

BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
THE CITY UNIVERSITY OF NEW YORK

# AFFIRMATIVE ACTION PLAN

FALL 2017



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

**September 1, 2017 – August 31, 2018**

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**This plan is available for public review at: The Office of Compliance and Diversity, located at 199 Chambers Street, Room S701K, New York, NY 10007. Interested persons should contact Chief Diversity Officer Odelia Levy at (212) 220-1236 or [OLevy@bmcc.cuny.edu](mailto:OLevy@bmcc.cuny.edu) for assistance.**

**The College has prepared this document in Accessible PDF format, available upon request. Please inform the Chief Diversity Officer at (212) 220-1236 if you require assistance 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.

A written copy of this Plan is available for public review, during normal business hours, in the Office of Compliance and Diversity, located at 199 Chambers Street, Room S701K, New York, NY 10007. Interested persons should contact Chief Diversity Officer Odelia Levy at (212) 220-1236 or [OLevy@bmcc.cuny.edu](mailto:OLevy@bmcc.cuny.edu) for assistance.

## **A. COLLEGE OVERVIEW**

The Borough of Manhattan Community College (“BMCC” or “the College”) is a comprehensive two-year public community college, a unit of The City University of New York (“CUNY”) serving the diverse needs of New York City students and the New York City community. The College continues its commitment to open enrollment, to the fulfillment of its educational mission, to the community and to providing quality post-secondary education to the graduates of New York City's high schools. BMCC’s academic calendar consists of a 15 week fall semester, a 15 week spring semester and two summer sessions.

The College awards three degrees: Associate in Arts (A.A.), Associate in Science (A.S.) and the Associate in Applied Science (A.A.S.). It is an accredited member of the Middle States Association of Colleges and Schools and has also been accredited by the Board of Regents of the University of the State of New York. Furthermore, the College’s health programs are accredited by the National League for Nursing Accrediting Commission, the American Health Information Management Association, the Committee on Accreditation for Respiratory Care, the Committee on Accreditation of Education Programs for the Emergency Medical Services Profession, and the Commission on Accreditation of Allied Health Educational Programs.

Located in the heart of downtown New York City, students actively participate in the artistic communities of Tribeca and SoHo, the dynamic downtown financial district, and the center of New York City government at City Hall.

The main campus of the college is situated on 4.28 acres of land in a building that was designed with the Hudson River harbor in mind — shaped like a ship with its helm pointed to sea. It spans four blocks from Chambers Street to North Moore Street.

## **B. HISTORY**

BMCC was founded in 1963 and opened in 1964 as a small, primarily business-oriented community college offering programs aimed at the business community. Originally located in two floors of a commercial building in midtown Manhattan, the college focused on preparing students for business careers and on providing a liberal arts education to students who wished to transfer to four-year colleges. The college also created on-site training and management development courses for mid-level employees. BMCC has

continuously modified its in-house and on-site programs.

During the next two decades, the mission of the college changed in response to the advent of open admissions in CUNY in 1970, and later in response to the emergence of new technologies and changes in business and industry. By 1974, enrollment had increased to over 6,000 day and evening students.

A new building spanning four city blocks, from Chambers Street to North Moore Street, was constructed in lower Manhattan to serve as the school's main campus. It opened in January of 1983. BMCC is the largest college in CUNY system, with approximately 25,525 students, and is the first community college in Manhattan.

Fiterman Hall was donated to the College in September 1993 as the largest single donation ever made to a community college. However, the building was severely damaged in the aftermath of the World Trade Center tragedy. Nevertheless, BMCC launched the 2012-2013 academic year with the opening of the rebuilt Miles and Shirley Fiterman Hall.

### **C. MISSION**

BMCC is committed to offering quality education in a pluralistic urban environment, to fostering excellence in teaching, to facilitate the enhancement of learning, and to sustaining full access to higher education for those who seek fulfillment of personal, career or socioeconomic goals. BMCC is also committed to providing collaborative programs and services responsive to the educational, cultural and recreational needs of the community.

Consistent with its stated mission, the College supports the following goals:

- To provide higher education to a diverse urban constituency in support of CUNY's policy of open admissions.
- To provide a collegiate environment conducive to the advancement and reinforcement of teaching and learning.
- To provide all students with a level of proficiency in basic skills to assure their readiness for, and likely success in, college and the workplace.
- To enable and encourage students to make sensible and informed choices in setting their academic, career and personal goals.
- To provide for all students a general education that fosters personal development, intellectual curiosity and critical thinking to enhance informed and effective participation in society.
- To promote multicultural awareness and understanding in our college community and respect for pluralism and diversity in our society.
- To prepare liberal arts and career students for transfer to four-year colleges.
- To prepare students in career programs for employment and career mobility.
- To encourage lifelong learning independent of degree programs.
- To enhance cultural, recreational and social life of the community.
- To maintain a governance structure that facilitates the participation of faculty, administrators, and students in the life of the College and encourages contributions and involvement by alumni and advisory groups.

### **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 City University of New York 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. Our policy is reaffirmed by the President annually.

**Appendix B** contains a copy of the annual Reaffirmation Letter.



### III. RESPONSIBILITY FOR IMPLEMENTATION

While the entire College community participates in creating an inclusive community, the College 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 **Odelia Levy, Esq.** as the Chief Diversity Officer (CDO) and Special Advisor to the President, 504/ADA coordinator, and Title IX coordinator. Additionally, **Theresa B. Wade, Esq.** serves as the Deputy Director of Diversity & Title IX Compliance.

The CDO's office is located at:  
**199 Chambers Street, Room S701K**  
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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 ON DIVERSITY AND INCLUSION**

The College is creating a new committee to advise 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.

In fall 2017, the College will launch the BMCC Equity and Inclusion Initiative to advance equity and inclusion. The President has invited volunteers to serve on the Equity and Inclusion Task Force, to work over the next six months to examine current conditions and existing models, to identify barriers, and ultimately make recommendations to advance and measure equity and inclusion college-wide, to ensure that BMCC is a place where everyone can thrive - inside and outside the classroom. The Equity and Inclusion Task Force will be co-chaired by the Provost and a faculty member, and will include 15-20 additional members of the community including faculty, staff, and students.

### **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](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.

## **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 one 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 a 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)	20	9	10
	Administration 2 (Managers)	98	65	55
	Facility Manager	Less than 5	Less than 5	Less than 5
	IT Computer Manager	Less than 5	Less than 5	Less than 5
	Security Manager	7	0	5
Professional - Faculty	Faculty-Developmental	37	25	20
	Faculty-Instructor	30	15	16
	Faculty-Lecturer	78	44	41
	Faculty-Professorial	466	257	204
Professional - Non-Faculty	Accountant	Less than 5	Less than 5	Less than 5
	Administration 3 (General Admin)	217	148	167
	Administration 5 (Engineers/Architects)	0	0	0
	Disability Accommodation Specialist	Less than 5	Less than 5	Less than 5
	IT Computer Professional	26	2	22
	Nurse	Less than 5	Less than 5	Less than 5
Administrative Support Workers	Accountant Assistant	15	13	13
	Administrative Assistant	10	10	8
	Office Assistant	92	80	82
	Mail Services Worker	6	0	6
Craft Workers and Related	Basic Crafts-Buildings and Grounds	5	0	2
	Laborers and Helpers	12	0	10
	Skilled Trades	44	0	14
	Skilled Trades-Supervisor	Less than 5	Less than 5	Less than 5
Technicians	Administration 4	37	12	29
	Broadcast/Media	Less than 5	Less than 5	Less than 5
	Engineering Technician	Less than 5	Less than 5	Less than 5
	IT Support Technician	6	2	6
	Print Shop	8	4	7
Service Workers	CPO Level 1	67	16	61
	CPO Level 2	Less than 5	Less than 5	Less than 5
	CPO Sergeant	11	4	11
	Custodial	62	23	60
	Custodial Supervisor	15	3	15

**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, CUNY Secretarial Assistant, CUNY Technical Support Aide, Office Aide, Campus Security Officer Level 2, Campus Peace Officer Level 3	Removed titles retired from CUNY system or marked “incumbent only” with no remaining incumbents
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 3A*****Summary Utilization - Faculty****Job Group: Faculty-Professorial**

Faculty Program/Discipline	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Biological and Biomedical Sciences AND Physical Sciences	58								2			
Business, Management, Marketing, Support Services	35	34		2								
Communications, Journalism, and Related Programs	15	15		1	1			1			1	1
Communications, Journalism, etc. AND Visual and Performing Arts	24				2		1				1	
Computer and Information Sciences and Support Services	16	15							1	1		
Education	11	10										
Education - Developmental	38											
English Language and Literature/Letters	49	83										
Family and Consumer Sciences/Human Sciences	10											
Foreign Languages, Literatures, and Linguistics	26	26						1		1		
Health Professions and Related Programs	31	36										
Library (Librarians/Non-Teaching)	12	11									1	
Mathematics and Statistics	45	38						1				
Social Sciences	73	73										
Visual and Performing Arts	23	23										

**Job Group: Faculty-Lecturer**

Faculty Program/Discipline	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Business, Management, Marketing, Support Services	6	5										
Communications, Journalism, etc. AND Visual and Performing Arts	11		2				1				1	
Education - Developmental	14						1					
English Language and Literature/Letters	13	32		2								

Faculty Program/Discipline	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Mathematics and Statistics	21	21		3								

**Job Group: Faculty-Instructor**

Faculty Program/Discipline	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
English Language and Literature/Letters	5	6		1								
Social Sciences	7	8		1			1					

**Job Group: Faculty-Developmental**

Faculty Program/Discipline	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Education - Developmental	37											

**Table 3B**

**Summary Utilization - Staff**

**Category: Executive/Administrative/Managerial**

	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Administration 1 (Executive)	20	20		2								
Administration 2 (Manager)	98	92										
Security Manager	7	5	2	1								

**Category: Professional Non-Faculty**

	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Administration 3 (Professional)	217	185										
IT Computer Professional	26	37	5	5								



**Category: Administrative Support Workers**

	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Accountant Assistant	15	15										
Administrative Assistant	10	9									1	1
Mail Services Worker	6	6	2	2								
Office Assistant	92	87		1								

**Category: Craft Workers**

	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Basic Crafts-Buildings and Grounds	5	4	1									
Laborers and Helpers	12		2									
Skilled Trades	44	59	1	1								

**Category: Technicians**

	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
IT Support Technician	6											
Print Shop	8	7										

**Category: Service Workers and Others**

	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Campus Peace Officer-Level 1	67	66									11	12
Campus Peace Officer-Sergeant	11	12					1	1		1		
Custodial	62	59										
Custodial Supervisor	15	14	1	1								

**Table 3C****Summary Utilization - College Lab Technicians****EEO Category: Technicians****Job Group: Administration 4 (College Lab Technicians)**

	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
College Lab Tech - Science, Tech, Eng.	20	35										
College Lab Tech - Other	17	35	2				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.

