

# KINGSBOROUGH COMMUNITY COLLEGE

## 2022 – 2023 AFFIRMATIVE ACTION PLAN

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

Contact:

Michael J. Valente, Esq.

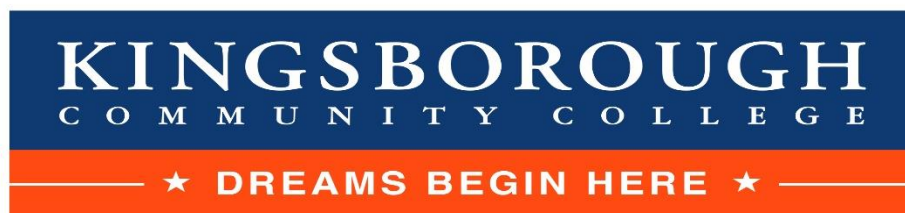
Chief Diversity Officer & Title IX/ADA Coordinator

Office of Equal Opportunity & Diversity Management,  
Office of the President

Please email [michael.valente@kbcc.cuny.edu](mailto:michael.valente@kbcc.cuny.edu) or call (718) 368-6793 if you need assistance with reading this document due to a disability.

This plan is available for review at:

The Office of Equal Opportunity & Diversity Management, Room V231 or visit our website at [https://www.kbcc.cuny.edu/title\\_IX/Homepage.html](https://www.kbcc.cuny.edu/title_IX/Homepage.html).



## TABLE OF CONTENTS

<b>PART ONE: INTRODUCTION AND BACKGROUND .....</b>	<b>3</b>
OVERVIEW.....	4
ORGANIZATION CHART .....	21
RELEVANT POLICIES .....	21
RESPONSIBILITY FOR IMPLEMENTATION .....	23
IMPACT OF COVID-RELATED EVENTS .....	25
<b>PART TWO: DATA AND ANALYSIS .....</b>	<b>26</b>
DATA SOURCES.....	26
WORKFORCE ANALYSIS .....	28
JOB GROUPS, DISCIPLINES, AND MARKET DATA.....	28
UTILIZATION ANALYSIS .....	29
OTHER ANALYSES.....	35
<b>PART THREE: ACTION-ORIENTED PROGRAMS .....</b>	<b>38</b>
PRIOR-YEAR PROGRAMS .....	38
2022-2023 PLANNED PROGRAMS .....	40
ONGOING ACTIVITIES .....	41
INTERNAL AUDIT AND REPORTING .....	41
<b>PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS .....</b>	<b>42</b>
EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY .....	42
REVIEW OF PERSONNEL PROCESSES .....	43
REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS .....	43
REASONABLE ACCOMMODATIONS.....	44
HARASSMENT PREVENTION .....	46
EXTERNAL POLICY DISSEMINATION .....	46
OUTREACH AND POSITIVE RECRUITING.....	46
INTERNAL POLICY DISSEMINATION .....	47
IMPLEMENTATION RESPONSIBILITY .....	48
TRAINING .....	49
AUDIT AND REPORTING SYSTEM.....	50
BENCHMARK COMPARISONS .....	50
<b>APPENDICES.....</b>	<b>52</b>

## **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 program requirements for federal contractors.

This unit is one of over 25 affirmative action establishments at the City University of New York (CUNY).

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
- 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, 2022. The previous reporting year was June 1, 2021 – May 31, 2022. The program year for this plan is September 1, 2022 – August 31, 2023.

We address disruptions due to the ongoing COVID-19 outbreak later in this report.

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

We produce a separate affirmative action plan for Italian Americans. CUNY's Chancellor designated Italian Americans as a protected group in 1976.

## OVERVIEW

### Location, Degrees, Accreditation

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 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, with some college and no degree.

Kingsborough serves approximately **18,916** students taking credit courses and another **9,000** students taking non-credit and continuing education courses.

### 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

Departmental/discipline accreditation and accrediting organization (s):

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

## History

- October 30, 1962 – Gustave G. Rosenberg, Chairman of the Board of Higher Education, appoints a committee, chaired by Ms. Gladys M. Dorman, to investigate the needs for another community college in Brooklyn. New York City Community College was already in existence in Brooklyn. The committee recommends the establishment of the community college. The Board of Higher Education accepts the recommendation and presents the recommendation to the Trustees of the State University of New York.
- September 12, 1963 – The State University of New York approves the establishment of Kingsborough Community College.
- January 17, 1964 – The City Planning Commission suggests four alternate sites as the possible location for Kingsborough Community College: Ebbets Field area, the Fulton Park area, the Atlantic Terminal renewal area, and the Stillwell Avenue-Belt Parkway area.
- April 20, 1964 – The City Planning Commission approves the establishment of Kingsborough Community College at Manhattan Beach against the wishes of its Chair, William F. R. Ballard.
- Jacob I. Hartstein, President, 1964 – 1969.
- Fall of 1964 – The College admits its first class of 468 students served by 39 faculty members. In the absence of a college campus, the college opens at two locations: a former Public School 98 on Avenue Z in the Sheepshead Bay area and a Masonic Temple located at the corner of Clermont and Lafayette Avenues in Mid-Brooklyn.
- The former maritime station at Manhattan Beach, which was made available by the federal government, becomes the site for the permanent campus of Kingsborough Community College and replaces the two temporary locations.
- Spring of 1965 – A 60-acre tract of land was formally deeded to the Board of Higher Education. Two military classroom buildings were rehabilitated for classes.
- Fall of 1966 – Classes begin on the Manhattan Beach campus of Kingsborough Community College. Enrollments increase so rapidly that additional classroom facilities are needed, prompting the rental of space at the Manhattan Beach Jewish Center on West End Avenue.
- Joseph Shenker, Acting President 1969 – 1970.
- Theodore Powell, President 1970 – 1971.
- January 1968 – The Board of Higher Education approves the Master Plan for the Kingsborough Community College campus and architectural drawings are completed for the permanent campus. Construction of a series of eight temporary buildings is initiated to house classrooms, laboratories, a library, a cafeteria, offices, and a gymnasium. The temporary buildings are located in the northeast quadrant of the campus so as not to interfere with permanent construction.
- Fall of 1973 – Completion of construction of the eight temporary buildings and groundbreaking occurs for Phase I of the New Campus Construction. US Senator Jacob Javits attends Land Grant ceremony at Kingsborough deeding six more acres of land to the college from the federal government.
- Leon M. Goldstein, President 1971 – 1999.
- 1980 – Groundbreaking occurs for the Marine and Academic Center Building.
- 1998 – The College is deeded the former Quentin Street Federal land and begins planning for the new Academic Village.
- 1990 – The Kingsborough Light atop the Marine and Academic Center is activated – U.S.
- 1995 – Coast Guard Light #3168.

