employee was hired and separated from College within the same plan year (counted as both a Hire and a Separation)
	Left to Advance to Higher Group	Employee left job group by taking a new job that would normally be considered a career advancement.
	Left Executives to Return to Faculty	Considered neither a career advancement nor other change, when a faculty member returns to a faculty appointment after serving in Executive ranks.
	Left Faculty to Move to Executives	Considered neither a career advancement nor other change, when a faculty member leaves a faculty appointment to join the Executive ranks. Normally he/she retains tenure in the

Category	Activity	Definition
		faculty appointment and may return to it eventually.
	Left Group – Other Title Change (Not Advancement)	Other change, such as a job change which represents a change in career direction, or where there is no stated or implied career advancement.
Move Within Job Group	Employee has a title change but has not changed job group.	
	Advanced Within Group	Employee has taken a higher title within the group. This might be a higher level of the same title (e.g., IT Assistant Level 1 to IT Assistant Level 2) or a higher job title (e.g., IT Assistant to IT Associate).
	Title Change Within Group-Other (Not Advancement)	Employee has taken another title with a job group where there is no stated or implied career advancement.
Status Change	Employee has a change in the status of their appointment. <u>Note in previous years, some status changes were treated as a combination of a separation and a hire; however the employee never changed job title or duties.</u> Beginning with this report we will note that change in status separately from hire/separation status.	
	Regular Status to Acting-Substitute Status	Employee was a regular employee as of the prior census date but has taken a position with a substitute status, most likely as a trial period in a higher title.
	Acting-Substitute Status to Regular Status	Employee was a substitute employee as of the prior census but has been granted a regular status, most often through a search process.
	Temporary to Regular Appointment	Generally applies only to Civil Service employees, where employee has moved from a temporary (3-month) assignment to one of the standard Civil Service regular appointment categories (non-competitive, provisional, or probable permanent).
	Visiting Faculty to Regular Status	A member of the Visiting faculty has taken a regular faculty appointment (e.g., Visiting Assistant Professor to Assistant Professor)
	Visiting Faculty to Substitute Status (Rare)	A member of the Visiting faculty has taken a substitute appointment, either as a substitute faculty member or a substitute Research Associate.
Tenure Actions	Actions related to the granting or denial of tenure to faculty members. May include Tenure or Certificate of Continuous Employment (CCE), a status granted to certain non-	

Category	Activity	Definition
	professorial faculty titles. Tenure actions are reported by Department, not job group, however, the job title is reported in the chart.	
	Awarded Tenure	Awarded Tenure or CCE following a review process.
	Hired with Tenure	Upon initial hire, granted tenure. Generally due to having a tenured status at a previous institution.
	Denied Tenure	Tenure denied after a review process. If a job title is not provided, this indicates employee has left CUNY employment.

D. RECRUITING ACTIVITY

Recruiting and selection take place within an established process that is designed to promote both effectiveness and diversity. Prior to posting a position, the Chief Diversity Officer reviews and approves the posting language from the standpoint of any requirements that may impose bias. In most cases, the Chief Diversity Officer also creates and/or reviews a Search Plan outlining intended methods of outreach for the position.

Many hiring projects are conducted by a diverse Search Committee, particularly searches for faculty, administrators, and executives. The Chief Diversity Officer provides an orientation to committee members on effective selection practices, including practices aimed at reducing the potential for bias in selection. The CDO reviews the applicant pool for sufficient representation and certifies the pool prior to a review by the committee. The CDO reviews the list of individuals selected for interviews, and at the end of the recruiting process, approves the entire search.

Unlike the Utilization Analysis, which compares employee data to labor market availability, the standard in evaluating recruiting data is “Impact Analysis”: whether females and minorities have a selection rate at least 80% of the selection rate of males and whites. The Chief Diversity Officer also typically reviews applications from the standpoint of labor market availability prior to certifying the applicant pool.

Appendix G summarizes recruiting, by job group, data based on currently available information about searches that were noted as officially concluded with a job offer between July 1, 2016 and May 31, 2017.

Note that for some job groups, notably faculty, there is a time gap between offers and start dates. For recruiting reviews, we track timing on the basis of the close of the search (accepted job offer). Also, we report on all searches resulting in an offer, regardless of whether the search is cancelled at some point after an offer is made.

Currently, applicant categories follow the *Internet Applicant Rule* and consist of:

Applicant	Qualified individual submitting an application for a specific position
Interview	Selected for an interview, and interviewed (did not withdraw)
Offer/Hire	Selected for the position.

In the normal conduct of business, the Chief Diversity Officer reviews demographic data for individual searches/job postings. As job searches are performed by many units throughout the organization, data at that level is the most useful in making real-time adjustments to recruiting and outreach plans in order to assure diverse, qualified applicant pools. The Chief Diversity Officer may require additional outreach prior to proceeding with selection and/or interviews should there be a concern that applicant pools are not sufficiently diverse.

E. COMPENSATION

The University develops and manages pay plans according to title and/or bargaining unit. These include an Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Schedules, and Classified Civil Service Plans for Managerial Personnel, Non-Managerial Staff, and Skilled Trades. Plans are subject to bargaining unit contracts, Civil Service regulations, New York City Comptroller's Determinations, and/or University policy, and these factors sometimes limit the flexibility of the pay plans.

We review policies such as:

- Setting of Starting Salaries
- Performance-Based Pay
- Pay Increases Upon Promotion
- Tracking of Compensation Decisions
- Document Retention Practices
- Assignment of Overtime/Additional Assignments.

We also review salaries by job group and title and evaluate areas where there is a discrepancy of 5% or more based on average salary as well as a material number of employees.

The Chief Diversity Officer and the Human Resources Director plan to discuss compensation best practices and areas of risk with members of the President's Cabinet on December 18, 2017.

VII. ACTION-ORIENTED PROGRAMS

In this section, we assess the programs over the prior year from the standpoint of the findings in the previous sections of this report. We evaluate how the College has, or has not, achieved its goals. We identify future programs and activities in light of the coming year’s goals.

A. IMPLEMENTATION OF THE 2016– 2017 AFFIRMATIVE ACTION PROGRAM

Table 3 (previously referenced) and the discussion of the previous section summarize prior year goals and accomplishments in addressing underutilization.

Over the prior plan year, the College undertook the following programs in support of Affirmative Action as well as creating a climate of inclusion.

Table 5
Summary of Campus Programs, 2016-2017

Program / Effort	Impact/Discussion
Faculty & Staff EEO Training	
Implemented new policy for the hiring of F/T faculty. This is to be distinguished from P&B reappointment determinations. The Department Chair may not serve as a member of the search committee, the chair of the search committee and the “hiring” manger. While the Provost and or President is the hiring manage for F/T faculty positions, the college’s search authorization forms did not reflect the same.	The importance of implementing and enforcing this policy is to ensure that the search committee is diverse as possible by allowing others to meaningfully participate in the selection of a more diverse faculty. The efficacy/success of this policy is still being monitored. During the next plan year, the CDO will focus on Department with abnormally low representation and determine whether the subject change has resulted in increased representation of minorities.
During the current plan year, the college’s Office of Veterans’ Affairs hired four Kingsborough students to work as VA Work-Study students. The requirements are that said students currently be utilizing their VA educational benefits, attending school for a minimum number of credits, and work in an area dealing specifically with Veteran matters.	This effort has been extremely helpful in attracting veterans as students and/or employment with the college.
The NYC Equal Employment Practices Commission Audited the college’s discrimination and complaint procedures (2016-2017)	The college received a certificate of compliance in early 2017. In order to achieve compliance the college agreed to hire a career counselor, update the University non-discrimination/sexual misconduct policy include the additional protected categories of leave to care for a sick family member updated pregnancy accommodation policy, credit history and job applicant previous compensation history. The college also agreed to make said policies available in alternative formats such as braille, large font and in audio form.
Women’s, Gender & Sexuality Studies Faculty Interest Group 3/14/17	The female employee participants of this group was charged to read the book entitled, “Living a Feminist Life,” by Sara Ahmed. The book was elected to

Program / Effort	Impact/Discussion
	demonstrate how feminist theory has generated from everyday life and the “ordinary experiences of being a feminist at home and at work.”
Women’s Career Panel (3/21/17) MAC Rotunda	The panel explored the journeys of several women of color who have successful careers. The all female panel consisted of a Kingsborough HR Manager, a civil engineer, a human rights attorney, a social work supervisor, labor communications director, a new York city firefighter, and a market sales director. Additionally, every member of the panel was a first generation of immigrants to the US.
CUNYfirst Report Enhancements: Current Job Report (CJR) and Ethnicity and Gender (February 21, 2017)	The CJR is intended for HR community use. The Ethnicity Gender Reports is intended for CDOs. The update used revised logic for ethnicity category reporting based on Federal and CUNY compliance regulation, and or newly added report fields. Some examples of the ethnicity logic updates for reporting compliance include changes to how some ethnic groups are reported, as well as the ability to report employees who self-identified as a member of two or more ethnic categories.
The Women’s Center—Women’s History Month Library Exhibit. Curator Tina Kopel	The floor wall exhibit depicts posters and informative newspaper articles focusing on the contribution of women throughout history. The exhibit featured informative newspaper articles, along with two-dimensional figures of notable women activists, advocates and pioneers in History, Activism, Anthropology, Community Development, Broadcast Journalism, and the Military.
The Women’s Center—2017 Perspective; The Women’s March on Washington (March 20, 2017) Facilitator: Anna Betancourt	The Women’s March on Washington. A photo essay. Presenting photos from the historic Women’s March to discuss the various reasons why 500,000 women and their supporters marched on Washington on January 21, 2017.
Kingsborough Hispanic Heritage Month (September 15, 2016 – October 15, 2016).	The college received 30 nominations from department heads to be featured on the college’s website on a weekly basis. One nominee of Hispanic Heritage was selected from each of the following groups. Administration, Faculty, Staff and Managerial Staff.
International Women’s Day Trivia Contest (March 8, 2017)	The goal of this event was to bring awareness to the campus community about the immeasurable contributions women have made to society as a whole.
Diverse Faculty Interest Group	This college-sanctioned interest group consists of faculty and staff members who identify themselves as member of groups historically referred to as minorities; as these groups are also traditionally underrepresented in academia. This group offers a forum for the discussion of race, culture, and gender issues in higher education.
The international Cinematographers Guild National Diversity Committee IATSE (Saturday, March 2017)	Kingsborough hosted this event to recruit diverse applicant for IATSE crafts and trades positions like:

Program / Effort	Impact/Discussion
	camera man, script supervisor, lighting, stunts, sound, grip, make-up, production coordinator and production accountant.
DFIG (March 20, 2017)	The group was charged with reading the book entitled, "Presumed Incompetent: The Intersections of Race and Class for Women in Academia."
Kingsborough Spring Diversity Symposium: "A Struggle to Unity: Why are we so easily divided?"(April 5, 2017)	Five sessions were held: "Student Advocating for their Rights: Strategies fir Organizing" Presenters: Matt Gonzales, Director of the School Diversity Project. "A Fishbowl Conversation - - Nat Turner speaks to Martin Luther King Junior." "Women's Rights" panel "Snap Judgments and Hidden Biases: Moving Past First Impressions."
Kingsborough's Art Museum celebrated Women's History Month with an art exhibition featuring the work of female artists. (April 5, 2017)	This event recognized female artists in the exhibition: "The State of New York Painting." The female artists featured were: Frances Barth, Bettina Blohm; Lois Dodd, Arlene Shechet, Sharon Horvath, Brenda Goodman, Catherine Murphy, Diane Mayo; Patricia Treib, Joanne Greenbaum and Joan Snyder.

