

KINGSBOROUGH COMMUNITY COLLEGE

2023 – 2024 AFFIRMATIVE ACTION PLAN

**Covering Minorities and Women (Executive Order 11246),
Individuals with Disabilities (Section 503) and
Protected Veterans (VEVRAA)**

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This plan is also available for review on our [website](https://www.kingsborough.edu).

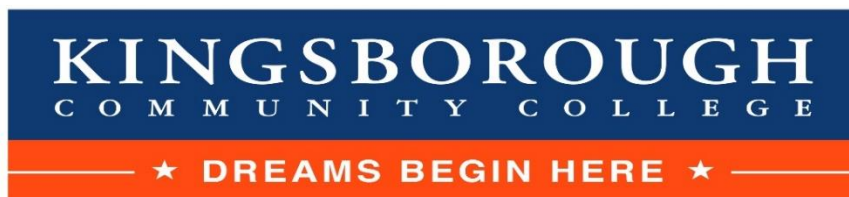


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PART ONE: INTRODUCTION AND BACKGROUND

This report is an annual update of the Affirmative Action Plan (AAP) for federal contractors. The U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) oversees affirmative action requirements for federal contractors. This plan reflects requirements for implementing: Presidential Executive Order (EO) 11246, addressing gender and federally protected racial/ethnic groups; the Vietnam Era Veterans’ Readjustment Assistance Act of 1974 (VEVRAA), as amended, for protected veterans, and Section 503 of the Rehabilitation Act of 1973, as amended, for individuals with disabilities. Some aspects of this plan also reflect state and local regulations, guidelines for public entities, CUNY trustees’ resolutions, and CUNY policy.

The employee census date is June 1, 2023. The previous reporting year was June 1, 2022 – May 31, 2023. The program year for this plan is September 1, 2023 – August 31, 2024.

This plan is available for public review as described on the title page.

Overview of the College

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

Selected as a top community college from a pool of more than 1,000 community colleges nationwide by the Aspen Institute, Kingsborough Community College offers a wide range of credit and non-credit courses in the liberal arts and career education to all students with a high school diploma or GED. Most classes have fewer than 30 students, allowing professors to teach through hands-on learning and group discussions, using the latest technology, such as smart classrooms and video-conferencing rooms.

Kingsborough conducts classes on an innovative academic calendar. Classes are held during a 12-week Fall session which starts in September and ends late in December. This is followed by a 6-week Winter module which ends in February. A 12-week Spring session starts at the beginning of March and ends in the middle of June. This is followed by a 6-week summer module which continues until the end of July.

Kingsborough offers a number of programs for special populations including the “My Turn” program, which allows New York City residents, age 60 or older to attend college tuition free; “College Now,” a unique partnership with area high schools to prepare students for college-level work that is now being replicated by colleges throughout the city; and “New Start,” which offers students who have had difficulty in college a second chance to successfully complete college. Effective 2019, Kingsborough launched KCC Flex, to offer evening, weekend, and online classes to attract adult and non-traditional students, who have some college experience, but no degree.

Academic Programs: Degrees and Certificates:

- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate in Applied Science (A.A.S.)
- Online Degrees
- Certificates

At Kingsborough Community College, we fully support the policies, practices, and values that we have implemented to foster mutual respect for diversity, non-discrimination, affirmative action, and equity and inclusion in the workplace. It is our belief that CUNY is enriched by the strengths of the people and perspectives represented here.

Mission

Kingsborough Community College responds to the needs of its diverse community by offering high quality, affordable, innovative, student-centered programs of study that prepare graduates for transfer and the workforce. The college strives for equity and seeks to provide each student with the appropriate resources and support to foster success.

Vision

Kingsborough Community College encourages students to take an active role in their own learning. The College strives for high quality and continuous improvement in all areas related to student learning, including academic programs, teaching, student services, administration and support, and the campus environment.

Values

We believe in and practice our values, which include:

- Respect – Civility, acceptance, appreciation, and support of individual differences.
- Diversity – The proactive fostering of greater inclusion and ultimately equity at every level of college life.
- Integrity – Fair and ethical standards in all policies, procedures, and practices.
- Excellence – High quality teaching, student services, administration, and community engagement; and high standards for student achievement.
- Accountability – Taking responsibility for our actions and outcomes.
- Innovation – Creative thinking and approaches that enhance learning and support continuous improvement.

Policies

As a unit of The City University of New York (CUNY), we adhere to federal, state, and city laws and regulations on non-discrimination and affirmative action, including: 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, the Age Discrimination Act of 1975, New York State Human Rights Law and New York City Human Rights Law.

Protected groups identified in Executive Order 11246 are American Indian or Alaska Native, Asian, Black, or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and Women. CUNY's Chancellor designated Italian Americans as a protected group in 1976 and we produce a separate plan for Italian Americans.

The President issues a reaffirmation of the college's commitment to our policies annually (Appendix B).

CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website. Appendix C provides the text of the major policies.

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/>

Responsibilities

The entire community participates in promoting diversity and inclusion. Additionally, we have assigned certain specific responsibilities.

The President

The President, Claudia V. Schrader, oversees affirmative action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations and university policies. The President designates personnel to manage affirmative action, compliance, and diversity programs. Personnel include the Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator. The President ensures personnel have authority, staff, and other resources to fulfill their responsibilities. The President communicates commitment to equal employment opportunity, including an annual reaffirmation, and issues required reports, including this affirmative action plan. Appendix B contains the annual reaffirmation letter issued by the President.

Chief Diversity Officer

The President has designated Lisa Khandhar as Chief Diversity Officer (CDO) and Responsible Official who:

- Provides confidential consultation for, investigates, and resolves discrimination/harassment complaints.
- Distributes new and revised policies and notices, integrating them into training programs, search committee orientations, websites and other communications.
- Evaluates affirmative action programs and initiatives.
- Prepares and communicates affirmative action plan reports.
- Consults with hiring teams and managers on recruitment and selection, overseeing recruitment plans and effective recruitment/selection strategies.
- Participates in CUNY initiatives promoting diversity and inclusion.

The Chief Diversity Officer (or designee) completed the OFCCP's on-line certification of compliance with affirmative action program requirements prior to June 30, 2023.

College Officials

Executives, department chairpersons, managers, and supervisors are critical partners in equal employment and affirmative action programs. They help ensure compliance with regulations and policies, foster an inclusive environment, and help develop and implement affirmative action programs.

University Management

CUNY's University Office of Recruitment and Diversity (ORD) within the University Human Resources unit establishes job groups and report parameters, and reports summary statistics. ORD sponsors university-wide diversity programs described in this plan and maintains systems for data collection (including self-identification) and job postings.

PART TWO: DATA AND ANALYSIS

Collecting Employee Data

In early July 2023, we extracted data on full-time employees active as of June 1, 2023, from CUNY's system of record, CUNYfirst. We include personnel on most paid leaves, including medical leave and fellowship/ sabbatical leave. We do not include personnel on terminal leave such as retirement leave, student workers (including Graduate Assistants) or people employed separately by CUNY's Research Foundation.

We invite employees to self-identify gender, race/ethnicity, veteran status, and disability status. Employees may update selections at any time on an Employee Self-Service portal. We last conducted a self-identification campaign in 2018. We also invite job applicants to self-identify on the job application portal.

Of **3064** employees, full-time and part-time employees (including the Chief Executive), self-identified as follows:

- Gender:
 - **1739** Female
 - **1316** Male
 - **9** Other/Unknown gender

- Race/Ethnicity:
 - **1289** Total Minority: **226** Asian, **609** Black/African American, **402** Hispanic/Latino, and **52** Oth Min
 - **1775** White/Unk

- **39** Individuals with Disabilities

- **30** Veterans

Self-Identification Categories

We use the following categories to evaluate representation by race/ethnicity for the federal affirmative action plan:

- Total Minorities (all groups other than White), reported as a single category
- Asian (consolidates Asian, Hawaiian, and Other Pacific Islander)
- Black/African American
- Hispanic/Latino
- White (not a protected group).

We record a person identifying as both Hispanic/Latino and some another group as Hispanic/Latino, and not as Two or More Races. American Indian/Alaska Native and Two or More Races are included under Total Minorities but not separately reported.

Consistent with long-standing agreements, we ask employees to self-identify Italian American status, and create a separate Italian American affirmative action plan. We also invite employees to optionally provide data on their ancestries from a list of approximately sixty categories.

CUNY provides for six categories of gender identification, but we must use federally mandated categories for purposes of this plan (“male” and “female”). Currently, only persons specifically identifying as “female” are included in the federally protected gender category.

The federal government is in the process of preparing new standards for self-identification expected to impact future Affirmative Action plans.

Analyzing Data

We analyze workforce data as mandated to promote a complete assessment, covering:

- Workforce Analysis (evaluating employment within organizational units/departments)
- Job Group Analysis (analysis of job groups and academic disciplines)
- Utilization Analysis (comparisons with labor market benchmarks)
- Transaction Analysis (reviews of recruiting and hiring, personnel actions, and compensation).

We rely on methods provided by the US Department of Labor’s Office of Contract Compliance Programs (OFCCP), particularly the *Educational Institutions Technical Assistance Guide (2019)*.

Workforce Analysis

Workforce Analysis is a review of employees’ organizational placement (i.e., by their assigned division and department). We review the data organized by job title in order of rank or salary grade.

Due to length, Workforce Analysis charts are not included here. The next two charts summarize the composition of the workforce by job group and by tenure status (for faculty):

Table 1: Workforce by Job Group

Table 2: Tenure Status.

Executive/Administrative/Managerial

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 1: Executive	16	12	75.0%	11	68.8%
Admin 2: Managerial	95	68	71.6%	59	62.1%
Admin 2: Managerial Adjunct	649	380	58.6%	203	31.3%
Managerial: Facilities	2	0	0.0%	1	50.0%
Managerial: Info Tech	5	0	0.0%	1	20.0%
Managerial: Security	4	2	50.0%	4	100.0%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty: Professoriate	224	111	49.6%	65	29.0%
Faculty: Librarian	11	6	54.5%	3	27.3%
Faculty: Lecturer	87	44	50.6%	35	40.2%
Faculty: Lecturer Adjunct	753	422	56.0%	275	36.5%
Faculty: Professoriate Adjunct	163	87	53.4%	41	25.2%
Faculty: Developmental	8	4	50.0%	3	37.5%
Faculty: Developmental Adjunct	4	2	50.0%	1	25.0%
Faculty: Continuing Education	300	159	53.0%	142	47.3%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant: Professional	3	3	100.0%	1	33.3%
Admin 3: Professional	130	103	79.2%	86	66.2%
Admin 5: Engineer-Architect	2	0	0.0%	1	50.0%
Disability Accommodation Specl Adjunct	1	0	0.0%	1	100.0%
Info Tech: Professional	26	8	30.8%	19	73.1%
Nurse	1	1	100.0%	0	0.0%
Nurse Adjunct	4	4	100.0%	1	25.0%

Administrative Support Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant: Assistant	2	2	100.0%	0	0.0%
Administrative Assistant	15	15	100.0%	4	26.7%
Office Assistant	38	32	84.2%	13	34.2%
Office Assistant Adjunct	218	163	74.8%	113	51.8%
Mail Services Worker	4	1	25.0%	2	50.0%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 4: College Lab Technician	28	13	46.4%	12	42.9%
Admin 4: College Lab Technician Adjunct	106	57	53.8%	67	63.2%
Broadcast-Media	2	0	0.0%	0	0.0%
Engineering Technician	2	2	100.0%	2	100.0%
Info Tech: Technician	6	2	33.3%	3	50.0%
Print Media Technician	5	0	0.0%	3	60.0%

Craft Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Skilled Trades: Supervisory	2	0	0.0%	0	0.0%
Skilled Trades: Not Supervisory	23	0	0.0%	10	43.5%
Laborers and Helpers	14	1	7.1%	12	85.7%
Basic Crafts-Buildings and Grounds	6	0	0.0%	2	33.3%

Service Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Campus Public Safety Sergeant	10	4	40.0%	9	90.0%
Campus Peace Officer	12	3	25.0%	12	100.0%
Campus Security Assistant	8	2	25.0%	8	100.0%
Custodial: Supervisory	7	3	42.9%	6	85.7%
Custodial: Assistant	51	17	33.3%	42	82.4%
Custodial: Assistant Adjunct	16	5	31.3%	15	93.8%

Full-Time Faculty by Title and Tenure Status

June 1, 2023

Kingsborough CC

Total Faculty: 330

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" (not eligible for tenure). This report refers to tenure as of the 2022-2023 academic year (effective 9/1/2023)

Title	Ttl Empls	Female #	Female %	Minority #	Minority %
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Faculty: Developmental

CLIP Instructor	5	2	40.0%	2	40.0%
Instructors and others PSC	5	2	40.0%	2	40.0%
CUNY Start Instructor	3	2	66.7%	1	33.3%
Instructors and others PSC	2	1	50.0%	1	50.0%
Substitute >=6 Mo Or Prior Ben	1	1	100.0%	0	0.0%

Faculty: Lecturer

Lecturer	74	36	48.6%	29	39.2%
CCE Certificate Continuous Emp	46	23	50.0%	16	34.8%
Lecturer track CCE	22	11	50.0%	10	45.5%
Substitute <6 Mo no prior svc	3	0	0.0%	2	66.7%
Substitute >=6 Mo Or Prior Ben	3	2	66.7%	1	33.3%
Lecturer Doc Sch	13	8	61.5%	6	46.2%
CCE Certificate Continuous Emp	6	4	66.7%	3	50.0%
Lecturer track CCE	6	4	66.7%	3	50.0%
Substitute <6 Mo no prior svc	1	0	0.0%	0	0.0%

Faculty: Librarian

Asst Professor-Librarian	7	5	71.4%	2	28.6%
Tenured	3	3	100.0%	1	33.3%
Track Tenure	4	2	50.0%	1	25.0%
Assc Professor-Librarian	3	1	33.3%	1	33.3%
Tenured	3	1	33.3%	1	33.3%
Professor-Librarian	1	0	0.0%	0	0.0%
Tenured	1	0	0.0%	0	0.0%

Faculty: Professoriate

Asst Professor	86	39	45.3%	31	36.0%
Substitute <6 Mo no prior svc	1	1	100.0%	0	0.0%
Substitute >=6 Mo Or Prior Ben	2	2	100.0%	1	50.0%

Full-Time Faculty by Title and Tenure Status

June 1, 2023

Kingsborough CC

Total Faculty: 330

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" (not eligible for tenure). This report refers to tenure as of the 2022-2023 academic year (effective 9/1/2023)

Title	Ttl Empls	Female #	Female %	Minority #	Minority %
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Faculty: Professoriate

Asst Professor	86	39	45.3%	31	36.0%
Tenured	36	12	33.3%	10	27.8%
Track Tenure	47	24	51.1%	20	42.6%
Assc Professor-Program Admin	1	0	0.0%	0	0.0%
Track Tenure	1	0	0.0%	0	0.0%
Assc Professor	57	35	61.4%	18	31.6%
Tenured	47	29	61.7%	16	34.0%
Track Tenure	10	6	60.0%	2	20.0%
Professor	80	37	46.3%	16	20.0%
Tenured	80	37	46.3%	16	20.0%

Job Group Analysis

Job Group Analysis is a review by job function, evaluating employee data according to groups of jobs with similar duties and qualifications. A major input is the federal Standard Occupational Classification (SOC) coding system. Job Groups are organized into categories based on the federal EEO-1 coding system.