- Byron McClenney, President 2000 – 2003.
- 2001 – 2002 A new logo was developed for the college, depicting the navigational light atop the Marine and Academic Center as a welcoming beacon.
- 2002 – The Leon M. Goldstein High School for the Sciences opens on campus.
- 2002 – Groundbreaking occurs for the Academic Village Building.
- 2002 – NYC Mayor Rudolph Giuliani opens new Kingsborough High School for the Sciences now: The Leon M. Goldstein High School.
- 2003 – 2004 – The college celebrates its 40th Anniversary.
- 2004 – The Academic Village Building is completed and opens.
- 2004 – The Kingsborough Community College Way, a pathway to honor graduates, faculty, staff, friends, and business partners, is created by the Kingsborough Community College Foundation Inc. and the Kingsborough Community College Alumni Association, Inc.
- Dr. Regina S. Peruggi, first female President 2004 – 2013.
- In 2013, the Aspen Institute College Excellence Program named Kingsborough Community College as a finalist-with-distinction for the 2013 Aspen Prize for Community College Excellence. Selected from the nation’s more than 1,000 public community colleges, Kingsborough received a \$100,000 prize to support its programs.
- In September 2014, Kingsborough appointed a new President – Farley Herzek.
- In January 2016, Kingsborough hired its first female Vice President of Academic Affairs and Provost, Dr. Joanne Russell.
- In April 2017, Kingsborough’s Office of the Vice President of Academic Affairs hired two female Deans: Dr. Sharon Warren-Cook, as the college’s Dean of Curriculum, and Dr. Kathleen Leaker as the college’s Dean of Faculty.
- Peter M. Cohen, Interim President 2017 – 2018.
- October 2017, The Aspen Institute College Excellence Program today named Kingsborough Community College one of the nation’s top 150 community colleges eligible to compete for the \$1 million Aspen Prize for Community College Excellence, the nation’s signature recognition of high achievement and performance among America’s community colleges.
- November 2017, New York State Senator Roxanne Persaud, KCC Foundation Board members, and other dignitaries, joined Kingsborough at the ribbon cutting ceremony for the Student Union & Intercultural Center (SU&IC).
- November 2017, Students from seven CUNY campuses won honors for presentations of their original research at the American Society for Microbiology's Annual Biological Research Conference for Minority Students, including one from Kingsborough.
- November 2017, Kingsborough men's and women's Wave cross country teams emerged champions at the 2017 CUNY/Army ROTC Community Colleges Cross Country Championships.
- December 2017, Kingsborough exceeds Spark Performance Targets, Wins Heckscher Funding for the third year in a row.
- January 2018, Kingsborough faculty awarded CUNY Research Idea Grants.
- Kingsborough Wave Sprints to 2018 CUNYAC Men's and Women's Indoor Track and Field Titles.
- Kingsborough women's outdoor track and field team achieved the 2018 NJCAA Division III National Championship.
- August 2018, KCC unveiled “Infinity” statue commemorating victims of the Holocaust.

- In September 2018, Kingsborough appointed its first black female President, Dr. Claudia V. Schrader.
- December 2018, Kingsborough is recognized as a “Top Ten Digital Community College” in a survey on use of technology to improve services, engagement, and collaboration.
- December 2018, Kingsborough excelled at NYSMATYC Mathematics League Competition:
  - Finishing in second place, KCC was one of the top four colleges with the top scoring teams.
  - KCC student, Zhi Ying Liang finished 7<sup>th</sup> place in the individual scoring analysis.
- Tyesha James, a biology major at Kingsborough Community College who is focused on becoming an OB/GYN Specialist, is a two-time 2018 National Athlete of the week, CUNYAC Cross Country Champion, National Cross Country Individual Champion, and now National Women’s Athlete of the year.
- January 2019, The Jack Kent Cooke Foundation announced the semifinalists for its prestigious *Cooke Undergraduate Transfer Scholarship*. Through this community college transfer scholarship, the Foundation supports high-achieving community college students as they transfer to some of the top four-year institutions in the country to complete their bachelor’s degrees. Congratulations to four honor students: Aliyah Howard, Maria Gonzalez, Nicholas James, and Alvin Wu.
- February 2019, Kingsborough Community College earned *Achieving the Dream’s* newest recognition for achieving higher student outcomes and narrowing equity gaps. KCC was one of 11 community colleges and the only one in New York State to earn *Leader College of Distinction*.
- April 2019, CUNY Kingsborough Community College was recognized in an award ceremony in Washington, D.C. as one of the top community colleges nationally in the 2019 Aspen Prize for Community College Excellence. The \$1 million Aspen Prize recognizes outstanding institutions selected from an original pool of more than 1,000 community colleges nationwide.
- Kingsborough Honors Students attended CATALYST 2019, in Orlando, FL. The Xi Kappa Chapter was the winner of International Hallmarks for the New York Region.
- May 2019, three students won the *David B. Silver Poetry* Competition: Maria Victoria Gonzalez, Tiaura-Nala Townsley, and Ana Khutsianidze.
- June 2019, Kingsborough launched KCC Flex, to offer evening, weekend, and online classes to attract adult and non-traditional students, with some college and no degree.
- June 2019, Kingsborough celebrates 10-year partnership with AHRC New York City. AHRC NYC partnered with KCC and the NYS Office of People with Developmental Disabilities to develop an inclusive program for students with IDD.
- Three Kingsborough students won the 2019 Women’s Forum Education Awards: Mina Asserrare, Donnamarie Recco, and Mariia Kaftanova. The WFEducation Fund Awards are given to high-potential women, age 35 and over, whose education and lives have been disrupted by extreme adversity.
- Class of 2019 Honor Student, Emmerline Ragoonath-DeMattos, awarded Finch Scholarship. This scholarship is awarded annually to four community college females in the New York,



New Jersey, and Connecticut area who are transferring to an accredited four-year college.