During this plan year, OEO conducted EEO/Diversity related training to our staff as follows—

- 09/09/16 – EEO Training – Foreign Languages Department
- 09/16/16 – EEO Training – ECP & Senior Administration
- 10/31/16 – EEO Training – CLT Staff
- 11/03/16 – EEO Training – Diversity Symposium
- 11/14/16 – EEO Training – Gittlesons Staff
- 02/15/17 – EEO Training – Office of Student Affairs Staff
- 05/18/17 – EEO Training – B&G and Public Safety
- 05/19/17 – EEO Training – B&G and Public Safety

B. TARGETED PLANS FOR THE 2017-2018 AFFIRMATIVE ACTION PROGRAM

In this section, we affirm the College's placement goals and key initiatives for the coming year.

Table 3 (previously referenced) summarizes Affirmative Action goals to address specific areas of underutilization.

Table 6
Planned Campus Programs, 2017-2018

Program / Effort	Goals/Expected Impact
None at this time.	

Program / Effort	Goals/Expected Impact

C. ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION

The College’s Action-Oriented programs benefit from University-wide recruitment, diversity, and compliance programs; the University:

- Sends job postings to State Workforce Agencies and Veterans’ career centers
- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and underrepresented groups, and a participation in a national network dedicated to higher education recruiting;
- Maintains social media accounts for recruitment and employment branding;
- Promotes university-wide Civil Service examinations;
- Publishes guides and training materials on effective and compliant search practices
- Provides training and ongoing updates to Chief Diversity Officers.

Recruitment policies support developing diverse applicant pools through:

- Required posting of open positions and of Civil Service Notices of Exam. Typical faculty vacancies are posted for 60 days and administrative vacancies are posted for 30 days
- Collection of all applications into a single automated system where pre-established screening practices relevant to the specific function may be applied
- A job application process where all candidates are automatically invited to self-identify race/ethnicity, gender, veteran status, or disability status; information is kept confidentially and used to analyze the composition of applicant pools
- A committee recruiting process by which a diverse team evaluates candidates according to consistent criteria and job-related interview questions
- An annual survey of newly appointed employees to identify potential areas of concern in how the College communicates with its candidates.

As previously mentioned the Chief Diversity Officer posts and distributes notices of non-discrimination policies, changes in regulations, and similar compliance information, and makes the Affirmative Action Plan available for public inspection. He/she also integrates compliance information into training programs for faculty, students, and staff.

D. INTERNAL AUDIT AND REPORTING

The Chief Diversity Officer is responsible for audits and reviews of the effectiveness of College programs. This includes:

- Monitoring records of personnel activities, including new hires, transfers, promotions, and terminations

- Monitoring the status of employee self-identification programs
- Reviewing the effectiveness of recruiting outreach and advertising
- Monitoring complaints or incident reports which may indicate underlying trends
- Reviewing personnel activities and the Affirmative Action Plan with senior level officers
- Advising management of program effectiveness and provide recommendations for improvement.

The College maintains employment records in the central CUNYfirst system used to provide the data underlying Affirmative Action Plans. The Chief Diversity Officer works with Human Resources staff to assure College records are complete, accurate, and timely.

The University reports statistics and diversity metrics to the University Community and the CUNY Board of Trustees on a quarterly basis.

VIII. INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

A. POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY

The City University of New York (“University” or “CUNY”), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of The University.

It is the policy of The University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also The University’s policy to provide reasonable accommodations when appropriate to Individuals with Disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Further details on university policies are available on the web site at:

[Click for CUNY's Policies \(www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html\)](http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html)

B. REVIEW OF PERSONNEL PROCESSES

Our goal is to ensure all personnel activities are consistent with the goal of providing equal employment opportunity for employees and applicants who are Individuals with Disabilities and/or Protected Veterans. To that end, we periodically review our personnel processes for potential barriers to employment, training, and promotion.

The College asserts that its personnel processes do not stereotype Individuals with Disabilities or Protected Veterans or otherwise limits their access to jobs for which they are qualified; further, the College makes efforts to assure Individuals with Disabilities and Veterans are represented media including college publications and web sites.

We invite employees to self-identify through an on-line system available in CUNY’s Employee Self-Service Portal. We invite applicants to self-identify through CUNY’s online recruiting system with each application. The University maintains this data in its system of record with appropriate security measures for confidentiality of individual information.

C. REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

Our goal is to ensure that all physical and mental qualifications and requirements are job-related and consistent with business necessity and safe performance of the job. We periodically review the College's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

We will repeat a review of a given position when there is a change in working conditions that may influence the job's physical or mental requirements. Examples may include new work requirements or new equipment. As new job qualifications are established, the College will review them to ensure that they would not screen out qualified Individuals with Disabilities or Protected Veterans. To the extent that such a situation might occur, the College takes steps to ensure the requirements are essential functions of these particular jobs.

The University's Civil Service unit reviews job requirements for potential issues at prior to issuing revised Civil Service specifications. The University also provides a checklist for planning a recruiting effort that includes a sign-off on a review of job qualifications.

D. REASONABLE ACCOMMODATION

The College provides reasonable accommodations to physical and mental limitations of applicants and employees who are Individuals with Disabilities or Disabled Veterans. As per *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments*, the Human Resources Director is responsible for responding to requests by applicants for employment, current employees and visitors. Anyone may request an accommodation by contacting the Human Resources Office.

The College contact accommodation requests is:

Name: Victoria A. Ajibade
Title: Chief Diversity Officer
Phone: (718) 368-6896
Email: AskOEO@kbcc.cuny.edu

CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments is available on CUNY's website.

[Click for CUNY's Policies \(http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html\)](http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html).

Applicants for employment may request accommodations to physical and mental limitations during the recruiting and interviewing process. The procedure is provided on the Employment Page of the CUNY Website and Kingsborough Community College Employment Opportunities Website (<http://www2.kingsborough.edu/kccJobs/listing.php>). The text of the statement is as follows:

Any applicant who requires an accommodation for a disability in order to apply for a position or proceed with the job search process should contact the College's Human Resources office, or The University's Office of Recruitment and Diversity at jobs@cuny.edu, 205 East 42nd Street, 10th Floor, New York, New York 10017.

The College accommodates employees who serve in the armed forces with a liberal military leave policy, which includes granting leaves of absence to employees who participate in honor guards at the funeral of Veterans.

As per University policy, the College also provides reasonable accommodations to individuals based on religious practice.

In the last Plan Year:

- While recognizing that many requests are resolved through an informal process, the College responded to 10 official requests for accommodations from employees, for which the process was successfully concluded 10 times and appealed 0 times. At this time there are no outstanding appeals
- The College responded to 0 requests for reasonable accommodation from job applicants which were honored 0 times.
- The College upgraded campus facilities to improve access in (list areas)
- The College acquired equipment, upgraded technology: (microphone, podium, air conditioner, window blinds to block sunlight, adjustable work station, and hard back chair with height).

E. HARASSMENT PREVENTION PROCEDURES

The University has developed procedures to ensure that Individuals with Disabilities or Protected Veterans are not harassed. (See Section A above, *Policy Statements on Equal Employment Opportunity*). As specified in our policy, the 504/ADA Coordinator, Victoria A. Ajibade is responsible for coordinating efforts to ensure access and non-discrimination for Individuals with Disabilities. To file a complaint, individuals should contact the 504/ADA Coordinator.

F. EXTERNAL DISSEMINATION OF POLICY

Each job vacancy announcement has a summary of CUNY's policy.

The University also its Non-Discrimination Policy in the New York Times twice each year, and on its employment web site ([Click for CUNY's Employment Page \(http://www2.cuny.edu/employment\)](http://www2.cuny.edu/employment)).

The University Office of Labor Relations provides an annual notice of our policies to labor unions.

The College sends written notice of the affirmative action policy to all subcontractors, vendors, and suppliers requesting their compliance with our policy.

G. OUTREACH AND POSITIVE RECRUITING

In the last Plan Year, the College undertook the following targeted efforts for outreach to Veterans and Individuals with Disabilities: See Appendix G

In addition, general, ongoing efforts to disseminate the *CUNY Policy on Non-Discrimination* and conduct outreach and positive recruitment include the following:

- Disseminating information concerning employment opportunities to media that reach Disabled Veterans,

other Protected Veterans, and Individuals with Disabilities

- Advertising job openings with a variety of external resources, including required reporting to the New York State Labor Department and related agencies
- Filing the VETS-4212 report on an annual basis
- Veterans may apply for additional points added to Civil Service examination scores based on either Veteran or Disabled Veteran Status as defined by State of New York statute (points are granted only where the Veteran has received a minimum passing score on the examination)
- The University may appoint qualified disabled individuals to classified Civil Service titles without an examination.

H. INTERNAL DISSEMINATION OF POLICY

To foster positive support for the Affirmative Action Program for Protected Veterans and Individuals with Disabilities, the College has implemented the following measures:

- Including the policies in the manuals and other in-house publications
- Meeting with senior staff and other supervisors to explain the intent of the policy and individual responsibility for effective implementation
- Scheduling training sessions for employees involved in recruitment, selection, and promotion decision-making
- Discussing policies thoroughly in both employee orientation and management training programs
- Including articles on accomplishments of Disabled Veterans, other Veterans, and Individuals with Disabilities in College publications
- Posting the *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments* on College bulletin boards, along with the *CUNY Policy on Non-Discrimination* (which also covers protection from harassment on the basis of disability)
- Featuring persons who are Individuals with Disabilities in handbooks or similar publications.

I. RESPONSIBILITY FOR IMPLEMENTATION

As part of its efforts to ensure equal employment opportunity to Disabled Veterans, other Veterans, and Individuals with Disabilities, the College has designated specific responsibilities to various staff.

1. The President

The President is responsible for the implementation of the program and appoints the 504/ADA Coordinator to oversee College compliance activities. He/she provides senior management support and resources to manage the implementation of this program. Any issues uncovered in self-audits or reviews are ultimately

reported to the President who oversees implementation of appropriate responses.

2. 504/ADA Coordinator

The President assigned the duties of the 504/ADA Coordinator to Victoria A. Ajibade. Her responsibilities include:

- Chairing the 504/ADA Committee
- Monitoring the college for 504/ADA compliance
- Resolving issues before they become potential grievances; considering appeals and disputed accommodation decisions
- Maintaining information on accommodations requested and provided
- Ensuring pertinent records are stored securely and confidentiality is maintained
- Providing training as needed on issues related to Individuals with Disabilities.

3. 504/ADA Committee

The 504/ADA Committee advises the Coordinator. It is comprised of representatives from various divisions, departments, and programs, including Individuals with Disabilities. Members are:

- Victoria A. Ajibade, Chief Diversity Officer
- Stella Woodroffe, Access-Ability Coordinator
- Sheila Ridge, HR Coordinator

4. College Officials

In their day-to-day contact with college employees, college officials assume certain responsibilities to help the College comply with regulations, including working with the Office of Human Resources to identify reasonable accommodations.

5. University Management

The University's Office of Recruitment and Diversity reports summary statistics to senior management on a quarterly basis. These reports include both university-wide and college-specific data. The University posts these reports on-line.

http://www2.cuny.edu/about/administration/offices/hr/diversity-and-recruitment/#cuny_workforcedeomographics

J. TRAINING

Employees involved with the recruitment, selection, promotion, disciplinary actions, training, and related processes of Individuals with Disabilities or Veterans are acquainted with the College's Affirmative Action Program. CUNY's Office of Recruitment and Diversity and the Office of Professional Development and Learning Management provide training opportunities to help employees maximize their personal and workplace effectiveness, including Diversity Training courses.