**Faculty**

This EEO category saw a mix of an increase of underutilization and elimination of underutilization of various underrepresented groups. Underutilization of women was eliminated in the Business, Management, Marketing, Support Services job group and the Communications, Journalism, and Related Programs job group. Additionally, underutilization of Asians was eliminated in the Communications, Journalism, and Related Programs job group, the Foreign Languages, Literatures, and Linguistics job group, and the Library job group. Underutilization of Blacks was eliminated in the Foreign Languages, Literatures, and Linguistics job group.

At the same time, this EEO category also witnessed an increase of underutilization. In some job groups, increases in underutilization were due to the creation of unfilled vacancies resulting from faculty members retiring. An increase of underutilization was evident in the following job groups: Biological and Biomedical Sciences and Physical Sciences (Black); Communications, Journalism and Related Programs (Hispanic); Communications, Journalism, etc. and Visual and Performing Arts (Asian and Hispanic); Library (Hispanic); Communications, Journalism, etc. and Visual and Performing Arts (Female, Asian, and Hispanic); Education - Developmental (Asian); and Social Sciences (Asian).

**Executive/Administrative/Managerial**

Underutilization of women decreased in the Administration 1 job group. In the Security Manager job group, underutilization of women rose from 1 to 2. In all of the job groups in this EEO category, underutilization for minorities remained the same at zero.

### **Professional Non-Faculty**

Underutilization of women remained the same at 5 in the IT Computer Professional job group due to a lack of hiring opportunities during the Plan year. In all of the job groups in this EEO category, underutilization for minorities remained the same at zero.

### **Administrative Support Workers**

Underutilization of women decreased in the Office Assistant job group. Underutilization of women remained the same in the Mail Services Worker job group due to a lack of hiring opportunities during the Plan year. Underutilization of Hispanics remained the same in the Administrative Assistant job group. In the Accountant Assistant job group, underutilization for women and minorities remained the same at zero.

### **Craft Workers**

Underutilization of women increased in the Basic Crafts and Laborers and Helpers job groups. Underutilization of women remained the same in the Skilled Trades job group due to a lack of hiring opportunities during the Plan year. There was no underutilization for minorities in any of the job groups in this EEO category.

### **Technicians**

There was no underutilization for women or minorities in this EEO category.

### **Service Workers and Others**

In the CPO Sergeant group, underutilization of Blacks was eliminated, while underutilization of Asians remained the same. Underutilization of Hispanics decreased in the CPO Level 1 job group. In the Custodial Supervisor job group, underutilization of women remained the same. There was no underutilization for women or minorities in the Custodial job group.

### **College Lab Technicians**

There was no underutilization for women or minorities in the College Lab Tech - Science, Technology, Engineering job group. In the College Lab Tech - Other job group, underutilization of females rose from 0 to 2 due to two employees vacating positions. Additionally, in the College Lab Tech - Other job group, underutilization of Asians rose from 0 to 1. Underutilization of Blacks and Hispanics in the College Lab Tech - Other job group remained the same at zero.

## **VII. OTHER ANALYSES**

### **A. 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.

Category	Activity	Definition
	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 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</u> ; however the employee never changed job title or duties. 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	Employee was a substitute employee as of the prior census but has

Category	Activity	Definition
	Status to Regular Status	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	<p>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-professorial faculty titles.</p> <p>Tenure actions are reported by Department, not job group, however, the job title is reported in the chart.</p>	
	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.

## B. 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.

### **C. 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.

## **VIII. 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
<i>BMCC Faculty Leadership Fellows Program</i>	The goal of the BMCC Faculty Leadership Fellows Program is to develop faculty leadership and strengthen the participants' ability to contribute to BMCC's vision of becoming a leading community college. Through a series of workshops and panel discussion, participants will learn from nationally recognized experts and leaders about some of the major challenges facing community colleges across the country. In spring 2017, the Fellows, a diverse group of BMCC faculty members from 12 academic departments, attended professional development sessions, worked with a leadership and writing coach, and met with the College's president and provost to assess their progress.
<i>BMCC Teaching Academy</i>	The BMCC Teaching Academy is a mentoring program for tenure track faculty. Cohorts of up to 20 tenure track faculty work in small groups with a Master Teacher, who is a tenured faculty member, over the course of four semesters. The Teaching Academy started in January 2015 with a cohort of 15 faculty members and introduced a second cohort of 13 faculty members in January 2016. In January 2017, the Teaching Academy introduced a third cohort of 12 faculty members.
<i>BMCC Mentoring Programs</i>	Several academic departments at BMCC offer mentoring programs that pair veteran faculty with new faculty members. For example, formal or informal mentoring programs are offered by several departments, including, but not limited to, Health Education, English, Academic Literacy & Linguistics, Nursing, and Science.
<i>Center for Excellence in Teaching, Learning, and Scholarship (CETLS) – BMCC</i>	CETLS-BMCC offers faculty members professional development offerings through CETLS. During the past year, CETLS offered professional development activities for faculty on various topics such as game-based learning, art across the curriculum, supporting and empowering students in the classroom, and queer communities at BMCC. The College began conducting a search for a new CETLS Director in 2016. To attract the best qualified candidates, the College revised the job



Program / Effort	Impact/Discussion
	description and increased the rank and salary of the role to a Full Higher Education Officer. In August 2016, the College hired a new CETLS Director. Furthermore, in order to ensure the effectiveness of CETLS programs, the College added an additional staff line to CETLS for administrative support. It is anticipated that this additional position will be filled by the 2017-2018 academic year.
<i>Cultivating Global Competencies in a Diverse World</i>	Supported by the National Endowment for the Humanities, the Cultivating Global Competencies in a Diverse World program provides professional development for faculty and enhance skills as well as diversity best practices. The program, an interdisciplinary professional development and curriculum enhancing project, trains faculty to integrate global competencies into BMCC's humanities curriculum. Faculty members attended workshops and speaker series and received stipends to revise syllabi, assignments, and class activities to reflect global competencies. Faculty presented their revised syllabi and assignments in spring 2017.
<i>Building Asian American Studies</i>	Building Asian American Studies, a program also supported by the National Endowment for the Humanities, began with a Summer Institute for 15 faculty from five CUNY community colleges, including BMCC, in August 2016. The institute gave faculty the resources and tools to expand the teaching of Asian American Studies. The project continued with four special events featuring visiting scholars throughout the 2016-2017 academic year.
<i>Balancing the Curriculum: Gender, Race and Class (BTC)</i>	As part of the College's ongoing commitment to diversity and inclusion, the <i>BTC</i> seminar is designed to encourage faculty to incorporate diversity in their teaching materials and to address diversity related issues in the classroom. The spring 2017 seminar focused on the role of community colleges in American society, as well as building a culture of respect in the classroom. Coordinated by the Center for Ethnic Studies, this project will continue into the 2017-2018 academic year.
<i>Faculty Fellowship Publication Program</i>	Recognizing that publication of academic works is one of the key criteria for advancement, the University's Faculty Fellowship Publication Program aims at advancing the University goal of a diverse professoriate through mentoring and education programs which address preparing materials for publication.
<i>Diversity Projects Development Fund</i>	CUNY's Diversity Projects Development Fund provides funding for College research and/or educational activities related to traditionally underrepresented groups.

## 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
<i>BMCC Equity and Inclusion Initiative</i>	The preliminary goals for the BMCC Equity and Inclusion Initiative, described in further detail on page 10, include the following: a) Implement practices and processes to create a welcoming and inclusive environment for all; b) Eliminate performance gaps for Hispanic and black students; c) Eliminate job satisfaction gaps among faculty of different populations, including underutilized groups; d) Eliminate job satisfaction gaps among staff of different populations, e) Further diversify faculty (full-time and part-time) to better reflect the student population; f) Identify and develop teaching and learning strategies (inside and outside the classroom) to promote tolerance and inclusion, to explore identity, and to combat bias and hate.
<i>BMCC Faculty Leadership Fellows Program</i>	The goal of the BMCC Faculty Leadership Fellows Program is to develop faculty leadership and strengthen the participants' ability to contribute to BMCC's vision of becoming a leading community college. Through a series of workshops and panel discussion, participants will learn from nationally recognized experts and leaders about some of the major challenges facing community colleges across the country. Up to 15 faculty members will be recruited to participate in the 2018 spring session.
<i>BMCC Teaching Academy</i>	The BMCC Teaching Academy, as described above, is a mentoring program for tenure track faculty. Cohorts of up to 20 tenure track faculty work in small groups with a Master Teacher, who is a tenured faculty member, over the course of four semesters. In January 2017, the CETLS Teaching Academy introduced a third cohort of 12 faculty members. This program will continue into the 2017-2018 school year. One of the goals of this program is to decrease and/or eliminate areas of faculty underutilization for women and minorities through mentorship.
<i>BMCC Mentoring Programs</i>	As noted above, several academic departments offer mentoring programs that pair veteran faculty with new

Program / Effort	Goals/Expected Impact
	faculty members. In 2017, BMCC will pilot a network mentoring model by engaging veteran faculty to work with small groups, including the following groups: a) new full-time faculty, b) faculty developing their first online course, and c) faculty delivering their first online course.
<i>Center for Excellence in Teaching, Learning, and Scholarship (CETLS) – BMCC</i>	CETLS-BMCC, described above, offers faculty members professional development offerings through CETLS on various topics such as game-based learning, art across the curriculum, supporting and empowering students in the classroom, and queer communities at BMCC. To help strengthen the program as it continues into the 2017-2018 academic year, the College added an additional staff line to CETLS for administrative support. It is anticipated that this additional position will be filled by the 2017-18 academic year. One of the goals of this program is to decrease and/or eliminate areas of faculty underutilization for women and minorities through mentorship.
<i>Balancing the Curriculum: Gender, Race and Class (BTC)</i>	As described above, the BTC seminar is designed to encourage faculty to incorporate diversity in their teaching materials and to address diversity related issues in the classroom. One of the goals of this program is to foster an environment of diversity and inclusion in coursework and among faculty. Coordinated by the Center for Ethnic Studies, this project will continue into the 2017-2018 academic year.
<i>Cultivating Global Competencies in a Diverse World</i>	This professional development program trains faculty to integrate global competencies into BMCC's humanities curriculum. Faculty members attended workshops and speaker series and received stipends to revise syllabi, assignments, and class activities to reflect global competencies. Faculty presented their revised syllabi and assignments in spring 2017. The program will continue into the 2017-2018 academic year. One of the goals of this program is to foster an environment of diversity and inclusion in coursework and among faculty.