- Kingsborough Faculty Spotlight to congratulate Professors Maureen Fadem, Lea Fridman and Cheryl Smith on receiving the *William P. Kelly Research Fellowship* for the 2019-2020 academic year. The award, launched by Interim Chancellor William P. Kelly, is part of CUNY's strategy to support and grow faculty research and scholarly activity at CUNY's community colleges.
- Kingsborough Community College received \$1 million gift to establish the class of 2019 "100 Strong Scholarship Fund" from Barnes & Nobles, Inc. The scholarship fund is to provide full tuition support for two years to 100 Kingsborough students.
- Kingsborough Community College ranked #2 on Niche's 2020 Best Community Colleges in New York.
- September 2019 – President Schrader represented Kingsborough Community College at the West Indian Day Carnival Association VIP Breakfast.
- President Schrader convened the EASC to help advance the college priorities and improve institutional effectiveness.
- November 2019 – The Aspen Institute College Excellence Program named CUNY's Kingsborough Community College one of the nation's top 150 community colleges eligible to compete for the \$1 million Aspen Prize for Community College Excellence.
- November 2019 – The Workforce Development and Strategic Partnerships division was the proud recipient of two distinguished awards: the *James C. Hall Exemplary Program Award* for Non-Credit Program Development was awarded to the CUNY Techworks (CTW) Program; and the *Regional and Charles A. Burns* for Outstanding Adult Continuing Education Student was awarded to Christopher Cox, a graduate of our CUNY Fatherhood Academy program.
- December 2019 – Professor Maureen E. Ruprecht Fadem published *Silence and Articulacy in the Poetry of Medbh McGuckian*.
- The Workforce Development, Strategic Partnerships and Office of Continuing Education Division was officially awarded the grant from the Capital One Foundation, providing community support for the grant project titled: *Capitol One- Accessing the Path to Success from Noncredit to Credit* for \$149,000 to begin January 1, 2020.
- December 2019 – Professor Tanzina Ahmed was selected to participate in the University's Faculty Fellowship Publication Program (FFPP), which is a diversity initiative to assist untenured faculty with the design and execution of scholarly publications.
- December 2019 – The City University of New York received \$1 million from the City Council to address food insecurity among its students. Kingsborough Community College is one of seven community colleges selected to participate in the pilot program.
- The Dime Best of Brooklyn 2020 competition, presented by Dime Community Bank Brooklyn (and Schneps Media), voted Kingsborough Community College Best Adult Continuing Education Program!
- Kingsborough Theatre Arts fall laboratory production of *PASS OVER* by Antoinette Nwandu was selected as an official invited production of the *Region 1 Kennedy Center American College Theatre Festival*.
- January 2020 – Six Kingsborough Community College honor students announced as semi-finalists for the *Jack Kent Cooke Scholarship*.

- Naomi Rosenblum featured Kingsborough's Professor, Janice Mehlman in the newly revised "A World History of Photography". Titled "Veiled Emotions." The featured photograph was included in an exhibition at London's Aria Art Gallery *Intimate Truths*, probing issues of biology, gender, sexuality, and emotion through the interconnected dynamic of human relationships through abstract arrangements of fabric.
- January 2020 – Lola W. Brabham, New York State Department of Civil Service Acting Commissioner, presented Governor Andrew Cuomo's 2020 State of the State Address at Kingsborough Community College.
- February 2020 – KCC's Maritime Technology Apprenticeship Program was approved for \$857,543 in funding as part of the New York State Workforce Development Initiative.
- *The Journal of Adult & Continuing Education* accepted for publication, "Formative Study of Noncredit Students at Kingsborough Community College, CUNY" written by Christine Zagari, Director of Workforce Development and Sara Davaasambuu, a former Cap One Researcher.
- Dr. Debra Schultz, Assistant Professor of History, received a \$40,000 ACLS/Mellon Community College Faculty Fellowship for her project, *In the Footsteps of Emmett Till: An Intellectual and Experiential Engagement with Civil Rights Movement Legacies*.
- March 2020 – The Katz Center announced the 2020–2021 fellows, focused on the theme of *America's Jewish Questions*. Dr. Libby Garland of Kingsborough Community College is one of the scholars who will be in residence at the University of Pennsylvania during the 2020–21 academic year to pursue research on the topic of "America's Jewish Questions." Dr. Garland's project is titled, *Inventing the Refugee: U.S. Activists and Refugee Policy, 1945-1965*.
- April 2020 – Colin Bosio-Cady, an instructor in KCC's CUNY Start program, released his first book, *Never a Lovely So Real: The Life and Work of Nelson Algren*, about one of America's most famous authors.
- Donna-lyn Washington, adjunct lecturer in the English department, published an essay titled, "Frank Yerby and His Readers" in the critical essay anthology *Rediscovering Frank Yerby* from University of Mississippi Press.
- The Division of Workforce Development, Strategic Partnerships & Office of Continuing Education, received two awards in July 2020: the *KCC Job Corps Scholars Program* training grant sponsored by the US Department of Labor, Employment and Training Administration for \$1,186,900 and the Brooklyn Community Foundation COVID Response Grant, which has been awarded to the KCC Urban Farm for \$10,000.
- Starting in June 2020, Kingsborough Community College (KCC) President Dr. Claudia V. Schrader welcomes incoming students in a unique and exciting way through the KCC Welcome Wagon. With the help of the College's Office of Admissions, Dr. Schrader randomly surprises new freshman and transfer students at their homes, across the five boroughs, and even in Long Island, bearing a bag of KCC swag, following social distance protocols.
- "9 Waves Named to CUNYAC Winter/Spring Scholar-Athlete Honor Roll." In July 2020, CUNYAC recognized 490 student-athletes across all 13 member campuses selected to the Scholar-Athlete Honor Roll for the 2019-20 winter and spring seasons, which honors student-athletes in the conference with a 3.2 grade-point average or better.
- The Volunteer Income Tax Assistance (VITA) program at Kingsborough has completed its

fourth consecutive year of ensuring that students are trained and certified as income tax preparers.

