

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK

AFFIRMATIVE ACTION PLAN FOR ITALIAN AMERICANS



FALL 2017

AFFIRMATIVE ACTION PLAN (AAP)

FOR ITALIAN AMERICANS

September 1, 2017 – August 31, 2018

Antonio Pérez, Ed.D., President

Odelia Levy, Esq., Chief Diversity Officer/Special Advisor to the President

Contact: Chief Diversity Officer Odelia Levy, Esq.
199 Chambers Street, Room S701K
New York, NY 10007
(212) 220-1236
OLevy@bmcc.cuny.edu

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 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) for Italian Americans, designated a protected class by CUNY's Chancellor in 1976, and for which a separate Affirmative Action Plan is prepared each year.

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

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

This Plan is available for public review at, 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 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
New York, NY 10007

Odelia Levy, Esq.
(212) 220-1236
[**OLevy@bmcc.cuny.edu**](mailto:OLevy@bmcc.cuny.edu)

Theresa B. Wade, Esq.
(212) 220-1273
[**TWade@bmcc.cuny.edu**](mailto:TWade@bmcc.cuny.edu)

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. COMMITTEES 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

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.

For the Italian American Plan only, individuals identifying as Italian American are included as a separate category. The Federal determination is applied first. Individuals who identify as both White and Italian American are removed from the White category and analyzed in the Italian American category. We calculate

“Total Minority” as it is under the Federal Plan. To permit comparisons, Total Minority does not include Italian American.

All employees have identified a gender; however one employees 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	Italian Americans
Executive/Administrative/Managerial	Administration 1 (Executives)	20	9	10	2
	Administration 2 (Managers)	98	65	55	8
	Facility Manager	Less than 5	Less than 5	Less than 5	0
	IT Computer Manager	Less than 5	Less than 5	Less than 5	0
	Security Manager	7	0	5	0
Professional - Faculty	Faculty-Developmental	37	25	20	1
	Faculty-Instructor	30	15	16	1
	Faculty-Lecturer	78	44	41	3

Category	Group	Total Staffing	Females	Minorities	Italian Americans
	Faculty-Professorial	466	257	204	26
Professional - Non-Faculty	Accountant	Less than 5	Less than 5	Less than 5	Less than 5
	Administration 3 (General Admin)	217	148	167	4
	Administration 5 (Engineers/Architects)	0	0	0	0
	Disability Accommodation Specialist	Less than 5	Less than 5	Less than 5	Less than 5
	IT Computer Professional	26	2	22	0
	Nurse	Less than 5	Less than 5	Less than 5	Less than 5
Administrative Support Workers	Accountant Assistant	15	13	13	0
	Administrative Assistant	10	10	8	1
	Office Assistant	92	80	82	3
	Mail Services Worker	6	0	6	0
Craft Workers and Related	Basic Crafts-Buildings and Grounds	5	0	2	1
	Laborers and Helpers	12	0	10	0
	Skilled Trades	44	0	14	2
	Skilled Trades-Supervisor	Less than 5	Less than 5	Less than 5	0
Technicians	Administration 4	37	12	29	1
	Broadcast/Media	Less than 5	Less than 5	Less than 5	Less than 5
	Engineering Technician	Less than 5	Less than 5	Less than 5	Less than 5
	IT Support Technician	6	2	6	0
	Print Shop	8	4	7	0
Service Workers	CPO Level 1	67	16	61	0
	CPO Level 2	Less than 5	Less than 5	Less than 5	0
	CPO Sergeant	11	4	11	0
	Custodial	62	23	60	1
	Custodial Supervisor	15	3	15	0

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

Title	Change
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

In the Federal Affirmative Action Plan, we assign faculty to academic programs or disciplines to evaluate utilization. For this Plan, however, we report faculty only at the Job Group level, as there is no availability data by discipline/academic program comparable to data available by federally protected group.

The only systemic adjustment made to groups 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-1 details the academic program assignments used for College Laboratory Technicians. As stated above, we do not utilize academic program assignments for faculty in this Plan.

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.

For the Italian American Plan only, we calculate Labor Market Availability based on “earned degrees conferred” and the American Community Survey-Italian American (2007–2011).

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 also calculate underutilization for Italian Americans in this Plan. We calculate this difference in terms of full-time equivalent employees.

Where there is underutilization for females, minorities, or Italian Americans, 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 Discipline/Purpose (Faculty and College Laboratory Technicians).