K. AUDIT AND REPORTING SYSTEM

The 504/ADA Coordinator is responsible for the College's audit and reporting system that monitors the

effectiveness of the College's overall programs in support of Individuals with Disabilities, measuring the degree to which the College is meeting its objectives and identifying the need for remedial action. The Coordinator also determines whether there are any undue hurdles for both Individuals with Disabilities and Protected Veterans in gaining access to college programs and activities of all kinds.

The Chief Diversity Officer is responsible for monitoring recruitment outreach, as well as claims of discrimination related to status as a Veteran or Individual with a Disability. The CDO audits the effectiveness of outreach and Affirmative Action programs as part of the Affirmative Action Plan process.

Both individuals report their findings to the President and/or the President's designee.

L. BENCHMARK COMPARISONS

The federal guideline for utilization of Individuals with Disabilities is 7%. [Appendix H](#) details the utilization of Individuals with Disabilities by Job Group.

As of March 2017, the federal benchmark Hiring Rate for Veterans is 6.7%. [Appendix I](#) provides a calculation of hiring rates.

We monitor recruitment, application and appointment processes to assure representation of Protected Veterans and Individuals with Disabilities.

IX. APPENDICES

A. SUMMARY ORGANIZATION CHART

B. RE-AFFIRMATION LETTER

C. JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

D. ACADEMIC DEPARTMENTS BY DISCIPLINE / PROGRAM AND COLLEGE LAB TECHNICIAN CATEGORIES

E. UTILIZATION ANALYSIS (ADMINISTRATORS/STAFF, COLLEGE LAB TECHNICIANS, FACULTY)

F. PERSONNEL ACTIVITY TABLE-EMPLOYEES

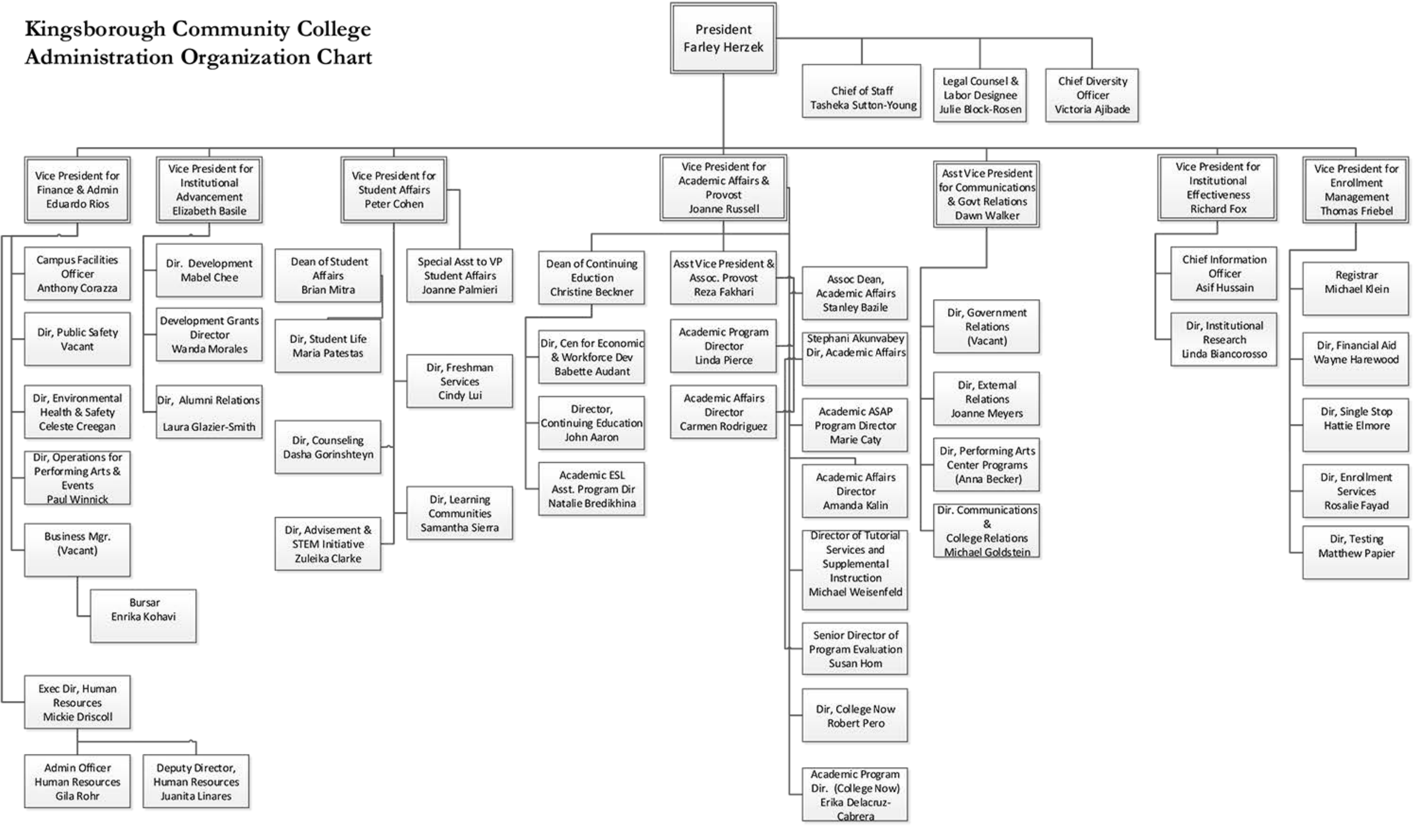
G. SUMMARY OF RECRUITMENT ACTIVITY

H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES

I. HIRING RATES FOR VETERANS AND INDIVIDUALS WITH DISABILITIES

This Appendix provides a high-level organization chart.

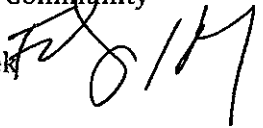
Kingsborough Community College Administration Organization Chart



This Appendix contains a copy of the Re-affirmation Letter distributed this past Plan Year.

OFFICE OF THE PRESIDENT

To: Kingsborough Campus Community

From: President Farley Herzek 

Date: September 1, 2016

Re: Reaffirmation of Commitment to Diversity/Equal Opportunity/Affirmative Action

The City University of New York (CUNY) has a long-standing commitment to diversity and equal opportunity in all aspects of employment practices. At Kingsborough Community College, I fully support the policies and practices that we have implemented to foster non-discrimination, affirmative action, and diversity and inclusion in the workplace. It is my personal belief that CUNY is enriched by the strengths of the people and perspectives represented here. Accordingly, I am committed to oversee Kingsborough's compliance with local, state, federal, and CUNY Policies and Procedures on Equal Opportunity, Non-Discrimination, and on Sexual Misconduct.

CUNY's Equal Opportunity and Non-Discrimination Policy sets forth the University and its campuses' commitment to recruit, employ, retain, promote, and provide benefits to employees regardless of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, unemployment status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws. I remind you that Italian Americans, status as "caregiver" and credit history are included among CUNY's protected groups. Additionally, as a federal contractor, CUNY engages in affirmative action consistent with federal requirements. I invite you to visit our website, www.kbcc.cuny.edu or www.cuny.edu, to view the Equal Opportunity Policy in its entirety, including the complaint procedures and prohibition against retaliation.

I have assigned the responsibility for the implementation and monitoring of our compliance program to the Office of Equal Opportunity & Diversity Management (OEO) headed by Chief Diversity Officer, Victoria A. Ajibade, Esq. Ms. Ajibade also serves as Kingsborough's 504/ADA Coordinator and manages the College's Title IX Coordinator, Brian J. Brennan. The vice presidents, deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws. OEO is located in the Academic Village, Room 125 and the telephone number is (718) 368-6896. You may also email OEO at: AskOEO@kbcc.cuny.edu. Additionally, any individual who believes that he or she has experienced employment discrimination should immediately contact OEO.

I ask for your continued support to ensure equal opportunity, affirmative action, and diversity and inclusion in all employment practices at Kingsborough.

This report lists only those CUNY job groups for which the college has employees. Groups with fewer than five employees are listed here but will not be included in Utilization Analysis worksheets.

For each group, there is also a description of labor market availability factors to be utilized in later exhibits. Factor 1 (LMA Factor 1) represents an external Labor Market availability factor. Factor 2 (LMA Factor 2) represents an internal Labor Market availability factor, if any (e.g., employees with eligibility to be promoted into the title).

Comments are provided summarizing changes from prior years' reports and other relevant information.

929 Employees

Category: Executive/Administrative/Managerial

Administration 1 (Executive)

16 Employee(s) in Group

Executive Compensation Plan (Other Than Chief Executive)

LMA Factor 1	Earned Degrees Conferred (EDC) US - Ph.D., M.A., B.A., 2013-14	Weighted At	40.00%
LMA Factor 2	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2013.	Weighted At	60.00%

Titles Included in Group

Administrator	1 Employee(s) in Title
Assc Administrator	1 Employee(s) in Title
Asst Administrator	1 Employee(s) in Title
Asst Vice President	3 Employee(s) in Title
Dean	3 Employee(s) in Title
Vice President	7 Employee(s) in Title

Administration 2 (Manager)

101 Employee(s) in Group

Manager-Level Administrators

LMA Factor 1	Earned Degrees Conferred (ECD) 4-State (NY/NJ/CT/PA); B.A., 2013-2014	Weighted At	40.00%
LMA Factor 2	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.	Weighted At	60.00%

Titles Included in Group

HE Associate	58 Employee(s) in Title
HE Officer	43 Employee(s) in Title

Facility Manager

3 Employee(s) in Group

Facility Superintendents (Managerial)

In 2017, combined Admin Superintendent and Chief Admin Superintendent groups.

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisor/Managers of Housekeeping and Janitorial Workers (4200)	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Admin Supt Builds Grds	3 Employee(s) in Title
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IT Computer Manager

5 Employee(s) in Group

Information Technology Managers (Managerial)

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer and Information Systems Managers (1110)	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

IT Computer Operations Mgr	3 Employee(s) in Title
IT Computer Systems Mgr	2 Employee(s) in Title

Category: Executive/Administrative/Managerial

Security Manager

3 Employee(s) in Group

Campus Security Managers (Managerial)

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850)	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Campus Security Asst Dir	2 Employee(s) in Title
Campus Security Dir	1 Employee(s) in Title

Category: Professional Faculty**Faculty-Developmental****15 Employee(s) in Group**

Development Program Faculty

In 2017, added to accommodate new CUNY START and CUNY CLIP program faculty and related programs.

LMA Factor 1	Earned Degrees Conferred B.A. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% in all fields	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

CLIP Instructor	7 Employee(s) in Title
CUNY Start Instructor	8 Employee(s) in Title

Faculty-Instructor**6 Employee(s) in Group**

Instructor Faculty, excluding Instructor Librarians

For utilization analysis in the Federal Plan, reviewed by academic discipline or program within job group.

LMA Factor 1	Earned Degrees Conferred M.A. 2013-2014, 4-State (NY/NJ/CT/PA)	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Instructor	6 Employee(s) in Title
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Faculty-Lecturer**82 Employee(s) in Group**

Lecturer Faculty, excluding Lecturer Librarians

For utilization analysis in the Federal Plan, reviewed by academic discipline or program within job group.