- September 2020, KCC Named One of 2021 Best Community Colleges in New York.
- The Division of Workforce Development and Continuing Education was awarded a grant of \$199,785.87 for the new KCC HealthPath program. HealthPath is a healthcare career pathways program developed in response to the NYS Workforce Development Initiative, a part of Governor Cuomo's \$175 million initiative, which is allocating funds for targeted workforce investments to address the needs of regional industry and local workforce entities. In collaboration with Academic Affairs, Workforce Development will participate and receive a startup award of \$100,000 to launch a micro-pathway, along with hands-on support from the Education Design Lab.
- October 2020, Christine Dixon who is a KCC Alumnus and an award-winning actor, completed her 600th performance in the one-woman show titled "*Harriet Tubman Herself*."
- Garrison Redd, who earned an associate degree from Kingsborough Community College, was paralyzed by a stray bullet at age 17, is pursuing his dream of becoming a paralympic powerlifter, and working hard to flourish in and outside of the gym.
- Office for College Advancement (OCA) helped secure two major grants from the United States Department of Education: a \$1,381,545 five-year grant to benefit the TriO Program, and a grant of \$144,460 for KCC's Child Development Center. OCA also received two grants for Nursing scholarships from the Ambrose Monell Foundation (\$50,000) and the Switzer Foundation (\$10,500).
- In October 2020 – Kingsborough Community College welcomes Nancy Lee Sanchez as a board trustee to its Foundation Board. Nancy started her educational journey at Kingsborough Community College (KCC), is an executive director of the Kaplan Educational Foundation, where she serves as a strategic partner and advisor to the Kaplan Educational Foundation Board of Directors, and manages the Kaplan Leadership Program's rigorous recruitment, academic, advisement, leadership, and scholarship components.
- CUNY-TV featured KCC Art Professor and Director of the Photography Program Janice Mehlman in a wonderful exposé on her art and work during the pandemic at her Italian studio in Pietrasanta, Italy.
- Vanessa Richards, Class of 2020, is the Recipient of Presidential Scholarship, Victoria Loconsolo Foundation Scholarship and South Pole Scholarship.
- KCC student Jeffrey Scarlett (majoring in journalism and is a pitcher for the Wave baseball team), published first article *Mookie Betts Adds to the Legacy of Great Black MLB Outfielders* in the Amsterdam News.
- November 2020 – Robin Hood, New York City's largest poverty-fighting organization, has generously donated \$150,000 to Kingsborough Community College (KCC) through its Robin Hood Relief Fund to supplement the College's student emergency relief funding.
- The College received CARES funding for mental health counseling for \$248,000. The funds will be used to increase the number of hours allocated to our non-teaching adjuncts with

mental health licensing credentials in order to provide additional hours of critical, one on one counseling support to our students.

- Kingsborough Community College Professor Maureen Fadem's new book *Objects and Intertexts in Toni Morrison's 'Beloved': The Case for Reparations* explores *Beloved* as an indictment of society and a literary clarion call for reparations.
- Bob Blaisdell, professor of English at Kingsborough Community College, celebrated the publication of his new book, *"Creating Anna Karenina: Tolstoy and the Birth of Literature's Most Enigmatic Heroine,"* profiled in the Brooklyn Eagle.
- December 2020 – The College is now a member of the Center for Energy Workforce Development ([www.cewd.org](http://www.cewd.org)) in collaboration with National Grid, our sponsoring utility partner. Our curriculum has been approved to offer the Energy Industry Fundamentals (EIF) course and the Natural Gas Technician Certificate Program. The Energy Industry Fundamentals (EIF) course provides a broad understanding of the electric and natural gas utility industry and the energy generation, transmission, and distribution infrastructure, commonly called the "largest machine in the world" which forms the backbone for the industry.
- Dr. Francesco Ianni ('97) who graduated with honors from Kingsborough in 1997 with an Associate of Applied Science (A.A.S) degree in Mathematics is named the New Superintendent for Oyster Bay School District, effective January 2021.
- Kingsborough Community College Wins Dime Best of Brooklyn 2021 Competition. The Dime Best of Brooklyn program allows the public to nominate hundreds of businesses and then vote for the best businesses in the borough in a wide range of categories and sub-categories each year.
- Kingsborough Community College Physics Students (Essence Lotus and Sejahari Saulter-Villegas) Named 2021 Marshall Scholars at NYU Tisch School of Arts. The scholarship finances young Americans of high ability to study for a degree in the United Kingdom.
- December 2020 – Kingsborough Community College (KCC) announced the addition of Dr. Kinta Alexander ('98) to the KCC Foundation Board. Dr Alexander is a KCC alumnus and is the director of Infection Prevention and Control at New York City Health and Hospitals/Harlem.
- December 2020 – The Food for Thought Pantry was awarded a \$10,000 grant from The Venable Foundation to purchase food for distribution to students.
- Two Kingsborough alumna who became small business owners, Iris Clarke, profiled in the NY Times *"The Bra-fitter Who Wants You To Dance in Her Shop"* and Latisha Campbell profiled on EastNewYork.com *"Real People of ENY: Latisha Campbell, Salon Owner Brings Resiliency and Hair Flair to East New York."*
- January 2021 – the New Ovations Webpage for Faculty was unveiled. The webpage highlights more of the extraordinary work of KCC faculty through our Ovations spotlights, and sharing stories about our faculty's unique achievements, endeavors, and research.
- The de Blasio administration restructured the Work Learn & Grow program to focus on college and career readiness. The new model, administered by the NYC Department of Youth and Community Development (DYCD) in partnership with DOE and CUNY, provided 2,155 high school students with the opportunity to take a for-credit CUNY course through Kingsborough Community College.
- February 2021 – Associate Professor of Psychology Dr. Keisha V. Thompson was recognized as an honoree for the annual Caribbean Life Impact Awards.