Table 3A

Summary Utilization - Faculty

EEO Category: Professional Faculty

Job Group	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino		Ital-American	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Faculty-Professorial	467	445												

Job Group	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino		Ital-American	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Faculty-Lecturer	77	83		2									5	6
Faculty-Instructor	30	45		10			1						3	6
Faculty-Developmental	37												3	

Table 3B

Summary Utilization - Staff

Category: Executive/Administrative/Managerial

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

Summary Utilization - Staff

Category: Professional Non-Faculty

Job Group	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino		Ital-American	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Admin 3 (Professional)	217	185											21	19
IT Computer Professional	26	37	5	5									3	4

Summary Utilization - Staff

Category: Administrative Support Workers

Job Group	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino		Ital-American	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Accountant Assistant	15	15											2	2
Administrative Assistant	10	9									1	1		
Mail Services Worker	6	6	2	2									1	1

Job Group	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino		Ital-American	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Office Assistant	92	87		1									12	11

Summary Utilization - Staff

Category: Craft Workers

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

Summary Utilization - Staff

Category: Technicians

Job Group	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino		Ital-American	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
IT Support Technician	6												1	
Print Shop	8	7											1	1

Summary Utilization - Staff

Category: Service Workers and Others

Job Group	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino		Ital-American	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Campus Peace Officer- Level 1	67	66									11	12	8	7
Campus Peace Officer- Sergeant	11	12					1	1		1				
Custodial	62	59											4	4
Custodial Supervisor	15	14	1	1									2	2

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

Job Category	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino		Ital-American	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
College Lab Tech - Science, Tech, Eng.	20	35											1	3
College Lab Tech - Other	17	35	2				1						1	3

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 a decrease of underutilization of various underrepresented groups. For example, underutilization of Italian Americans decreased from 6 to 3 in the Faculty-Instructor job group and from 6 to 5 in the Faculty-Lecturer job group. At the same time, this EEO category also witnessed an increase of underutilization. This was evident in the following job groups: Faculty-Instructor (Asian) and Faculty-Developmental (Italian American).

Executive/Administrative/Managerial

Underutilization of women decreased from 2 to 0 in the Administrative 1 (Executive) job group. In the Administration 2 (Manager) job group, underutilization of Italian Americans was eliminated. Underutilization of minorities remained the same at zero in the Administrative 1 (Executive) job group. Underutilization of women increased from 1 to 2 in the Security Manager job group.

Professional Non-Faculty

This category had both a decrease and an increase of underutilization for selected underrepresented groups. Underutilization of Italian Americans decreased in the IT Computer Professional job group. In the Administration 3 (Professional) job group, underutilization of Italian Americans increased. Underutilization of females remained the same at zero in the Administration 3 (Professional) job group.

Administrative Support Workers

In the Office Assistant job group, underutilization of women was eliminated. In the same job group, underutilization of Italian Americans increased. Underutilization of Italian Americans remained the same

at zero in the Administrative Assistant job group. Underutilization of Hispanics and Italian Americans remained the same in the Administrative Assistant job group.

Craft Workers

There was an increase of underutilization of females in the Basic Crafts - Buildings and Grounds and Laborers and Helpers job groups. There was also an increase of underutilization of Italian Americans in the Basic Crafts - Buildings and Grounds job group. In the Laborers and Helpers job group, there was underutilization of Italian Americans, increasing from zero to 1. Underutilization of women and Italian Americans remained the same in the Skilled Trades job group due to a lack of hiring opportunities during the Plan year.

Technicians

Underutilization of Italian Americans remained the same at 1 in the Print Shop and Security Manager job groups. In the IT Support Technician job group, there was underutilization of Italian Americans, increasing from zero to 1. Underutilization of women, Asians, Blacks, and Hispanics remained the same at zero in the IT Support Technician and Print Shop job groups.

Service Workers and Others

This EEO category saw a mix of an increase of underutilization and a decrease of underutilization of various underrepresented groups. Underutilization of Blacks was eliminated in the Campus Peace Officer - Sergeant job group. There was also an increase of underutilization of Hispanics in the Campus Peace Officer - Level 1 job group. In the same job group, there was an increase of underutilization of Italian Americans. Underutilization of women remained the same at zero in the Campus Peace Officer- Level 1, Campus Peace Officer, Sergeant, and Custodial job groups.

College Lab Technicians

Underutilization of Italian Americans decreased from 3 to 1 in both the College Lab Technician job categories. In the College Lab Technician - Other job category, there was an increase of underutilization of women and Asians.

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.

Appendix F provides detail on personnel activity for incumbent employees. This year we updated definitions of job actions to coordinate with data collected by our system of record.

We compare changes in title between reference dates (this year, between July 1, 2016 and May 31, 2017), adding individuals who did not remain employed for an entire plan year.

As described in the table below, we evaluate personnel activity on two dimensions: job-related and

permanency-related. While both may occur at the same time, this is not necessarily the case.

Of particular interest is Tenure, a permanent status granted Professorial 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.