### 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.

BMCC continues to broaden the College's diversity recruitment and outreach efforts to hire and retain faculty members. The Chief Diversity Officer and Digital Recruiter coordinate resources to ensure that diversity outreach efforts to recruit faculty members are effective and strategic. This collaboration allows the Digital Recruiter to engage in targeted outreach and address underutilization in an impactful manner. The Digital Recruiter utilizes online tools, including social media recruitment opportunities on LinkedIn and Twitter, to establish BMCC as an employer of choice and to distribute BMCC faculty opportunities to a broad range of diversity recruitment sources. For example, when utilizing LinkedIn and Twitter for faculty applicant sourcing, the job opportunities are sent to diversity groups, including, but not limited to, Hispanic Professionals, National Black MBA Association, Woman 2 Woman Business, Professionals with Disability, The National Italian American Foundation, Recruit Military, and Minority Nurses. This ensures that faculty openings are widely distributed to a diverse applicant pool. Furthermore, faculty positions are advertised on the Smart Recruiter platform, which distributes the openings to sites, including, but not limited to, Hispanics Today, The Black Perspective, Diversityjobs.com, and Diversity in Education.

During the Plan year, after examining utilization data and current faculty demographics, the Provost and a majority of the department chairs met to generate strategies for improving diversity recruitment. Two key strategies are to improve the interaction between chairs and Human Resources in relation to identifying targeted posting strategies beyond the default set of venues, and to strengthen the posting language about BMCC relative to the "majority minority" student demographics.

The College continues to take measures to promote an inclusive and welcoming environment for all faculty members. In support of this commitment to diversity and inclusion, on January 27, 2017, the College launched the Winter Faculty Convocation. The Convocation is intended to gather all faculty, including full-time and part-time faculty, in one place to discuss teaching, learning, and student success. All attending faculty were invited to hear an address by the Provost on Designing for Student Success and brief talks from three faculty who were awarded the first BMCC Distinguished Teaching Awards in spring 2016. In the afternoon, attendees had the opportunity to speak with their colleagues about pedagogy, service learning, and research. A faculty-staff team helped to organize the event, which will be held again in January 2018.

To help foster an inclusive atmosphere, the College has continued to develop its New Faculty Orientation program for newly hired faculty members. Forty new faculty members attended a day-long workshop in August 2016, prior to the beginning of classes. The program included remarks from the President and Provost, information on the demographics of BMCC students and the support systems available to them, and a panel presentation from department chairs on the expectations for faculty at BMCC. Attendees also received information about tenure and promotion procedures.

Additionally, in a continuing effort to learn about and address inquiries raised by department chairs, the Chief Diversity Officer attended several department chair meetings throughout the year. In fall 2016, the Chief Diversity Officer reviewed and discussed search committee procedures at a department chair meeting. In spring 2017, the Chief Diversity Officer presented a sexual harassment, Title IX, and EEO training for the department chairs. This training was presented to address compliance requirements, best practices, and common issues faced by department chairs. The Chief Diversity Officer will continue to work closely with department chairs to discuss strategies for promoting diversity and inclusion.

In addition to the foregoing, 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. She also integrates compliance information into training programs for faculty, students, and staff. In fall 2016 and fall 2017, new faculty participated in an interactive EEO and Sexual Harassment training session, which included breakout sessions to discuss EEO scenarios. An online course will be added to the fall 2017 meetings to provide additional resources and promote further engagement. EEO and Sexual Harassment training was also given to the following groups in preparation for the 2017-2018 academic year: new students, peer mentors, members of the Student Government Association, athletic staff, and alumni nursing mentors, among others.

Each year the College promotes diversity through a program of events. BMCC hosted the following events to promote diversity at the College:

During the course of the Plan year, BMCC sponsored multiple events to celebrate the diversity on our campus. This included sponsoring heritage months and weeks, which included activities ranging from exhibits and discussions, to films and speakers. During the academic year, BMCC celebrated African American Heritage Month, Asian Heritage Month, Hispanic Heritage Month, Italian-American Heritage Month, LGBT Pride Month, and Women's Herstory Month. In addition to the above-referenced heritage events, BMCC hosted the annual Saint Patrick's Day Luncheon, featuring traditional Irish cuisine, Irish dancing and Irish music, to benefit the BMCC Student Emergency Fund. BMCC also held a Student Women Leadership Conference and Retreat for student leaders. In addition, BMCC held multiple events to celebrate veterans, including events celebrating the U.S. Coast Guard's 226<sup>th</sup> birthday, the U.S. Air Force's 69<sup>th</sup> birthday, the U.S. Navy's 241<sup>st</sup> birthday, and the U.S. Marine Corps' 241<sup>st</sup> birthday. BMCC also showed its support for veterans by having a float in the NYC Veteran Day Parade in November 2016. Additionally, BMCC recognized student veterans by hosting events during Hispanic Heritage Month, Black History Month, Women's Herstory Month, and Asian Heritage Month.

BMCC also promoted disability awareness and hosted a 2016 Job Readiness Summit. As part of Disability Awareness Month, BMCC partnered with CUNY Central and the Mayor's Office for People with Disabilities to connect students with employers, network and attend workshop presentations. The guest speaker was Paralympian Jamie Whitmore.

BMCC promoted domestic violence awareness by sponsoring over 30 workshops and trainings about domestic violence, hosting an annual Walk With Me event, where students and staff march through the campus to raise awareness for domestic violence, and recycling cell phones through Verizon's UHopeline Program, which donates devices to domestic violence families.

The BMCC Safe Zone program is geared towards providing support to members of the BMCC lesbian, gay, bisexual, transgender, and queer (LGBTQ) community and towards helping to create a more inclusive environment. The Safe Zone program is comprised of faculty and staff volunteers who are committed to being allies and a source of support and information to individuals regardless of their sexual orientation or gender identity. It is a mode of outreach to LGBTQ students to make them feel welcome in all areas of the college. BMCC provides training for faculty and staff as part of the LGBT Safe Zone project.

Finally, the college incorporates diversity in its academic courses. Examples of this commitment can be seen through the college's Center for Ethnic Studies, which offers courses in Asian culture, Africana studies, Africana/Latino studies and Latino studies. In addition to the activities described above, the Center also organized a film series discussion about police brutality and social/economic inequality in our society. The Center for Ethnic Studies also purchased books and provides small stipends for participating faculty and staff. As another illustration, the college provides study abroad programs which are designed to foster multicultural awareness and understanding while encouraging the exchange of knowledge. BMCC sponsored programs to China, Argentina, Canada, Spain, Italy and Greece.

#### **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.

## **IX. 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 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 for accommodation requests is:

Name: Robert Diaz, Esq.  
Title: Vice President of Legal Affairs/Faculty & Staff Development  
Phone: (212) 220-8305  
Fax: (212) 220-2364 (fax)  
Email: [RDiaz@bmcc.cuny.edu](mailto:RDiaz@bmcc.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 on the Human Resources Page of the BMCC Website. [Click for BMCC's Policies \(http://www.bmcc.cuny.edu/hr/page.jsp?pid=1004&n=Policies\)](http://www.bmcc.cuny.edu/hr/page.jsp?pid=1004&n=Policies).

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](mailto:jobs@cuny.edu), 205 East 42nd Street, 10<sup>th</sup> 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 4 official requests for accommodations from employees, for which the process was successfully concluded 4 times, without any appeals. At this time there are no outstanding appeals.
- During the course of the Plan year, BMCC began a comprehensive bathroom renovation project at the Chambers Street Building. This capital project focuses on providing greater accessibility and



includes upgrades to the ventilation and temperature control systems to fixtures, stalls, floors, ceiling, and lighting.

#### **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, Odelia Levy, Esq. 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 posts 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>)).

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:

**Table 7**

**Summary of Outreach Efforts for Veterans and Individuals with Disabilities, 2016-2017**

Program / Effort	Impact/Discussion
Digital Recruitment	The College's Digital Recruiter engages in targeted outreach in an effort to address underutilization in an impactful manner. The Digital Recruiter utilizes online tools, including social media recruitment opportunities on LinkedIn and Twitter, to establish BMCC as an employer of choice and to distribute BMCC faculty opportunities to a wealth of diversity recruitment sources. For example, when utilizing LinkedIn and Twitter for faculty applicant sourcing, the job opportunities are sent to diversity groups, including, but not limited to Recruit Military and Diversity Recruiting. Furthermore, faculty positions are advertised on the Smart Recruiter platform, which distributes the openings to sites, including, but not limited to Diversityjobs.com and Diversity in Education. The Digital Recruiter also posts job opportunities on the Minority Faculty/Staff Applicant Database and Chronicle Vitae, which focus on the recruitment of minority faculty and staff.

Program / Effort	Impact/Discussion
Diversity Recruitment Training	BMCC personnel regularly attend webinars and trainings regarding best practices in faculty diversity recruitment, including <i>The HR Role in Recruiting Minority Faculty/Staff</i> as well as <i>Developing a Community College Minority Faculty/Staff Recruitment Plan</i> . These recruitment efforts are designed to further enhance BMCC's faculty applicant pools of underrepresented groups. BMCC personnel also participate in workshops and trainings offered by The Academic Network, an academic diversity recruitment firm. BMCC will continue to assess the results of these good faith outreach efforts and will continue to reshape its recruitment strategies for faculty.
Job Fairs	BMCC continues to engage in affirmative outreach efforts to recruit members of the military. BMCC personnel attended multiple job fairs for veterans, including Veterans on Wall Street, Recruit Military, and Hiring Our Heroes.

The College Plans to initiate the following new activities over the next Plan Year:

**Table 8**  
**Planned Outreach for Veterans and Individuals with Disabilities, 2017-2018**

Program / Effort	Goals/Expected Impact
Collaboration with CUNY LEADS	The College will focus on expanding its recruitment of individuals with disabilities by collaborating with CUNY LEADS. CUNY LEADS is a unique program created to provide students with disabilities the skills to make academic and career choices that will result in successful career outcomes. By working with CUNY LEADS, the College will engage in targeted outreach to CUNY LEADS' pool of qualified, prescreened job candidates from 24 CUNY colleges.
Digital Recruitment	The Digital Recruiter will continue to engage in targeted outreach to expand recruitment of veterans and individuals with disabilities. By utilizing social media recruitment opportunities, the Digital Recruiter will send job opportunities to diversity groups, including, but not limited to Recruit Military and Diversity Recruiting. Furthermore, faculty positions will be advertised on the Smart Recruiter platform, which distributes the openings to sites, including, but not limited to Diversityjobs.com and Diversity in Education. The Digital Recruiter will also post job opportunities on the Minority Faculty/Staff Applicant Database and Chronicle Vitae, which focus on the recruitment of

Program / Effort	Goals/Expected Impact
	minority faculty and staff.
Job Fairs	BMCC will continue to engage in affirmative outreach efforts to recruit members of the military. BMCC personnel plan to attend multiple job fairs for veterans, including Hiring Our Heroes.

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. 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 **Odelia Levy, Esq.** Her responsibilities include:

- 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. 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.

### **4. 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](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.

BMCC personnel regularly attend webinars and trainings regarding best practices in faculty diversity recruitment, including *Hiring Diverse Faculty: Promising Practices*, as well as *Diversifying Academia: Challenges & Opportunities*. These recruitment efforts are designed to further enhance BMCC's faculty

applicant pools of underrepresented groups. BMCC personnel also participate in workshops and trainings offered by The Academic Network, an academic diversity recruitment firm.