- In February 2021, KCC Professor Anthony Borgese made a generous donation to establish the *Borgese Family Graduation Award*. Beginning this Spring 2021, the award will recognize KCC Hotel Management majors who achieve academic excellence and plan to enter the hotel industry or enter a 4-year college.
- Kingsborough Community College was selected as one of ten colleges to participate in the Achieving the Dream and the University of Southern California Race and Equity Center Racial Equity Leadership Academy (RELA), which is a year-long program scheduled to begin in summer 2021.
- *The Progressive Magazine* published the article "Reparations Now: An Interview with Maureen E. Ruprecht Fadem." Maureen discusses white supremacy, racial equity, and her new book 'Objects and Intertexts in Toni Morrison's *Beloved*.'
- Kingsborough Community College's Phi Theta Kappa chapter was named a 2021 REACH Chapter and will receive special recognition. Phi Theta Kappa's REACH Rewards recognizes Phi Theta Kappa chapters that excel in membership development.
- Kingsborough Community College joined several of its sister colleges in earning the coveted 2021-2022 Military Friendly School designation by Viqtory. Viqtory is an organization that connects the military community to civilian employment and educational opportunities. KCC serves approximately 170 students who are self-identified veterans, active duty, reserve members, National Guard, or their spouses and dependents.
- March 2021 – The ACE Upskilling CarePath program received funding for \$68,000, to train 60 new and incumbent workers as Care Coordinators, preparing them for immediate employment and career advancement. The creation of this pipeline will prepare students for a career in healthcare.
- Kingsborough has been approved by NYSED to provide CE courses to licensed social workers and mental health counselors. The CE program enrolled over 50 students in CE programs to date and continues to offer new programs, including "Introduction to Motivational Interviewing for Mental Health and Human Service Professionals" and "Assessments and Interventions to Address and Prevent Violence in the Family and Community."
- Kingsborough received funding to design a series of contextualized healthcare industry workshops to provide career exploration and awareness to 30 New Visions High School participants through a collaboration with St. Nicks Alliance. These workshops will deliver information, resources, and tools necessary to navigate a clear pathway for success in the workforce and/or in higher education.
- KCC was one of only 10 colleges to participate in the Achieving the Dream (ATD) and University of Southern California's (USC) Racial Equity Center's Racial Equity Leadership Academy (RELA).
- The launch of the KCC Experts Database (KED), which will help, promote the exemplary work, achievements and endeavors of our faculty and staff.
- Kingsborough biology professors Farshad Tamari, Kristin Polizzotto, Dmitry Brogun, and Azure Faucette released a new OER (Open Educational Resources), *The General Biology Lab Manual*, to boost online student engagement.
- KCC received a grant of \$5,000 from Post NY Alliance to provide scholarships for high-achieving Media Arts students.
- Ivana Espinet, a professor in the Education program in the Behavioral Sciences department, book launch of "Translanguaging and Transformative Teaching for Emergent Bilingual Students."

- KCC chemistry major Victoria Flores-Almazan was one of a baker's dozen of CUNY students awarded the prestigious Kaplan Leadership Scholarship this year. The Kaplan Leadership Program helps high-potential, low-income community college students complete their associate degrees and successfully transfer and earn a four-year bachelor's degree at the nation's most highly selective schools.
- April 2021 – On National Student Athlete Day, KCC salutes former student athlete Amadou Ba, who graduated as one of the most decorated runners in the College's history, earning ten All-America citations across seven different events.
- Forbes featured Kingsborough Community College and President Schrader in an article, *Community College Students Have Lost More Than In-Person Classes: How A College President Works to Meet the Promise of Educational Support*, written by KCC Foundation Board Member and Forbes contributor Nancy Lee Sánchez.
- KCC Student, Tiffany Bogle, named 2020/21 City University of New York Athletic Conference (CUNYAC) Scholar Athlete of the Year. CUNYAC annually recognizes its best and brightest student-athletes, who not only excel in athletics, but succeed in the classroom as well.
- KCC Student, Maksym Ivanov with an impressive 3.6 grade-point average in Criminal Justice named 2020/21 City University of New York Athletic Conference (CUNYAC) Scholar Athlete of the Year.
- Dr. Sue Carpenter, Associate Professor in the Department of Behavioral Sciences Education Program, formed a successful international advocacy group to advocate for students with intellectual disabilities to attend and contribute to higher education in the United Kingdom.
- May 2021 – Dr. Shawna M. Brandle, an associate professor in the History, Philosophy & Political Sciences department, received a Fulbright U.S. Scholar Program award. Dr. Brandle is a scholar trained in international relations and comparative politics and will lecture at Doshisha University in Japan as part of a project using open pedagogical practices, including open educational resources (OER), to teach American Government and related political science courses beginning fall 2021.
- Dr. Red Washburn, associate professor of English and director of Women's and Gender Studies was awarded a \$40,000 Mellon/ACLS Community College Faculty Fellowship for their project *Nonbin@ry: Tr@ns-Forming Gender and Genre in Nonbin@ry Literature, Performance, and Visual Art*.
- Value Colleges names Kingsborough Community College as One of Top 50 Best Value Community Colleges. Value Colleges features only fully accredited institutions that have proven their value for graduates on the job and on the job market.
- May 2021 – Kingsborough Community College named one of Centers of Excellence Designations for Domestic Maritime Workforce Training and Education (CoE). The CoE designation recognizes community colleges and training institutions that prepare students for careers in our nation's maritime industry.
- Kingsborough Community College was selected as one of eight institutions to participate in the *College Success for Single Mothers Project* and as one of 78 higher education institutions chosen by AAC&U to participate in the 2021 virtual Institute on Truth, Racial Healing & Transformation Campus Centers.
- June 2021 – Assemblywoman Mathylde Frontus, District 46 awarded Kingsborough Community College \$125,000 to support infrastructure improvements and transportation to help facilitate the distribution of the produce to the Community Farm and Garden.