CUNY also reviews faculty by academic discipline. CUNY assigns most faculty departments to disciplines as per the US Department of Education's Classification of Instructional Programs (CIP). CUNY analyzes data about College Laboratory Technicians by assigning departments to one of two categories: Scientific/Engineering/Technical or a General (non-scientific) category.

The Utilization Analysis (see next section) provides detail on job groups and academic disciplines.

Utilization Analysis

We compare CUNY's workforce with an estimate of the general labor market by job group. We evaluate utilization for females, major federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino and Total Minorities (adding American Indian/Alaska Native and Two or More Races)).

Labor Market Source Data

Labor Market Availability is an estimate used to benchmark staffing of persons in protected groups by job group. It represents the proportion of each group available for employment in the labor market for jobs CUNY fills. This information is based upon an external labor market in a reasonable geographic area, and an internal labor market of personnel at CUNY eligible to be advanced into certain jobs.

- For external candidates except some faculty, we utilized the US Census American Community Survey (ACS), 5-year estimate, 2017-2021 (final), extracted from University of Minnesota's Integrated Public User Microdata Sample (IPUMS). Data is extracted based on a combination of geography, labor force participation, occupation, and educational attainment, depending on job group.
- For internal candidates, we utilized lists of CUNY-wide appointments over the 2017-2022 time period and consulted with CUNY's Director of Civil Service Operations. Internal demographics are based on the last plan census date (June 1, 2022).

- For faculty discipline-based estimates, we utilized the US Department of Education’s National Center for Education Statistics’ Integrated Post-Secondary Education Data System (IPEDS) completion data, 2020-2021 (final). We use the Classification of Instructional Programs (CIP) to identify disciplines.

It is not possible to determine a highly exact estimate of the labor market for a given job group. For one thing, all calculations are based on historical data. It is important to consider both the calculations and the resulting findings to be general indicators.

We calculate underutilization for groups with a minimum of five incumbents, with the caveat that analyzing groups of less than 30 employees may generate less reliable results.

The President’s position reports outside of our establishment and is not included in any job group.

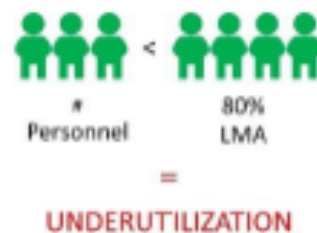
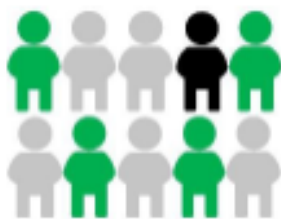
We report underutilization where the percent of personnel belonging to a protected group is less than 80% below the labor market estimate, and the difference is equal to at least one full-time equivalent employee. The following illustration may help explain this calculation:

Illustration: Utilization and Underutilization

If a job group has 10 personnel and 50% of the available Labor Market is female, we expect 50% of personnel in that job group to be female.

In our example, there are 3 females in the job group (less than 4). Therefore, females are underutilized as compared with the Labor Market.

Comparison is based on 80% of the Labor Market; in this case, four or more females in the group would avoid underutilization.



Appendix D details utilization/underutilization in each category (job group and/or academic discipline). Where there is underutilization, we prioritize that job group for setting placement goals and conducting outreach when there are hiring or advancement opportunities.

Year-to-year variations in underutilization arise from a combination of changes in availability, hires, advancements, and separations. It is usually not possible to pinpoint a single, direct cause of most changes, particularly in the smaller job groups.

The following pages summarize staffing and underutilization for each job group.

Table 3: Summary of Underutilization and Goals

This is a summary of underutilization of protected groups for staff Job Group and EEO Category. We report Job Groups only in the years each has five or more incumbents.

This summary reports underutilization as follows:

- 2020 - 2021 Plan (as of 6/1/2020)
- 2021 - 2022 Plan (as of 6/1/2021)
- 2022 - 2023 Plan (as of 6/1/2022)
- 2023 - 2024 Plan (this plan, as of 6/1/2023)

In 2023, we updated Labor Market Availability estimates for the 2023 Plan Year, which could impact results. See the Narrative for details.

When underutilization does not change year-to-year, the most common reason is that there has not been an opportunity to hire or promote into that particular group.

Executive/Administrative/Managerial

Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
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Admin 1: Executive

2023	16				
2022	17				
2021	17				
2020	19				

Admin 2: Managerial

2023	95		9		
2022	97		8		
2021	97		8		
2020	99		8		

Managerial: Info Tech

2023	5	1	1	1	1
2022	5	1	2	1	1
2021	5	1	2	1	1
2020	5	1	2	1	1

Professional Non-Faculty

Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
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Admin 3: Professional

2023	130		7		
2022	133		6		
2021	131		5		
2020	141		5		

Info Tech: Professional

2023	26		4		
2022	26	3	3		
2021	24	3	4		
2020	24	3	4		

Administrative Support Workers

Administrative Assistant

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
2023	15		8	2	2	3
2022	15		6	1	3	3
2021	16		7	1	4	3
2020	16		7	1	4	3

Mail Services Worker

2021	5		2		1	1
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Office Assistant

2023	38		9			7
2022	39		5	1		3
2021	41		4	2		3
2020	42		5	2		3

Technicians

Admin 4: College Lab Technician

College Lab Tech: Other

2023	12	5	1	1		1
2022	13		2	3		1
2021	15		3	3		1
2020	16		2	4		1

Admin 4: College Lab Technician

College Lab Tech: Science, Tech, Eng.

2023	16			1		
2022	17			2		
2021	17			2		
2020	17			2		

Info Tech: Technician

2023	6				1	
2022	6				1	
2021	9				1	
2020	10				1	

Print Media Technician

2023	5	2		1		
2022	5	1				
2021	5	1				
2020	5	1				

Craft Workers

Basic Crafts-Buildings and Grounds

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
2023	6		1			1

Craft Workers

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
Basic Crafts-Buildings and Grounds						
2022	9		3		1	2
2021	8	1	2		1	2
2020	8	1	2		1	2
Laborers and Helpers						
2023	14	2		1		2
2022	13	3		1		2
2021	14	3		1		2
2020	16	3		1		2
Skilled Trades: Not Supervisory						
2023	23	1				3
2022	24	1				3
2021	23	1	2			3
2020	24	1				2

Service Workers

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
Campus Peace Officer						
2023	12			2		
2022	17			1		
2021	22			1		
2020	22			1		
Campus Public Safety Sergeant						
2023	10					
2022	10				2	
2021	11				3	
2020	12				2	
Campus Security Assistant						
2023	8			1		1
2022	8			1		
2021	8			1		1
2020	8			1		1
Custodial: Assistant						
2023	51					11
2022	58					10
2021	47					8
2020	51					8
Custodial: Supervisory						
2023	7					1
2022	8					
2021	8					
2020	8					

This is a summary of underutilization of protected groups by Job Group and Discipline in faculty ranks. We report combinations of Job Group and Discipline only in the years each has five or more incumbents.

This summary reports underutilization as follows:

- 2020 - 2021 Plan (as of 6/1/2020)
- 2021 - 2022 Plan (as of 6/1/2021)
- 2022 - 2023 Plan (as of 6/1/2022)
- 2023 - 2024 Plan (this plan, as of 6/1/2023)

In 2023, we updated Labor Market Availability estimates for the 2023 Plan Year, which could impact results. See the Narrative for details.

When underutilization does not change year-to-year, the most common reason is that there has not been an opportunity to hire or promote into that particular group.

Faculty: Professoriate

Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
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Biological and Biomedical Sciences

2023	21				
2022	21				
2021	21				
2020	21				

Business, Management, Marketing and Support

2023	12	2	3		2	1
2022	13		3		2	1
2021	15		4		2	1
2020	14		3		2	1

Communications, Journalism, AND Visual/Perf Arts

2023	11	2	1		1	
2022	12	2				
2021	12	3				
2020	13	3				

English Language and Literature/Letters

2023	45					2
2022	36					1
2021	39					1
2020	41					1

Health Professions and Related Programs

2023	30			3		2
2022	30			2		2
2021	33			4		1
2020	33			4		1

Liberal Arts and Sciences, General Studies & Humanities

Faculty: Professoriate

Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
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Liberal Arts and Sciences, General Studies & Humanities

2023	19	4	2	1	1
2022	20	3		1	1
2021	22	4		1	1
2020	22	4		1	1

Mathematics and Computer Science

2023	22			1	
2022	22			1	
2021	21			1	
2020	21			1	

Parks, Recreation, Leisure and Fitness Studies

2021	5	1			
2020	5	1			

Physical Sciences

2023	13	4			1
2022	12	3			1
2021	13	2			1
2020	12	3			1

Social Sciences

2023	32				
2022	30				
2021	26				
2020	30				

Visual and Performing Arts

2023	11		1		1
2022	11		1		1
2021	11		1		1
2020	12				

Faculty: Librarian

Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
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Library (Librarians/Non-Teaching)

2023	11	3			
2022	10	3			
2021	11	2			
2020	12				

Faculty: Lecturer

Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
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Faculty: Lecturer

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Biological and Biomedical Sciences						
2020	5					
Business, Management, Marketing and Support						
2023	18		3	1		1
2022	19		2	1		
2021	17		2	1		
2020	20		3	2		1
Communications, Journalism, AND Visual/Perf Arts						
2023	5					1
English Language and Literature/Letters						
2023	10		1	1		1
2022	16		1	1		1
2021	14	2		1		1
2020	15		1	1		1
Health Professions and Related Programs						
2023	11	4		1		
2022	11	4				
2021	14	5				
2020	9	4				
Liberal Arts and Sciences, General Studies & Humanities						
2022	5	3				
Mathematics and Computer Science						
2023	14					2
2022	12					1
2021	12					1
2020	15					2
Parks, Recreation, Leisure and Fitness Studies						
2023	7					
2022	7					
2021	6					
2020	7					
Social Sciences						
2023	9			1	1	
2022	7		1	1		1
2021	6			1		
2020	6		1	1		

Faculty: Developmental

Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
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Education - Developmental

2023	8	1		1	1	
2022	10	2		1	1	
2021	13	2			1	
2020	13	3	1		1	

Utilization, Underutilization, and Placement Goals

SUMMARY OF HISTORICAL CHANGES IN UNDERUTILIZATION

Staff and College Lab Techs – 2023-2024

Executive/Administrative/Managerial

Admin 1: Executive, we saw a decrease of 1 for total staff. There has not been an opportunity to hire/promote for gender, total minority, and/or in any of the minority groups.

Admin 2: Managerial, we saw a decrease of 2 in the total staff. We also saw an increase of 1 for Asian/Nat Haw/OPI and no changes in the other minority groups.

Managerial: Info Tech, we saw no changes reflected in the total staff and gender. We saw a decrease of 1 for the total minority and no changes in the other minority groups.

Professional Non-Faculty

Admin 3: Professional, we saw a decrease of 3 in the total staff. We also saw an increase of 1 for Asian/Nat Haw/OPI and no changes in the other minority groups.

Info Tech: Professional, we saw no changes in the total staff. There was a decrease of 3 for gender and an increase of 1 for Asian/Nat Haw/OPI and no changes in the other minority groups.

Administrative Support Workers

Administrative Assistant, we saw an increase of 2 for the total minority, an increase by 1 for Asian/Nat Haw/OPI and a decrease of 1 for Black/AA.

Mail Services Worker, there were no changes reflected in the total staff, gender, total minority, and/or in any of the minority groups.

Office Assistant, we saw a decrease of 1 in the total staff. There has not been an opportunity to hire/promote for gender, total minority increased by 4, there was a decrease of 1 for Asian/Nat Haw/OPI and Hispanic/Latino increased by 4.

Technicians

Admin 4: College Lab Technician/College Lab Tech: Other, there was a decrease in total staff by 1 and gender increased by 5. We also saw a decrease in the total minority by 1 and a decrease of Asian/Nat Haw/OPI by 2.

Admin 4: College Lab Technician/College Lab Tech: Science, Tech, Eng. There was a decrease of 1 for total staff and Asian/Nat Haw/OPI minority group.

Info Tech: Technician, there were no changes reflected in the total staff, gender, total minority, and/or in any of the minority groups because there has not been an opportunity to hire/promote within these groups.

Print Media Technician, we saw an increase of 1 for gender and 1 for Asian/Nat Haw/OPI minority group.

Craft Workers

Basic Crafts-Buildings and Grounds, we saw a decrease of 3 for total staff. There was a decrease of 2 for total minority, a decrease of 1 for Black/AA, and a decrease of 1 for Hispanic/Latino groups.