Table 4
Personnel Actions

Action	Definition
Actions Related to Jobs	
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.
Separation	No longer employed at the college, regardless of reason, including the scheduled end of a time-limited appointment
Unit Transfer	Moved to another unit under the terms of a bargaining unit agreement or settlement. Generally applies to groups of individuals who retain the same positions reporting to new organizational units.
New Job Group	Move to a Higher Job Group: a move representing a typical career progression path, sometimes but not always codified in Civil Service regulations. Typically represents an elevation in qualifications, job duties, and pay. Return to a Lower Job Group: often is a return to a previous title when an assignment at a higher title is not regularized. Changes not falling into either category categorized as Other.
New Title Within Job Group	Title changes within groups classified as Higher Title, Lower Title, or Other.
Actions Related to the Permanency /Tenure Status of a Position	
Denied Tenure	Considered for tenure, but not awarded tenure.
Granted Tenure	Granted Tenure (Faculty and College Laboratory Technicians)
Achieved Permanent Status	Granted Certificate of Continuous Employment, Civil Service Permanency, Administrative Certification ("13.3b" status)
Substitute to Regular Status	Change from a substitute, temporary or acting appointment to a regular appointment

Action	Definition
Regular Status to Substitute Status	Change from a regular appointment to a substitute, temporary, or acting appointment, often at a higher level or title
Removed Permanent Status	Loss of permanent status, typically temporarily when moving to a title that does not grant permanency
Return to Permanent Status	Return to permanent status after having held a position without permanency; for example, return to faculty status after an acting Executive appointment

B. RECRUITING ACTIVITY

The Chief Diversity Officer monitors recruiting activity throughout the recruiting/search process. First, the CDO reviews the applicant pool for sufficient representation and certifies the pool prior to a review by a selection 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 data based on currently available information. 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.

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 for Italian Americans.

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 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 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

Program / Effort	Goals/Expected Impact
	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 John D. Calandra Italian American Institute of Queens College serves as an intellectual and cultural center for Italian Americans and those interested in Italian American Studies. Programs and events are open to the University community.

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 226th birthday, the U.S. Air Force's 69th birthday, the U.S. Navy's 241st birthday, and the U.S. Marine Corps' 241st 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. APPENDICES

A. SUMMARY ORGANIZATION CHART

B. RE-AFFIRMATION LETTER

C. JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

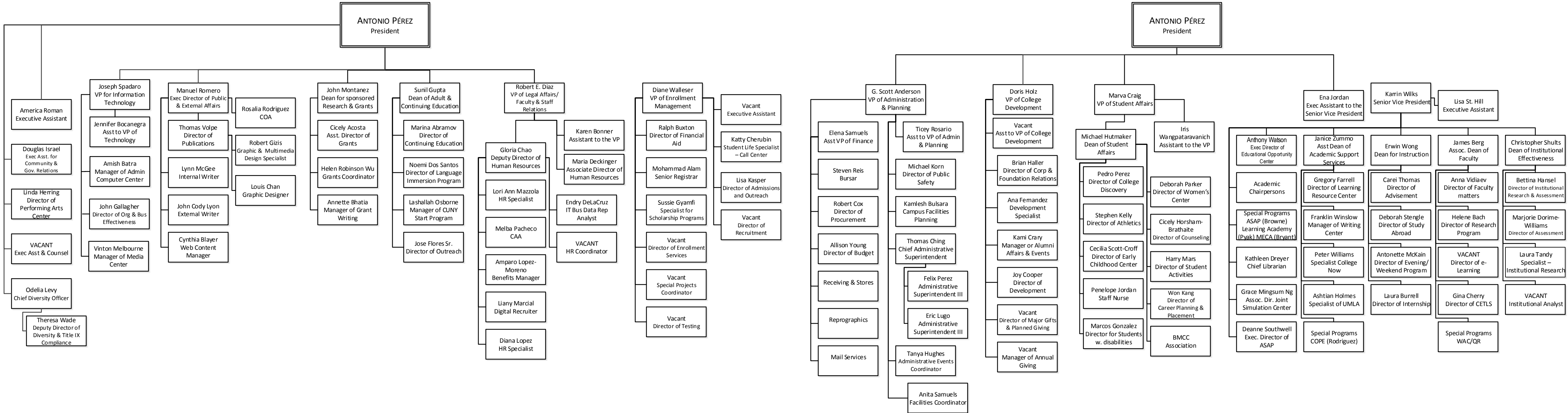
D. COLLEGE LAB TECHNICIAN CATEGORIES

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

F. PERSONNEL ACTIVITY TABLE-EMPLOYEES

G. SUMMARY OF RECRUITMENT ACTIVITY

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

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 or at 212-220-1236.

I invite you to visit the BMCC and CUNY websites (www.bmcc.cuny.edu or 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. The data used to determine Italian American labor market availability is then listed. 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) Where applicable, it is used for employees of all groups.