- Kingsborough Community College named *2021 Best of Brooklyn Winners* by Dime Savings Bank for having the Best Adult Continuing Education Program in Brooklyn!
- *Evolution.com* interviewed Dr. Simone Rodriguez and Interim Assistant Dean Christine Zagari in their recent article *Developing Strong Relationships with the Business Community*. Simone Rodriguez and Christine Zagari-Loporto discussed the importance of relationships between higher education and industry, the challenges they face, and how to build an engaging environment with partners and employers for students.
- September 2021 – Dr. Simone Rodriguez was elected to serve as a *Board Member for New York Association of Training & Employment Professionals* (NYATEP...<https://www.nyatep.org/>), for 2021-2023.
- A Job Corps Scholars student was accepted into the Google Data Analytics Apprenticeship Program, after successfully completing the Business Administrative Assistant through Continuing Education and receiving intensive employment and personal support services from the KCC team.
- October 2021 – In collaboration with the Maritime Department, Workforce Development and Continuing Education received \$1.5M with matching funds from New York State for a total of \$3 million to establish an offshore wind (OSW) basic safety training facility.
- November 2021 – Congratulations are in order to *Manoucheka Arcius, a Job Corp Scholar*, who officially won the Charles A. Burns Award for Outstanding Adult Continuing Education Student award from the Continuing Education Association of New York-Region South and statewide for a total of \$2,000 in scholarship funds.
- Kingsborough Community College named one of the 150 institutions, eligible to compete for the \$1 million Aspen Prize for Community College Excellence by the Aspen Institute College Excellence Program.
- The Kingsborough Community College Learning Center (KLC) awarded the International Tutor Training Program Certification (ITTPC) through the College Reading & Learning Association (CRLA).
- Heather Brown, Director of the Child Development Center, received a 5-year contract from NYC Department of Education, Birth to Five Program (formerly UPK Program) to support the 3 and 4 year-old classrooms. The five-year contract totals \$1,972,630.
- Jessica Cinelli from Workforce Development received a grant from the deLaski Family Foundation for \$10,000 CUNY Badging/Scholarship funding from Education Design Lab to help pay for the cost of badging for the CCGER micro-pathways and scholarship awards to students who are actively enrolled in the CCFEF micro-pathways in the 2021-2022 academic year.
- The International Marine Electronics Alliance (IMEA) awarded a marine electronics industry scholarship to Tyler Perlow, a \$2,500 scholarship along with free attendance to both NMEA basic installer certification-training classes.
- Dr. Red Washburn, Associate Professor of English and women's and gender studies, has two newly released books: "Birch Philosopher X" and "Irish Women's Prison Writing."
- Speech communication professor Laura Spinu and biological sciences professors Mary Ortiz

and Christina Colon are featured in a new book by Nancy H. Hensel titled "Undergraduate Research at Community College: Equity, Discovering, and Innovation."

- Kevin Kolkmeier, English Lecturer and Marine Corps Veteran, current project, "Families at War: A Century and More of War Stories and Their Effects" was selected by PSC CUNY for a \$6,000 grant to continue his research project.
- December 2021 – Kingsborough Community College received a grant totaling \$10,000 from the deLaski Family Foundation to support the college's microcredentialing initiatives as part of a larger award from the Education Design Lab's Community College Growth Engine Fund (CCGEF) program.
- The Jill M. Marcus Scholarship Award, a new Limited-Term Scholarship Fund of \$10,000, was established to support KCC students.
- Kingsborough Community College was awarded \$175,000 from JP Morgan Chase to support the *Treasure Project* (established to support students who are single parents).
- Amsterdam University Press published a new book titled, "*Growing Up Communist in the Netherlands and Britain: Childhood, Political Activism, and Identity Formation*," that is authored by KCC's adjunct assistant professor Dr. Elke Weesjes (Sabella).
- *PoliticsNY* ranked President Schrader as one of New York's 100 Power Players in Education per her commitment to improving access to affordable education that prepares students for a rewarding employment.
- The Venable Foundation, the philanthropic arm of law firm Venable LLP, has awarded Kingsborough Community College a \$10,000 grant to help stock the College's food pantry.
- Dorrance Publishing Co., Inc. released "*It's Hard To Be a Black Man in America and Other African American Poems*," a new book of poetry by KCC English professor, Dr. Elroy Allister Esdaille.
- Dr. Michael Rodriguez, Director of the Men's Resource Center was interviewed by *The Chronicle of Higher Education*, as part of the magazine's national focus on initiatives to attract and retain men in college.
- College Advancement received \$1,000 from Empire BlueCross BlueShield HealthPlus for CUNY LEADS (Linking Employment, Academics and Disability Services) initiative.
- On Stage at Kingsborough received a \$90,000 grant from the NYC Department of Cultural Affairs.
- January 2022 – The Office of Temporary and Disability Assistance (OTDA) selected KCC as a provider for the new Venture V for SNAP Participants program. OTDA will provide funding reimbursement of up to \$212,500 annually for a five-year grant to provide essential services to help low-income SNAP participants increase their employment skills and obtain jobs.
- The Academic/ESL Program Office was awarded \$753,000 for a five-year grant, to operate *Strides to Continuing Success (SCS)*.
- Kingsborough Community College was awarded a \$175,000 grant from JP Morgan Chase to implement strategies for improving support for single mother students.
- Paul Ricciardi, associate professor of theatre arts in the Department of Communications and Performing Arts at KCC and director of Ancram Opera House Theater (AOHT), secured a \$255,000 Regional Economic Development Council 2021 Main Street Program Grant for the theater.