LMA Factor 1	Earned Degrees Conferred B.A. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% in all fields	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Dist Lecturer	2 Employee(s) in Title
Lecturer	76 Employee(s) in Title
Lecturer Doct Sch	4 Employee(s) in Title

Faculty-Professorial**252 Employee(s) in Group**

Professorial Faculty and Librarians (includes Instructor Librarians and Lecturer Librarians)

For utilization analysis in the Federal Plan, reviewed by academic discipline or program within job group.

LMA Factor 1	With the exception of the Graduate Center: Earned Degrees Conferred Ph.D. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 20% and US Non-4-State weighted at 80% in all fields	Weighted At	100.00%
LMA Factor 2	Graduate Center Only: recipients of new research doctorates in relevant fields awarded by 406 U.S. universities 7/1/1999 - 6/30/2000 using the 2000 Survey of Earned Doctorates (SED), an annual census.	Weighted At	100.00%

Titles Included in Group

Assc Professor	68 Employee(s) in Title
Asst Professor	116 Employee(s) in Title
Professor	68 Employee(s) in Title

Category: Professional Non-Faculty

Accountant		6 Employee(s) in Group
Accountants (Professionals)		
LMA Factor 1	Internal Only	Weighted At 0.00%
LMA Factor 2	CUNY Survey Fall 2013, Permanent College Accounting Assistants. On September 19, 2013 College Accounting Assistants received an opportunity for promotion based on service and educational qualifications.	Weighted At 100.00%
Titles Included in Group		
	Finance Accountant	2 Employee(s) in Title
	Purchasing Agent	4 Employee(s) in Title

Administration 3 (Professional)		120 Employee(s) in Group
Administrators (Professionals)		
LMA Factor 1	Earned Degrees Conferred (ECD) 4-State (NY/NJ/CT/PA); B.A., 2013-2014	Weighted At 70.00%
LMA Factor 2	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.	Weighted At 30.00%
Titles Included in Group		
	Asst to HEO	55 Employee(s) in Title
	HE Assistant	65 Employee(s) in Title

Administration 5 (Engineer-Architect)		3 Employee(s) in Group
Engineers and Architects and related professional staff		
LMA Factor 1	2007-2011 American Community Survey (ACS) for NY State only; Engineering Managers (300) and Architects, Except Naval (1300)	Weighted At 100.00%
LMA Factor 2	NA	Weighted At 0.00%
Titles Included in Group		
	Architect	1 Employee(s) in Title
	Architect Asst	1 Employee(s) in Title
	Project Mgr	1 Employee(s) in Title

IT Computer Professional		23 Employee(s) in Group
Information Technology Professionals		
In 2017, split from IT Technicians and moved to Professionals' group		
LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Scientist Systems Analyst (1000); Computer Programmer (1010); Computer Software Engineers (1020); Database Administrator (1060); Network Systems & Data Communication Analysts (1110); Computer Hardware Engineers (1400); Computer Operators (5800); and Computer Control Programmers and Operators (7900)	Weighted At 100.00%
LMA Factor 2	NA	Weighted At 0.00%
Titles Included in Group		
	IT Associate	6 Employee(s) in Title
	IT Asst	15 Employee(s) in Title
	IT Sr Associate	2 Employee(s) in Title

Category: Professional Non-Faculty

Nurse **1 Employee(s) in Group**

Nurses			
LMA Factor 1	As no unit within CUNY has a minimum of five employees, no availability was calculated	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Nurse 1 Employee(s) in Title

Category: Technicians**Administration 4 (College Lab Tech)****35 Employee(s) in Group**

College Laboratory Technicians (abbrev CLT).

For utilization analyses reviewed by sub-group: Science/Technical/Engineering; Other Lab Techs.

LMA Factor 1	2007-2011 American Community Survey (ACS) - 4-State (NY/NJ/CT/PA), weighted by function weighted at 90% and 4STATES Earned Degrees Conferred (EDC) - Bachelors 2013-14 weighted at 10%	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Chief College Lab Tech	4 Employee(s) in Title
College Lab Tech	18 Employee(s) in Title
Sr College Lab Tech	13 Employee(s) in Title

Broadcast/Media**2 Employee(s) in Group**

Broadcast and Mass Media Technicians

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Broadcast and Sound Engineer Technicians and Radio Operators and Other Media and Communications Equipment Workers (2900)	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Broadcast Assc	1 Employee(s) in Title
Media Svcs Tech	1 Employee(s) in Title

Engineering Technician**2 Employee(s) in Group**

Engineering and Architectural Technicians

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Engineering Technicians (1550)	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Facilities Coord	2 Employee(s) in Title
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IT Support Technician**11 Employee(s) in Group**

IT Technical Support Workers

In 2017, split from the Professional IT Staff

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Support Specialists (1050)	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

IT Support Asst	11 Employee(s) in Title
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Print Shop**7 Employee(s) in Group**

Print Shop and Related Tech Workers

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Miscellaneous Media & Communication Workers (2860) and Printing Machine Operators (8255)	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Category: Technicians

Graphics Designer	1 Employee(s) in Title
Print Shop Assistant	3 Employee(s) in Title
Print Shop Associate	2 Employee(s) in Title
Print Shop Coordinator	1 Employee(s) in Title

Category: Administrative Support Workers

Accountant Assistant

4 Employee(s) in Group

Accounting Support Staff

In 2017, incorporated new CUNY Payroll Clerk title

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS)-NY/NJ/CT/PA, Accountants and Auditors (code 800) and Purchasing Managers (150)	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Finance Accountant Asst 4 Employee(s) in Title

Administrative Assistant

18 Employee(s) in Group

Administrative Support Staff-Senior Level

LMA Factor 1	Internal Only	Weighted At	0.00%
LMA Factor 2	CUNY Survey Spring 2011 - CUNY Administrative Assistant title is strictly promotional from the Permanent CUNY Office Assistant (level 3 or above).	Weighted At	100.00%

Titles Included in Group

CUNY Admin Asst 18 Employee(s) in Title

Mail Services Worker

4 Employee(s) in Group

Mail Services Workers

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Mail Clerks/Mail Machine Operators, Except Postal Service (5850)	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Mail Message Svcs Worker 4 Employee(s) in Title

Office Assistant

49 Employee(s) in Group

Administrative Support Staff-Entry Level

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Secretaries, and Administrative Assistants (5700); Word Processors and Typists (5820); and Office Administrative Support Workers, all other (5940), Office Clerks, General (5860)	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

CUNY Office Assistant 49 Employee(s) in Title

Category: Craft Workers

Basic Crafts-Buildings and Grounds

10 Employee(s) in Group

Buildings and Grounds Workers

In 2017, Maintenance Workers moved from Skilled Trades into this group

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/PA/CT), Grounds Maintenance (4250), Janitors and Buildings and Grounds (4220), Motor Vehicle Operators (9150), Maintenance and Repair Workers, General (7340)	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Maintenance Worker	8 Employee(s) in Title
Motor Vehicle Mechanic	2 Employee(s) in Title

Laborers and Helpers

17 Employee(s) in Group

Entry-Level Craft Workers

In 2017, split from Skilled Trades

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Laborers (53-7062) and Helpers (47-3010)	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Electrician Helper	1 Employee(s) in Title
Laborer	13 Employee(s) in Title
Stock Worker	2 Employee(s) in Title
Stock Worker Supervisor	1 Employee(s) in Title

Skilled Trades

21 Employee(s) in Group

Skilled Tradespeople

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Stationary Engineer & Boiler Operator (8610), Carpenters (6230), Electricians (6355), Painters, Construction Maintenance (6420), Pipelayers, Plumbers, Pipefitters (6440), Machinist (8030), Construction Manager (220), Automotive Service Technicians & Mechanics (7200), Elevator Installer & Repairer (6700), Roofer (6515), Cement Mason, Concrete Finishers & Terrazzo Worker (6250), Locksmith and Safe Repairers (7540), Plasterers and Stucco Masons (6460), Maintenance Workers, Machinery (7350)	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Carpenter	2 Employee(s) in Title
Electrician	2 Employee(s) in Title
High Pressure Plant Tender	5 Employee(s) in Title
Locksmith	1 Employee(s) in Title
Oiler	1 Employee(s) in Title
Painter	2 Employee(s) in Title
Plumber	2 Employee(s) in Title
Stationary Engineer	5 Employee(s) in Title
Thermostat Repairer	1 Employee(s) in Title

Category: Craft Workers

Skilled Trades-Supervisor

2 Employee(s) in Group

Skilled Trades Supervisors

LMA Factor 1	Internal Only	Weighted At	0.00%
LMA Factor 2	CUNY Survey Spring 2011, Skilled Trades - selected titles with permanency and appointment to title with years of service requirement.	Weighted At	100.00%

Titles Included in Group

Stationary Engineer Sr 2 Employee(s) in Title

Category: Service Workers and Others

Campus Peace Officer-Level 1 29 Employee(s) in Group

Campus Security-Entry Level Staff

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850)	Weighted At	<input type="text" value="100.00%"/>
LMA Factor 2	NA	Weighted At	<input type="text" value="0.00%"/>

Titles Included in Group

Campus Peace Officer	13 Employee(s) in Title
Campus Security Asst	16 Employee(s) in Title

Campus Peace Officer-Level 2 2 Employee(s) in Group

Campus Security-Mid Level Staff

LMA Factor 1	Internal Only	Weighted At	<input type="text" value="0.00%"/>
LMA Factor 2	CUNY Survey Spring 2011 - Permanent Campus Peace/Security Officer Level 1 - The Campus Peace/Security Officer Level 2 title is strictly promotional from the Permanent Campus Peace/Security Officer Level 1 title with years of service requirement.	Weighted At	<input type="text" value="100.00%"/>

Titles Included in Group

Campus Peace Officer	2 Employee(s) in Title
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Campus Peace Officer-Sergeant 14 Employee(s) in Group

Campus Security Supervisors

LMA Factor 1	Internal Only	Weighted At	<input type="text" value="0.00%"/>
LMA Factor 2	CUNY Permanent Campus Peace Officer Level 1 and 2	Weighted At	<input type="text" value="100.00%"/>

Titles Included in Group

Campus Pub Safety Sergeant	12 Employee(s) in Title
Campus Security Specialist	2 Employee(s) in Title

Custodial 60 Employee(s) in Group

Custodians-Entry Level

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Janitors and Building Cleaners (4220)	Weighted At	<input type="text" value="100.00%"/>
LMA Factor 2	NA	Weighted At	<input type="text" value="0.00%"/>

Titles Included in Group

Custodial Assistant	60 Employee(s) in Title
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Custodial Supervisor 6 Employee(s) in Group

Custodial Supervisors

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisors/Managers of Housekeeping/Janitorial Workers (4200)	Weighted At	<input type="text" value="100.00%"/>
LMA Factor 2	NA	Weighted At	<input type="text" value="0.00%"/>

Titles Included in Group

Custodial Asst Principal Supv	1 Employee(s) in Title
Custodial Sr Supervisor	1 Employee(s) in Title
Custodial Supervisor	4 Employee(s) in Title

This is a listing of faculty department assignments and the disciplines to which they are assigned for utilization reporting. Department names and assignments are as recorded in the CUNYFirst HRIS System. Only those departments with assigned faculty are listed here. Groups with fewer than five faculty will not be included in utilization analyses.

Normally, Labor Market Availability for specific disciplines is obtained from Earned Degrees Conferred 2013-2014 in the discipline stated. Blended rate disciplines, and custom rates, are so noted.