Additionally, the College continues to ensure that search committees are incorporating best practices in the diversity recruitment realm. This year, the College's Chief Diversity Officer and Associate Dean of Faculty attended CUNY's third biennial Faculty Diversity and Inclusion Conference, which covered, among other diversity topics, best practices to enhance diversity in recruitment through search committees.

## **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.

## **X. 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)**

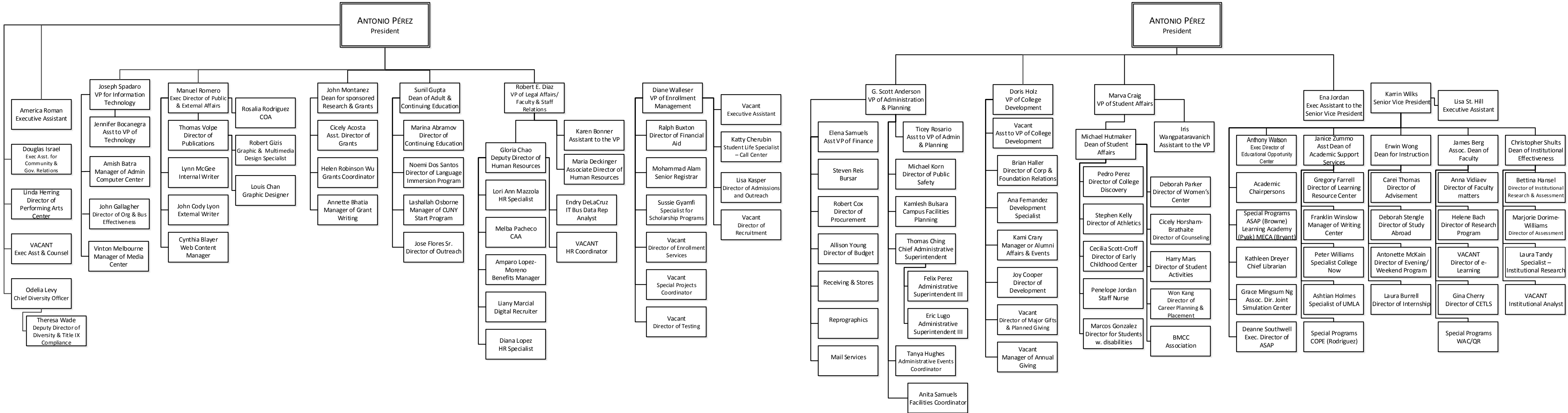
**F. PERSONNEL ACTIVITY TABLE-EMPLOYEES**

**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.





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



Office of the President

Borough of Manhattan Community College  
The City University of New York  
[www.bmcc.cuny.edu](http://www.bmcc.cuny.edu)

199 Chambers Street  
New York, NY 10007-1097  
tel. 212-220-1230  
fax 212-220-1244

To: Campus Community  
From: President Antonio Pérez  
Date: August 30, 2016  
Re: Reaffirmation of Commitment to Affirmative Action/Equal Opportunity, Diversity, and Inclusion

The City University of New York (CUNY) and the Borough of Manhattan Community College (BMCC) remain fully committed to maintaining an inclusive educational and work environment. I strongly reaffirm BMCC's commitment to the principles of affirmative action, equal opportunity, diversity, and inclusion at the college. The diversity of perspectives and ideas supported at BMCC ensures that our students have access to a world-class education.

CUNY's Policy on Equal Opportunity and Nondiscrimination policy, as well as the CUNY Policy on Sexual Misconduct, include our commitment to recruit, employ, retain, promote, and provide benefits to employees (and applicants) and to admit and provide services for students without regard to 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, status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis covered by federal, state, or local law. Sexual harassment, a form of sex discrimination, is also prohibited. Furthermore, retaliation is strictly prohibited.

As a federal contractor, CUNY and BMCC engage in affirmative action consistent with Executive Order 11246. In addition to the protected groups delineated in Executive Order 11246, Italian-Americans are also included as a protected group.

I have assigned the responsibility for the implementation and monitoring of our compliance program to the Chief Diversity Officer and Special Advisor to the President, Odelia Levy, who serves as the 504/ADA Coordinator and Title IX Coordinator. The vice presidents, deans, directors, managers and supervisors all share an ongoing responsibility for ensuring our compliance with these policies and laws. The Chief Diversity Officer oversees the investigation of internal complaints of unlawful discrimination or harassment. The Office of Compliance and Diversity is located at 199 Chambers Street, Room S701. If you want to learn about the internal complaint process or if you have a complaint of unlawful discrimination, unlawful harassment, or retaliation, please contact the Chief Diversity Officer at [OLevy@bmcc.cuny.edu](mailto:OLevy@bmcc.cuny.edu) or at 212-220-1236.

I invite you to visit the BMCC and CUNY websites ([www.bmcc.cuny.edu](http://www.bmcc.cuny.edu) or [www.cuny.edu](http://www.cuny.edu)) to learn more about our policies pertaining to unlawful discrimination and harassment, sexual harassment, and retaliation. Information about relevant CUNY policies, including external agencies handling complaints of unlawful discrimination and harassment, can be located at <http://www.bmcc.cuny.edu/aac/page.jsp?pid=1003&n=Policies>.

Thank you for your continued support for and involvement with our affirmative action, equal opportunity, diversity, and inclusion programs at BMCC.

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.

1,387 Employees

**Category: Executive/Administrative/Managerial****Administration 1 (Executive)****20 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
Assc Dean	1 Employee(s) in Title
Asst Administrator	3 Employee(s) in Title
Asst Dean	1 Employee(s) in Title
Asst Vice President	1 Employee(s) in Title
Dean	5 Employee(s) in Title
Sr Vice President	1 Employee(s) in Title
Vice President	6 Employee(s) in Title

**Administration 2 (Manager)****98 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**

EOC HE Associate	1 Employee(s) in Title
EOC HE Officer	3 Employee(s) in Title
HE Associate	55 Employee(s) in Title
HE Officer	39 Employee(s) in Title

**Facility Manager****4 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
Chief Admin Supt - Competitive	1 Employee(s) in Title

**IT Computer Manager****1 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**

Category: Executive/Administrative/Managerial

IT Computer Systems Mgr

1 Employee(s) in Title

Security Manager

7 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

6 Employee(s) in Title

Campus Security Dir

1 Employee(s) in Title

**Category: Professional Faculty****Faculty-Developmental****37 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	10 Employee(s) in Title
CUNY Start Instructor	17 Employee(s) in Title
EOC Lecturer	8 Employee(s) in Title
EOC Lecturer Doc Sched	2 Employee(s) in Title

**Faculty-Instructor****30 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	30 Employee(s) in Title
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**Faculty-Lecturer****78 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**

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

**Faculty-Professorial****466 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	124 Employee(s) in Title
Asst Professor	235 Employee(s) in Title
Instructor	1 Employee(s) in Title
Professor	106 Employee(s) in Title

**Category: Professional Non-Faculty****Accountant****3 Employee(s) in Group**

Accountants (Professionals)

LMA Factor 1	Internal Only	Weighted At	0.00%
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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%
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**Titles Included in Group**

Finance Accountant	1 Employee(s) in Title
Purchasing Agent	2 Employee(s) in Title

**Administration 3 (Professional)****217 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%
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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%
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**Titles Included in Group**

Asst to HEO	77 Employee(s) in Title
EOC Assistant to HEO	8 Employee(s) in Title
EOC HE Assistant	4 Employee(s) in Title
HE Assistant	127 Employee(s) in Title
Research Asst	1 Employee(s) in Title

**Disability Accomm. Spec****1 Employee(s) in Group**

Disability Accommodation Specialists

LMA Factor 1	As no unit has a minimum of five employees, no availability was calculated.	Weighted At	100.00%
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LMA Factor 2	NA	Weighted At	0.00%
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**Titles Included in Group**

Disability Accommodations Spec	1 Employee(s) in Title
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**IT Computer Professional****26 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%
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LMA Factor 2	NA	Weighted At	0.00%
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**Titles Included in Group**

IT Associate	4 Employee(s) in Title
IT Asst	16 Employee(s) in Title
IT Bus Data Rep Analyst	1 Employee(s) in Title
IT Sr Associate	5 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
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**Category: Technicians****Administration 4 (College Lab Tech)****37 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%
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LMA Factor 2	NA	Weighted At	0.00%
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**Titles Included in Group**

College Lab Tech	20 Employee(s) in Title
EOC College Lab Tech	2 Employee(s) in Title
Sr College Lab Tech	15 Employee(s) in Title

**Broadcast/Media****1 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%
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LMA Factor 2	NA	Weighted At	0.00%
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**Titles Included in Group**

Broadcast Assc	1 Employee(s) in Title
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**Engineering Technician****1 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%
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LMA Factor 2	NA	Weighted At	0.00%
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**Titles Included in Group**

Facilities Coord	1 Employee(s) in Title
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**IT Support Technician****6 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%
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LMA Factor 2	NA	Weighted At	0.00%
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**Titles Included in Group**

IT Support Asst	6 Employee(s) in Title
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**Print Shop****8 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%
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LMA Factor 2	NA	Weighted At	0.00%
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**Titles Included in Group**

Graphics Designer	1 Employee(s) in Title
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**Category: Technicians**

Print Shop Assistant	6 Employee(s) in Title
Print Shop Coordinator	1 Employee(s) in Title

**Category: Administrative Support Workers****Accountant Assistant****15 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%
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LMA Factor 2	NA	Weighted At	0.00%
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**Titles Included in Group**

Asst Purchasing Agent	1 Employee(s) in Title
EOC Accounting Assistant	2 Employee(s) in Title
Finance Accountant Asst	12 Employee(s) in Title

**Administrative Assistant****10 Employee(s) in Group**

Administrative Support Staff-Senior Level

LMA Factor 1	Internal Only	Weighted At	0.00%
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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%
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**Titles Included in Group**

CUNY Admin Asst	10 Employee(s) in Title
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**Mail Services Worker****6 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%
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LMA Factor 2	NA	Weighted At	0.00%
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**Titles Included in Group**

EOC Mail Message Svcs Worker	2 Employee(s) in Title
Mail Message Svcs Worker	4 Employee(s) in Title

**Office Assistant****92 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%
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LMA Factor 2	NA	Weighted At	0.00%
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**Titles Included in Group**

CUNY Office Assistant	81 Employee(s) in Title
EOC Office Assistant	11 Employee(s) in Title

**Category: Craft Workers****Basic Crafts-Buildings and Grounds****5 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

5 Employee(s) in Title

**Laborers and Helpers****12 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

6 Employee(s) in Title

Plumber Helper

1 Employee(s) in Title

Stock Worker

3 Employee(s) in Title

Stock Worker Supervisor

1 Employee(s) in Title

**Skilled Trades****44 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

5 Employee(s) in Title

Electrician

7 Employee(s) in Title

Locksmith

2 Employee(s) in Title

Oiler

12 Employee(s) in Title

Painter

4 Employee(s) in Title

Plumber

2 Employee(s) in Title

Stationary Engineer

10 Employee(s) in Title

Thermostat Repairer

2 Employee(s) in Title

Category: Craft Workers

Skilled Trades-Supervisor

3 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

3 Employee(s) in Title

**Category: Service Workers and Others****Campus Peace Officer-Level 1****67 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	100.00%
LMA Factor 2	NA	Weighted At	0.00%