Laborers and Helpers, there was an increase of 1 in total staff and a decrease of 1 for gender. There were no changes in any of the minority groups.

Skilled Trades: Non-Supervisory, there was a decrease of 1 for total staff. There were no changes in gender and in any of the minority groups.

Service Workers

Campus Peace Officer, there was a decrease of 5 for total staff and we saw an increase of 1 for Asian/Nat Haw/OPI and no changes in any of the other minority groups.

Campus Public Safety Sergeant, Black/AA decreased by 2 and there were no changes in gender, total minority, and/or within the other minority groups.

Campus Security Assistant, there was an increase of 1 for Hispanic/Latino.

Custodial: Assistant, we saw a decrease of 7 for total staff and an increase of 1 for Hispanic/Latino minority group.

Custodial: Supervisory, there was a decrease of 1 in total staff and an increase of 1 for Hispanic/Latino minority group.

SUMMARY OF HISTORICAL CHANGES IN UNDERUTILIZATION

Full Time Faculty – 2023-2024

Faculty: Professoriate

Biological and Biomedical Sciences, there has not been an opportunity to hire/promote for this group.

Business, Management, Marketing and Support, there was a decrease of 1 for total staff and an increase of 2 for gender. There were no changes within any of the minority groups.

Communications, Journalism, AND Visual/Perf Arts, we saw a decrease of 1 for total staff and an increase of 1 for total minority and Black/AA minority group.

English Language and Literature/Letters, there was an increase of 7 for total staff. There were no changes for gender and/or total minority. We saw an increase of 1 for Hispanic/Latino and no changes within any of the other minority groups.

Health Professions and Related Programs, there was an increase of 1 for Asian/Nat Haw/OPI and no changes within any of the other minority groups.

Liberal Arts and Sciences, General Sciences & Humanities, there was a decrease of 1 for total staff, an increase of 1 for gender, an increase of 2 for total minority. There were no changes within any of the minority groups.

Mathematics and Computer Science, there has not been an opportunity to hire/promote therefore, there are no changes in total staff, gender, total minority, and/or within any of the minority groups.

Parks, Recreation, Leisure and Fitness Studies, there has not been an opportunity to hire/promote therefore, there are no changes in total staff, gender, total minority, and/or within any of the minority groups.

Physical Sciences, we saw an increase of 1 in total staff and an increase of 1 in gender. There were no changes in total minority and/or within any of the minority groups.

Social Sciences, there was an increase of 2 in total staff. There were no changes in gender, total minority, and/or in any of the minority groups.

Visual and Performing Arts, there has not been an opportunity to hire/promote

therefore, there are no changes in total staff, gender, total minority, and/or within any of the minority groups.

Faculty: Librarian

Library (Librarians/Non-Teaching), there was an increase of 1 in total staff. There were no changes in gender, total minority and/or within any of the minority groups.

Faculty: Lecturer

Biological and Biomedical Sciences, there were no changes in total staff, gender, total minority, and/or in any of the minority groups.

Business, Management, Marketing and Support, there was a decrease of 1 in total staff and an increase of 1 in total minority. There were no changes in gender and/or in any of the minority groups.

Communications, Journalism, AND Visual Perf Arts, there were no changes in total staff, gender, total minority, and/or in any of the minority groups.

English Language and Literature/Letters, we saw a decrease of 6 in total staff. There were no changes in gender, total minority, and/or within any of the minority groups.

Health Professions and Related Programs, there were no changes in total staff, gender, total minority, and/or in any of the minority groups.

Liberal Arts and Sciences, General Studies & Humanities, there were no changes in total staff, gender, total minority, and/or in any of the minority groups.

Mathematics and Computer Science, there was an increase of 2 in total staff and an increase of 1 in Hispanic/Latino minority group.

Parks, Recreation, Leisure and Fitness Studies, there were no changes in total staff, gender, total minority, and/or in any of the minority groups.

Social Sciences, we saw an increase of 2 in total staff. We saw a decrease of 1 for total minority, an increase of 1 for Black/AA, and a decrease of 1 for Hispanic/Latino minority groups.

Faculty: Developmental

Education – Developmental, we saw a decrease of 2 in total staff and a decrease

of 1 for gender. There were no changes in any of the minority groups.

Transaction-Based Analyses

Personnel Activity

We review personnel actions for adverse impact. This means that we compare rates of hiring, promotion, and termination of employees by gender and ethnicity and note material differences. We review activity for all job groups and report the results here for groups with a material number of actions and/or applicants. **Appendix E** summarizes job actions, including tenure, by Gender and Ethnicity.

Given system limitations, we produce an estimate of net changes by job group. We compare employee title changes between two reference dates (June 1, 2022, and June 1, 2023). This method produces a reasonable estimate but may leave out some actions, such as an employee changing job groups more than once over the year. We note hires, moves to a higher or lower job group, moves within a job group, and separations. Employees who change job groups and/or transfer between CUNY units are reported as separated from the first job and appointed to the second job. Federal guidelines state adverse selection may occur when any one group (protected or not) has a rate of hire, advancement, or separation less than 80% of the rate of the most-selected group.

Tenure is a permanent status granted to professorial faculty and College Laboratory Technicians. Lecturers are eligible for a similar status, Certificate of Continuous Employment (CCE). Lecturers and College Laboratory Technicians are eligible after meeting service requirements. For professorial faculty, there are extensive reviews resulting in tenure recommendations to the President.

Table 4: Tenure Summary

Faculty Group	Total Tenure Awards	Tenure Awards to Females	Tenure Awards to Protected Ethnicities	Tenure Awards Denied
Professors	1	0	0	0
Associate Professors	4	4	2	0
Assistant Professors	5	0	2	0
Lecturers	6	3	3	0

Observation on appointment data and tenure actions:

- 7 Females gained tenure and include 1 Asian and 2 Black.
- 7 minority individuals gained tenure and include 3 Asian and 4 Black.
- 4 Female Associate Professors gained tenure and include 1 Asian and 1 Black.
- 0 Female Assistant Professors gained tenure and includes 2 Black and 2 Veterans
- 3 Female Lecturers gained tenure and include 2 Asian and 1 Black.

Recruiting Activity

CUNY is committed to equitable practices to recruit a diverse and highly qualified workforce. The Chief Diversity Officer reviews applicant data and recruiting outcomes to determine if there is a need to adjust recruiting and outreach plans.

Prior to posting a job vacancy, the Chief Diversity Officer reviews the physical and mental qualifications and the posting language in general. They also review recruiting plans for intended outreach. We post open positions on our Careers page, <https://cuny.jobs> and open Civil Service examinations on the CUNY Civil Service web page, <https://www.cuny.edu/about/administration/offices/hr/classified-civil-service/notice-of-exams-noe/>.

We invite candidates to voluntarily self-identify gender, race/ethnicity, disability status, and veteran status.

We conduct most faculty and administrative hiring by appointing a diverse Search Committee for initial screening. The Chief Diversity Officer provides an orientation, or “charge”, to committee members on effective selection practices, including practices aimed at reducing potential for bias. The Chief Diversity Officer reviews applicant pools for sufficient representation and certifies pools prior to committee review, and reviews selections again as searches near completion. Committees refer finalist candidates to the hiring manager(s) for a final selection.

Appendix F summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2022, and May 31, 2023.

As per federal guidelines, an “applicant” is someone who applies to a specific opening, has the minimum qualifications, is considered, and does not withdraw. We analyze applicant pools and selection rates for interviews, offers, and hires.

We report all searches resulting in an offer during the previous plan year. For some searches, there is a time gap between offer and start dates. To avoid a lag in reporting, we include searches based on date of accepted job offer, even if the

employee has not started work by June 1. This explains the differences between the total hires in personal activity reports and completed searches in recruitment reports.

Over the course of the year, the college made one exception to the search process, known as a search waiver. The waiver process involves a review by the Chief Diversity Officer and a second review at CUNY’s System Office. A waiver may be granted where it is highly unlikely, we could fill the position competitively (due to unique qualification requirements). We also grant waivers for positions representing a transfer of funding sources.

One total waiver was awarded to **one** female, who is a member of a protected ethnicity. **One** waiver represented initial hires. **One** waiver represented advancements of current personnel. **One** waiver represented transfers of funding and other reasons.

Table 5: Search Waivers/Exceptions

Employee Group	Total Waivers	Waivers to Females	Waivers to Protected Ethnicities
Executives (Admin 1 Job Group)	1	1	1
Higher Education Officer Series (Admin 2 and Admin 3 Job Groups)	0	0	0
Faculty (Professorial and Lecturer Group Groups)	0	0	0
Other (Describe)	0	0	0

Civil Service Hiring

We participated in **3** university-wide hiring pools for Classified Civil Service vacancies. Applicants who are pre-qualified based on an examination score indicate their interest in working at one or more units, and each establishment interviews and hires according to Civil Service regulations. We report applicants expressing an interest in our unit at the hiring pools. CUNY’s Office of Human Resources Management administers and validates Civil Service examinations and maintains records of applicants and exam scores.

The Hiring Pools and number of hires include:

1. CUNY Office Assistant (COA): **8**
2. Campus Security Assistant (CSA): **2**
3. IT Support Assistant: **9**

Compensation

We develop pay schedules according to bargaining unit contracts, Civil Service regulations, New York City Section 220 Prevailing Wage determinations, and university policies. Plans include the Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Plan, Classified Civil Service Plans for Managerial and Non-Managerial Personnel, and Prevailing Wage schedules for Skilled Trades. CUNY's Trustees review and approve all pay plans.

The Chief Diversity Officer reviews overall practices such as:

- Setting of starting salaries
- Performance-based pay
- Pay increases upon promotion
- Tracking of compensation decisions
- Document retention
- Assignment of overtime/additional appointments.

The former Chief Diversity Officer departed Kingsborough Community College in April 2023. The current Chief Diversity Officer began employment at the college October 2023 and therefore was unable to discuss compensation best practices and areas of risk with management, to meet the timeline for this report.

PART THREE: ACTION-ORIENTED PROGRAMS

This section provides a qualitative assessment of prior-year goal attainment and details efforts aimed at achieving next year's goals.

2022-2023 Prior Year Programs

Table 6: Summary of Campus Programs, 2022-2023

Last year, we undertook the following to support affirmative action and create a climate of inclusion:

- KCC Diversity Symposium:
 - Harvest of Empire: The Untold Story of Latinos in America
 - KCC Equity and Anti-Racism Summit (EARS) Keynote speaker - Karen Washington
 - Brother Outsider: The Story of Bayard Rustin film screening
 - Signing Black in America film & Discussion w/Associate producer Josph Hill
 - Promoting a Sense of Belonging Through
 - Art
 - Food: Tradition, Culture, and Education
 - Film Screening of "There all Along: Women of Trinidad and Tobago Black Power

- LGBTQ+ History Month
 - National Coming Out Day
 - Safe Zone: National Coming Out Stories
 - Safe Zone: Life & Death of Marsha P. Johnson Screening
 - EARS) & Safe Zone: Brother Outsider: The Life of Bayard Rustin Screening
 - International Pronoun Day
 - Spirit Day
 - LGBTQ+ Students Reception
 - Leslie Lohman Museum
 - LGBTQ+ Trivia
 - The Just Be You Campaign fosters inclusion and acceptance, and rejects bullying of any kind.

- KCC Equity and Anti-Racism Summit (EARS)
- Women's, Gender, and Sexuality Studies FIG
- Latinx Heritage Month Festival
- Healthy Relationship Awareness Workshop
- WGSS FIG: Surviving the Intersections of Sexuality, God, and Race
- Hybrid Panel: "From Parent to Child? – Intergenerational Transmission of Hate"
- A Book Talk with Dr. Akemi Nishida and Drs. Huso Kim and Andrew Marcum to discuss Dr. Akemi's book "Just Care: Messy Entanglements of Disability,

Dependency, and desire.”

- Italian Heritage Month: Highlighting Italian American Faculty Member, Bruno Gulli
- KCC WELL: Domestic Violence Awareness Workshop for Staff and Faculty

- HURFS-RC: EquiTea:
 - Reading Series: A Riveting Conversation About Addressing Inequitable Treatment in Various Settings.
 - Fire S.I.D.E. Chat: An Ongoing Series Spotighting Individuals Demonstrating Equity
 - Promoting Resilience in Equity Workers
- Identifying and Responding to Intimate Partner Violence Workshop
- Transgender Day of Remembrance

- Black History Month Events:
 - Black History Month Art Display
 - Black History Month Trivia Contest
 - Black Wall Street Day: Small Business Meet & Greet
 - Black Film Screening
 - Destigmatizing Black Women's Health
 - Health and Wellness Day
 - Guest Speaker: Alfred Edmond, Jr., SVP/Executive Editor-at-Large at Black Enterprise
 - Panel Discussion for Black History Month

- Women's History Month: “Celebrating Women Who Tell Our Stories” Theme

- You Belong Here- Series for Students:
 - Men of Color
 - Students of Faith

- Embracing LGBTQIA+ Identities and Studies in the Classroom
- Interfaith Conversation on Anti-Semitism
- Safe Zone: International Transgender Day of Visibility
- FaithZone Training: An Honest Dialogue About Religion and Spirituality.
- KCTL: Teaching African American Students
- Haitian Heritage Month: A Celebration of the Haitian Flag, People, and Culture
- Screening and discussion: Paragraph 175, hosted by the KCC Holocaust Center and the KCC LGBTQ+ Alliance

Impact on Faculty/Staff/Students:

- Gained tools to grow cultural competencies
- Improved individuals' thinking and brought awareness to the campus community

- Connected and engaged peers to be able to discuss race, culture, and gender issues
- Advanced skills needed in a multicultural environment
- Helped to prepare individuals to value cultural differences and treat people with dignity and respect

2023-2024 Planned Programs

In this section, we affirm placement goals and key initiatives.