355 Total Faculty

Biological and Biomedical Sciences		25 Faculty in Discipline
10033	Dept,Biological Science	25 Faculty in Department
Business, Management, Marketing, Support Services		37 Faculty in Discipline
10042	Dept, Business	23 Faculty in Department
10299	Tourism & Hospitality	14 Faculty in Department
Communications, Journalism, and Related Programs		1 Faculty in Discipline
80033	Media Center	1 Faculty in Department
Communications, Journalism, etc. AND Visual and Performing Arts		11 Faculty in Discipline
Blended rate (average) or Communications/Journalism and Visual/Performing Arts for those departments which teach both disciplines.		
10060	Dept,Comm&Perf Arts	11 Faculty in Department
Education - Developmental		16 Faculty in Discipline
75018	Career Services Operations	1 Faculty in Department
65068	Language Immersion Program	15 Faculty in Department
English Language and Literature/Letters		61 Faculty in Discipline
10105	Department Of English	61 Faculty in Department
Foreign Languages, Literatures, and Linguistics		9 Faculty in Discipline
10117	Dept,Foreign Lang	9 Faculty in Department
Health Professions and Related Programs		30 Faculty in Discipline
10211	Non-Clinical Nursing	30 Faculty in Department
Liberal Arts and Sciences, General Studies & Humanities		28 Faculty in Discipline
10280	Dept,His,Phil,&Soc Sci	28 Faculty in Department
Library (Librarians/Non-Teaching)		10 Faculty in Discipline
70054	Dept Of Library	10 Faculty in Department

Mathematics and Computer Science**39 Faculty in Discipline**

Blended rate (average) of Mathematics and Computer Science for those departments which teach both disciplines.

10195	Dept,Math&Computer Sci	39 Faculty in Department
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Parks, Recreation, Leisure and Fitness Studies**12 Faculty in Discipline**

10134	Dept,Health,Phys Ed&Rec	12 Faculty in Department
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Physical Sciences**17 Faculty in Discipline**

10225	Dept,Physical Sci	17 Faculty in Department
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Social Sciences**46 Faculty in Discipline**

10028	Dept,Beh Sci&Human Svcs	46 Faculty in Department
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Visual and Performing Arts**13 Faculty in Discipline**

10021	Dept Of Art	13 Faculty in Department
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This is a listing of academic department assignments and their mapping for the assignment of employees in the Administration 4 Group (College Laboratory Technicians) to a general purpose.

College Laboratory Technician Groups are "College Laboratory Technician - Science, Technology, and Engineering" and "All Other College Laboratory Technicians".

Note that groups of fewer than five will not be included the later utilization analyses.

35 Total Lab Tech(s)

CLT-SCI-TECH-ENG

17 College Lab Tech(s)

10033	Dept,Biological Science	6	College Lab Tech(s) in Department
10225	Dept,Physical Sci	6	College Lab Tech(s) in Department
70009	Instructional Computing	2	College Lab Tech(s) in Department
80033	Media Center	2	College Lab Tech(s) in Department
10211	Non-Clinical Nursing	1	College Lab Tech(s) in Department

CLT-OTHER

18 College Lab Tech(s)

10021	Dept Of Art	4	College Lab Tech(s) in Department
10060	Dept,Comm&Perf Arts	4	College Lab Tech(s) in Department
10134	Dept,Health,Phys Ed&Rec	3	College Lab Tech(s) in Department
75126	Ofc Students w/Disabilities	1	College Lab Tech(s) in Department
10299	Tourism & Hospitality	5	College Lab Tech(s) in Department
65120	Workforce Development Initiat	1	College Lab Tech(s) in Department

This is a review of utilization, and underutilization, of protected groups by job group. Only those groups with five or more employees are included here.

Underutilization occurs where the utilization of a protected group is less than 80% of the utilization projected in the relevant labor market. Where utilization is "Y" a number is provided approximating the number of full-time employees that would have needed to be added to make utilization equal to the labor market. Where utilization is "Y" and the number is zero (0), this indicates that underutilization exists but not to the level of one full-time equivalent when numbers were rounded. Blanks indicate no underutilization.

Underutilization numbers for females and for total minority represent specific "placement goals" as prescribed for Federal Affirmative Action Plans.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native, and Two or More Races.

Category: Executive/Administrative/Managerial

Job Group Administration 1 (Executives)

16 in Job Group

Executive Compensation Plan (Other Than Chief Executive)

Employees in this group hold the following title(s):

- 04315 Administrator
- 04321 Assc Administrator
- 04723 Asst Administrator
- 04316 Asst Vice President
- 04314 Dean
- 04702 Vice President

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	7	8	2	5	1
Underutilized?					Y
# Underutilized					0
Actual Util%	43.8%	50.0%	12.5%	31.3%	6.3%
Labor Market%	49.3%	29.7%	8.5%	11.1%	8.9%

Category: Executive/Administrative/Managerial

Job Group Administration 2

101 in Job Group

Manager-Level Administrators

Employees in this group hold the following title(s):

04075 HE Associate

04097 HE Officer

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	73	60	5	27	28
Underutilized?			Y		
# Underutilized			6		
Actual Util%	72.3%	59.4%	5.0%	26.7%	27.7%
Labor Market%	59.9%	41.4%	10.6%	16.3%	13.5%

Category: Executive/Administrative/Managerial

Job Group IT Computer Manager

5 in Job Group

Information Technology Managers (Managerial)

Employees in this group hold the following title(s):

04972 IT Computer Operations Mgr

04973 IT Computer Systems Mgr

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	0	1	0	1	0
Underutilized?	Y	Y	Y		Y
# Underutilized	1	0	1		0
Actual Util%	0.0%	20.0%	0.0%	20.0%	0.0%
Labor Market%	28.5%	26.6%	15.7%	4.3%	5.2%

Category: Professional Non-Faculty

Job Group Accountant

6 in Job Group

Accountants (Professionals)

Employees in this group hold the following title(s):

04801 Finance Accountant

12121 Purchasing Agent

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	5	1	0	0	1
Underutilized?		Y	Y	Y	
# Underutilized		3	2	2	
Actual Util%	83.3%	16.7%	0.0%	0.0%	16.7%
Labor Market%	82.4%	70.6%	29.4%	26.5%	11.8%

Category: Professional Non-Faculty

Job Group Administration 3 120 in Job Group

Administrators (Professionals)

Employees in this group hold the following title(s):

- 04017 Asst to HEO
- 04099 HE Assistant

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	87	71	9	43	13
Underutilized?			Y		
# Underutilized			3		
Actual Util%	72.5%	59.2%	7.5%	35.8%	10.8%
Labor Market%	61.1%	37.6%	9.6%	14.3%	12.0%

Category: Professional Non-Faculty

Job Group IT Computer Professional

23 in Job Group

Information Technology Professionals

Employees in this group hold the following title(s):

- 04877 IT Associate
- 04875 IT Asst
- 04880 IT Sr Associate

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	6	14	3	9	2
Underutilized?			Y		
# Underutilized			2		
Actual Util%	26.1%	60.9%	13.0%	39.1%	8.7%
Labor Market%	26.4%	33.6%	19.7%	7.1%	5.4%

Category: Administrative Support Workers

Job Group Administrative Assistant

18 in Job Group

Administrative Support Staff-Senior Level

Employees in this group hold the following title(s):

04804 CUNY Admin Asst

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	18	3	0	3	0
Underutilized?		Y	Y	Y	Y
# Underutilized		10	1	4	5
Actual Util%	100.0%	16.7%	0.0%	16.7%	0.0%
Labor Market%	91.1%	74.0%	8.0%	38.1%	27.0%

Category: Administrative Support Workers

Job Group Office Assistant

49 in Job Group

Administrative Support Staff-Entry Level

Employees in this group hold the following title(s):

04802 CUNY Office Assistant

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	45	11	1	6	3
Underutilized?			Y		Y
# Underutilized			1		2
Actual Util%	91.8%	22.4%	2.0%	12.2%	6.1%
Labor Market%	89.9%	26.5%	3.7%	11.6%	9.8%

Category: Craft Workers

Job Group Skilled Trades

21 in Job Group

Skilled Tradespeople

Employees in this group hold the following title(s):

- 04899 Carpenter
- 91717 Electrician
- 91650 High Pressure Plant Tender
- 04905 Locksmith
- 04891 Oiler
- 91830 Painter
- 91915 Plumber
- 04915 Stationary Engineer
- 91940 Thermostat Repairer

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	0	6	1	2	3
Underutilized?	Y				Y
# Underutilized	1				1
Actual Util%	0.0%	28.6%	4.8%	9.5%	14.3%
Labor Market%	2.5%	29.7%	2.6%	7.0%	18.7%

Category: Craft Workers

Job Group Basic Crafts-Buildings and Grounds

10 in Job Group

Buildings and Grounds Workers

Employees in this group hold the following title(s):

- 90698 Maintenance Worker
- 04906 Motor Vehicle Mechanic

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	0	4	1	2	1
Underutilized?	Y				Y
# Underutilized	2				2
Actual Util%	0.0%	40.0%	10.0%	20.0%	10.0%
Labor Market%	20.0%	42.4%	2.3%	12.6%	26.0%

Category: Craft Workers

Job Group Laborers and Helpers

17 in Job Group

Entry-Level Craft Workers

Employees in this group hold the following title(s):

- 91722 Electrician Helper
- 90702 Laborer
- 12200 Stock Worker
- 12202 Stock Worker Supervisor

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	0	14	0	11	3
Underutilized?	Y		Y		
# Underutilized	3		0		
Actual Util%	0.0%	82.4%	0.0%	64.7%	17.6%
Labor Market%	17.0%	33.7%	2.6%	11.6%	18.2%

Category: Technicians

Job Group IT Support Technician

11 in Job Group

IT Technical Support Workers

Employees in this group hold the following title(s):

04865 IT Support Asst

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	5	7	2	1	4
Underutilized?				Y	
# Underutilized				0	
Actual Util%	45.5%	63.6%	18.2%	9.1%	36.4%
Labor Market%	29.0%	32.6%	10.4%	11.7%	9.0%

Category: Technicians

Job Group Print Shop

7 in Job Group

Print Shop and Related Tech Workers

Employees in this group hold the following title(s):

- 04808 Graphics Designer
- 04805 Print Shop Assistant
- 04806 Print Shop Associate
- 04807 Print Shop Coordinator

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	0	4	0	2	2
Underutilized?	Y		Y		
# Underutilized	2		0		
Actual Util%	0.0%	57.1%	0.0%	28.6%	28.6%
Labor Market%	28.9%	33.9%	6.5%	9.0%	16.6%

Category: Service Workers and Others

Job Group CPO Sergeant

14 in Job Group

Campus Security Supervisors

Employees in this group hold the following title(s):

04846 Campus Pub Safety Sergeant

04845 Campus Security Specialist

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	5	12	1	5	6
Underutilized?				Y	
# Underutilized				3	
Actual Util%	35.7%	85.7%	7.1%	35.7%	42.9%
Labor Market%	22.6%	85.9%	6.1%	55.1%	23.8%

Category: Service Workers and Others

Job Group CPO Level 1

29 in Job Group

Campus Security-Entry Level Staff

Employees in this group hold the following title(s):

- 04844 Campus Peace Officer
- 04841 Campus Security Asst

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	6	27	0	21	6
Underutilized?	Y		Y		Y
# Underutilized	2		2		2
Actual Util%	20.7%	93.1%	0.0%	72.4%	20.7%
Labor Market%	28.4%	66.7%	7.1%	28.1%	29.3%

Category: Service Workers and Others

Job Group Custodial Supv

6 in Job Group

Custodial Supervisors

Employees in this group hold the following title(s):

- 80560 Custodial Asst Principal Supv
- 80535 Custodial Sr Supervisor
- 04862 Custodial Supervisor

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	2	6	0	4	2
Underutilized?			Y		
# Underutilized			0		
Actual Util%	33.3%	100.0%	0.0%	66.7%	33.3%
Labor Market%	29.0%	40.0%	2.4%	13.8%	22.1%

Category: Service Workers and Others

Job Group Custodial

60 in Job Group

Custodians-Entry Level

Employees in this group hold the following title(s):

04861 Custodial Assistant

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	15	52	6	33	13
Underutilized?					Y
# Underutilized					4
Actual Util%	25.0%	86.7%	10.0%	55.0%	21.7%
Labor Market%	27.3%	48.9%	2.8%	15.6%	28.8%

This is a review of utilization, and underutilization, of protected groups by College Laboratory Technician Group. A group is displayed only when there are five or more employees assigned to it.