- Kingsborough Community College’s president, Dr. Claudia V. Schrader, is a recipient of the 2022 AAC&U-Cengage Inclusion Scholarship. Awarded by the American Association of Colleges and Universities (AAC&U) and education technology company Cengage, for outstanding leadership to advance equitable liberal education.
- *Chalkbeat New York* highlights John Dewey High School and Kingsborough Community College’s collaboration. Students in Dewey’s teaching program can take college courses taught by KCC instructors at the high school and earn college credit.
- Kingsborough Community College partnered with *Good Shepherd Services* to offer Food Service Management and Certified Nursing Assistant training to students and alumni of West Brooklyn Community High School. Students, the opportunity to participate in hybrid courses that lead to industry certifications.
- Bloomberg (via WebWire) mentioned KCC in, *The City Tutors (CT) Partners with Bloomberg LP to Deliver Free Professional Mentorship to New York City College Students*. CT and Bloomberg LP provides tailored professional mentorships for college students and recent alums in underserved communities across NYC.
- Board of Trustees unanimously approved the college's new-leased site in Cypress Hills, where youth and adults achieve educational and economic success, secure and preserve affordable housing, and develop leadership skills to transform their lives and community.
- Kingsborough Community College received a grant of \$75,000 from the Ambrose Monell Foundation to support Nursing Scholarships.
- The Access Resource Center (ARC) received a \$3,000 microgrant from *Swipe Out Hunger*, to support the Pantry's *Food for Thought* Program.
- Continuing Education and Workforce Development received:
  1. Generation USA grant award of \$63,345 for an *IT Support Training Program*.
  2. New York City Small Business Services grant of \$844,690 for the *Front Line Cooks Training Program*.
  3. NYC Department of Health and Mental Hygiene in partnership with NYC Small Business Services received an award of \$708,430 for the *Community Health Worker Program* at CUNY schools, which includes KCC.
- February 2022 – Kingsborough Community College’s Faculty Initiative on Teaching Reading (FITR) won the 2022 Diana Hacker TYCA Award for Outstanding Programs in English for Two-Year Colleges and Teachers.
- Promineo Tech teamed up with Kingsborough Community College’s Workforce Development, Continuing Education and Strategic Partnerships team/department to offer several boot camps at about half the cost of similar programs.
- Dr. Laura Spinu and Dr. Carlos de Cuba from speech communication program presented a paper titled “*Taking Action for Positive Change in Faculty and Student Attitudes Toward Language Variation*” in a session called “*Critical Issues in Linguistics*” at the Linguistic Society of America’s (LSA) 96th annual meeting.
- President Schrader honored by *Power Women of Brooklyn* for being one of Brooklyn’s many fearless females who make Brooklyn the thriving and vibrant place to work, live and do business.
- *The Washington Post* mentioned Kingsborough Community College and the Fatherhood

Academy in their recent article, *Fathers or students: Black men in college often face a choice*.

- Congratulations to KCC students, Nicholas Vadi, who made the 2-21-22 CUNYAC All-Stars list and Neil Bridgeman, who received the sportsmanship award.
- March 2022 – Fortune's recent education article, *Amazon Workers Can Now Attend These 180 Colleges For Free*, mentions Kingsborough Community College as one of the many colleges and universities who have partnered with Amazon to provide their hourly employees with higher education.
- Mayor Eric Adams announced at Kingsborough Community College on March 29, 2022, a new vocational and apprenticeship program for youths 16 to 24 who are just coming out of foster care or still living within the system, to transition to adulthood.
- President Schrader and the Office of Institutional Advancement hosted *The 1963 Society* Breakfast to recognize donors who make an annual leadership-level gift at one of the giving society levels.
- April 2022 – KCC students Shaindy Weichman and Jiahua Wu were among the 440 nationwide semifinalists selected for their exceptional academic ability and achievement, financial need, persistence, service and leadership by the *Jack Kent Cooke Foundation* for its highly competitive *Cooke Undergraduate Transfer Scholarship*.
- Kingsborough is the proud recipient of the 2022-2023 Military Friendly® (gold Status) School Designation for exemplary student services and supports based on 119 criteria.
- Dr. Elke Weesjes Sabella, substitute assistant professor of history and research director of the KCC Holocaust Center, was selected for a \$40,000 Mellon/ACLS Community College Faculty Fellowship for her project “Children of the Klan – Growing up in the American Far Right 1960-2000.”
- Kingsborough Community College women in the news:
  1. *Going Public’ With the Humanities in a Fake News World* by Maureen E. Ruprecht Fadem, English.
  2. President Schrader’s column in *Bay News*. “*No Shortage of Women to Celebrate Women’s History Month.*”
  3. *NY Carib News* featured President Schrader for Women's Month as one of their Women Impacting Education.
  4. *The Ticker* mentioned KCC graduate Garrison Redd, who competed in the Paralympic qualifiers for powerlifting.
- The Aspen Institute announced that Kingsborough Community College (KCC) is one of 25 semifinalists for the Aspen Prize for Community College Excellence.
- The Community Farm and Garden received \$1,500 from the *City Gardens Club* to support the redevelopment of the farm, making it more accessible to children, older adults, and neurodiverse visitors by increasing accessibility to accommodate people with various disabilities.
- May 2022 – KCC Faculty and Staff were awarded a total of \$84,500.44 in *Traditional A and B grants from the PSC-CUNY* program.
- *CUNYAthletics.com* shared that five members of KCC's baseball team made the 2022 All-Stars list in their article *2022 CUNYAC Community College Baseball All-Stars Announced*.
- [Case.org](#) interviewed President Schrader about her 2020 city-wide summer visits to

incoming students' homes or workplace in the article, *Welcome Wagon: Kingsborough Community College students got a personal presidential hello.*