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%
Italian-Amer.	2007-2011 American Community Survey (ACS) - U.S. - Italian American Ph.D., M.A., B.A. holders, ages 28-65; 100% First Ancestry and 50% Second Ancestry		
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%
Italian-Amer.	2007-2011 American Community Survey (ACS) 4-State (NY/NJ/CT/PA) Italian American B.A. holders, ages 21-65; 100% First Ancestry and 50% Second Ancestry		
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%
Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisor/Managers of Housekeeping and Janitorial Workers (4200); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Admin Supt Builds Grds	3 Employee(s) in Title
------------------------	------------------------

Category: Executive/Administrative/Managerial

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%
Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer and Information Systems Managers (1110); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

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%
Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
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%
Italian-Amer.	2007-2011 American Community Survey (ACS) 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% for Italian American B.A. degree holders ages 21-65; 100% First Ancestry and 50% Second Ancestry		
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%
Italian-Amer.	For the Italian American Plan, reviewed by Job Group overall using 2007-2011 American Community Survey (ACS) 4-State (NY/NJ/CT/PA) for Italian American M.A. holders ages 24-65; 100% First Ancestry and 50% Second Ancestry		
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%
Italian-Amer.	For the Italian American Plan, reviewed by Job Group overall using 2007-2011 American Community Survey (ACS) 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% for Italian American B.A. degree holders ages 21-65; 100% First Ancestry and 50% Second Ancestry		
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

Category: Professional Faculty

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%
Italian-Amer.	For the Italian American Plan, reviewed by Job Group overall using 2007-2011 American Community Survey (ACS) 4-State (NY/NJ/PA/CT) weighted at 20% and US Non-4-State weighted at 80% for Italian American Ph.D. holders ages 24-65; 100% First Ancestry and 50% Second Ancestry		
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%
Italian-Amer.	Internal Only		
LMA Factor 2	CUNY Survey Fall 2013, Permanent College Accounting Assistants. On September 19, 2013 College Accounting Assistants received an opportunity for promotion based on service and educational qualifications.	Weighted At	100.00%

Titles Included in Group

Finance Accountant	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%
Italian-Amer.	2007-2011 American Community Survey (ACS) 4-State (NY/NJ/CT/PA) Italian American B.A. holders, ages 21-65; 100% First Ancestry and 50% Second Ancestry		
LMA Factor 2	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.	Weighted At	30.00%

Titles Included in Group

Asst to HEO	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 Accommod. 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%
Italian-Amer.	As no unit has a minimum of five employees, no availability was calculated		
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Disability Accommodations Spec	1 Employee(s) in Title
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Category: Professional Non-Faculty**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%
Italian-Amer.	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); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

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

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%
Italian-Amer.	As no unit within CUNY has a minimum of five employees, no availability was calculated		
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%
Italian-Amer.	2007-2011 American Community Survey (ACS) 4-State (NY/NJ/CT/PA); 100% First Ancestry and 50% Second Ancestry for Italian Americans, weighted by function		
LMA Factor 2	NA	Weighted At	0.00%

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%
Italian-Amer.	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); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

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%
Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Engineering Technicians (1550); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Facilities Coord	1 Employee(s) in Title
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Category: Technicians**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%
Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Support Specialists (1050); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

IT Support Asst

6 Employee(s) in Title

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%
Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Miscellaneous Media & Communication Workers (2860) and Printing Machine Operators (8255); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Graphics Designer

1 Employee(s) in Title

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%
Italian-Amer.	2007-2011 US Census-American Community Survey (ACS)-NY/NJ/CT/PA, Accountants and Auditors (code 800) and Purchasing Managers (150); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

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

Titles Included in Group

CUNY Admin Asst	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%
Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Mail Clerks/Mail Machine Operators, Except Postal Service (5850); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

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

Category: Administrative Support Workers**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%
Italian-Amer.	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); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

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%
Italian-Amer.	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); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
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%
Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Laborers (53-7062) and Helpers (47-3010); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
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%
Italian-Amer.	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), 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Category: Craft Workers

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

Skilled Trades-Supervisor**3 Employee(s) in Group**

Skilled Trades Supervisors

LMA Factor 1	Internal Only	Weighted At	0.00%
Italian-Amer.	Internal Only		
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
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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%
Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
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%
Italian-Amer.	Internal Only		
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%
Italian-Amer.	Internal Only		
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%
Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Janitors and Building Cleaners (4220); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Custodial Assistant	62 Employee(s) in Title
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Category: Service Workers and Others**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%
Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisors/Managers of Housekeeping/Janitorial Workers (4200); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
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 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.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native and Two or More Races. To facilitate comparison, it does not include Italian American.