Table 7: 2023-2024 Planned Programs

Programs:

- KCC Diversity, Equity and Anti-Racism Summit (EARS)
- Panel on Jewish Resistance Fighters
- Grant to Address Antisemitism and Anti-AAPI Hate
- KCC Diversity Symposium
- Black History Month Events
- Women’s History Month Events

Expected Impact for Faculty/Staff/Students is to:

- Expand networks for faculty, staff, and students in a multicultural environment.
- Engage and cultivate an environment of inclusivity.
- Increase opportunities for open and constructive dialogue.
- Help faculty, staff, and students to value cultural differences and treat everyone with dignity and respect.
- Lift morale and enhance productivity.
- Help build an interdisciplinary college community to advance social growth.

Ongoing Activities

CUNY’s University Human Resources office lists job vacancies with State Workforce Agencies and veterans’ centers and maintains consolidated advertising programs, including job boards serving veterans, individuals with disabilities, women, and protected minorities. The office maintains accounts for university-wide job posting and outreach, including the Higher Education Recruitment Consortium. It also provides training to Chief Diversity Officers and campus Human Resources personnel.

CUNY has a mandatory on-line training program for faculty and staff on sexual harassment prevention and workplace violence prevention; we regularly review training records and follow-up with non-participants.

Internal Audit and Reporting

The Chief Diversity Officer posts and distributes notices of policies, new/revised regulations, and similar compliance information, and makes this plan available for public inspection. The CDO integrates compliance information into faculty, student, and staff training programs.

The Chief Diversity Officer's responsibilities for audits and reviews include:

- Monitoring personnel actions, including new hires, transfers, promotions, and terminations.
- Monitoring employee self-identification campaigns.
- Reviewing recruiting outreach and advertising.
- Monitoring complaints/incident reports for underlying trends.
- Reviewing personnel practices and affirmative action plans with management.
- Advising management on program effectiveness and recommending improvements.
- Working with Human Resources to assure employment records are complete, accurate, and current.
- Completing the annual Affirmative Action certification in the US Department of Labor Contractor Portal.

Chief Diversity Officers have responsibility for communicating elements of the Plan and reviewing progress.

CUNY recently implemented an on-line discrimination complaint tracking and reporting system.

CUNY regularly reports results externally and/or responds to audit requests from:

- New York State Department of Labor
- New York City Department of Education
- New York City Equal Employment Practices Commission.

CUNY also answers to the CUNY Board of Trustees, particularly its Subcommittee on Diversity, Inclusion and MWBE.

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

Federal regulations mandate written affirmative action plans to address hiring and advancement of individuals with disabilities and veterans. This section covers:

- Equal Opportunity and Non-Discrimination Policy
- Review of Personnel Practices
- Review of Physical and Mental Qualifications
- Reasonable Accommodations
- Harassment Prevention Procedures
- External Policy Dissemination
- Outreach and Positive Recruiting
- Internal Policy Dissemination
- Implementation Responsibility
- Training
- Audit and Reporting System
- Benchmark Comparisons.

Equal Opportunity and Non-Discrimination Policy

CUNY's Equal Opportunity and Non-Discrimination Policy is provided in **Appendix C**.

Review of Personnel Practices

We seek to ensure personnel processes support equal employment opportunity for employees and applicants who are individuals with disabilities and/or protected veterans. We periodically review practices for potential barriers to employment, training, and promotion.

Personnel practices do not stereotype individuals with disabilities or protected veterans or otherwise limit access to employment. We include individuals with disabilities and veterans in media such as college publications and websites.

We invite employees to self-identify through an online self-service system. We invite applicants to self-identify through CUNY's online applicant tracking system. CUNY maintains appropriate security measures for confidentiality of personal data.

We last conducted a self-identification campaign in 2018.

Review of Physical and Mental Qualifications

We ensure physical and mental qualifications are job-related and consistent with business necessity and safety. We periodically review physical and mental qualifications as they relate to employment, training, and promotion. As a routine practice, the Chief Diversity Officer reviews position requirements before listing a job vacancy. They review any new job qualifications or conditions to ensure they would not screen out qualified individuals with disabilities or protected veterans.

CUNY's Civil Service unit reviews job requirements prior to issuing new or revised Civil Service job descriptions. CUNY also provides a checklist for planning a recruiting effort with a sign-off on job requirements.

Reasonable Accommodations

We provide reasonable accommodations to individuals with disabilities (including disabled veterans). According to our Policy on Implementing Reasonable Accommodation and Academic Adjustments, CUNY Human Resources Directors are responsible for responding to accommodation requests by applicants, employees, contractors, visitors, and others.

The contact for accommodation requests is:

- The Office of Human Resources at:
Phone: (718) 368-5436 / Email: Human.Resources@kbcc.cuny.edu
- Procedures for Implementing Reasonable Accommodation and Academic Adjustments are posted on the internet.

We have posted the Procedures for Implementing Reasonable Accommodation and Academic Adjustments online at:

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/>

Information for applicants for employment is provided on the Employment Page of the CUNY Website and Job Openings Page at Kingsborough Community College.. There is also a link at the bottom of each job posting on <https://cuny.jobs> directing the candidate to our accessibility page. Applicants may also contact the Office of Recruitment and Diversity at jobs@cuny.edu.

We provide reasonable accommodations based on disability; pregnancy, childbirth, or medical condition related to pregnancy or childbirth; religious practice; and status as a victim of domestic violence, sex offense or stalking.

Recognizing requests may be resolved through dialogue, this year we documented:

- **44** employee accommodation requests were successfully concluded.
- There were **five** appeals, of which **none** are outstanding.
- We responded to **zero** job applicant accommodation.

Upgraded Campus Facilities

We upgraded campus facilities to improve access in the following areas:

1. Student Union & Intercultural Center (SUIC) - U/P Buildings *Phase 1*
 - SUIC Bookstore Corridor
 - New Reception area with Furnishings
 - New Digital Directories
 - New Automatic Sliding Glass Doors at U101A
 - New Display Cases and Column Treatments
 - New Ceiling Mounted Welcome Banners
 - New Wall Signage and Directories
 - Painting of Office Services Area
 - Resurfacing of Corridor Walls
 - Complete Painting of Entire Corridor
 - SUIC/Faculty Remodeling of Multi-Purpose Room U112, with new:
 - Pantry
 - Furniture and Furnishings
 - Ceiling and LVT Floor Tile
 - Automatic Sliding Glass Doors
 - Window Treatment
 - Hall of Flags Terrace was installed with:
 - 5 Umbrella Patio Tables
 - 4 Patio Benches
2. U Cafeteria Upgrades
 - Installation of 64 New Tables
 - Installation of 240 New Orange Chairs
 - Vending Room Painted
3. Financial Aid Front Reception Upgrade U201
 - New Ceiling, LED Lighting and Floor Tile
 - New Furniture Installation
4. Food Pantry
 - Relocated Food Pantry from T4264 to T4157
 - New Ceiling, Lighting, Painting and LVT Floor Tile
 - New Shelving, Sink and Appliances

5. T6 Upgrades
 - Resurfaced and Painted Hallway Walls.
 - New Ceiling and LED Light Fixtures for the Hallway
 - Installed Bottle-Filler Water Fountain
 - Refreshed Entrance and Vestibule Areas with Paint and New LED Lighting
 - Painted 3 Classrooms and 3 Office Spaces.
 - Waxed Floors

6. MAC 1st and 2nd Floor Elevator Corridor
 - New ceiling and lighting
 - Painted walls
 - Installed Bottle-Filler Water Fountains
 - Waxed Floors

7. MAC 243 Corridor
 - New Ceiling Installed
 - New LED Lighting
 - Freshly Painted Walls

8. MAC Kingsbrew Upgrades
 - Laminated Service Counters
 - Newly Painted Walls
 - New Ceilings Installed
 - New LED Lighting
 - Installed 20 New Orange Chairs

9. T2GO Vending Area Upgrades
 - Reconfigured Counter Space
 - Increased Vending Machines
 - New Microwaves
 - New Bar Stools and Tables

10. General Classroom/Office Painting
 - T6 – 3 Classrooms
 - MAC – 1 Classroom
 - Library – 1 Classroom
 - Arts & Science – 4 Classrooms
 - Science Labs – 3
 - T7 – 13 Classrooms
 - WAC – 18 Classrooms
 - Office Spaces – 20

11. Physical Education/GYM Renovations

12. G115 Fitness Room

- Installed New LED Lighting
- Install Drywall Over Block Wall in Fitness Room
- Resurfaced Block Walls with Drywall
- Install Bottle-Filler Water Fountains

13. Men/Women Locker Room G108 and G119

- Wall, Ceiling and Column Painting
- Newly Painted Floor
- Locker Painting
- Installed Touchless Faucets, Fixtures and Amenities in Restrooms
- Installed 2 Bottle-Filler Water Fountains

14. Gym Hallway Corridor

- Resurfaced Block Walls with Drywall
- Painted all Walls, Doors, and Ceilings
- Epoxy Coated Hallway Floor

15. Gym Staircases

- New LED Lighting Installed.
- Resurfaced Block Walls with Drywall
- Wall and Ceiling Painting
- Painted Steps and Landings

16. Improved Exterior Lighting Conditions Throughout the Campus

17. T4 Building is complete with ceiling tiles and roof replacement

Harassment Prevention

CUNY has developed anti-harassment policies and procedures concerning individuals with disabilities and protected veterans. The 504/ADA Coordinator reviews personnel practices to ensure access and non-discrimination for individuals with disabilities. The Chief Diversity Officer reviews practices for veterans.

External Policy Dissemination

Each job vacancy announcement includes a summary of CUNY's policy. As noted above, CUNY posts its Non-Discrimination Policy on its employment website. CUNY's Office of Labor Relations provides an annual notice of our policies to labor unions. Our establishment (or the university, as appropriate) sends written notice of the affirmative action policies to subcontractors, vendors, and suppliers, requesting compliance.

Outreach and Positive Recruiting

Table 8: Summary of Prior Year Outreach

This past year, we made the following outreach efforts to veterans and individuals with disabilities:

- Agency for Persons with Disabilities (APD)
- Allsup Employment Services
- Bosma Enterprises
- Deaf to Work
- Easter Seals
- Enable America
- Land A Job
- Maryland Works, Inc.
- Options Unlimited, Inc.
- Our Ability
- Quest
- Think Beyond the Label
- United Spinal Association
- US.jobs Disability
- VetCentral – Disabled Veteran Outreach Program Representatives (DVOPs)
- Workforce Recruitment Program
- Work in Iowa Disability (Iowa State Workforce)

Impact/Discussion: to enable veterans and individuals with disabilities to transition to civilian society and gain employment opportunities.

Table 9: Planned Outreach, 2023-2024

Program / Effort	Impact/Discussion
Post on job boards and organizations specifically geared towards Veterans and Individuals with Disabilities.	To achieve a broader outreach for Veterans and Individuals with Disabilities, seeking employment opportunities.

Planned Outreach, 2023-2024

Ongoing efforts include:

- Disseminating information concerning employment opportunities to outlets reaching protected veterans (including disabled veterans) and individuals with disabilities.
- Advertising job openings with a variety of external resources, including required reporting to the New York State Labor Department and related agencies.
- Filing the annual federal VETS-4212 report
- Assisting veterans with a passing score on a competitive Civil Service examination to apply for additional points based on veteran or disabled veteran status as per NY State statute.
- Assisting qualified individuals with disabilities with appointment to classified competitive Civil Service titles without an examination (55(a) Program).

Internal Policy Dissemination

To foster positive support for affirmative action programs for protected veterans and individuals with disabilities, we have:

- Included policies in manual and other publications.
- Explained policies and responsibilities to senior management and supervisors.
- Conducted training for staff involved in recruitment, selection, and promotion decisions.
- Discussed policies in employee orientation and management training.
- Included information on the accomplishment of veterans, including disabled veterans, and other individuals with disabilities in unit communications.
- Posted CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments on bulletin boards, along with the CUNY Policy on Non-Discrimination (addressing protection from harassment based on disability).
- Featured persons with disabilities in handbooks or similar publications.
- Other College Programs/Activities:
 - Title IX Training for Faculty and Staff
 - Title IX Training for various student groups
 - EEO/Title IX Training
 - Faculty Development Workshop to Support Students
 - ACT Meeting
 - Compensation Analysis Meeting
 - Faculty Diversity Dialogue

Implementation Responsibility

As part of its efforts to ensure equal employment opportunity to veterans (including disabled veterans) and other individuals with disabilities, we have designated specific responsibilities.

The President

The President, Claudia V. Schrader, oversees affirmative action and compliance programs. The President appoints a 504/ADA Coordinator to oversee compliance and provides support and resources for affirmative action and compliance. The 504/ADA Coordinator and the Chief Diversity Officer report issues uncovered in interview reviews to the President who oversees appropriate responses.

504/ADA Coordinator

As 504/ADA Coordinator, Lisa Khandhar, Esq., Chief Diversity Officer:

- Chairs the 504/ADA Committee
- Monitors 504/ADA compliance
- Reviews and resolves issues such as disputed accommodation decisions
- Maintains records of accommodation requests and outcomes
- Ensures records are stored securely and confidentiality is maintained
- Provides training as needed on issues related to individuals with disabilities.

504/ADA Committee

The 504/ADA Committee advises the 504/ADA Coordinator. It includes representatives from various departments, and programs, including programs for veterans and individuals with disabilities. Members are:

- Lisa Khandhar, Esq., Chief Diversity Officer
- Althea Maduramente, Student Health Services Director
- Gila Rohr, Executive Director of Human Resources and Labor Designee
- Cynthia Mendola, HR Coordinator

Other Officials

Other college officials support the implementation of affirmative action specific to individuals with disabilities and veterans.

University Management

CUNY's Office of Recruitment and Diversity manages systems that capture self-identification data and provides data support to the campuses. The Office also administers CUNY's 55(a) program to provide opportunities in Civil Service positions to individuals with disabilities.