**Titles Included in Group**

Campus Peace Officer	25 Employee(s) in Title
Campus Security Asst	42 Employee(s) in Title

**Campus Peace Officer-Level 2****3 Employee(s) in Group**

Campus Security-Mid Level Staff

LMA Factor 1	Internal Only	Weighted At	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	100.00%

**Titles Included in Group**

Campus Peace Officer	3 Employee(s) in Title
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**Campus Peace Officer-Sergeant****11 Employee(s) in Group**

Campus Security Supervisors

LMA Factor 1	Internal Only	Weighted At	0.00%
LMA Factor 2	CUNY Permanent Campus Peace Officer Level 1 and 2	Weighted At	100.00%

**Titles Included in Group**

Campus Pub Safety Sergeant	11 Employee(s) in Title
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**Custodial****62 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	100.00%
LMA Factor 2	NA	Weighted At	0.00%

**Titles Included in Group**

Custodial Assistant	62 Employee(s) in Title
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**Custodial Supervisor****15 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	100.00%
LMA Factor 2	NA	Weighted At	0.00%

**Titles Included in Group**

Custodial Asst Principal Supv	2 Employee(s) in Title
Custodial Principal Supv	2 Employee(s) in Title
Custodial Sr Supervisor	2 Employee(s) in Title
Custodial Supervisor	9 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.

611 Total Faculty

**Biological and Biomedical Sciences AND Physical Sciences****62 Faculty in Discipline**

Blended rate (average) of Biological and Biomedical Sciences / Physical Sciences for those departments which teach both disciplines.

10165	Science	62 Faculty in Department
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**Business, Management, Marketing, Support Services****45 Faculty in Discipline**

10005	Accounting	20 Faculty in Department
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10042	Business Administration	25 Faculty in Department
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**Communications, Journalism, and Related Programs****15 Faculty in Discipline**

10416	Media Arts and Technology	15 Faculty in Department
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**Communications, Journalism, etc. AND Visual and Performing Arts****37 Faculty in Discipline**

Blended rate (average) of Communications/Journalism and Visual/Performing Arts for those departments which teach both disciplines.

10289	Speech/Communication/Theatre A	37 Faculty in Department
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**Computer and Information Sciences and Support Services****20 Faculty in Discipline**

10064	Computer Applications	20 Faculty in Department
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**Education****13 Faculty in Discipline**

10293	Teacher Education	13 Faculty in Department
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**Education - Developmental****90 Faculty in Discipline**

10260	Academic Literacy & Linguistic	46 Faculty in Department
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75023	Counseling Academic	7 Faculty in Department
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80130	CUNYstart Program	17 Faculty in Department
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80334	Edu. Opportunity & Diversity P	10 Faculty in Department
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65068	Language Immersion Program	10 Faculty in Department
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**English Language and Literature/Letters****67 Faculty in Discipline**

10105	English Language/Literatures	67 Faculty in Department
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**Family and Consumer Sciences/Human Sciences****13 Faculty in Discipline**

10134	Health Education	13 Faculty in Department
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Foreign Languages, Literatures, and Linguistics		31 Faculty in Discipline
10204	Modern Languages & Literatures	31 Faculty in Department
Health Professions and Related Programs		31 Faculty in Discipline
10199	Medical Technology	6 Faculty in Department
10211	Nursing	25 Faculty in Department
Library (Librarians/Non-Teaching)		13 Faculty in Discipline
70054	Library	13 Faculty in Department
Mathematics and Statistics		69 Faculty in Discipline
10195	Mathematics	69 Faculty in Department
Social Sciences		82 Faculty in Discipline
10280	Social Science	82 Faculty in Department
Visual and Performing Arts		23 Faculty in Discipline
10022	Art & Music	23 Faculty in Department

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.

37 Total Lab Tech(s)

#### CLT-SCI-TECH-ENG

**20 College Lab Tech(s)**

10064	Computer Applications	2	College Lab Tech(s) in Department
10195	Mathematics	5	College Lab Tech(s) in Department
10199	Medical Technology	1	College Lab Tech(s) in Department
10211	Nursing	2	College Lab Tech(s) in Department
10165	Science	10	College Lab Tech(s) in Department

#### CLT-OTHER

**17 College Lab Tech(s)**

10260	Academic Literacy & Linguistic	2	College Lab Tech(s) in Department
10022	Art & Music	1	College Lab Tech(s) in Department
75012	Athletics & Recreation	1	College Lab Tech(s) in Department
10042	Business Administration	3	College Lab Tech(s) in Department
80334	Edu. Opportunity & Diversity P	2	College Lab Tech(s) in Department
10204	Modern Languages & Literatures	7	College Lab Tech(s) in Department
10289	Speech/Communication/Theatre A	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)

20 in Job Group

Executive Compensation Plan (Other Than Chief Executive)

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

04315 Administrator  
 04321 Assc Administrator  
 04320 Assc Dean  
 04723 Asst Administrator  
 04722 Asst Dean  
 04316 Asst Vice President  
 04314 Dean  
 04701 Sr Vice President  
 04702 Vice President

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	9	10	2	4	3
Underutilized?					
# Underutilized					
Actual Util%	45.0%	50.0%	10.0%	20.0%	15.0%
Labor Market%	49.3%	29.7%	8.5%	11.1%	8.9%

Category: Executive/Administrative/Managerial

Job Group Administration 2

98 in Job Group

Manager-Level Administrators

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

04073 EOC HE Associate

04074 EOC HE Officer

04075 HE Associate

04097 HE Officer

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	65	56	16	28	11
Underutilized?					
# Underutilized					
Actual Util%	66.3%	57.1%	16.3%	28.6%	11.2%
Labor Market%	59.9%	41.4%	10.6%	16.3%	13.5%

Category: Executive/Administrative/Managerial

Job Group Security Manager

7 in Job Group

Campus Security Managers (Managerial)

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

04980 Campus Security Asst Dir

04979 Campus Security Dir

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	0	5	0	3	2
Underutilized?	Y		Y		
# Underutilized	2		0		
Actual Util%	0.0%	71.4%	0.0%	42.9%	28.6%
Labor Market%	28.4%	66.7%	7.1%	28.1%	29.3%

## Category: Professional Non-Faculty

Job Group Administration 3

217 in Job Group

Administrators (Professionals)

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

04017 Asst to HEO  
 04071 EOC Assistant to HEO  
 04072 EOC HE Assistant  
 04099 HE Assistant  
 04132 Research Asst

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	148	167	24	82	54
Underutilized?					
# Underutilized					
Actual Util%	68.2%	77.0%	11.1%	37.8%	24.9%
Labor Market%	61.1%	37.6%	9.6%	14.3%	12.0%

Category: Professional Non-Faculty

Job Group IT Computer Professional

26 in Job Group

Information Technology Professionals

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

04877 IT Associate  
 04875 IT Asst  
 04029 IT Bus Data Rep Analyst  
 04880 IT Sr Associate

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	2	22	9	6	6
Underutilized?	Y				
# Underutilized	5				
Actual Util%	7.7%	84.6%	34.6%	23.1%	23.1%
Labor Market%	26.4%	33.6%	19.7%	7.1%	5.4%



## Category: Administrative Support Workers

Job Group Administrative Assistant

10 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	10	8	1	5	2
Underutilized?					Y
# Underutilized					1
Actual Util%	100.0%	80.0%	10.0%	50.0%	20.0%
Labor Market%	91.1%	74.0%	8.0%	38.1%	27.0%

## Category: Administrative Support Workers

Job Group Office Assistant

92 in Job Group

Administrative Support Staff-Entry Level

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

04802 CUNY Office Assistant

04870 EOC Office Assistant

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	80	82	8	36	33
Underutilized?					
# Underutilized					
Actual Util%	87.0%	89.1%	8.7%	39.1%	35.9%
Labor Market%	89.9%	26.5%	3.7%	11.6%	9.8%

## Category: Administrative Support Workers

Job Group Accountant Asst

15 in Job Group

Accounting Support Staff

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

12120 Asst Purchasing Agent  
 04867 EOC Accounting Assistant  
 04800 Finance Accountant Asst

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	13	13	3	7	3
Underutilized?					
# Underutilized					
Actual Util%	86.7%	86.7%	20.0%	46.7%	20.0%
Labor Market%	50.8%	26.7%	11.8%	7.8%	5.9%

## Category: Administrative Support Workers

Job Group Mail Services Worker

6 in Job Group

Mail Services Workers

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

04878 EOC Mail Message Svcs Worker

04921 Mail Message Svcs Worker

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	0	6	1	2	3
Underutilized?	Y				
# Underutilized	2				
Actual Util%	0.0%	100.0%	16.7%	33.3%	50.0%
Labor Market%	41.5%	42.7%	4.9%	19.2%	16.9%

## Category: Craft Workers

Job Group Skilled Trades

44 in Job Group

Skilled Tradespeople

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

04899 Carpenter  
 91717 Electrician  
 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	14	3	3	8
Underutilized?	Y				
# Underutilized	1				
Actual Util%	0.0%	31.8%	6.8%	6.8%	18.2%
Labor Market%	2.5%	29.7%	2.6%	7.0%	18.7%

## Category: Craft Workers

Job Group Basic Crafts-Buildings and Grounds

5 in Job Group

Buildings and Grounds Workers

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

90698 Maintenance Worker

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

## Category: Craft Workers

Job Group Laborers and Helpers

12 in Job Group

Entry-Level Craft Workers

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

91722 Electrician Helper  
 90702 Laborer  
 91916 Plumber Helper  
 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	10	1	6	3
Underutilized?	Y				
# Underutilized	2				
Actual Util%	0.0%	83.3%	8.3%	50.0%	25.0%
Labor Market%	17.0%	33.7%	2.6%	11.6%	18.2%

## Category: Technicians

Job Group IT Support Technician

6 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	2	6	2	1	3
Underutilized?					
# Underutilized					
Actual Util%	33.3%	100.0%	33.3%	16.7%	50.0%
Labor Market%	29.0%	32.6%	10.4%	11.7%	9.0%



## Category: Technicians

Job Group Print Shop

8 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  
 04807 Print Shop Coordinator

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	4	7	2	1	4
Underutilized?					
# Underutilized					
Actual Util%	50.0%	87.5%	25.0%	12.5%	50.0%
Labor Market%	28.9%	33.9%	6.5%	9.0%	16.6%

## Category: Service Workers and Others

Job Group CPO Sergeant

11 in Job Group

Campus Security Supervisors

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

04846 Campus Pub Safety Sergeant

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	4	11	0	6	5
Underutilized?			Y		
# Underutilized			1		
Actual Util%	36.4%	100.0%	0.0%	54.5%	45.5%
Labor Market%	22.6%	85.9%	6.1%	55.1%	23.8%

Category: Service Workers and Others

Job Group CPO Level 1

67 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	16	61	12	40	9
Underutilized?					Y
# Underutilized					11
Actual Util%	23.9%	91.0%	17.9%	59.7%	13.4%
Labor Market%	28.4%	66.7%	7.1%	28.1%	29.3%

## Category: Service Workers and Others

Job Group Custodial Supv

15 in Job Group

Custodial Supervisors

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

80560 Custodial Asst Principal Supv  
 80561 Custodial 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	3	15	0	11	4
Underutilized?	Y		Y		
# Underutilized	1		0		
Actual Util%	20.0%	100.0%	0.0%	73.3%	26.7%
Labor Market%	29.0%	40.0%	2.4%	13.8%	22.1%

Category: Service Workers and Others

Job Group Custodial

62 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	23	60	3	22	35
Underutilized?					
# Underutilized					
Actual Util%	37.1%	96.8%	4.8%	35.5%	56.5%
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.