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	Italian American
Employees	9	10	2	4	3	2
Underutilized?						
# Underutilized						
Actual Util%	45.0%	50.0%	10.0%	20.0%	15.0%	10.0%
Labor Market%	49.3%	29.7%	8.5%	11.1%	8.9%	6.9%

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	Italian American
Employees	65	56	16	28	11	8
Underutilized?						
# Underutilized						
Actual Util%	66.3%	57.1%	16.3%	28.6%	11.2%	8.2%
Labor Market%	59.9%	41.4%	10.6%	16.3%	13.5%	8.6%

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	Italian American
Employees	0	5	0	3	2	0
Underutilized?	Y		Y			Y
# Underutilized	2		0			1
Actual Util%	0.0%	71.4%	0.0%	42.9%	28.6%	0.0%
Labor Market%	28.4%	66.7%	7.1%	28.1%	29.3%	12.2%

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	Italian American
Employees	148	167	24	82	54	4
Underutilized?						Y
# Underutilized						21
Actual Util%	68.2%	77.0%	11.1%	37.8%	24.9%	1.8%
Labor Market%	61.1%	37.6%	9.6%	14.3%	12.0%	11.5%

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	Italian American
Employees	2	22	9	6	6	0
Underutilized?	Y					Y
# Underutilized	5					3
Actual Util%	7.7%	84.6%	34.6%	23.1%	23.1%	0.0%
Labor Market%	26.4%	33.6%	19.7%	7.1%	5.4%	12.1%

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	Italian American
Employees	10	8	1	5	2	1
Underutilized?					Y	
# Underutilized					1	
Actual Util%	100.0%	80.0%	10.0%	50.0%	20.0%	10.0%
Labor Market%	91.1%	74.0%	8.0%	38.1%	27.0%	5.4%

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	Italian American
Employees	80	82	8	36	33	3
Underutilized?						Y
# Underutilized						12
Actual Util%	87.0%	89.1%	8.7%	39.1%	35.9%	3.3%
Labor Market%	89.9%	26.5%	3.7%	11.6%	9.8%	16.7%

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	Italian American
Employees	13	13	3	7	3	0
Underutilized?						Y
# Underutilized						2
Actual Util%	86.7%	86.7%	20.0%	46.7%	20.0%	0.0%
Labor Market%	50.8%	26.7%	11.8%	7.8%	5.9%	16.0%

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	Italian American
Employees	0	6	1	2	3	0
Underutilized?	Y					Y
# Underutilized	2					1
Actual Util%	0.0%	100.0%	16.7%	33.3%	50.0%	0.0%
Labor Market%	41.5%	42.7%	4.9%	19.2%	16.9%	11.6%

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	Italian American
Employees	0	14	3	3	8	2
Underutilized?	Y					Y
# Underutilized	1					4
Actual Util%	0.0%	31.8%	6.8%	6.8%	18.2%	4.5%
Labor Market%	2.5%	29.7%	2.6%	7.0%	18.7%	13.7%

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	Italian American
Employees	0	2	0	1	1	1
Underutilized?	Y		Y		Y	
# Underutilized	1		0		0	
Actual Util%	0.0%	40.0%	0.0%	20.0%	20.0%	20.0%
Labor Market%	20.0%	42.4%	2.3%	12.6%	26.0%	9.6%

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	Italian American
Employees	0	10	1	6	3	0
Underutilized?	Y					Y
# Underutilized	2					1
Actual Util%	0.0%	83.3%	8.3%	50.0%	25.0%	0.0%
Labor Market%	17.0%	33.7%	2.6%	11.6%	18.2%	10.7%

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	Italian American
Employees	2	6	2	1	3	0
Underutilized?						Y
# Underutilized						1
Actual Util%	33.3%	100.0%	33.3%	16.7%	50.0%	0.0%
Labor Market%	29.0%	32.6%	10.4%	11.7%	9.0%	14.6%

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	Italian American
Employees	4	7	2	1	4	0
Underutilized?						Y
# Underutilized						1
Actual Util%	50.0%	87.5%	25.0%	12.5%	50.0%	0.0%
Labor Market%	28.9%	33.9%	6.5%	9.0%	16.6%	10.4%

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	Italian American
Employees	4	11	0	6	5	0
Underutilized?			Y			Y
# Underutilized			1			0
Actual Util%	36.4%	100.0%	0.0%	54.5%	45.5%	0.0%
Labor Market%	22.6%	85.9%	6.1%	55.1%	23.8%	1.5%

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	Italian American
Employees	16	61	12	40	9	0
Underutilized?					Y	Y
# Underutilized					11	8
Actual Util%	23.9%	91.0%	17.9%	59.7%	13.4%	0.0%
Labor Market%	28.4%	66.7%	7.1%	28.1%	29.3%	12.2%

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	Italian American
Employees	3	15	0	11	4	0
Underutilized?	Y		Y			Y
# Underutilized	1		0			2
Actual Util%	20.0%	100.0%	0.0%	73.3%	26.7%	0.0%
Labor Market%	29.0%	40.0%	2.4%	13.8%	22.1%	11.8%

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	Italian American
Employees	23	60	3	22	35	1
Underutilized?						Y
# Underutilized						4
Actual Util%	37.1%	96.8%	4.8%	35.5%	56.5%	1.6%
Labor Market%	27.3%	48.9%	2.8%	15.6%	28.8%	8.4%

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.