Training

We provide orientation on relevant regulations and policies, including affirmative action programs, to personnel responsible for recruitment, selection, promotion, disciplinary actions, and similar personnel activities.

- Kingsborough Diversity Symposium
- Faculty Presentation: Reappointment, Tenure and Promotion
- Faculty Development Workshop to Support Students
- HR Recruiting Network Meetings
- Title IX Training
- Annual CDO/HR/Legal/Public Safety Title IX Meetings
- Faculty Diversity Dialogue
- Ongoing legal education for CDO

Audit and Reporting System

The Chief Diversity Officer audits the effectiveness of outreach and affirmative action programs in general and monitors recruitment practices and discrimination claims related to status as a veteran or individual with a disability.

The 504/ADA Coordinator oversees audit and reporting in support of individuals with disabilities. He/she identifies and addresses barriers to access and evaluates remedial actions.

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

Benchmark Comparisons

Staffing

Appendix G provides counts individuals with disabilities by job group. The US Department of Labor suggests a benchmark of 7.0% for each job group. There is no requirement to calculate underutilization or set placement goals.

CUNY reports veteran representation annually through the federal VETS-4212 report.

Hiring Rates

The Exhibit on the following page illustrates hiring rates for veterans and individuals with disabilities as compared with previous plan years. The format is presented as prescribed by the US Department of Labor.

In March 2023, the federal government set the benchmark Hiring Rate for veterans at 5.4%, representing the prevalence of veterans in the United States workforce.

There is no federal hiring rate benchmark for individuals with disabilities.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Table 10: Veterans' Hiring Rate Benchmark

The benchmark, established annually by the US Department of Labor, is 5.4% as of March 2023.

Factor	2022-2023	2021-2022	2020-2021
A. Number of applicants who self-identified as Veterans before an offer of employment is made	62	47	19
B. Total number of job openings	73	41	20
C. Total number of jobs filled	79	41	9
D. Total number of applicants for all jobs	4189	2888	1324
E. Number of veteran applicants hired	1	0	0
F. Total number of applicants hired	79	41	9
Hiring Rate (E divided by F)	1.3%	0%	0%
Federal Benchmark	5.4%	5.5%	5.6%
Benchmark Met (Yes/No)	No	No	No

As comparison, as per the May 2023 Employment Situation Report from the Bureau of Labor Statistics, the unemployment rate for Veterans was 2.5% and the rate for non-veterans was 3.4%. <https://www.bls.gov/news.release/pdf/empsit.pdf>

Table 11: Hiring Rate for Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities.

Factor	2022-2023	2021-2022	2020-2021
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	272	198	62
B. Total number of job openings	73	41	20
C. Total number of jobs filled	79	41	9
D. Total number of applicants for all jobs	4189	2888	1324
E. Number of individuals with disabilities hired	6	0	0
F. Total number of applicants hired	79	41	9
Hiring Rate (E Divided by F)	7.6%%	0%	0%

As comparison, as per the May, 2023 Employment Situation Report from the Bureau of Labor Statistics, the unemployment rate for Individuals with Disabilities was 7.8% and the rate for individuals without a disability was 3.4%. <https://www.bls.gov/news.release/pdf/empsit.pdf>

APPENDICES

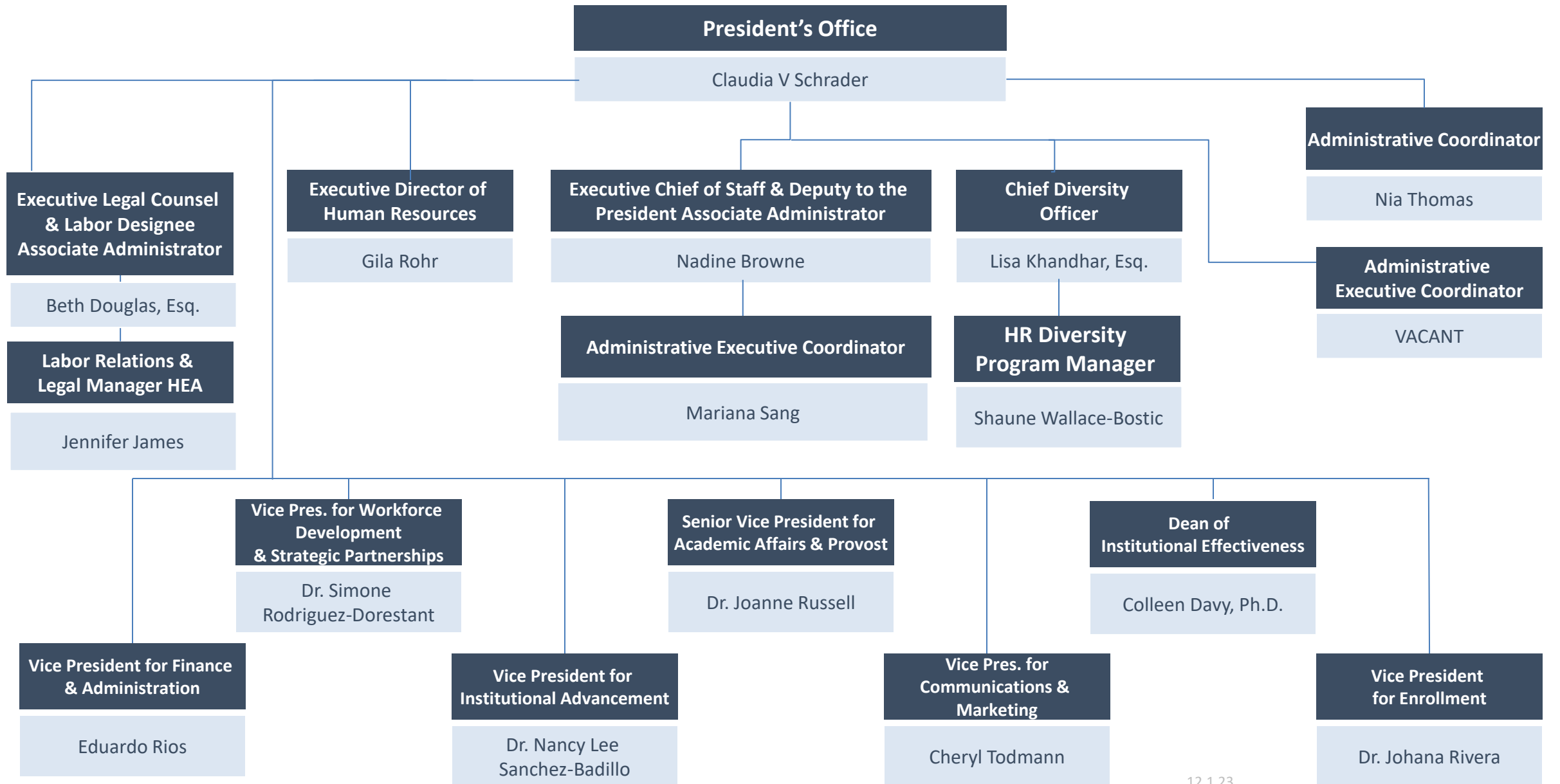
- A. Summary Organization Chart
- B. Reaffirmation Letter
- C. Policies
- D. Utilization Analysis
- E. Summary of Personnel Activities
- F. Summary of Recruitment Activities
- G. Utilization of Individuals with Disabilities

Appendices for the 2023 - 2024 Affirmative Action Plan

Appendix A Organization Chart

This Appendix contains a summary organization chart.

KINGSBOROUGH COMMUNITY COLLEGE ORGANIZATIONAL CHART



Appendix B Reaffirmation Letter

This Appendix contains the most recent Reaffirmation Letter.



OFFICE OF THE PRESIDENT

To: Kingsborough Campus Community

From: President Claudia V. Schrader

Date: September 15, 2022

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

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

The *Equal Opportunity and Non-Discrimination Policy* states our commitment to recruit, employ, retain, promote, and provide benefits to employees regardless of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, unemployment status, pregnancy, status as a victim of domestic violence/stalking/sex offenses, caregiver or family status, or any other legally prohibited basis in accordance with federal, state and city laws. Additionally, as a federal contractor, CUNY engages in affirmative action in employment, consistent with federal requirements, for women, minorities, individuals with disabilities and veterans. I remind you that Italian Americans are included among CUNY's protected affirmative action groups.

I have assigned responsibility for the implementation and monitoring of our equal opportunity compliance program to the [Office of Equal Opportunity & Diversity Management](#) (OEO), headed by Chief Diversity Officer Michael J. Valente, Esq., who also serves as Kingsborough's Title IX/504/ADA Coordinator. Importantly, vice presidents, deans, directors, managers and supervisors share responsibility for maintaining a work environment that is free from discrimination and harassment, including sexual harassment and anti-Semitism, and for promoting diversity and inclusion in their respective units. OEO, which is available to provide guidance and support, is located in the Academic Village, Suite V231, and the telephone number is (718) 368-6896. You may also email OEO at: AskOEO@kbcc.cuny.edu. Additionally, any individual who has experienced employment discrimination or discriminatory harassment, including sexual harassment, should immediately contact OEO. I invite you to visit OEO's website to view the *Equal Opportunity Policy*, including the complaint procedures and prohibition against retaliation, as well as the policies on *Sexual Misconduct* and *Reasonable Accommodations*.

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

Appendix C CUNY Policies

This Appendix has the text of major CUNY policies related to affirmative action and equal employment opportunity.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

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.

AFFIRMATIVE ACTION POLICY

CUNY has had policies related to affirmative action plans since the early 1970s. CUNY’s Affirmative Action Policy of May 28, 1985 is part of its 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)

SEXUAL MISCONDUCT POLICY

CUNY’s Policy on Sexual Misconduct addresses sexual harassment, gender-based harassment and sexual violence. It outlines procedures applicable to students and employees for addressing complaints.

Every member of The City University of New York (“CUNY”) community, including students, employees and visitors, deserves the opportunity to live, learn and work free from Sexual Misconduct (sexual harassment, gender-based

harassment and sexual violence). Accordingly, CUNY is committed to:

- Defining conduct that constitutes prohibited Sexual Misconduct;
- Providing clear guidelines for students, employees and visitors on how to report incidents of Sexual Misconduct and a commitment that any complaints will be handled respectfully;
- Promptly responding to and investigating allegations of Sexual Misconduct, 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;
- Providing ongoing assistance and support to students and employees who make allegations of Sexual Misconduct;
- Providing awareness and prevention information on Sexual Misconduct, including widely disseminating this policy, as well as a “students’ bill of rights” and implementing training and educational programs on Sexual Misconduct to college constituencies; and
- Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This is the sole policy at CUNY addressing Sexual Misconduct and is applicable at all college and units at the University. It will be interpreted in accordance with the principles of academic freedom adopted by CUNY’s Board of Trustees.

OTHER POLICIES

It is our policy 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.

Management reaffirms its non-discrimination policies annually.

Other important policies available on CUNY’s “Policies and Resources” webpage include:

- Campus and Workplace Violence Policy
- Domestic Violence and the Workplace Policy
- Procedures for Implementing Reasonable Accommodations and Academic Adjustments

CUNY campuses report crime statistics, including statistics relating to sexual violence under the federal Jeanne Clery Act. Information is available from the campus Office of Public Safety (list name of office and/or website).

Appendix D-1 Utilization Analysis - Staff Job Groups

This Appendix provides a utilization analysis for each staff job group that has five or more employees.

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market.

Details of internal and external factors in estimating the labor market are provided.

Underutilization numbers for females and total minorities represent placement goals when there are opportunities for hiring/advancement.

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

Kingsborough CC

Category: Executive/Administrative/Managerial

Job Group: Admin 1: Executive

Description: Executive Compensation Plan (Other Than Chief Executive)

Appointments: 16

Weight Availability Factors

50.00% ACS 2017-2021 National workforce with a minimum of Bachelor's degree plus eight years of experience (proxy age of 29 and higher) in selected occupations (0010, 0020, 0060, 0101, 0102, 0110, 0120, 0136, 0230, 0565, 2100).

50.00% Employees in titles Professor or Higher Education Officer as of 6/1/22; tenure or permanency not required.

Titles held by employees in this group

- 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

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	12	11	2	6	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization	75.0%	68.8%	12.5%	37.5%	18.8%
Labor Market Availability	45.6%	29.6%	10.0%	8.9%	8.8%

Kingsborough CC

Category: Executive/Administrative/Managerial

Job Group: Admin 2: Managerial

Description: HE Officer series administrators-senior level

Appointments: 95

Weight Availability Factors

55.00% ACS 2017-2021 NY/NJ MSA workforce with a minimum of Bachelor's degree plus six years or experience (proxy age of 27 or higher) in selected occupations (0020, 0060, 0101, 0102, 0110, 0120, 0136, 0230, 0565, 9800).

45.00% Employees in title Higher Education Assistant of of 6/1/22; tenure or permanency not required.

Titles held by employees in this group

04075 HE Associate

04097 HE Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	68	59	4	29	24
Underutilized (Y = Yes)			Y		
Number Underutilized			9		
Actual Utilization	71.6%	62.1%	4.2%	30.5%	25.3%
Labor Market Availability	57.7%	51.7%	14.2%	17.4%	17.8%

Kingsborough CC

Category: Executive/Administrative/Managerial

Job Group: Admin 2: Managerial Adjunct

Description: Adjunct HE Officer series administrators (all levels)

Appointments: 649

Weight Availability Factors

55.00% Identical to Administration 2 Group (Full Time).

45.00% Identical to Administration 2 Group (Full Time).

Titles held by employees in this group

04689 Non-Teaching Adjunct 1

04687 Non-Teaching Adjunct 3

04686 Non-Teaching Adjunct 4

04685 Non-Teaching Adjunct 5

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	380	203	35	94	61
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		132	57		54
Actual Utilization	58.6%	31.3%	5.4%	14.5%	9.4%
Labor Market Availability	57.7%	51.7%	14.2%	17.4%	17.8%

Kingsborough CC

Category: Executive/Administrative/Managerial

Job Group: Managerial: Info Tech

Description: Information Technology-Managers

Appointments: 5

Weight Availability Factors

80.00% ACS 2017-2021 NY/NJ MSA with minimum of six years experience (proxy age of 23 or higher) and occupation 0110.