Underutilization occurs where the utilization of a protected group is less than 80% of the utilization projected in the relevant labor market. Where utilization is "Y" a number is provided approximating the number of full-time employees that would have needed to be added to make utilization equal to the labor market. Where utilization is "Y" and the number is zero (0), this indicates that underutilization exists but not to the level of one full-time equivalent when numbers were rounded. Blanks represent no underutilization.

Underutilization numbers for females and for total minority represent specific "placement goals" as prescribed for Federal Affirmative Action Plans.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native, and Two or More Races.

College Lab Tech - Science, Tech, Eng.

17 Staff

Employees in this category are assigned to the following department(s):

- 10033 Dept,Biological Science
- 10225 Dept,Physical Sci
- 70009 Instructional Computing
- 80033 Media Center
- 10211 Non-Clinical Nursing

	Female	Total Minority	Asian, Hawaiian, Other PI	Black/African American	Hispanic/ Latino inc PR
Lab Tech Staff	8	11	3	5	3
Underutilized?					
# Underutilized					
Actual Util%	47.1%	64.7%	17.6%	29.4%	17.6%
Labor Market%	27.8%	30.0%	12.9%	8.0%	7.0%

College Lab Tech - Other

18 Staff

Employees in this category are assigned to the following department(s):

- 10021 Dept Of Art
- 10060 Dept,Comm&Perf Arts
- 10134 Dept,Health,Phys Ed&Rec
- 75126 Ofc Students w/Disabilities
- 10299 Tourism & Hospitality
- 65120 Workforce Development Initiat

	Female	Total Minority	Asian, Hawaiian, Other PI	Black/African American	Hispanic/ Latino inc PR
Lab Tech Staff	9	5	0	1	3
Underutilized?			Y		
# Underutilized			1		
Actual Util%	50.0%	27.8%	0.0%	5.6%	16.7%
Labor Market%	39.2%	23.9%	4.4%	5.2%	13.7%

This is a review of utilization, and underutilization, of protected groups by academic program, for faculty. Only those disciplines with five or more faculty are included here.

Underutilization occurs where the utilization of a protected group is less than 80% of the utilization projected in the relevant labor market. Where utilization is "Y" a number is provided approximating the number of full-time employees that would have needed to be added to make utilization equal to the labor market. Where utilization is "Y" and the number is zero (0), this indicates that underutilization exists but not to the level of one full-time equivalent when numbers were rounded. Blanks indicate no underutilization.

Underutilization numbers for females and for total minority represent specific "placement goals" as prescribed for Federal Affirmative Action Plans.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native, and Two or More Races.

Biological and Biomedical Sciences

Faculty reported in this category are assigned to the following department(s):

10033 Dept,Biological Science

Job Group Faculty-Professorial

23 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	14	7	3	2	2
Underutilized?					
# Underutilized					
Actual Util%	60.9%	30.4%	13.0%	8.7%	8.7%
Labor Market%	53.3%	23.5%	11.2%	4.5%	5.7%

Business, Management, Marketing, Support Services

Faculty reported in this category are assigned to the following department(s):

- 10042 Dept, Business
- 10299 Tourism & Hospitality

Job Group Faculty-Professorial

18 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	9	3	1	1	1
Underutilized?		Y	Y	Y	
# Underutilized		3	0	3	
Actual Util%	50.0%	16.7%	5.6%	5.6%	5.6%
Labor Market%	43.9%	33.6%	7.1%	20.8%	4.5%

Job Group Faculty-Lecturer

19 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	10	5	1	2	2
Underutilized?			Y		
# Underutilized			1		
Actual Util%	52.6%	26.3%	5.3%	10.5%	10.5%
Labor Market%	45.5%	28.6%	11.1%	9.9%	6.2%

Communications, Journalism, etc. AND Visual and Performing Arts

Faculty reported in this category are assigned to the following department(s):

10060 Dept,Comm&Perf Arts

Job Group Faculty-Professorial

10 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	3	4	1	1	1
Underutilized?	Y				
# Underutilized	3				
Actual Util%	30.0%	40.0%	10.0%	10.0%	10.0%
Labor Market%	60.9%	24.5%	6.3%	8.0%	8.3%

Education - Developmental

Faculty reported in this category are assigned to the following department(s):

- 75018 Career Services Operations
- 65068 Language Immersion Program

Job Group Faculty-Developmental

15 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	9	3	1	2	0
Underutilized?					Y
# Underutilized					1
Actual Util%	60.0%	20.0%	6.7%	13.3%	0.0%
Labor Market%	61.7%	24.9%	6.6%	6.6%	9.3%

English Language and Literature/Letters

Faculty reported in this category are assigned to the following department(s):

10105 Department Of English

Job Group Faculty-Professorial

45 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	34	8	2	5	1
Underutilized?					Y
# Underutilized					1
Actual Util%	75.6%	17.8%	4.4%	11.1%	2.2%
Labor Market%	60.0%	12.6%	3.5%	3.4%	3.9%

Job Group Faculty-Lecturer

15 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	9	4	0	3	1
Underutilized?			Y		
# Underutilized			1		
Actual Util%	60.0%	26.7%	0.0%	20.0%	6.7%
Labor Market%	66.4%	18.1%	3.5%	6.1%	6.2%

Foreign Languages, Literatures, and Linguistics

Faculty reported in this category are assigned to the following department(s):

10117 Dept,Foreign Lang

Job Group Faculty-Professorial

5 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	2	4	0	1	3
Underutilized?	Y		Y		
# Underutilized	1		0		
Actual Util%	40.0%	80.0%	0.0%	20.0%	60.0%
Labor Market%	60.0%	21.1%	6.2%	1.9%	11.7%

Health Professions and Related Programs

Faculty reported in this category are assigned to the following department(s):

10211 Non-Clinical Nursing

Job Group Faculty-Professorial

25 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	16	9	2	5	2
Underutilized?					
# Underutilized					
Actual Util%	64.0%	36.0%	8.0%	20.0%	8.0%
Labor Market%	73.9%	25.2%	8.6%	10.3%	4.5%

Job Group Faculty-Lecturer

5 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	3	2	0	2	0
Underutilized?	Y		Y		Y
# Underutilized	1		0		0
Actual Util%	60.0%	40.0%	0.0%	40.0%	0.0%
Labor Market%	81.7%	27.2%	9.0%	10.7%	5.8%

Liberal Arts and Sciences, General Studies & Humanities

Faculty reported in this category are assigned to the following department(s):

10280 Dept,His,Phil,&Soc Sci

Job Group Faculty-Professorial

23 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	9	4	0	4	0
Underutilized?	Y		Y		Y
# Underutilized	3		1		0
Actual Util%	39.1%	17.4%	0.0%	17.4%	0.0%
Labor Market%	54.2%	12.2%	3.8%	4.7%	0.9%

Library (Librarians/Non-Teaching)

Faculty reported in this category are assigned to the following department(s):

70054 Dept Of Library

Job Group Faculty-Professorial

10 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	8	3	1	0	2
Underutilized?				Y	
# Underutilized				1	
Actual Util%	80.0%	30.0%	10.0%	0.0%	20.0%
Labor Market%	79.4%	14.3%	1.6%	6.8%	5.4%

Mathematics and Computer Science

Faculty reported in this category are assigned to the following department(s):

10195 Dept,Math&Computer Sci

Job Group Faculty-Professorial

22 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	6	4	4	0	0
Underutilized?				Y	Y
# Underutilized				1	1
Actual Util%	27.3%	18.2%	18.2%	0.0%	0.0%
Labor Market%	24.9%	19.9%	10.3%	4.5%	3.5%

Job Group Faculty-Lecturer

17 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	6	6	3	2	1
Underutilized?					
# Underutilized					
Actual Util%	35.3%	35.3%	17.6%	11.8%	5.9%
Labor Market%	35.2%	29.4%	17.0%	5.4%	5.0%

Parks, Recreation, Leisure and Fitness Studies

Faculty reported in this category are assigned to the following department(s):

10134 Dept,Health,Phys Ed&Rec

Job Group Faculty-Professorial

6 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	2	3	0	2	1
Underutilized?	Y		Y		
# Underutilized	1		0		
Actual Util%	33.3%	50.0%	0.0%	33.3%	16.7%
Labor Market%	51.8%	14.6%	2.8%	6.2%	4.2%

Job Group Faculty-Lecturer

6 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	5	2	0	1	1
Underutilized?			Y		
# Underutilized			0		
Actual Util%	83.3%	33.3%	0.0%	16.7%	16.7%
Labor Market%	46.4%	20.0%	2.6%	9.9%	5.3%

Physical Sciences

Faculty reported in this category are assigned to the following department(s):

10225 Dept,Physical Sci

Job Group Faculty-Professorial

15 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	4	6	4	1	0
Underutilized?					Y
# Underutilized					1
Actual Util%	26.7%	40.0%	26.7%	6.7%	0.0%
Labor Market%	33.2%	17.6%	7.5%	3.6%	4.5%

Social Sciences

Faculty reported in this category are assigned to the following department(s):

10028 Dept,Beh Sci&Human Svcs

Job Group Faculty-Professorial

35 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	21	11	1	8	2
Underutilized?			Y		
# Underutilized			1		
Actual Util%	60.0%	31.4%	2.9%	22.9%	5.7%
Labor Market%	48.4%	21.0%	6.8%	5.8%	6.5%

Job Group Faculty-Lecturer

8 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	5	2	0	0	2
Underutilized?			Y	Y	
# Underutilized			1	1	
Actual Util%	62.5%	25.0%	0.0%	0.0%	25.0%
Labor Market%	56.2%	30.9%	6.7%	11.8%	9.4%

Visual and Performing Arts

Faculty reported in this category are assigned to the following department(s):

10021 Dept Of Art

Job Group Faculty-Professorial

13 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	7	2	0	0	2
Underutilized?			Y	Y	
# Underutilized			1	0	
Actual Util%	53.8%	15.4%	0.0%	0.0%	15.4%
Labor Market%	51.3%	16.1%	6.8%	2.9%	4.9%

This appendix provides tables with detail on personnel activities in general by ethnicity and gender followed by a detail about faculty tenure actions.