Total Minority comprises Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native, and Two or More Races. To facilitate comparison, it does not include Italian American.

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 Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Lab Tech Staff	7	16	5	6	5	1
Underutilized?						Y
# Underutilized						1
Actual Util%	35.0%	80.0%	25.0%	30.0%	25.0%	5.0%
Labor Market%	27.8%	30.0%	12.9%	8.0%	7.0%	12.5%

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 Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Lab Tech Staff	5	13	0	6	7	0
Underutilized?	Y		Y			Y
# Underutilized	2		1			1
Actual Util%	29.4%	76.5%	0.0%	35.3%	41.2%	0.0%
Labor Market%	39.2%	23.9%	4.4%	5.2%	13.7%	8.0%

This is a review of utilization, and underutilization, of protected groups by Faculty category. A group is displayed only when there are five or more faculty in that group.

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 faculty 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.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native, and Two or More Races. To facilitate comparison, it does not include Italian American.

Faculty-Professorial

467 Faculty

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Faculty	258	204	66	72	61	26
Underutilized?						
# Underutilized						
Actual Util%	55.2%	43.7%	14.1%	15.4%	13.1%	5.6%
Labor Market%	50.1%	24.4%	7.3%	9.6%	5.8%	5.5%

Faculty-Lecturer

77 Faculty

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Faculty	43	41	9	23	9	3
Underutilized?						Y
# Underutilized						5
Actual Util%	55.8%	53.2%	11.7%	29.9%	11.7%	3.9%
Labor Market%	60.5%	26.2%	7.3%	7.5%	9.6%	9.9%

Faculty-Instructor

30 Faculty

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Faculty	15	16	1	6	7	1
Underutilized?			Y			Y
# Underutilized			1			3
Actual Util%	50.0%	53.3%	3.3%	20.0%	23.3%	3.3%
Labor Market%	57.0%	30.1%	7.3%	9.8%	10.4%	14.7%

Faculty-Developmental

37 Faculty

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Faculty	25	20	4	11	5	1
Underutilized?						Y
# Underutilized						3
Actual Util%	67.6%	54.1%	10.8%	29.7%	13.5%	2.7%
Labor Market%	61.7%	24.9%	6.6%	6.6%	9.3%	9.9%

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 (IA Plan)

CAMPUS OF RECORD	Borough of Manhattan CC
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Sum of VALUE		MINSTAT IA	IA PLAN ETHNICITY			Fed Minority Total	Ital-Amer	Not Minorit	Grand Total
GROUP	TYPE	Asian	Fed Minority Black/African American	Hispanic/Latin	Other Minority				
Accounting Assistants				0		0	-1	-1	-2
	Joined Group			1		1			1
	Left Group			-1		-1	-1	-1	-3
Admin1 - Executives		-1	1			0			0
	Joined Group		1			1			1
	Left Group	-1				-1			-1
Admin2 - Managers		2	2	-1	1	4	3	0	7
	Joined Group	3	3			6	3	5	14
	Left Group	-1	-2	-1		-4		-5	-9
	Move within Job Group		1		1	2			2
Admin3 - Administrators		2	12	19	0	33	2	8	43
	Joined Group	5	18	21	1	45	3	15	63
	Left Group	-4	-11	-4	-1	-20	-1	-11	-32
	Move within Job Group	1	3	1		5		3	8
	Status Change		2	1		3		1	4
Admin4-College Lab Technicians		2	0	0	-1	1		1	2
	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		1	-4	3	-1	-1	-1	1	-1
	Joined Group	2	4	3		9		1	10
	Left Group	-1	-8		-1	-10	-1		-11

Appendix F-1 Personnel Activity Table By Job Group and Ethnicity (IA Plan)

CAMPUS OF RECORD	Borough of Manhattan CC
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Sum of VALUE		MINSTAT IA	IA PLAN ETHNICITY			Fed Minority Total	Ital-Amer	Not Minorit	Grand Total
GROUP	TYPE	Asian	Fed Minority Black/African American	Hispanic/Latin	Other Minority				
Campus Public Safety Sergeant				-1		-1			-1
	Left Group			-1		-1			-1
CUNY Administrative Asst			-1	1		0			0
	Joined Group			1		1			1
	Left Group		-1			-1			-1
CUNY Office Assistants		2	5	1	1	9	1	3	13
	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			-2	1	-1	-2			-2
	Joined Group			2		2			2
	Left Group		-2	-1	-1	-4			-4
Custodial - Supervisory				1		1			1
	Joined Group			2		2			2
	Left Group			-1		-1			-1
Faculty - Developmental		5	4	4		13	1	14	28
	Joined Group	4	4	4		12	1	14	27
	Status Change	1				1			1
Faculty - Instructors		-6	-7	0	2	-11	1	-10	-20
	Joined Group		6	5	2	13		6	19
	Left Group	-6	-13	-5		-24		-16	-40
	Status Change						1		1
Faculty - Lecturers			1	1		2	1	3	6
	Joined Group		2	1		3	1	2	6