20.00% Employees in titles IT Associate or IT Senior Associate, permanency not required, as of 6/1/2022.

Titles held by employees in this group

04972 IT Computer Operations Mgr

04973 IT Computer Systems Mgr

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	0	1	0	1	0
Underutilized (Y = Yes)	Y	Y	Y		Y
Number Underutilized	1	1	1		1
Actual Utilization	0.0%	20.0%	0.0%	20.0%	0.0%
Labor Market Availability	26.0%	48.4%	27.4%	6.8%	11.8%

Kingsborough CC

Category: Professional Non-Faculty

Job Group: Admin 3: Professional

Description: HE Officer Series: Entry and mid-level administrators

Appointments: 130

Weight Availability Factors

90.00% ACS 2017-2021 NY/NJ MSA workforce with minimum of Bachelor's degree in selected occupations (0520-0750, 1006, 1031, 1032, 2002, 2145, 2825, 2830, 2840, 2850, 2865, 5710, 5920, 9810).

10.00% Employees in titles CUNY Office Assistant, CUNY Admin Assistant, EOC Office Assistant and EOC Administrative Assistant holding a minimum of a Bachelor's degree as of 6/1/22; permanency not required.

Titles held by employees in this group

04017 Asst to HEO

04099 HE Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	103	86	14	42	24
Underutilized (Y = Yes)			Y		
Number Underutilized			7		
Actual Utilization	79.2%	66.2%	10.8%	32.3%	18.5%
Labor Market Availability	59.3%	39.5%	16.5%	9.6%	10.4%

Kingsborough CC

Category: Professional Non-Faculty

Job Group: Info Tech: Professional

Description: Information Technology-Professionals

Appointments: 26

Weight Availability Factors

75.00% ACS 2017-2021 NY/NJ MSA with minimum of a High School Diploma and four years of experience (proxy age of 21 or higher) in selected occupations (1006, 1007, 1010, 1021, 1022, 1065, 1105, 1106, 1108).

25.00% Employees in titles IT Support Assistant and CUNY Office Assistant, permanency not required, as of 6/1/2022.

Titles held by employees in this group

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

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	8	19	4	10	5
Underutilized (Y = Yes)			Y		
Number Underutilized			4		
Actual Utilization	30.8%	73.1%	15.4%	38.5%	19.2%
Labor Market Availability	38.1%	59.4%	30.2%	13.0%	13.9%

Kingsborough CC

Category: Administrative Support Workers

Job Group: Administrative Assistant

Description: Administrative Assistants-Senior level

Appointments: 15

Weight Availability Factors

0.00% Internal Only - Promotional Title

100.00% Employees in the CUNY Office Assistant title with Civil Service permanency and having achieved levels 3, 3A, or 4 as of 6/1/2022.

Titles held by employees in this group

04804 CUNY Admin Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	15	4	0	3	1
Underutilized (Y = Yes)		Y	Y	Y	Y
Number Underutilized		8	2	2	3
Actual Utilization	100.0%	26.7%	0.0%	20.0%	6.7%
Labor Market Availability	89.4%	77.7%	10.0%	36.6%	29.3%

Kingsborough CC

Category: Administrative Support Workers

Job Group: Office Assistant

Description: Administrative Office Assistants-Entry level

Appointments: 38

Weight Availability Factors

65.00% ACS 2017-2021 NY/NJ MSA with minimum of High School Diploma in selected occupations (4720, 4740, 5220, 5230, 5240, 5740, 5810, 5820, 5860).

35.00% Employees in the title of College Assistant (hourly) as of 6/1/2022.

Titles held by employees in this group

04802 CUNY Office Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	32	13	5	6	2
Underutilized (Y = Yes)		Y			Y
Number Underutilized		9			7
Actual Utilization	84.2%	34.2%	13.2%	15.8%	5.3%
Labor Market Availability	71.8%	58.9%	15.0%	17.6%	23.5%

Kingsborough CC

Category: Administrative Support Workers

Job Group: Office Assistant Adjunct

Description: Hourly Administrative Office Assistants-Entry level

Appointments: 218

Weight Availability Factors

100.00% Identical to CUNY Office Assistant Group (Full Time) except that availability is 100% external.

0.00% NA

Titles held by employees in this group

10102 College Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	163	113	28	40	41
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization	74.8%	51.8%	12.8%	18.3%	18.8%
Labor Market Availability	76.3%	49.8%	11.5%	15.0%	20.5%

Kingsborough CC

Category: Technicians

Job Group: Info Tech: Technician

Description: Information Technology-Tech Support

Appointments: 6

Weight Availability Factors

85.00% ACS 2017-2021 NY/NJ MSA with minimum of a High School Diploma in occupation 1050.

15.00% CUNY employees in the hourly IT Support Assistant title as of 6/1/2022.

Titles held by employees in this group

04865 IT Support Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	2	3	2	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization	33.3%	50.0%	33.3%	0.0%	16.7%
Labor Market Availability	23.3%	57.7%	25.3%	12.4%	17.6%

Kingsborough CC

Category: Technicians

Job Group: Print Media Technician

Description: Print Shop Technicians and related titles

Appointments: 5

Weight Availability Factors

100.00% ACS 2017-2021 NY/NJ MSA in selected occupations (5900, 8250, 8255, 8256, 8830).

0.00% NA

Titles held by employees in this group

04805 Print Shop Assistant

04806 Print Shop Associate

04807 Print Shop Coordinator

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	0	3	0	1	2
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	2		1		
Actual Utilization	0.0%	60.0%	0.0%	20.0%	40.0%
Labor Market Availability	31.1%	50.7%	13.2%	10.1%	25.1%

Kingsborough CC

Category: Craft Workers

Job Group: Skilled Trades: Not Supervisory

Description: Skilled Trades-Not supervisory

Appointments: 23

Weight Availability Factors

90.00% ACS 2017-2021 NY/NJ MSA in selected occupations (6230, 6250, 6355, 6410, 6440, 6460, 6515, 6700, 7300, 7350, 7540, 8030, 8500, 8600, 8610, 8630).

10.00% Employees in titles Maintenance Worker or any of the Skilled Trade Helper titles, permanency not required, as of 6/1/2022.

Titles held by employees in this group

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

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	0	10	1	6	3
Underutilized (Y = Yes)	Y				Y
Number Underutilized	1				3
Actual Utilization	0.0%	43.5%	4.3%	26.1%	13.0%
Labor Market Availability	2.6%	46.2%	4.7%	10.6%	27.9%

Kingsborough CC

Category: Craft Workers

Job Group: Laborers and Helpers

Description: Entry-Level Craft Workers

Appointments: 14

Weight Availability Factors

55.00% ACS 2017-2021 NY/NJ MSA in selected occupations (6260, 6600, 6730, 7610, 8810, 8950, 9620, 9760, 9760).

45.00% CUNY employees in the Custodial Assistant and Custodial Supervisor titles, permanency not required, as of 6/1/2022.

Titles held by employees in this group

91722 Electrician Helper

90702 Laborer

12200 Stock Worker

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	1	12	0	8	4
Underutilized (Y = Yes)	Y		Y		Y
Number Underutilized	2		1		2
Actual Utilization	7.1%	85.7%	0.0%	57.1%	28.6%
Labor Market Availability	19.9%	73.8%	6.8%	24.3%	40.5%

Kingsborough CC

Category: Craft Workers

Job Group: Basic Crafts-Buildings and Grounds

Description: Buildings and Grounds Workers

Appointments: 6

Weight Availability Factors

90.00% ACS 2017-2021 NY/NJ MSA in selected occupations (4210, 4251, 7200, 7340, 9120, 9141).

10.00% Employees in titles Custodial Assistant, Mail Message Services Worker and Skill Trades Helper Titles, permanency not required, as of 6/1/2022.

Titles held by employees in this group

90698 Maintenance Worker

04906 Motor Vehicle Mechanic

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	0	2	0	1	1
Underutilized (Y = Yes)		Y			Y
Number Underutilized		1			1
Actual Utilization	0.0%	33.3%	0.0%	16.7%	16.7%
Labor Market Availability	7.7%	57.6%	8.1%	13.8%	32.7%

Kingsborough CC

Category: Service Workers

Job Group: Campus Public Safety Sergeant

Description: Campus Security-Supervisors and Specialists

Appointments: 10

Weight Availability Factors

0.00% Internal Only-Promotional Title

100.00% CUNY employees in the title of Campus Peace Officer with Civil Service permanency and two years of permanent service as of 6/1/2022.

Titles held by employees in this group

04846 Campus Pub Safety Sergeant

04845 Campus Security Specialist

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	4	9	1	4	4
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization	40.0%	90.0%	10.0%	40.0%	40.0%
Labor Market Availability	24.0%	86.3%	4.5%	49.2%	30.7%

Kingsborough CC

Category: Service Workers

Job Group: Campus Peace Officer

Description: Campus Security-Mid level staff

Appointments: 12

Weight Availability Factors

60.00% ACS 2017-2021 NY/NJ MSA with minimum of High School Diploma, New York State residency, and minimum age of 21 in selected occupations (3802, 3930, 3940, 3945, 3946, 3960).

40.00% Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2022.

Titles held by employees in this group

04844 Campus Peace Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	3	12	0	9	3
Underutilized (Y = Yes)			Y		
Number Underutilized			2		
Actual Utilization	25.0%	100.0%	0.0%	75.0%	25.0%
Labor Market Availability	30.1%	77.9%	13.7%	42.4%	19.7%

Kingsborough CC

Category: Service Workers

Job Group: Campus Security Assistant

Description: Campus Security-Entry level staff

Appointments: 8

Weight Availability Factors

90.00% ACS 2017-2021 NY/NJ MSA with minimum of High School Diploma, New York State residency and minimum age of 18 in selected occupations (3930, 3940, 3945, 3946, 3960).

10.00% Employees in title Campus Security Assistant (Hourly), permanency not required, as of 6/1/2022.

Titles held by employees in this group

04841 Campus Security Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	2	8	0	7	1
Underutilized (Y = Yes)			Y		Y
Number Underutilized			1		1
Actual Utilization	25.0%	100.0%	0.0%	87.5%	12.5%
Labor Market Availability	30.6%	71.1%	8.2%	36.4%	23.6%

Kingsborough CC

Category: Service Workers

Job Group: Custodial: Supervisory

Description: Custodial-Supervisors (all titles)

Appointments: 7

Weight Availability Factors

0.00% Internal Only-Promotional Title

100.00% Employees in title Custodial Assistant and are not temporary as of 6/1/2022.

Titles held by employees in this group

- 80560 Custodial Asst Principal Supv
- 80561 Custodial Principal Supv
- 80535 Custodial Sr Supervisor
- 04862 Custodial Supervisor

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	3	6	0	4	2
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization	42.9%	85.7%	0.0%	57.1%	28.6%
Labor Market Availability	36.5%	90.8%	6.5%	42.8%	41.3%

Kingsborough CC

Category: Service Workers

Job Group: Custodial: Assistant

Description: Custodial-Entry level

Appointments: 51

Weight Availability Factors

65.00% ACS 2017-2021 NY/NJ MSA in occupation 4220.

35.00% CUNY employees in title Custodial Assistant (Hourly) as of 6/1/2022.

Titles held by employees in this group

04861 Custodial Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	17	42	5	27	10
Underutilized (Y = Yes)					Y
Number Underutilized					11
Actual Utilization	33.3%	82.4%	9.8%	52.9%	19.6%
Labor Market Availability	33.4%	77.6%	5.0%	29.2%	41.2%

Kingsborough CC

Category: Service Workers

Job Group: Custodial: Assistant Adjunct

Description: Hourly Custodial-Entry level

Appointments: 16

Weight Availability Factors

100.00% Identical to Custodial Assistant Group (Full Time) except that availability is 100% external.

0.00% NA

Titles held by employees in this group

04861 Custodial Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	5	15	0	12	3
Underutilized (Y = Yes)			Y		Y
Number Underutilized			1		4
Actual Utilization	31.3%	93.8%	0.0%	75.0%	18.8%
Labor Market Availability	29.3%	71.6%	5.8%	18.6%	44.6%

Appendix D-2 Utilization Analysis - College Laboratory Technicians

This Appendix provides a utilization analysis for College Laboratory Technicians in groups with five or more employees.

Underutilization occurs where utilization of a given group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market.

Underutilization numbers for females and total minorities represent specific placement goals when there are opportunities for hiring/advancement.

Details of internal and external factors in estimating the labor market are provided.

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

Admin 4: College Lab Technician

Weight Availability Factors

100.00% ACS 2017-2021 NY/NJ MSA with minimum of High School Diploma. Selected occupations for the Scientific/Technical/IT specialty (1050, 1910, 1920, 1970). Selected occupations for others (2440, 2555).

Grouping: College Lab Tech: Science, Tech, Eng.

Appointments: 16

Employees in this category work in the following department(s):

- 10033 Dept,Biological Science
- 10225 Dept,Physical Sci
- 10136 Health & Human Services
- 70009 Instructional Computing
- 80033 Media Center
- 10211 Non-Clinical Nursing

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	8	8	2	3	3
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization	50.0%	50.0%	12.5%	18.8%	18.8%
Labor Market Availability	47.1%	31.3%	17.5%	4.9%	6.0%

Kingsborough CC

Admin 4: College Lab Technician

Weight Availability Factors

100.00% ACS 2017-2021 NY/NJ MSA with minimum of High School Diploma. Selected occupations for the Scientific/Technical/IT specialty (1050, 1910, 1920, 1970). Selected occupations for others (2440, 2555).