20 Staff

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

10064	Computer Applications
10195	Mathematics
10199	Medical Technology
10211	Nursing
10165	Science

	Female	Total Minority	Asian, Hawaiian, Other PI	Black/African American	Hispanic/ Latino inc PR
Lab Tech Staff	7	16	5	6	5
Underutilized?					
# Underutilized					
Actual Util%	35.0%	80.0%	25.0%	30.0%	25.0%
Labor Market%	27.8%	30.0%	12.9%	8.0%	7.0%

## College Lab Tech - Other

17 Staff

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

10260	Academic Literacy & Linguistic
10022	Art & Music
75012	Athletics & Recreation
10042	Business Administration
80334	Edu. Opportunity & Diversity P
10204	Modern Languages & Literatures
10289	Speech/Communication/Theatre A

	Female	Total Minority	Asian, Hawaiian, Other PI	Black/African American	Hispanic/ Latino inc PR
Lab Tech Staff	5	13	0	6	7
Underutilized?	Y		Y		
# Underutilized	2		1		
Actual Util%	29.4%	76.5%	0.0%	35.3%	41.2%
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 AND Physical Sciences

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

10165 Science

Job Group Faculty-Professorial

58 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	21	25	12	0	11
Underutilized?				Y	
# Underutilized				2	
Actual Util%	36.2%	43.1%	20.7%	0.0%	19.0%
Labor Market%	43.3%	20.6%	9.9%	4.1%	5.1%

## Business, Management, Marketing, Support Services

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

10005 Accounting

10042 Business Administration

## 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	13	21	9	7	5
Underutilized?					
# Underutilized					
Actual Util%	37.1%	60.0%	25.7%	20.0%	14.3%
Labor Market%	43.9%	33.6%	7.1%	20.8%	4.5%

## 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	4	6	1	4	1
Underutilized?					
# Underutilized					
Actual Util%	66.7%	100.0%	16.7%	66.7%	16.7%
Labor Market%	45.5%	28.6%	11.1%	9.9%	6.2%

## Communications, Journalism, and Related Programs

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

10416 Media Arts and Technology

## 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	7	2	0	2	0
Underutilized?		Y	Y		Y
# Underutilized		1	0		1
Actual Util%	46.7%	13.3%	0.0%	13.3%	0.0%
Labor Market%	57.0%	17.7%	3.3%	6.2%	6.6%

## Communications, Journalism, etc. AND Visual and Performing Arts

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

10289 Speech/Communication/Theatre A

## Job Group Faculty-Professorial

24 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	16	4	1	2	1
Underutilized?		Y	Y		Y
# Underutilized		2	1		1
Actual Util%	66.7%	16.7%	4.2%	8.3%	4.2%
Labor Market%	60.9%	24.5%	6.3%	8.0%	8.3%

## Job Group Faculty-Lecturer

11 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	5	6	0	6	0
Underutilized?	Y		Y		Y
# Underutilized	2		1		1
Actual Util%	45.5%	54.5%	0.0%	54.5%	0.0%
Labor Market%	65.5%	27.6%	6.3%	9.6%	9.3%

## Computer and Information Sciences and Support Services

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

10064 Computer Applications

Job Group Faculty-Professorial

16 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	5	10	9	0	1
Underutilized?				Y	
# Underutilized				1	
Actual Util%	31.3%	62.5%	56.3%	0.0%	6.3%
Labor Market%	21.0%	23.4%	12.1%	6.3%	3.4%

## Education

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

10293

Teacher Education

## Job Group Faculty-Professorial

11 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	9	5	1	2	2
Underutilized?					
# Underutilized					
Actual Util%	81.8%	45.5%	9.1%	18.2%	18.2%
Labor Market%	68.2%	30.3%	3.6%	18.2%	6.8%

## Education - Developmental

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

10260	Academic Literacy & Linguistic
75023	Counseling Academic
80130	CUNYstart Program
80334	Edu. Opportunity & Diversity P
65068	Language Immersion Program

## Job Group Faculty-Professorial

38 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	22	13	3	7	2
Underutilized?					
# Underutilized					
Actual Util%	57.9%	34.2%	7.9%	18.4%	5.3%
Labor Market%	49.3%	16.6%	7.7%	3.8%	4.8%

## Job Group Faculty-Lecturer

14 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	9	3	0	2	1
Underutilized?			Y		Y
# Underutilized			1		0
Actual Util%	64.3%	21.4%	0.0%	14.3%	7.1%
Labor Market%	61.7%	24.9%	6.6%	6.6%	9.3%

## Job Group Faculty-Developmental

37 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	25	20	4	11	5
Underutilized?					
# Underutilized					
Actual Util%	67.6%	54.1%	10.8%	29.7%	13.5%
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 English Language/Literatures

## Job Group Faculty-Professorial

49 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	32	13	2	6	3
Underutilized?					
# Underutilized					
Actual Util%	65.3%	26.5%	4.1%	12.2%	6.1%
Labor Market%	60.0%	12.6%	3.5%	3.4%	3.9%

## Job Group Faculty-Lecturer

13 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	10	5	2	2	1
Underutilized?					
# Underutilized					
Actual Util%	76.9%	38.5%	15.4%	15.4%	7.7%
Labor Market%	66.4%	18.1%	3.5%	6.1%	6.2%

## Job Group Faculty-Instructor

5 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	3	3	0	2	1
Underutilized?			Y		
# Underutilized			0		
Actual Util%	60.0%	60.0%	0.0%	40.0%	20.0%
Labor Market%	69.4%	25.8%	4.4%	8.1%	10.1%



## Family and Consumer Sciences/Human Sciences

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

10134

Health Education

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	7	5	1	4	0
Underutilized?					Y
# Underutilized					0
Actual Util%	70.0%	50.0%	10.0%	40.0%	0.0%
Labor Market%	82.3%	23.4%	7.9%	11.7%	3.0%

## Foreign Languages, Literatures, and Linguistics

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

10204 Modern Languages & Literatures

Job Group Faculty-Professorial

26 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	20	15	2	0	13
Underutilized?				Y	
# Underutilized				0	
Actual Util%	76.9%	57.7%	7.7%	0.0%	50.0%
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):

10199 Medical Technology  
10211 Nursing

## Job Group Faculty-Professorial

31 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	23	22	4	15	3
Underutilized?					
# Underutilized					
Actual Util%	74.2%	71.0%	12.9%	48.4%	9.7%
Labor Market%	73.9%	25.2%	8.6%	10.3%	4.5%

## Library (Librarians/Non-Teaching)

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

70054                  Library

## Job Group Faculty-Professorial

12 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	10	5	3	2	0
Underutilized?					Y
# Underutilized					1
Actual Util%	83.3%	41.7%	25.0%	16.7%	0.0%
Labor Market%	79.4%	14.3%	1.6%	6.8%	5.4%

## Mathematics and Statistics

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

10195

Mathematics

## 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	16	17	5	9	3
Underutilized?					
# Underutilized					
Actual Util%	35.6%	37.8%	11.1%	20.0%	6.7%
Labor Market%	28.8%	16.4%	8.5%	2.7%	3.6%

## Job Group Faculty-Lecturer

21 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	7	15	5	9	1
Underutilized?					
# Underutilized					
Actual Util%	33.3%	71.4%	23.8%	42.9%	4.8%
Labor Market%	41.4%	29.4%	19.6%	4.1%	3.6%

## Social Sciences

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

10280

Social Science

## Job Group Faculty-Professorial

73 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	43	41	12	14	15
Underutilized?					
# Underutilized					
Actual Util%	58.9%	56.2%	16.4%	19.2%	20.5%
Labor Market%	48.4%	21.0%	6.8%	5.8%	6.5%

## Job Group Faculty-Instructor

7 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	3	3	0	1	1
Underutilized?			Y		
# Underutilized			1		
Actual Util%	42.9%	42.9%	0.0%	14.3%	14.3%
Labor Market%	51.3%	35.5%	8.2%	11.0%	13.0%

## Visual and Performing Arts

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

10022

Art &amp; Music

## 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	13	6	2	2	2
Underutilized?					
# Underutilized					
Actual Util%	56.5%	26.1%	8.7%	8.7%	8.7%
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	Borough of Manhattan CC
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Sum of VALUE		MIN STATUS	FED PLAN ETHNICITY					
		Minority				Minority Total	Not Minority	Grand Total
GROUP	TYPE	Asian	Black/African American	Hispanic/Latino	Other Minority			
Accounting Assistants								
	Joined Group			1		1		1
	Left Group			-1		-1	-2	-3
Admin1 - Executives								
	Joined Group		1			1		1
	Left Group	-1				-1		-1
Admin2 - Managers								
	Joined Group	3	3			6	8	14
	Left Group	-1	-2	-1		-4	-5	-9
	Move within Job Group		1		1	2		2
Admin3 - Administrators								
	Joined Group	5	18	21	1	45	18	63
	Left Group	-4	-11	-4	-1	-20	-12	-32
	Move within Job Group	1	3	1		5	3	8
	Status Change		2	1		3	1	4
Admin4-College Lab Technicians								
	Joined Group		1	1		2		2
	Left Group		-1	-2	-1	-4		-4
	Move within Job Group	1		1		2		2
	Status Change	1				1	1	2
Campus Peace Officer-L-1								
	Joined Group	2	4	3		9	1	10
	Left Group	-1	-8		-1	-10	-1	-11
Campus Public Safety Sergeant								
	Left Group			-1		-1		-1
CUNY Administrative Asst								
	Joined Group			1		1		1
	Left Group		-1			-1		-1