Appendix F-1 Personnel Activity Table By Job Group and Ethnicity (IA Plan)

CAMPUS OF RECORD	Borough of Manhattan CC
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Sum of VALUE		MINSTAT IA	IA PLAN ETHNICITY			Fed Minority Total	Ital-Amer	Not Minorit	Grand Total
GROUP	TYPE	Asian	Fed Minority Black/ African American	Hispanic/Latin	Other Minority				
Faculty -	Left Group		-2			-2			-2
	Move within Job Group							1	1
	Status Change		1			1			1
Faculty - Professorial		13	6	8	2	29	0	23	52
	Joined Group	9	7	10	1	27		15	42
	Left Group	-2	-3	-5		-10	-2	-18	-30
	Move within Job Group	6	2	3	1	12	2	23	37
	Status Change							3	3
Info Tech - Managerial				-1		-1			-1
	Left Group			-1		-1			-1
Info Tech - Professional		-1	0			-1		-1	-2
	Joined Group		1			1			1
	Left Group	-1	-1			-2		-1	-3
Info Tech - Technician		-1	-2	-1		-4			-4
	Left Group	-1	-2	-1		-4			-4
Laborers & Helpers			1	-2		-1		-1	-2
	Left Group			-2		-2		-1	-3
	Move within Job Group		1			1			1
Security - Managerial				1		1		1	2
	Joined Group			1		1		1	2
Skilled Trades				1		1	-3	-2	-4
	Joined Group			1		1		3	4
	Left Group						-3	-5	-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
Accounting Assistants				
	Joined Group	1		1
	Left Group	-2	-1	-3
Admin1 - Executives				
	Joined Group	1		1
	Left Group	-1		-1
Admin2 - Managers				
	Move within Job Group	2		2
	Joined Group	9	5	14
	Left Group	-7	-2	-9
Admin3 - Administrators				
	Move within Job Group	5	3	8
	Joined Group	48	15	63
	Left Group	-22	-10	-32
	Status Change	2	2	4
Admin4-College Lab Technicians				
	Move within Job Group	2		2
	Joined Group		2	2
	Left Group	-2	-2	-4
	Status Change		2	2
Campus Peace Officer-L-1				
	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
Campus Peace Officer-L-1				
	Left Group	-3	-8	-11
Campus Public Safety Sergeant				
	Left Group		-1	-1
CUNY Administrative Asst				
	Joined Group	1		1
	Left Group		-1	-1
CUNY Office Assistants				
	Move within Job Group	11	1	12
	Joined Group	12	3	15
	Left Group	-14		-14
Custodial				
	Joined Group	2		2
	Left Group	-2	-2	-4
Custodial - Supervisory				
	Joined Group		2	2
	Left Group		-1	-1
Faculty - Developmental				
	Joined Group	20	7	27
	Status Change	1		1
Faculty - Instructors				
	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
Faculty - Instructors				
	Status Change	1		1
Faculty - Lecturers				
	Move within Job Group	1		1
	Joined Group	3	3	6
	Left Group	-1	-1	-2
	Status Change	1		1
Faculty - Professorial				
	Move within Job Group	20	17	37
	Joined Group	15	27	42
	Left Group	-15	-15	-30
	Status Change		3	3
Info Tech - Managerial				
	Left Group	-1		-1
Info Tech - Professional				
	Joined Group		1	1
	Left Group		-3	-3
Info Tech - Technician				
	Left Group	-1	-3	-4
Laborers & Helpers				
	Move within Job Group		1	1
	Left Group		-3	-3

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
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 (IA Plan)

CAMPUS OF RECORD	Borough of Manhattan CC
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Count of Empl_ID			IA MIN STATUS Fed Minority Black/African American	IA 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 (IA Plan)

Business Unit Description OFCCP Applicant?	(All) Applicant
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Row Labels	Minority Asian/Other Pacific Islander Number	Black/African American Number	Hispanic/ Latino Number	Other Minority Number	Minority Number	Not Minority Number	Total Number
Accountant Assistant	24	50	24	1	99	38	137
Interviewed			1		1	1	2
Offered Position			1		1	1	2
Not Interviewed	24	50	23	1	98	37	135
No Offer	24	50	23	1	98	37	135
Security Manager	4	40	28	2	74	45	119
Interviewed			1		1	1	2
Offered Position			1		1	1	2
Not Interviewed	4	40	27	2	73	44	117
No Offer	4	40	27	2	73	44	117
Skilled Trades	9	40	40	7	96	121	217
Interviewed						2	2
Offered Position						2	2
Not Interviewed	9	40	40	7	96	119	215
No Offer	9	40	40	7	96	119	215
Administration 1 (Executive)	41	160	100	15	316	268	584
Interviewed		1			1		1
Offered Position		1			1		1
Not Interviewed	41	159	100	15	315	268	583
No Offer	41	159	100	15	315	268	583
Administration 2 (Manager)	209	922	511	75	1,717	886	2,603
Interviewed	1	5	1	1	8	7	15
Offered Position	1	5	1	1	8	7	15
Not Interviewed	208	917	510	74	1,709	879	2,588
No Offer	208	917	510	74	1,709	879	2,588
Administration 3 (Professional)	1,242	3,816	2,629	288	7,975	3,199	11,174
Interviewed	6	27	22	4	59	24	83
Offered Position	6	27	22	4	59	24	83