Grouping: College Lab Tech: Other

Appointments: 12

Employees in this category work in the following department(s):

- 70010 Academic Development
- 75123 ASAP
- 10396 Dean Of Continuing Education
- 10393 Dean Of Students
- 10105 Department Of English
- 10021 Dept Of Art
- 10042 Dept, Business
- 10028 Dept,Beh Sci&Human Svcs
- 10060 Dept,Comm&Perf Arts
- 10134 Dept,Health,Phys Ed&Rec
- 65102 English Skills Lab
- 65017 Office Of Collab Prog
- 80262 Public Relations
- 10299 Tourism & Hospitality
- 10387 Vice President&Provost
- 65120 Workforce Development
- 10117 World Languages and Culture

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	5	4	0	2	1
Underutilized (Y = Yes)	Y	Y	Y		Y
Number Underutilized	5	1	1		1
Actual Utilization	41.7%	33.3%	0.0%	16.7%	8.3%
Labor Market Availability	83.8%	42.8%	8.7%	13.3%	18.3%

Admin 4: College Lab Technician Adjunct

Weight Availability Factors

100.00% Identical to Administration 4 Group (Full Time).

Grouping: College Lab Tech: Science, Tech, Eng.

Appointments: 38

Employees in this category work in the following department(s):

- 10033 Dept,Biological Science
- 10225 Dept,Physical Sci
- 10136 Health & Human Services
- 70009 Instructional Computing
- 80033 Media Center
- 10211 Non-Clinical Nursing

Utilization Report				
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	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	14	29	10	7	11
Underutilized (Y = Yes)	Y				
Number Underutilized	4				
Actual Utilization	36.8%	76.3%	26.3%	18.4%	28.9%
Labor Market Availability	47.1%	31.3%	17.5%	4.9%	6.0%

Admin 4: College Lab Technician Adjunct

Weight Availability Factors

100.00% Identical to Administration 4 Group (Full Time).

Grouping: College Lab Tech: Other

Appointments: 68

Employees in this category work in the following department(s):

- 70010 Academic Development
- 75123 ASAP
- 10396 Dean Of Continuing Education
- 10393 Dean Of Students
- 10105 Department Of English
- 10021 Dept Of Art
- 10042 Dept, Business
- 10028 Dept, Beh Sci&Human Svcs
- 10060 Dept, Comm&Perf Arts
- 10134 Dept, Health, Phys Ed&Rec
- 65102 English Skills Lab
- 65017 Office Of Collab Prog
- 80262 Public Relations
- 10299 Tourism & Hospitality
- 10387 Vice President&Provost
- 65120 Workforce Development
- 10117 World Languages and Culture

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African American	Hispanic/ Latino
Number of Employees	43	38	7	14	15
Underutilized (Y = Yes)	Y				
Number Underutilized	14				
Actual Utilization	63.2%	55.9%	10.3%	20.6%	22.1%
Labor Market Availability	83.8%	42.8%	8.7%	13.3%	18.3%

Appendix D-3 Utilization Analysis - Faculty By Discipline and Job Group

This Appendix provides a utilization analysis for combination of faculty job group and academic discipline with five or more employees.

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market.

Underutilization numbers for females and total minorities represent specific placement goals as prescribed for federal Affirmative Action Plans. Note underutilization measures are those calculated for the academic discipline, which may comprise more than one department.

Details of internal and external factors in estimating the labor market are provided.

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

Biological and Biomedical Sciences

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

10033 Dept,Biological Science

Job Group Faculty: Lecturer Adjunct

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

Total Appointments: 22

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	11	6	1	3	1
Underutilized (Y = Yes)	Y	Y	Y		Y
Number Underutilized	3	4	3		2
Actual Utilization	50.0%	27.3%	4.5%	13.6%	4.5%
Labor Market Availability	64.2%	47.2%	19.5%	10.4%	13.8%

Job Group Faculty: Professoriate

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors).

Total Appointments: 21

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	11	8	4	2	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization	52.4%	38.1%	19.0%	9.5%	9.5%
Labor Market Availability	53.6%	28.5%	11.4%	4.6%	8.6%

Job Group Faculty: Professoriate Adjunct

Weight Availability Factors

100.00% Identical to Faculty Professoriate Group (Full Time).

Total Appointments: 6

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	3	0	0	0	0
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		2	1		1
Actual Utilization	50.0%	0.0%	0.0%	0.0%	0.0%
Labor Market Availability	53.6%	28.5%	11.4%	4.6%	8.6%

Kingsborough CC

Business, Management, Marketing and Support

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

- 10042 Dept, Business
- 10299 Tourism & Hospitality

Job Group Faculty: Lecturer

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Bachelor's level and above in New York and New Jersey for selected disciplines (first and second majors).

Total Appointments: 18

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	8	5	1	2	2
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		3	1		1
Actual Utilization	44.4%	27.8%	5.6%	11.1%	11.1%
Labor Market Availability	46.7%	43.2%	13.9%	10.7%	16.0%

Job Group Faculty: Lecturer Adjunct

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

Total Appointments: 48

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	19	12	1	7	4
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		9	6		4
Actual Utilization	39.6%	25.0%	2.1%	14.6%	8.3%
Labor Market Availability	46.7%	43.2%	13.9%	10.7%	16.0%

Job Group Faculty: Professoriate

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors).

Total Appointments: 12

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	4	2	1	1	0
Underutilized (Y = Yes)	Y	Y		Y	Y
Number Underutilized	2	3		2	1
Actual Utilization	33.3%	16.7%	8.3%	8.3%	0.0%
Labor Market Availability	47.7%	40.7%	5.6%	25.1%	7.0%

Job Group Faculty: Professoriate Adjunct

Weight Availability Factors

100.00% Identical to Faculty Professoriate Group (Full Time).

Total Appointments: 10

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	4	1	0	1	0
Underutilized (Y = Yes)		Y	Y	Y	Y
Number Underutilized		3	1	2	1
Actual Utilization	40.0%	10.0%	0.0%	10.0%	0.0%
Labor Market Availability	47.7%	40.7%	5.6%	25.1%	7.0%

Communications, Journalism, AND Visual/Perf Arts

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

10060 Dept,Comm&Perf Arts

Job Group Faculty: Lecturer

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Bachelor's level and above in New York and New Jersey for selected disciplines (first and second majors).

Total Appointments: 5

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	4	3	1	1	0
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization	80.0%	60.0%	20.0%	20.0%	0.0%
Labor Market Availability	63.5%	38.9%	7.6%	10.4%	16.6%

Job Group Faculty: Lecturer Adjunct

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

Total Appointments: 26

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	11	9	1	3	4
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	6		1		
Actual Utilization	42.3%	34.6%	3.8%	11.5%	15.4%
Labor Market Availability	63.5%	38.9%	7.6%	10.4%	16.6%

Job Group Faculty: Professoriate

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors).

Total Appointments: 11

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	4	2	1	0	1
Underutilized (Y = Yes)	Y	Y		Y	
Number Underutilized	2	1		1	
Actual Utilization	36.4%	18.2%	9.1%	0.0%	9.1%
Labor Market Availability	51.6%	23.3%	8.8%	4.6%	6.6%

Job Group Faculty: Professoriate Adjunct

Weight Availability Factors

100.00% Identical to Faculty Professoriate Group (Full Time).

Total Appointments: 13

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	3	2	1	1	0
Underutilized (Y = Yes)	Y	Y			Y
Number Underutilized	4	1			1
Actual Utilization	23.1%	15.4%	7.7%	7.7%	0.0%
Labor Market Availability	51.6%	23.3%	8.8%	4.6%	6.6%

Kingsborough CC

Education - Developmental

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

15001	ACE Remedial
65012	Board of Education Partnership
75018	Career Services Operations
10396	Dean Of Continuing Education
10393	Dean Of Students
65034	Diploma Now
65068	Language Immersion Program
10260	Math Skills Lab
10377	Office Of Academic Programs
65017	Office Of Collab Prog
10387	Vice President&Provost
65120	Workforce Development

Job Group Faculty: Continuing Education

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Bachelor's level and above in New York and New Jersey for selected disciplines (first and second majors).

Total Appointments: 294

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	158	137	22	61	48
Underutilized (Y = Yes)			Y		
Number Underutilized			9		
Actual Utilization	53.7%	46.6%	7.5%	20.7%	16.3%
Labor Market Availability	64.5%	30.7%	10.7%	9.2%	8.9%

Job Group Faculty: Developmental

Weight Availability Factors

100.00% ACS 2017-2021 NY/NJ MSA with minimum of a Bachelor's degree in occupation 2360 (Other Teachers and Instructors).

Job Group Faculty: Developmental

Weight Availability Factors

100.00% ACS 2017-2021 NY/NJ MSA with minimum of a Bachelor's degree in occupation 2360 (Other Teachers and Instructors).

Total Appointments: 8

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	4	3	0	0	2
Underutilized (Y = Yes)	Y		Y	Y	
Number Underutilized	1		1	1	
Actual Utilization	50.0%	37.5%	0.0%	0.0%	25.0%
Labor Market Availability	64.5%	30.7%	10.7%	9.2%	8.9%

Job Group Faculty: Lecturer Adjunct

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

Total Appointments: 399

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	238	145	23	79	39
Underutilized (Y = Yes)			Y		
Number Underutilized			20		
Actual Utilization	59.6%	36.3%	5.8%	19.8%	9.8%
Labor Market Availability	64.5%	30.7%	10.7%	9.2%	8.9%

Job Group Faculty: Professoriate Adjunct

Weight Availability Factors

100.00% Identical to Faculty Professoriate Group (Full Time).

Job Group Faculty: Professoriate Adjunct

Weight Availability Factors

100.00% Identical to Faculty Professoriate Group (Full Time).

Total Appointments: 30

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	14	10	4	3	3
Underutilized (Y = Yes)	Y				
Number Underutilized	5				
Actual Utilization	46.7%	33.3%	13.3%	10.0%	10.0%
Labor Market Availability	64.5%	30.7%	10.7%	9.2%	8.9%

English Language and Literature/Letters

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

10105 Department Of English

Job Group Faculty: Lecturer

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Bachelor's level and above in New York and New Jersey for selected disciplines (first and second majors).

Total Appointments: 10

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	6	3	0	2	1
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		1	1		1
Actual Utilization	60.0%	30.0%	0.0%	20.0%	10.0%
Labor Market Availability	71.9%	37.9%	6.7%	9.2%	18.3%

Job Group Faculty: Lecturer Adjunct

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

Total Appointments: 43

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	29	10	0	6	3
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		6	3		5
Actual Utilization	67.4%	23.3%	0.0%	14.0%	7.0%
Labor Market Availability	71.9%	37.9%	6.7%	9.2%	18.3%

Job Group Faculty: Professoriate

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors).

Total Appointments: 45

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	27	8	2	5	1
Underutilized (Y = Yes)					Y
Number Underutilized					2
Actual Utilization	60.0%	17.8%	4.4%	11.1%	2.2%
Labor Market Availability	59.4%	20.2%	3.7%	5.8%	6.9%

Job Group Faculty: Professoriate Adjunct

Weight Availability Factors

100.00% Identical to Faculty Professoriate Group (Full Time).

Total Appointments: 12

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	9	3	1	1	0
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization	75.0%	25.0%	8.3%	8.3%	0.0%
Labor Market Availability	59.4%	20.2%	3.7%	5.8%	6.9%

Foreign Languages, Literatures, and Linguistics

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

10117 World Languages and Culture

Job Group Faculty: Lecturer Adjunct

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

Total Appointments: 11

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	2	6	2	0	4
Underutilized (Y = Yes)	Y			Y	
Number Underutilized	6			1	
Actual Utilization	18.2%	54.5%	18.2%	0.0%	36.4%
Labor Market Availability	69.4%	43.9%	9.6%	4.6%	26.5%

Kingsborough CC

Health Professions and Related Programs

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

- 10136 Health & Human Services
- 10211 Non-Clinical Nursing

Job Group Faculty: Continuing Education

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Bachelor's level and above in New York and New Jersey for selected disciplines (first and second majors).

Total Appointments: 6

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	1	5	0	2	3
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	4		1		
Actual Utilization	16.7%	83.3%	0.0%	33.3%	50.0%
Labor Market Availability	78.0%	43.4%	15.6%	12.4%	13.0%

Job Group Faculty: Lecturer

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Bachelor's level and above in New York and New Jersey for selected disciplines (first and second majors).

Total Appointments: 11

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	5	7	1	4	2
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	4		1		
Actual Utilization	45.5%	63.6%	9.1%	36.4%	18.2%
Labor Market Availability	78.0%	43.4%	15.6%	12.4%	13.0%

Job Group Faculty: Lecturer Adjunct

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	56	41	3	30	7
Underutilized (Y = Yes)			Y		Y
Number Underutilized			9		3
Actual Utilization	75.7%	55.4%	4.1%	40.5%	9.5%
Labor Market Availability	78.0%	43.4%	15.6%	12.4%	13.0%

Job Group Faculty: Professoriate

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors).

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	22	10	2	7	0
Underutilized (Y = Yes)			Y		Y
Number Underutilized			3		2
Actual Utilization	73.3%	33.3%	6.7%	23.3%	0.0%
Labor Market Availability	60.7%	36.5%	17.9%	7.5%	7.7%

Job Group Faculty: Professoriate Adjunct

Weight Availability Factors

100.00% Identical to Faculty Professoriate Group (Full Time).

Job Group Faculty: Professoriate Adjunct

Weight Availability Factors

100.00% Identical to Faculty Professoriate Group (Full Time).

Total Appointments: 14

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	11	6	1	2	2
Underutilized (Y = Yes)			Y		
Number Underutilized			2		
Actual Utilization	78.6%	42.9%	7.1%	14.3%	14.3%
Labor Market Availability	60.7%	36.5%	17.9%	7.5%	7.7%

Liberal Arts and Sciences, General Studies & Humanities

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

10280 Dept,His,Phil,&Soc Sci

Job Group Faculty: Lecturer Adjunct

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	4	7	1	3	3
Underutilized (Y = Yes)	Y				
Number Underutilized	8				
Actual Utilization	21.1%	36.8%	5.3%	15.8%	15.8%
Labor Market Availability	63.4%	35.1%	4.7%	12.3%	14.4%

Job Group Faculty: Professoriate

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors).