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

CAMPUS OF RECORD	Borough of Manhattan CC
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Sum of VALUE		MIN STATUS	FED PLAN ETHNICITY					
		Minority				Minority Total	Not Minority	Grand Total
GROUP	TYPE	Asian	Black/African American	Hispanic/Latino	Other Minority			
CUNY Administrative								
CUNY Office Assistants								
	Joined Group	3	5	3	1	12	3	15
	Left Group	-1	-6	-6		-13	-1	-14
	Move within Job Group		6	4		10	2	12
Custodial								
	Joined Group			2		2		2
	Left Group		-2	-1	-1	-4		-4
Custodial - Supervisory								
	Joined Group			2		2		2
	Left Group			-1		-1		-1
Faculty - Developmental								
	Joined Group	4	4	4		12	15	27
	Status Change	1				1		1
Faculty - Instructors								
	Joined Group		6	5	2	13	6	19
	Left Group	-6	-13	-5		-24	-16	-40
	Status Change						1	1
Faculty - Lecturers								
	Joined Group		2	1		3	3	6
	Left Group		-2			-2		-2
	Move within Job Group						1	1
	Status Change		1			1		1
Faculty - Professorial								
	Joined Group	9	7	10	1	27	15	42
	Left Group	-2	-3	-5		-10	-20	-30
	Move within Job Group	6	2	3	1	12	25	37
	Status Change						3	3
Info Tech - Managerial								
	Left Group			-1		-1		-1

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

CAMPUS OF RECORD	Borough of Manhattan CC
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Sum of VALUE		MIN STATUS	FED PLAN ETHNICITY					
		Minority				Minority Total	Not Minority	Grand Total
GROUP	TYPE	Asian	Black/African American	Hispanic/Latino	Other Minority			
Info Tech - Managerial								
Info Tech - Professional								
	Joined Group		1			1		1
	Left Group	-1	-1			-2	-1	-3
Info Tech - Technician								
	Left Group	-1	-2	-1		-4		-4
Laborers & Helpers								
	Left Group			-2		-2	-1	-3
	Move within Job Group		1			1		1
Security - Managerial								
	Joined Group			1		1	1	2
Skilled Trades								
	Joined Group			1		1	3	4
	Left Group						-8	-8

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

CAMPUS OF RECORD	Borough of Manhattan CC
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Sum of VALUE GROUP	TYPE	Gender Female	Male	Grand Total
<b>Accounting Assistants</b>				
	Joined Group	1		1
	Left Group	-2	-1	-3
<b>Admin1 - Executives</b>				
	Joined Group	1		1
	Left Group	-1		-1
<b>Admin2 - Managers</b>				
	Move within Job Group	2		2
	Joined Group	9	5	14
	Left Group	-7	-2	-9
<b>Admin3 - Administrators</b>				
	Move within Job Group	5	3	8
	Joined Group	48	15	63
	Left Group	-22	-10	-32
	Status Change	2	2	4
<b>Admin4-College Lab Technicians</b>				
	Move within Job Group	2		2
	Joined Group		2	2
	Left Group	-2	-2	-4
	Status Change		2	2
<b>Campus Peace Officer-L-1</b>				
	Joined Group	2	8	10

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

CAMPUS OF RECORD	Borough of Manhattan CC
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Sum of VALUE GROUP	TYPE	Gender Female	Male	Grand Total
<b>Campus Peace Officer-L-1</b>				
	Left Group	-3	-8	-11
<b>Campus Public Safety Sergeant</b>				
	Left Group		-1	-1
<b>CUNY Administrative Asst</b>				
	Joined Group	1		1
	Left Group		-1	-1
<b>CUNY Office Assistants</b>				
	Move within Job Group	11	1	12
	Joined Group	12	3	15
	Left Group	-14		-14
<b>Custodial</b>				
	Joined Group	2		2
	Left Group	-2	-2	-4
<b>Custodial - Supervisory</b>				
	Joined Group		2	2
	Left Group		-1	-1
<b>Faculty - Developmental</b>				
	Joined Group	20	7	27
	Status Change	1		1
<b>Faculty - Instructors</b>				
	Joined Group	8	11	19
	Left Group	-14	-26	-40

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

CAMPUS OF RECORD	Borough of Manhattan CC
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Sum of VALUE GROUP	TYPE	Gender Female	Male	Grand Total
<b>Faculty - Instructors</b>				
	Status Change	1		1
<b>Faculty - Lecturers</b>				
	Move within Job Group	1		1
	Joined Group	3	3	6
	Left Group	-1	-1	-2
	Status Change	1		1
<b>Faculty - Professorial</b>				
	Move within Job Group	20	17	37
	Joined Group	15	27	42
	Left Group	-15	-15	-30
	Status Change		3	3
<b>Info Tech - Managerial</b>				
	Left Group	-1		-1
<b>Info Tech - Professional</b>				
	Joined Group		1	1
	Left Group		-3	-3
<b>Info Tech - Technician</b>				
	Left Group	-1	-3	-4
<b>Laborers &amp; Helpers</b>				
	Move within Job Group		1	1
	Left Group		-3	-3

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

<b>CAMPUS OF RECORD</b>	Borough of Manhattan CC
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Sum of VALUE GROUP	TYPE	Gender Female	Male	Grand Total
Security - Managerial				
	Joined Group		2	2
Skilled Trades				
	Joined Group		4	4
	Left Group		-8	-8

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

CAMPUS OF RECORD	Borough of Manhattan CC
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Count of Empl_ID			FED MIN STATUS Minority Black/African American	FED PLAN ETHNICITY Not Minority	Grand Total
Department Name	ACTION	Faculty Title			
Academic Literacy & Linguistic				3	3
	Awarded Tenure			3	3
		Assc Professor		2	2
		Asst Professor		1	1
Accounting				1	1
	Awarded Tenure			1	1
		Assc Professor		1	1
Counseling Academic				1	1
	Awarded Tenure			1	1
		Assc Professor		1	1
English Language/Literatures			1		1
	Awarded Tenure		1		1
		Assc Professor	1		1
Health Education				1	1
	Awarded Tenure			1	1
		Lecturer		1	1
Library				1	1
	Awarded Tenure			1	1
		Asst Professor		1	1
Mathematics			1		1
	Awarded Tenure		1		1
		Assc Professor	1		1
Science				1	1
	Awarded Tenure			1	1
		Assc Professor		1	1
Social Science			1	2	3
	Awarded Tenure			2	2
		Assc Professor		1	1
		Asst Professor		1	1
	Tenure Denied		1		1
		Asst Professor	1		1
Speech/Communication/Theatre A				1	1
	Awarded Tenure			1	1
		Assc Professor		1	1



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

CAMPUS OF RECORD	Borough of Manhattan CC
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Count of Empl_ID Department Name	ACTION	Faculty Title	Gender Female	Male	Grand Total
Academic Literacy & Linguistic			3		3
	Awarded Tenure		3		3
		Assc Professor	2		2
		Asst Professor	1		1
Accounting			1		1
	Awarded Tenure		1		1
		Assc Professor	1		1
Counseling Academic			1		1
	Awarded Tenure		1		1
		Assc Professor	1		1
English Language/Literatures			1		1
	Awarded Tenure		1		1
		Assc Professor	1		1
Health Education			1		1
	Awarded Tenure		1		1
		Lecturer	1		1
Library			1		1
	Awarded Tenure		1		1
		Asst Professor	1		1
Mathematics				1	1
	Awarded Tenure			1	1
		Assc Professor		1	1
Science				1	1
	Awarded Tenure			1	1
		Assc Professor		1	1
Social Science			1	2	3
	Awarded Tenure		1	1	2
		Assc Professor		1	1
		Asst Professor	1		1
	Tenure Denied			1	1
		Asst Professor		1	1
Speech/Communication/Theatre A			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
-----------------------------------------------	--------------------

Row Labels	Column Labels	Minority Asian/Other Pacific Islander Number	Black/African American Number	Hispanic/Latino Number	Other Minority Number	Minority Number	Not Minority Number	Total Number
<b>Accountant Assistant</b>		24	50	24	1	<b>99</b>	38	137
Interviewed				1		1	1	2
Offered Position				1		1	1	2
<b>Not Interviewed</b>		24	50	23	1	<b>98</b>	37	135
No Offer		24	50	23	1	98	37	135
<b>Security Manager</b>		4	40	28	2	<b>74</b>	45	119
Interviewed				1		1	1	2
Offered Position				1		1	1	2
<b>Not Interviewed</b>		4	40	27	2	<b>73</b>	44	117
No Offer		4	40	27	2	73	44	117
<b>Skilled Trades</b>		9	40	40	7	<b>96</b>	121	217
Interviewed							2	2
Offered Position							2	2
<b>Not Interviewed</b>		9	40	40	7	<b>96</b>	119	215
No Offer		9	40	40	7	96	119	215
<b>Administration 1 (Executive)</b>		41	160	100	15	<b>316</b>	268	584
Interviewed			1			1		1
Offered Position			1			1		1
<b>Not Interviewed</b>		41	159	100	15	<b>315</b>	268	583
No Offer		41	159	100	15	315	268	583
<b>Administration 2 (Manager)</b>		209	922	511	75	<b>1,717</b>	886	2,603
Interviewed		1	5	1	1	8	7	15
Offered Position		1	5	1	1	8	7	15
<b>Not Interviewed</b>		208	917	510	74	<b>1,709</b>	879	2,588
No Offer		208	917	510	74	1,709	879	2,588
<b>Administration 3 (Professional)</b>		1,242	3,816	2,629	288	<b>7,975</b>	3,199	11,174
Interviewed		6	27	22	4	59	24	83
Offered Position		6	27	22	4	59	24	83
<b>Not Interviewed</b>		1,236	3,789	2,607	284	<b>7,916</b>	3,175	11,091
No Offer		1,236	3,789	2,607	284	7,916	3,175	11,091
<b>Administration 4 (College Lab Tech)</b>		251	174	177	32	<b>634</b>	304	938

# Appendix G-1 - Recruiting Activity by Ethnicity

Business Unit Description OFCCP Applicant?	(All) Applicant
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Row Labels	Column Labels	Minority Asian/Other Pacific Islander Number	Black/African American Number	Hispanic/Latino Number	Other Minority Number	Minority Number	Not Minority Number	Total Number
Interviewed		1	1	2		4	2	6
Offered Position		1	1	2		4	2	6
Not Interviewed		250	173	175	32	630	302	932
No Offer		250	173	175	32	630	302	932
Custodial Supervisor		18	199	126	11	354	66	420
Interviewed			1	1		2	1	3
Offered Position			1	1		2	1	3
Not Interviewed		18	198	125	11	352	65	417
No Offer		18	198	125	11	352	65	417
Faculty-Professorial		766	711	476	94	2,047	2,141	4,188
Interviewed		7	8	5	2	22	24	46
Offered Position		7	8	5	2	22	23	45
No Offer							1	1
Not Interviewed		759	703	471	92	2,025	2,117	4,142
No Offer		759	703	471	92	2,025	2,117	4,142
Faculty-Lecturer		303	317	213	47	880	1,057	1,937
Interviewed		1	4			5	6	11
Offered Position		1	4			5	6	11
Not Interviewed		302	313	213	47	875	1,051	1,926
No Offer		302	313	213	47	875	1,051	1,926
IT Computer Professional		87	71	54	7	219	95	314
Interviewed		1				1		1
Offered Position		1				1		1
Not Interviewed		86	71	54	7	218	95	313
No Offer		86	71	54	7	218	95	313
Custodial		41	667	397	19	1,124	169	1,293
Not Interviewed		41	667	397	19	1,124	169	1,293
No Offer		41	667	397	19	1,124	169	1,293
Mail Services Worker		11	134	48	10	203	32	235
Not Interviewed		11	134	48	10	203	32	235
No Offer		11	134	48	10	203	32	235