Appendix G-1 - Recruiting Activity by Ethnicity (IA Plan)

Business Unit Description	(All)
OFCCP Applicant?	Applicant

Row Labels	Minority Asian/Other Pacific Islander Number	Black/African American Number	Hispanic/ Latino Number	Other Minority Number	Minority Number	Not Minority Number	Total Number
Not Interviewed	1,236	3,789	2,607	284	7,916	3,175	11,091
No Offer	1,236	3,789	2,607	284	7,916	3,175	11,091
Administration 4 (College Lab Tech)	251	174	177	32	634	304	938
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

Appendix G-1 - Recruiting Activity by Ethnicity (IA Plan)

Business Unit Description	(All)
OFCCP Applicant?	Applicant

Row Labels	Minority Asian/Other Pacific Islander Number	Black/African American Number	Hispanic/ Latino Number	Other Minority Number	Minority Number	Not Minority Number	Total Number
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
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							
Accountant Assistant	61	45%	59	43%	17	12%	137	100%
Interviewed	1	50%	1	50%		0%	2	100%
Offered Position	1	50%	1	50%		0%	2	100%
Not Interviewed	60	44%	58	43%	17	13%	135	100%
No Offer	60	44%	58	43%	17	13%	135	100%
Security Manager	18	15%	82	69%	19	16%	119	100%
Interviewed		0%	1	50%	1	50%	2	100%
Offered Position		0%	1	50%	1	50%	2	100%
Not Interviewed	18	15%	81	69%	18	15%	117	100%
No Offer	18	15%	81	69%	18	15%	117	100%
Skilled Trades	4	2%	171	79%	42	19%	217	100%
Interviewed		0%	2	100%		0%	2	100%
Offered Position		0%	2	100%		0%	2	100%
Not Interviewed	4	2%	169	79%	42	20%	215	100%
No Offer	4	2%	169	79%	42	20%	215	100%
Administration 1 (Executive)	289	49%	230	39%	65	11%	584	100%
Interviewed	1	100%		0%		0%	1	100%
Offered Position	1	100%		0%		0%	1	100%
Not Interviewed	288	49%	230	39%	65	11%	583	100%
No Offer	288	49%	230	39%	65	11%	583	100%
Administration 2 (Manager)	1,515	58%	855	33%	233	9%	2,603	100%
Interviewed	8	53%	4	27%	3	20%	15	100%
Offered Position	8	53%	4	27%	3	20%	15	100%
Not Interviewed	1,507	58%	851	33%	230	9%	2,588	100%
No Offer	1,507	58%	851	33%	230	9%	2,588	100%
Administration 3 (Professional)	7,060	63%	3,268	29%	846	8%	11,174	100%
Interviewed	60	72%	18	22%	5	6%	83	100%
Offered Position	60	72%	18	22%	5	6%	83	100%
Not Interviewed	7,000	63%	3,250	29%	841	8%	11,091	100%
No Offer	7,000	63%	3,250	29%	841	8%	11,091	100%
Administration 4 (College Lab Tech)	361	38%	401	43%	176	19%	938	100%
Interviewed	1	17%	5	83%		0%	6	100%
Offered Position	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
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Row Labels	Column Labels							
	Female Number	% of Appl.	Male Number	% of Appl.	Unknown Number	% of Appl.	Total Number	Total % of Appl.
Office Assistant	566	62%	241	26%	103	11%	910	100%
Interviewed	4	100%		0%		0%	4	100%
Offered Position	4	100%		0%		0%	4	100%
Not Interviewed	562	62%	241	27%	103	11%	906	100%
No Offer	562	62%	241	27%	103	11%	906	100%
Faculty-Instructor	229	42%	241	44%	76	14%	546	100%
Interviewed	4	57%	1	14%	2	29%	7	100%
Offered Position	4	57%	1	14%	2	29%	7	100%
Not Interviewed	225	42%	240	45%	74	14%	539	100%
No Offer	225	42%	240	45%	74	14%	539	100%
Print Shop	64	30%	126	59%	25	12%	215	100%
Not Interviewed	64	30%	126	59%	25	12%	215	100%
No Offer	64	30%	126	59%	25	12%	215	100%
Grand Total	13,356	51%	10,128	39%	2,682	10%	26,166	100%