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	7	3	0	3	0
Underutilized (Y = Yes)	Y	Y	Y		Y
Number Underutilized	4	2	1		1
Actual Utilization	36.8%	15.8%	0.0%	15.8%	0.0%
Labor Market Availability	59.0%	28.6%	3.8%	14.3%	7.6%

Job Group Faculty: Professoriate Adjunct

Weight Availability Factors

100.00% Identical to Faculty Professoriate Group (Full Time).

Total Appointments: 9

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	4	2	0	1	1
Underutilized (Y = Yes)	Y	Y			
Number Underutilized	1	1			
Actual Utilization	44.4%	22.2%	0.0%	11.1%	11.1%
Labor Market Availability	59.0%	28.6%	3.8%	14.3%	7.6%

Library (Librarians/Non-Teaching)

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

70054 Dept Of Library

Job Group Faculty: Librarian

Weight Availability Factors

100.00% ACS 2017-2021 Nationwide workforce with a minimum of a Master's degree in occupation 2435 (Librarians and Media Collections Specialists). One availability is calculated for all faculty in the Library group.

Total Appointments: 11

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	6	3	1	0	2
Underutilized (Y = Yes)	Y				
Number Underutilized	3				
Actual Utilization	54.5%	27.3%	9.1%	0.0%	18.2%
Labor Market Availability	81.3%	15.5%	3.6%	4.5%	4.8%

Mathematics and Computer Science

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

10195 Dept,Math&Computer Sci

Job Group Faculty: Lecturer

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Bachelor's level and above in New York and New Jersey for selected disciplines (first and second majors).

Total Appointments: 14

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	4	6	4	1	0
Underutilized (Y = Yes)					Y
Number Underutilized					2
Actual Utilization	28.6%	42.9%	28.6%	7.1%	0.0%
Labor Market Availability	28.6%	51.6%	26.9%	8.5%	12.8%

Job Group Faculty: Lecturer Adjunct

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

Total Appointments: 17

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	6	5	2	2	1
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		4	3		1
Actual Utilization	35.3%	29.4%	11.8%	11.8%	5.9%
Labor Market Availability	28.6%	51.6%	26.9%	8.5%	12.8%

Job Group Faculty: Professoriate

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors).

Total Appointments: 22

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	7	7	6	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization	31.8%	31.8%	27.3%	0.0%	4.5%
Labor Market Availability	26.3%	28.7%	12.9%	6.3%	5.5%

Parks, Recreation, Leisure and Fitness Studies

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

10134 Dept,Health,Phys Ed&Rec

Job Group Faculty: Lecturer

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Bachelor's level and above in New York and New Jersey for selected disciplines (first and second majors).

Total Appointments: 7

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	6	4	0	3	1
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization	85.7%	57.1%	0.0%	42.9%	14.3%
Labor Market Availability	39.1%	34.8%	6.5%	11.2%	14.3%

Job Group Faculty: Lecturer Adjunct

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

Total Appointments: 17

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	3	4	0	1	2
Underutilized (Y = Yes)	Y	Y	Y	Y	
Number Underutilized	4	2	1	1	
Actual Utilization	17.6%	23.5%	0.0%	5.9%	11.8%
Labor Market Availability	39.1%	34.8%	6.5%	11.2%	14.3%

Physical Sciences

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

10225 Dept,Physical Sci

Job Group Faculty: Lecturer Adjunct

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

Total Appointments: 24

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	11	8	2	3	2
Underutilized (Y = Yes)			Y		Y
Number Underutilized			1		1
Actual Utilization	45.8%	33.3%	8.3%	12.5%	8.3%
Labor Market Availability	41.8%	34.2%	13.6%	5.7%	11.2%

Job Group Faculty: Professoriate

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors).

Total Appointments: 13

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	1	4	4	0	0
Underutilized (Y = Yes)	Y				Y
Number Underutilized	4				1
Actual Utilization	7.7%	30.8%	30.8%	0.0%	0.0%
Labor Market Availability	34.8%	20.5%	8.0%	2.1%	6.6%

Job Group Faculty: Professoriate Adjunct

Weight Availability Factors

100.00% Identical to Faculty Professoriate Group (Full Time).

Total Appointments: 8

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	5	1	0	0	1
Underutilized (Y = Yes)		Y	Y		
Number Underutilized		1	1		
Actual Utilization	62.5%	12.5%	0.0%	0.0%	12.5%
Labor Market Availability	34.8%	20.5%	8.0%	2.1%	6.6%

Social Sciences

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

10028 Dept, Beh Sci&Human Svcs

Job Group Faculty: Lecturer

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Bachelor's level and above in New York and New Jersey for selected disciplines (first and second majors).

Total Appointments: 9

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	7	4	0	0	4
Underutilized (Y = Yes)			Y	Y	
Number Underutilized			1	1	
Actual Utilization	77.8%	44.4%	0.0%	0.0%	44.4%
Labor Market Availability	55.7%	47.0%	11.7%	12.6%	19.3%

Job Group Faculty: Lecturer Adjunct

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

Total Appointments: 42

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	25	20	3	10	7
Underutilized (Y = Yes)			Y		
Number Underutilized			2		
Actual Utilization	59.5%	47.6%	7.1%	23.8%	16.7%
Labor Market Availability	55.7%	47.0%	11.7%	12.6%	19.3%

Job Group Faculty: Professoriate

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors).

Total Appointments: 32

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	18	15	2	8	5
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization	56.3%	46.9%	6.3%	25.0%	15.6%
Labor Market Availability	49.7%	25.4%	7.7%	6.2%	8.1%

Job Group Faculty: Professoriate Adjunct

Weight Availability Factors

100.00% Identical to Faculty Professoriate Group (Full Time).

Total Appointments: 26

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	14	10	2	6	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization	53.8%	38.5%	7.7%	23.1%	7.7%
Labor Market Availability	49.7%	25.4%	7.7%	6.2%	8.1%

Visual and Performing Arts

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

10021 Dept Of Art

Job Group Faculty: Lecturer Adjunct

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	7	2	1	1	0
Underutilized (Y = Yes)		Y			Y
Number Underutilized		2			2
Actual Utilization	63.6%	18.2%	9.1%	9.1%	0.0%
Labor Market Availability	63.2%	38.5%	9.0%	8.7%	16.2%

Job Group Faculty: Professoriate

Weight Availability Factors

100.00% 2020 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors).

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	7	2	2	0	0
Underutilized (Y = Yes)		Y			Y
Number Underutilized		1			1
Actual Utilization	63.6%	18.2%	18.2%	0.0%	0.0%
Labor Market Availability	48.7%	23.1%	9.9%	3.3%	6.9%

Job Group Faculty: Professoriate Adjunct

Weight Availability Factors

100.00% Identical to Faculty Professoriate Group (Full Time).

Total Appointments: 29

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino
Number of Faculty	17	3	1	1	1
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		4	2		1
Actual Utilization	58.6%	10.3%	3.4%	3.4%	3.4%
Labor Market Availability	48.7%	23.1%	9.9%	3.3%	6.9%

Appendix E Personnel Activity

This Appendix details personnel activities.

The spreadsheets provide detail on personnel activity by job group and by EEO Category.

The charts represent only those job groups and EEO Categories with a material level of activity.

Job Group Summary
Net Personnel Activity, 6/1/22 - 6/1/23
Administration 3 (Professional)

	Net Group Changes	NET ADDITIONS		Additions by Type		Detail, Internal Hires by Type					
		Addition #	Additions %	Outside Hires	Internal Hires into New Job Group	Was Part Time	Hired from Other College	Demoted	Advanced	Other Change	Return to Faculty
Total	(3)	16		7	9	6	1	-	2	-	-
Male	(1)	5	31%	3	2	1	-	-	1	-	-
Female	(2)	11	69%	4	7	5	1	-	1	-	-
Other Gender	-	-	0%	-	-	-	-	-	-	-	-
Unknown Gender	-	-	0%	-	-	-	-	-	-	-	-
All Protected Race/Eth Grps	-	13	81%	6	7	5	1	-	1	-	-
Asian	4	5	31%	3	2	1	1	-	-	-	-
Black	(8)	3	19%	2	1	1	-	-	-	-	-
Hispanic	2	3	19%	1	2	2	-	-	-	-	-
Other Protected Grp	2	2	13%	-	2	1	-	-	1	-	-
Italian-American	(1)	-	0%	-	-	-	-	-	-	-	-
White	(2)	3	19%	1	2	1	-	-	1	-	-
Unknown Ethnicity	-	-	0%	-	-	-	-	-	-	-	-
Veterans	1	1	6%	1	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any one job group could have a net loss or net gain (additions may not equal subtractions).

Appendix F Summary of Recruiting Activities

This Appendix provides details of candidate pools and outcomes of searches.

The spreadsheets provide detail on applicants, interviews, and offers. The scope of this report includes searches which officially concluded during the previous plan year (June 1, 2022 through May 31, 2023).

Kingsborough Community College

Summary - All Searches

Total: 73

	Records	Applicants	App%	Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total + Total Selection Rate	4,536	4,189	92%	407	9.7%	90	2.1%	79	1.9%
Male	2,101	1,943	46%	185	9.5%	39	2.0%	32	1.6%
Female	2,072	1,908	46%	203	10.6%	45	2.4%	42	2.2%
Other	20	19	0%	2	10.5%	1	5.3%	1	5.3%
Unknown	343	318	8%	17	5.3%	5	1.6%	4	1.3%
Total Not Female	2,464	2,280	54%	204	8.9%	45	2.0%	37	1.6%
Total Minorities	3,228	2,974	71%	277	9.3%	66	2.2%	56	1.9%
Asian	544	506	12%	39	7.7%	9	1.8%	9	1.8%
Black	1,678	1,538	37%	154	10.0%	33	2.1%	26	1.7%
Hispanic	878	812	19%	76	9.4%	21	2.6%	18	2.2%
Other inc 2 or more	128	118	3%	8	6.8%	3	2.5%	3	2.5%
Italian-American	182	166	4%	19	11.4%	1	0.6%	1	0.6%
White	1,099	1,018	24%	116	11.4%	18	1.8%	17	1.7%
Unknown Ethnicity	209	196	5%	14	7.1%	6	3.1%	6	3.1%
White+Unknown	1,308	1,214	29%	130	10.7%	24	2.0%	23	1.9%
Veterans	64	62	1%	2	3.2%	1	1.6%	1	1.6%
Indiv. w Disabilities	288	272	6%	34	12.5%	7	2.6%	6	2.2%

	Least Selected: Male+Oth Ttl Minorities	OK Sel OK Sel	Least Selected: Male+Oth White+Unk	OK Sel OK Sel	Least Selected: Male+Oth Ttl Minorities	Adverse OK Sel
Percent Female	46%		49.9%		50.0%	53.2%
Percent Total Minorities	71%		68.1%		73.3%	70.9%
Percentage Veterans	1%		0.5%		1.1%	1.3%
Percentage w Disabil.	6%		8.4%		7.8%	7.6%

Appendix G Utilization of Individuals with Disabilities by Job Group

This Appendix presents the total staff in each job group with the number and percentage of Individuals with Disabilities.

The federal guideline for staffing of Individuals with Disabilities is 7.0% for each job group. While there is a requirement to report staffing, there is no requirement to calculate underutilization or to set placement goals.

APPENDIX G - Utilization of Individuals with Disabilities by Job Group

2023-2024

Kingsborough CC

The federal guideline for representation is 7% for each job group.

Total Individual(s) with Disabilities: 39 Percent of total reported employees: 1.3%

Category:	Staff	Indiv. with Disabilities	Rate
Executive/Administrative/Managerial			
Admin 1: Executive	16	0	0.0%
Admin 2: Managerial	95	4	4.2%
Admin 2: Managerial Adjunct	649	8	1.2%
Managerial: Facilities	2	0	0.0%
Managerial: Info Tech	5	0	0.0%
Managerial: Security	4	0	0.0%
Professional Faculty			
Faculty: Professoriate	224	2	0.9%
Faculty: Librarian	11	1	9.1%
Faculty: Lecturer	87	2	2.3%
Faculty: Lecturer Adjunct	753	4	0.5%
Faculty: Professoriate Adjunct	163	3	1.8%
Faculty: Developmental	8	0	0.0%
Faculty: Developmental Adjunct	4	0	0.0%
Faculty: Continuing Education	300	3	1.0%
Professional Non-Faculty			
Accountant: Professional	3	0	0.0%
Admin 3: Professional	130	6	4.6%
Admin 5: Engineer-Architect	2	0	0.0%
Disability Accommodation Specl Adjunct	1	0	0.0%
Info Tech: Professional	26	1	3.8%
Nurse	1	0	0.0%
Nurse Adjunct	4	0	0.0%
Administrative Support Workers			
Accountant: Assistant	2	0	0.0%
Administrative Assistant	15	0	0.0%
Office Assistant	38	1	2.6%
Office Assistant Adjunct	218	0	0.0%
Mail Services Worker	4	1	25.0%
Technicians			
Admin 4: College Lab Technician	28	1	3.6%
Admin 4: College Lab Technician Adjunct	106	1	0.9%
Broadcast-Media	2	0	0.0%
Engineering Technician	2	0	0.0%
Info Tech: Technician	6	0	0.0%
Print Media Technician	5	0	0.0%
Craft Workers			
Skilled Trades: Supervisory	2	0	0.0%
Skilled Trades: Not Supervisory	23	0	0.0%
Laborers and Helpers	14	0	0.0%
Basic Crafts-Buildings and Grounds	6	1	16.7%

Kingsborough CC

Category: Service Workers

	Staff	Indiv. with Disabilities	Rate
Campus Public Safety Sergeant	10	0	0.0%
Campus Peace Officer	12	0	0.0%
Campus Security Assistant	8	0	0.0%
Custodial: Supervisory	7	0	0.0%
Custodial: Assistant	51	0	0.0%
Custodial: Assistant Adjunct	16	0	0.0%