# Appendix G-1 - Recruiting Activity by Ethnicity

Business Unit Description	(All)
OFCCP Applicant?	Applicant

Row Labels	Column Labels				Minority Number	Not Minority Number	Total Number
	Minority Asian/Other Pacific Islander Number	Black/African American Number	Hispanic/Latino Number	Other Minority Number			
Faculty-Developmental	30	95	49	7	181	155	336
Interviewed		1			1		1
Offered Position		1			1		1
Not Interviewed	30	94	49	7	180	155	335
No Offer	30	94	49	7	180	155	335
Office Assistant	94	384	235	27	740	170	910
Interviewed		2	2		4		4
Offered Position		2	2		4		4
Not Interviewed	94	382	233	27	736	170	906
No Offer	94	382	233	27	736	170	906
Faculty-Instructor	47	128	71	18	264	282	546
Interviewed		2	2		4	3	7
Offered Position		2	2		4	3	7
Not Interviewed	47	126	69	18	260	279	539
No Offer	47	126	69	18	260	279	539
Print Shop	23	90	64	6	183	32	215
Not Interviewed	23	90	64	6	183	32	215
No Offer	23	90	64	6	183	32	215
Grand Total	3,200	7,998	5,242	666	17,106	9,060	26,166

## Appendix G-2 - Recruiting Activity by Gender

Business Unit Description OFCCP Applicant?	(All) Applicant
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Row Labels	Column Labels	% of Appl.	Male Number	% of Appl.	Unknown Number	% of Appl.	Total Number	Total % of Appl.
	Female Number							
<b>Accountant Assistant</b>	61	45%	59	43%	17	12%	137	100%
<b>Interviewed</b>	1	50%	1	50%		0%	2	100%
<b>Offered Position</b>	1	50%	1	50%		0%	2	100%
<b>Not Interviewed</b>	60	44%	58	43%	17	13%	135	100%
<b>No Offer</b>	60	44%	58	43%	17	13%	135	100%
<b>Security Manager</b>	18	15%	82	69%	19	16%	119	100%
<b>Interviewed</b>		0%	1	50%	1	50%	2	100%
<b>Offered Position</b>		0%	1	50%	1	50%	2	100%
<b>Not Interviewed</b>	18	15%	81	69%	18	15%	117	100%
<b>No Offer</b>	18	15%	81	69%	18	15%	117	100%
<b>Skilled Trades</b>	4	2%	171	79%	42	19%	217	100%
<b>Interviewed</b>		0%	2	100%		0%	2	100%
<b>Offered Position</b>		0%	2	100%		0%	2	100%
<b>Not Interviewed</b>	4	2%	169	79%	42	20%	215	100%
<b>No Offer</b>	4	2%	169	79%	42	20%	215	100%
<b>Administration 1 (Executive)</b>	289	49%	230	39%	65	11%	584	100%
<b>Interviewed</b>	1	100%		0%		0%	1	100%
<b>Offered Position</b>	1	100%		0%		0%	1	100%
<b>Not Interviewed</b>	288	49%	230	39%	65	11%	583	100%
<b>No Offer</b>	288	49%	230	39%	65	11%	583	100%
<b>Administration 2 (Manager)</b>	1,515	58%	855	33%	233	9%	2,603	100%
<b>Interviewed</b>	8	53%	4	27%	3	20%	15	100%
<b>Offered Position</b>	8	53%	4	27%	3	20%	15	100%
<b>Not Interviewed</b>	1,507	58%	851	33%	230	9%	2,588	100%
<b>No Offer</b>	1,507	58%	851	33%	230	9%	2,588	100%
<b>Administration 3 (Professional)</b>	7,060	63%	3,268	29%	846	8%	11,174	100%
<b>Interviewed</b>	60	72%	18	22%	5	6%	83	100%
<b>Offered Position</b>	60	72%	18	22%	5	6%	83	100%
<b>Not Interviewed</b>	7,000	63%	3,250	29%	841	8%	11,091	100%
<b>No Offer</b>	7,000	63%	3,250	29%	841	8%	11,091	100%
<b>Administration 4 (College Lab Tech)</b>	361	38%	401	43%	176	19%	938	100%
<b>Interviewed</b>	1	17%	5	83%		0%	6	100%
<b>Offered Position</b>	1	17%	5	83%		0%	6	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.						
Not Interviewed	360	39%	396	42%	176	19%	932	100%
No Offer	360	39%	396	42%	176	19%	932	100%
Custodial Supervisor	60	14%	310	74%	50	12%	420	100%
Interviewed	1	33%	2	67%		0%	3	100%
Offered Position	1	33%	2	67%		0%	3	100%
Not Interviewed	59	14%	308	74%	50	12%	417	100%
No Offer	59	14%	308	74%	50	12%	417	100%
Faculty-Professorial	1,731	41%	1,916	46%	541	13%	4,188	100%
Interviewed	15	33%	24	52%	7	15%	46	100%
Offered Position	14	31%	24	53%	7	16%	45	100%
No Offer	1	100%		0%		0%	1	100%
Not Interviewed	1,716	41%	1,892	46%	534	13%	4,142	100%
No Offer	1,716	41%	1,892	46%	534	13%	4,142	100%
Faculty-Lecturer	860	44%	877	45%	200	10%	1,937	100%
Interviewed	5	45%	6	55%		0%	11	100%
Offered Position	5	45%	6	55%		0%	11	100%
Not Interviewed	855	44%	871	45%	200	10%	1,926	100%
No Offer	855	44%	871	45%	200	10%	1,926	100%
IT Computer Professional	37	12%	244	78%	33	11%	314	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed	37	12%	243	78%	33	11%	313	100%
No Offer	37	12%	243	78%	33	11%	313	100%
Custodial	245	19%	854	66%	194	15%	1,293	100%
Not Interviewed	245	19%	854	66%	194	15%	1,293	100%
No Offer	245	19%	854	66%	194	15%	1,293	100%
Mail Services Worker	64	27%	145	62%	26	11%	235	100%
Not Interviewed	64	27%	145	62%	26	11%	235	100%
No Offer	64	27%	145	62%	26	11%	235	100%
Faculty-Developmental	192	57%	108	32%	36	11%	336	100%
Interviewed	1	100%		0%		0%	1	100%
Offered Position	1	100%		0%		0%	1	100%
Not Interviewed	191	57%	108	32%	36	11%	335	100%
No Offer	191	57%	108	32%	36	11%	335	100%

## Appendix G-2 - Recruiting Activity by Gender

Business Unit Description OFCCP Applicant?	(All) Applicant
-----------------------------------------------	--------------------

Row Labels	Column Labels							
	Female Number	% of Appl.	Male Number	% of Appl.	Unknown Number	% of Appl.	Total Number	Total % of Appl.
<b>Office Assistant</b>	566	62%	241	26%	103	11%	910	100%
<b>Interviewed</b>	4	100%		0%		0%	4	100%
<b>Offered Position</b>	4	100%		0%		0%	4	100%
<b>Not Interviewed</b>	562	62%	241	27%	103	11%	906	100%
<b>No Offer</b>	562	62%	241	27%	103	11%	906	100%
<b>Faculty-Instructor</b>	229	42%	241	44%	76	14%	546	100%
<b>Interviewed</b>	4	57%	1	14%	2	29%	7	100%
<b>Offered Position</b>	4	57%	1	14%	2	29%	7	100%
<b>Not Interviewed</b>	225	42%	240	45%	74	14%	539	100%
<b>No Offer</b>	225	42%	240	45%	74	14%	539	100%
<b>Print Shop</b>	64	30%	126	59%	25	12%	215	100%
<b>Not Interviewed</b>	64	30%	126	59%	25	12%	215	100%
<b>No Offer</b>	64	30%	126	59%	25	12%	215	100%
<b>Grand Total</b>	<b>13,356</b>	<b>51%</b>	<b>10,128</b>	<b>39%</b>	<b>2,682</b>	<b>10%</b>	<b>26,166</b>	<b>100%</b>



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)	20	0	0.0%
	Staff	IWD	Rate
Administration 2	98	1	1.0%
	Staff	IWD	Rate
Security Manager	7	0	0.0%

## Category: Professional Faculty

	Staff	IWD	Rate
Faculty-Professorial	466	7	1.5%
	Staff	IWD	Rate
Faculty-Instructor	30	0	0.0%
	Staff	IWD	Rate
Faculty-Lecturer	78	0	0.0%
	Staff	IWD	Rate
Faculty-Developmental	37	0	0.0%

## Category: Professional Non-Faculty

	Staff	IWD	Rate
Administration 3	217	4	1.8%
	Staff	IWD	Rate
IT Computer Professional	26	0	0.0%

## Category: Administrative Support Workers

	Staff	IWD	Rate
Administrative Assistant	10	0	0.0%
	Staff	IWD	Rate
Office Assistant	92	1	1.1%
	Staff	IWD	Rate
Accountant Asst	15	0	0.0%

## Category: Administrative Support Workers

	Staff	IWD	Rate
Mail Services Worker	6	0	0.0%

## Category: Craft Workers

	Staff	IWD	Rate
Skilled Trades	44	0	0.0%
	Staff	IWD	Rate
Basic Crafts-Buildings and Grounds	5	0	0.0%
	Staff	IWD	Rate
Laborers and Helpers	12	0	0.0%

## Category: Technicians

	Staff	IWD	Rate
Administration 4	37	0	0.0%
	Staff	IWD	Rate
IT Support Technician	6	0	0.0%
	Staff	IWD	Rate
Print Shop	8	0	0.0%

## Category: Service Workers and Others

	Staff	IWD	Rate
CPO Sergeant	11	0	0.0%
	Staff	IWD	Rate
CPO Level 1	67	0	0.0%
	Staff	IWD	Rate
Custodial Supv	15	0	0.0%
	Staff	IWD	Rate
Custodial	62	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	375		
B. Total number of job openings	218		
C. Total number of jobs filled	181		
D. Total number of applicants for all jobs	26,166		
E. Number of Veteran applicants hired	2		
F. Total number of applicants hired	181		
<b>Hiring Rate (E divided by F)</b>	1.1% (2/181)		
<b>Was Benchmark Met? (Yes/No)</b>	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	950		
B. Total number of job openings	218		
C. Total number of jobs filled	181		
D. Total number of applicants for all jobs	26,166		
E. Number of Individuals with Disabilities hired	4		
F. Total number of applicants hired	181		
<b>Hiring Rate (E Divided by F)</b>	2.2% (4/181)		