Appendix F-1 Personnel Activity Table By Job Group and Ethnicity

CAMPUS OF RECORD (All)

Sum of VALUE	TYPE	MIN STATUS	FED PLAN ETHNICITY			Minority Total	Not Minority	Grand Total
		Minority	Black/African American	Hispanic/Latino	Other Minority			
GROUP		Asian						
Accountants	Left Group	-1				-1	-1	-2
Admin1 - Executives	Joined Group		2			2		2
	Left Group		-1			-1	-1	-2
	Move within Job Group	1	1			2	2	4
	Status Change						1	1
Admin2 - Managers	Joined Group	1	3	2		6	1	7
	Left Group	-1	-1	-1		-3	-3	-6
	Move within Job Group		1			1	1	2
	Status Change		1			1		1
Admin3 - Administrators	Joined Group		7		3	10	5	15
	Left Group	-1	-11	-2		-14	-7	-21
	Move within Job Group			1		1		1
	Status Change			1		1	2	3
Admin4-College Lab Technicians	Left Group			-1		-1	-3	-4
	Move within Job Group	1				1	1	2
Basic Crafts - Buildings & Grounds	Joined Group						1	1
	Left Group	-1				-1		-1
Broadcast-Media Technicians	Left Group						-1	-1
Campus Peace Officer-L-1	Joined Group		5	1		6	1	7
	Left Group	-1	-6			-7	-3	-10
Campus Peace Officer-L-2	Joined Group						2	2
	Left Group			-2		-2		-2
Campus Public Safety Sergeant	Joined Group		1	2		3		3
	Left Group			-1		-1		-1
	Move within Job Group						1	1
CUNY Administrative Asst	Joined Group		2			2		2

Appendix F-1 Personnel Activity Table By Job Group and Ethnicity

CAMPUS OF RECORD (All)

Sum of VALUE		MIN STATUS Minority	FED PLAN ETHNICITY			Minority Total	Not Minority	Grand Total
GROUP	TYPE	Asian	Black/African American	Hispanic/Latino	Other Minority			
CUNY Administrative Asst								
	Left Group						-1	-1
CUNY Office Assistants								
	Joined Group						1	1
	Left Group	-1	-6	-2		-9	-2	-11
	Move within Job Group						7	7
Custodial								
	Joined Group			1		1		1
	Left Group		-3			-3	-1	-4
Custodial - Supervisory								
	Left Group			-1		-1		-1
Facilities - Managerial								
	Left Group			-1		-1		-1
Faculty - Developmental								
	Joined Group	1	2			3	12	15
Faculty - Instructors								
	Left Group		-2			-2	-1	-3
Faculty - Lecturers								
	Joined Group		2			2	8	10
	Left Group	-1	-7	-2		-10	-17	-27
	Move within Job Group		1			1		1
Faculty - Professorial								
	Joined Group		3			3	7	10
	Left Group	-1	-3	-2	-1	-7	-13	-20
	Move within Job Group	1		2		3	9	12
Laborers & Helpers								
	Left Group						-1	-1
Mail/Message Services Workers								
	Left Group		-1			-1		-1
Print Shop-Media								
	Left Group		-1			-1		-1
Security - Managerial								
	Joined Group						1	1
Skilled Trades								
	Joined Group	1				1	1	2
	Left Group						-4	-4
	Move within Job Group						1	1

Appendix F-2 Personnel Activity Table By Job Group and Gender

CAMPUS OF RECORD	(All)
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Sum of VALUE GROUP	TYPE	Gender Female	Male	Grand Total
Accountants				
	Left Group	-2		-2
Admin1 - Executives				
	Move within Job Group	1	3	4
	Joined Group	1	1	2
	Left Group		-2	-2
	Status Change		1	1
Admin2 - Managers				
	Move within Job Group	1	1	2
	Joined Group	3	4	7
	Left Group	-3	-3	-6
	Status Change		1	1
Admin3 - Administrators				
	Move within Job Group		1	1
	Joined Group	9	6	15
	Left Group	-18	-3	-21
	Status Change	3		3
Admin4-College Lab Technicians				
	Move within Job Group	1	1	2
	Left Group	-3	-1	-4
Basic Crafts - Buildings & Grounds				
	Joined Group		1	1

Appendix F-2 Personnel Activity Table By Job Group and Gender

CAMPUS OF RECORD	(All)
------------------	-------

Sum of VALUE GROUP	TYPE	Gender Female	Male	Grand Total
Basic Crafts - Buildings & Grounds	Left Group		-1	-1
Broadcast-Media Technicians	Left Group		-1	-1
Campus Peace Officer-L-1	Joined Group	4	3	7
	Left Group	-2	-8	-10
Campus Peace Officer-L-2	Joined Group		2	2
	Left Group		-2	-2
Campus Public Safety Sergeant	Move within Job Group		1	1
	Joined Group	1	2	3
	Left Group	-1		-1
CUNY Administrative Asst	Joined Group	2		2
	Left Group	-1		-1
CUNY Office Assistants	Move within Job Group	6	1	7
	Joined Group	1		1
	Left Group	-8	-3	-11
Custodial	Joined Group		1	1
	Left Group	-1	-3	-4

Appendix F-2 Personnel Activity Table By Job Group and Gender

CAMPUS OF RECORD	(All)
------------------	-------

Sum of VALUE GROUP	TYPE	Gender Female	Male	Grand Total
Custodial				
Custodial - Supervisory				
	Left Group		-1	-1
Facilities - Managerial				
	Left Group		-1	-1
Faculty - Developmental				
	Joined Group	9	6	15
Faculty - Instructors				
	Left Group	-2	-1	-3
Faculty - Lecturers				
	Move within Job Group		1	1
	Joined Group	6	4	10
	Left Group	-15	-12	-27
Faculty - Professorial				
	Move within Job Group	5	7	12
	Joined Group	6	4	10
	Left Group	-13	-7	-20
Laborers & Helpers				
	Left Group		-1	-1
Mail/Message Services Workers				
	Left Group	-1		-1
Print Shop-Media				
	Left Group	-1		-1
Security - Managerial				
	Joined Group		1	1

Appendix F-2 Personnel Activity Table By Job Group and Gender

CAMPUS OF RECORD	(All)
------------------	-------

Sum of VALUE GROUP	TYPE	Gender Female	Male	Grand Total
Security - Managerial				
Skilled Trades				
	Move within Job Group		1	1
	Joined Group		2	2
	Left Group		-4	-4

Appendix F-3 Tenure Activity by Department, Title and Ethnicity

CAMPUS OF RECORD	(All)
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Count of Empl_ID			FED MIN STATUS Minority	FED PLAN ETHNICITY		Not Minority	Grand Total
Department Name	ACTION	Faculty Title	Asian	Black/African American	Hispanic/Latino		
Department Of English						1	1
	Awarded Tenure					1	1
		Assc Professor				1	1
Dept Of Art						1	1
	Awarded Tenure					1	1
		Assc Professor				1	1
Dept Of Library					1		1
	Awarded Tenure				1		1
		Assc Professor			1		1
Dept, Business						1	1
	Awarded Tenure					1	1
		Lecturer				1	1
Dept,Biological Science			1		1		2
	Awarded Tenure		1		1		2
		Assc Professor	1		1		2
Dept,His,Phil,&Soc Sci				1			1
	Awarded Tenure			1			1
		Assc Professor		1			1
Dept,Math&Computer Sci						1	1
	Awarded Tenure					1	1
		Assc Professor				1	1
Dept,Physical Sci			1				1
	Awarded Tenure		1				1
		Assc Professor	1				1
Non-Clinical Nursing						1	1
	Awarded Tenure					1	1
		Assc Professor				1	1

Appendix F-4 Tenure Activity by Department, Title and Gender

CAMPUS OF RECORD	(All)
------------------	-------

Count of Empl_ID Department Name	ACTION	Faculty Title	Gender Female	Male	Grand Total
Department Of English			1		1
	Awarded Tenure		1		1
		Assc Professor	1		1
Dept Of Art			1		1
	Awarded Tenure		1		1
		Assc Professor	1		1
Dept Of Library				1	1
	Awarded Tenure			1	1
		Assc Professor		1	1
Dept, Business			1		1
	Awarded Tenure		1		1
		Lecturer	1		1
Dept,Biological Science			1	1	2
	Awarded Tenure		1	1	2
		Assc Professor	1	1	2
Dept,His,Phil,&Soc Sci				1	1
	Awarded Tenure			1	1
		Assc Professor		1	1
Dept,Math&Computer Sci			1		1
	Awarded Tenure		1		1
		Assc Professor	1		1
Dept,Physical Sci				1	1
	Awarded Tenure			1	1
		Assc Professor		1	1
Non-Clinical Nursing			1		1
	Awarded Tenure		1		1
		Assc Professor	1		1

This appendix provides detail on searches performed by job group, ethnicity, and gender. Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer between July 1, 2016 and May 31, 2017.

Appendix G-1 - Recruiting Activity by Ethnicity

Business Unit Description OFCCP Applicant?	(All) Applicant
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Row Labels	Ttl Minority Asian/Other Pacific Islander Number	Black/African American Number	Hispanic/Latino Number	Other Minority Number	Ttl Minority Number	Not Minority Number	Total Number
Administration 1 - Executive	4	14	5	1	24	27	51
Interviewed		1			1		1
Offered Position		1			1		1
Not Interviewed	4	13	5	1	23	27	50
No Offer	4	13	5	1	23	27	50
Administration 2 - Managers	45	159	83	18	305	184	489
Interviewed	1	1	2		4	1	5
Offered Position	1	1	2		4	1	5
Not Interviewed	44	158	81	18	301	183	484
No Offer	44	158	81	18	301	183	484
Administration 3 - Administrators	179	682	309	54	1,224	507	1,731
Interviewed		3	1	3	7	4	11
Offered Position		3	1	3	7	4	11
Not Interviewed	179	679	308	51	1,217	503	1,720
No Offer	179	679	308	51	1,217	503	1,720
Administration 4 - College Lab Technicians	1	4	2		7	2	9
Interviewed	1				1		1
Offered Position	1				1		1
Not Interviewed		4	2		6	2	8
No Offer		4	2		6	2	8
Administrative Support Workers - Office Assistant			1		1	3	4
Interviewed						1	1
Offered Position						1	1
Not Interviewed			1		1	2	3
No Offer			1		1	2	3
Faculty - Professorial	1	11	2	1	15	19	34
Interviewed						2	2
Offered Position						2	2
Not Interviewed	1	11	2	1	15	17	32
No Offer	1	11	2	1	15	17	32

Appendix G-1 - Recruiting Activity by Ethnicity

Business Unit Description	(All)
OFCCP Applicant?	Applicant

Row Labels	Column Labels				Ttl Minority Number	Not Minority Number	Total Number
	Ttl Minority Asian/Other Pacific Islander Number	Black/African American Number	Hispanic/Latino Number	Other Minority Number			
Security Manager	4	55	23	4	86	77	163
Interviewed						1	1
Offered Position						1	1
Not Interviewed	4	55	23	4	86	76	162
No Offer	4	55	23	4	86	76	162
Service Workers - CPO Level 1		2	1		3		3
Interviewed		2	1		3		3
Offered Position		2	1		3		3
Skilled Trades	5	15	5		25	20	45
Interviewed	1				1	1	2
Offered Position	1				1	1	2
Not Interviewed	4	15	5		24	19	43
No Offer	4	15	5		24	19	43
Grand Total	239	942	431	78	1,690	839	2,529

Appendix G-2 - Recruiting Activity by Gender

Business Unit Description OFCCP Applicant?	(All) Applicant
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Row Labels	Column Labels		Male Number	% of Appl.	Unknown Number	% of Appl.	Total Number	Total % of Appl.
	Female Number	% of Appl.						
Administration 1 - Executive	28	55%	18	35%	5	10%	51	100%
Interviewed	1	100%		0%		0%	1	100%
Offered Position	1	100%		0%		0%	1	100%
Not Interviewed	27	54%	18	36%	5	10%	50	100%
No Offer	27	54%	18	36%	5	10%	50	100%
Administration 2 - Managers	273	56%	168	34%	48	10%	489	100%
Interviewed	3	60%	2	40%		0%	5	100%
Offered Position	3	60%	2	40%		0%	5	100%
Not Interviewed	270	56%	166	34%	48	10%	484	100%
No Offer	270	56%	166	34%	48	10%	484	100%
Administration 3 - Administrators	1,152	67%	442	26%	137	8%	1,731	100%
Interviewed	6	55%	3	27%	2	18%	11	100%
Offered Position	6	55%	3	27%	2	18%	11	100%
Not Interviewed	1,146	67%	439	26%	135	8%	1,720	100%
No Offer	1,146	67%	439	26%	135	8%	1,720	100%
Administration 4 - College Lab Technicians	5	56%	3	33%	1	11%	9	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed	5	63%	2	25%	1	13%	8	100%
No Offer	5	63%	2	25%	1	13%	8	100%
Administrative Support Workers - Office Assistant	3	75%	1	25%		0%	4	100%
Interviewed	1	100%		0%		0%	1	100%
Offered Position	1	100%		0%		0%	1	100%
Not Interviewed	2	67%	1	33%		0%	3	100%
No Offer	2	67%	1	33%		0%	3	100%
Faculty - Professorial	24	71%	8	24%	2	6%	34	100%
Interviewed	1	50%	1	50%		0%	2	100%
Offered Position	1	50%	1	50%		0%	2	100%
Not Interviewed	23	72%	7	22%	2	6%	32	100%
No Offer	23	72%	7	22%	2	6%	32	100%
Security Manager	18	11%	126	77%	19	12%	163	100%
Interviewed		0%	1	100%		0%	1	100%

Appendix G-2 - Recruiting Activity by Gender

Business Unit Description OFCCP Applicant?	(All) Applicant
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Row Labels	Column Labels		Male Number	% of Appl.	Unknown Number	% of Appl.	Total Number	Total % of Appl.
	Female Number	% of Appl.						
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed	18	11%	125	77%	19	12%	162	100%
No Offer	18	11%	125	77%	19	12%	162	100%
Service Workers - CPO Level 1	2	67%	1	33%		0%	3	100%
Interviewed	2	67%	1	33%		0%	3	100%
Offered Position	2	67%	1	33%		0%	3	100%
Skilled Trades	3	7%	39	87%	3	7%	45	100%
Interviewed		0%	2	100%		0%	2	100%
Offered Position		0%	2	100%		0%	2	100%
Not Interviewed	3	7%	37	86%	3	7%	43	100%
No Offer	3	7%	37	86%	3	7%	43	100%
Grand Total	1,508	60%	806	32%	215	9%	2,529	100%

Recruiting Activity by Disability Status

Business Unit Description OFCCP Applicant?	(All) Applicant
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Row Labels	Column Labels						Total Number	Total % of Appl.
	Indiv w Disability Number	% of Appl.	Not Disabled Number	% of Appl.	Unknown Number	% of Appl.		
Administration 1 - Executive	2	4%	46	90%	3	6%	51	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed	2	4%	45	90%	3	6%	50	100%
No Offer	2	4%	45	90%	3	6%	50	100%
Administration 2 - Managers	25	5%	448	92%	16	3%	489	100%
Interviewed		0%	5	100%		0%	5	100%
Offered Position		0%	5	100%		0%	5	100%
Not Interviewed	25	5%	443	92%	16	3%	484	100%
No Offer	25	5%	443	92%	16	3%	484	100%
Administration 3 - Administrators	69	4%	1,622	94%	40	2%	1,731	100%
Interviewed		0%	10	91%	1	9%	11	100%
Offered Position		0%	10	91%	1	9%	11	100%
Not Interviewed	69	4%	1,612	94%	39	2%	1,720	100%
No Offer	69	4%	1,612	94%	39	2%	1,720	100%
Administration 4 - College Lab Technicians	1	11%	8	89%		0%	9	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed	1	13%	7	88%		0%	8	100%
No Offer	1	13%	7	88%		0%	8	100%
Administrative Support Workers - Office Assistant		0%	4	100%		0%	4	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed		0%	3	100%		0%	3	100%
No Offer		0%	3	100%		0%	3	100%
Faculty - Professorial	4	12%	29	85%	1	3%	34	100%
Interviewed		0%	2	100%		0%	2	100%
Offered Position		0%	2	100%		0%	2	100%
Not Interviewed	4	13%	27	84%	1	3%	32	100%
No Offer	4	13%	27	84%	1	3%	32	100%
Security Manager	11	7%	152	93%		0%	163	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed	11	7%	151	93%		0%	162	100%
No Offer	11	7%	151	93%		0%	162	100%
Service Workers - CPO Level 1		0%	3	100%		0%	3	100%

Recruiting Activity by Disability Status

Business Unit Description OFCCP Applicant?	(All) Applicant
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Row Labels	Column Labels						Total Number	Total % of Appl.
	Indiv w Disability Number	% of Appl.	Not Disabled Number	% of Appl.	Unknown Number	% of Appl.		
Interviewed		0%	3	100%		0%	3	100%
Offered Position		0%	3	100%		0%	3	100%
Skilled Trades	2	4%	42	93%	1	2%	45	100%
Interviewed		0%	1	50%	1	50%	2	100%
Offered Position		0%	1	50%	1	50%	2	100%
Not Interviewed	2	5%	41	95%		0%	43	100%
No Offer	2	5%	41	95%		0%	43	100%
Grand Total	114	5%	2,354	93%	61	2%	2,529	100%

Recruiting Activity by Veteran Status

Business Unit Description OFCCP Applicant?	(All) Applicant
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Row Labels	Column Labels Veteran Number	% of Appl.	Not a Veteran Number	% of Appl.	Unknown Number	% of Appl.	Total Number	Total % of Appl.
Administration 1 - Executive		0%	50	98%	1	2%	51	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed		0%	49	98%	1	2%	50	100%
No Offer		0%	49	98%	1	2%	50	100%
Administration 2 - Managers	8	2%	474	97%	7	1%	489	100%
Interviewed		0%	5	100%		0%	5	100%
Offered Position		0%	5	100%		0%	5	100%
Not Interviewed	8	2%	469	97%	7	1%	484	100%
No Offer	8	2%	469	97%	7	1%	484	100%
Administration 3 - Administrators	20	1%	1,692	98%	19	1%	1,731	100%
Interviewed		0%	10	91%	1	9%	11	100%
Offered Position		0%	10	91%	1	9%	11	100%
Not Interviewed	20	1%	1,682	98%	18	1%	1,720	100%
No Offer	20	1%	1,682	98%	18	1%	1,720	100%
Administration 4 - College Lab Technicians		0%	9	100%		0%	9	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed		0%	8	100%		0%	8	100%
No Offer		0%	8	100%		0%	8	100%
Administrative Support Workers - Office Assistant		0%	4	100%		0%	4	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed		0%	3	100%		0%	3	100%
No Offer		0%	3	100%		0%	3	100%
Faculty - Professorial		0%	34	100%		0%	34	100%
Interviewed		0%	2	100%		0%	2	100%
Offered Position		0%	2	100%		0%	2	100%
Not Interviewed		0%	32	100%		0%	32	100%
No Offer		0%	32	100%		0%	32	100%
Security Manager	30	18%	133	82%		0%	163	100%
Interviewed		0%	1	100%		0%	1	100%

Recruiting Activity by Veteran Status

Business Unit Description OFCCP Applicant?	(All) Applicant
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Row Labels	Column Labels Veteran Number	% of Appl.	Not a Veteran Number	% of Appl.	Unknown Number	% of Appl.	Total Number	Total % of Appl.
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed	30	19%	132	81%		0%	162	100%
No Offer	30	19%	132	81%		0%	162	100%
Service Workers - CPO Level 1		0%	3	100%		0%	3	100%
Interviewed		0%	3	100%		0%	3	100%
Offered Position		0%	3	100%		0%	3	100%
Skilled Trades		0%	44	98%	1	2%	45	100%
Interviewed		0%	2	100%		0%	2	100%
Offered Position		0%	2	100%		0%	2	100%
Not Interviewed		0%	42	98%	1	2%	43	100%
No Offer		0%	42	98%	1	2%	43	100%
Grand Total	58	2%	2,443	97%	28	1%	2,529	100%

This is a review of utilization of Individuals with Disabilities. Only those groups with five or more employees are included here.

Currently, the government has recommended 7.0% as a benchmark for utilization of Individuals with Disabilities for each job group but does not require calculation of underutilization or placement goals.

Category: Executive/Administrative/Managerial

	Staff	IWD	Rate
Administration 1 (Executives)	16	0	0.0%
Administration 2	101	0	0.0%
IT Computer Manager	5	0	0.0%

Category: Professional Faculty

	Staff	IWD	Rate
Faculty-Professorial	252	1	0.4%
Faculty-Instructor	6	0	0.0%
Faculty-Lecturer	82	0	0.0%
Faculty-Developmental	15	0	0.0%

Category: Professional Non-Faculty

	Staff	IWD	Rate
Accountant	6	0	0.0%
Administration 3	120	3	2.5%
IT Computer Professional	23	1	4.3%

Category: Administrative Support Workers

	Staff	IWD	Rate
Administrative Assistant	18	0	0.0%
Office Assistant	49	0	0.0%

Category: Craft Workers

Category: Craft Workers

	Staff	IWD	Rate
Skilled Trades	21	0	0.0%
Basic Crafts-Buildings and Grounds	10	1	10.0%
Laborers and Helpers	17	0	0.0%

Category: Technicians

	Staff	IWD	Rate
Administration 4	35	1	2.9%
IT Support Technician	11	0	0.0%
Print Shop	7	0	0.0%

Category: Service Workers and Others

	Staff	IWD	Rate
CPO Sergeant	14	0	0.0%
CPO Level 1	29	0	0.0%
Custodial Supv	6	0	0.0%
Custodial	60	0	0.0%

This Appendix contains a summary of recruiting and hiring activity related to Veterans and Individuals with Disabilities. The recommended federal benchmark for Veterans is 6.7% in 2017. There is no recommended benchmark for Individuals with Disabilities.

APPENDIX I - BENCHMARK COMPARISONS FOR VETERANS AND INDIVIDUALS WITH DISABILITIES

Veterans Hiring Benchmark

The benchmark Hiring Rate is 6.7% as established for 2017 by the U.S. Department of Labor.

Factor	2016 – 2017	2015 – 2016	2014 – 2015
A. Number of applicants who self-identified as Veterans before an offer of employment is made	58		
B. Total number of job openings	22		
C. Total number of jobs filled	22		
D. Total number of applicants for all jobs	2,532		
E. Number of Veteran applicants hired	0		
F. Total number of applicants hired	23		
Hiring Rate (E divided by F)	0% (0/23)		
Was Benchmark Met? (Yes/No)	No		

Hiring Rate, Individuals with Disabilities

There currently is no benchmark rate for Individuals with Disabilities.

Factor	2016 – 2017	2015 – 2016	2014 – 2015
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	114		
B. Total number of job openings	22		
C. Total number of jobs filled	22		
D. Total number of applicants for all jobs	2,532		
E. Number of Individuals with Disabilities hired	0		
F. Total number of applicants hired	23		
Hiring Rate (E Divided by F)	0% (0/23)		