- Kingsborough is the proud recipient of the *2022-2023 Military Friendly® (gold Status) School Designation* for exemplary student services and supports based on 119 criteria.
- KCC's Graduating Basketball Captain Named a CUNYAC Scholar-Athlete of the Year.
- The American Council of Learned Societies (ACLS) named Sara Rutkowski (associate professor of English) and Elke Weesjes Sabella (substitute assistant professor of history) for the *2022 Mellon/ACLS Fellows*.
- Kingsborough Community College earned the *2022-2023 Gold Military Friendly® School* designation by Viqtory, a service-disabled, veteran-owned small business.
- Eight (8) students were selected to participate in the *Meta/Facebook's Career Connections Program*. Participants will have access to competitively paid summer internships, receive exclusive training on social media and digital marketing, and one-on-one mentorship opportunities.
- Jiahua Wu, a first-generation Kingsborough Community College student who immigrated to New York City from Gaoxin, Guangdong province, in eastern China three years ago, was awarded the Jack Kent Cooke Undergraduate Transfer Scholarship.
- Kingsborough Community College received major gifts/grants:
  1. \$75,000 from Heckscher Foundation for Children: Improving Transfer Credits, Kingsborough to Brooklyn College Planning Grant.
  2. Carrol and Milton Petrie Foundation gave:
    - \$225,000 (\$75,000 per year for three years), Student Emergency Fund.
    - \$20,000 Food Access Program: KCC Cafeteria Food Vouchers and Supermarket Gift Cards – Access Resource Center.
  3. \$5,000 from Stop and Shop in the form of (50) \$100 supermarket gift cards for students in need.
  4. \$300 from Costco to stock the pantry.

## **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:**

- 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

## ORGANIZATION CHART

Appendix A displays an organization chart.

## RELEVANT 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. Additionally, the Chancellor of CUNY designated Italian Americans as a protected group in 1976 and CUNY prepares a separate Italian American affirmative action plan.

CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website. <https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/>

### 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. **Appendix B** contains the most recent reaffirmation letter, issued September 15, 2021.

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 and Security](#).

## **RESPONSIBILITY FOR IMPLEMENTATION**

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

### **The President**

The President, Dr. 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 these personnel have authority, staffing, and other resources to fulfill their assigned responsibilities.

The President communicates commitment to equal employment opportunity, issuing an annual reaffirmation of this commitment, and issues required reports, including this affirmative action plan.

### **Chief Diversity Officer**

The President designated Michael J. Valente, Esq. as Chief Diversity Officer (CDO) and Responsible Official who:

- Provides confidential consultation for, investigates, and resolves discrimination/harassment complaints
- Distributes policies, notices, and revisions, and integrates 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, 2022.

### **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. In the 2021-2022 academic year, ORD conducted two briefings for College Presidents on preparing and interpreting affirmative action plans.



## **IMPACT OF COVID-RELATED EVENTS**

On March 15, 2020, CUNY Chancellor Felix Matos-Rodriguez announced that CUNY campuses and non-essential personnel were transitioning to remote learning and work for the remainder of the academic year. CUNY began returning to on-site operations in summer 2021, and currently operates in a hybrid on-site/remote model. As a result of shifting priorities, we cancelled or postponed some hiring plans and accelerated others given unanticipated employee turnover. We have limited or cancelled some events we could not conduct remotely.

Certain practices have continued unchanged. The Chief Diversity Officer has continued work on all major functions including:

- Complaint intake and investigation
- Accommodations for individuals with disabilities
- Recruitment advertising and outreach
- Oversight of hiring, advancement, and separation practices
- Consulting to management.

## PART TWO: DATA AND ANALYSIS

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

- Workforce Analysis (Evaluating employment within organizational units/departments)
- Analysis of job groups and academic disciplines
- Comparisons with labor market availability measures (utilization analysis)
- Reviews of Personnel Actions, Recruitment and Hiring, and Compensation.

We rely on methodologies provided by the US Department of Labor's Office of Contract Compliance Programs (OFCCP), in particular, the *Educational Institutions Technical Assistance Guide (2019)*.

### DATA SOURCES

This section describes how CUNY prepares data for this report.

#### Employee Data

On July 11, 2022, we extracted data on full-time employees active as of June 1, 2022 from CUNY's system of record, CUNYFirst. We include individuals on most paid leaves, including medical leave and fellowship/sabbatical leave. We do not include individuals on terminal leaves such as retirement leave, student workers (including Graduate Assistants) or individuals 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. The university last conducted a system-wide self-identification canvas in 2018.

We also invite job applicants to self-identify on the job application portal and in the employee self-service module of our system of record.

#### 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).

American Indian/Alaska Native and Two or More Races are included under Total Minorities but not separately reported.

If a person identifies as both Hispanic/Latino and some another group, they are recorded as Hispanic/Latino, and not as Two or More Races.

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. Consistent with recent New York State legislation, we are in the process of implementing collection of disaggregated data on Asian ancestry.

To retain overall comparisons to individuals in federal categories and to prevent double counting, Italian Americans are not included in Total Minorities in either plan. If individuals indicate both Italian American and federally protected ethnicity categories, we default to the federally protected category, to prevent double counting.

We use federally mandated gender categories of male and female for purposes of this plan. We provide candidates and employees six categories of gender identification. At this time, for purposes of this plan, only individuals specifically identifying as “female” are included in the federally protected gender category.

**3,386** full-time and part-time employees (including the Chief Executive), self-identified as follows:

- Gender:
  - **1891** Female
  - **1476** Male
  - **19** Other/Unknown gender
  
- Race/Ethnicity:
  - **1371** Total Minority, **239** Asian, **644** Black/African American, **436** Hispanic/Latino, and **52** Other Minority
  - **2015** White
  
- **25** Individuals with Disabilities
  
- **12** Veterans (full-time only)

## **Labor Market Source Data**

We compare the employee population with the Labor Market from which CUNY would reasonably recruit, train, or promote, by job group. We last updated Labor Market estimates in May 2019.

For internal candidates, we utilized lists of CUNY-wide appointments over the 2017-2018 and 2018 - 2019 periods for weighting and lists of feeder jobs, using the demographics of the candidate groups as of the June 1, 2018, employee census.

For external candidates, we utilized the US Census American Community Survey (ACS), 5-year estimate, 2013-2017 (final), extracted from University of Minnesota's Integrated Public User Microdata Sample (IPUMS).

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, 2015-2016 (final). We use the Classification of Instructional Programs (CIP) to identify disciplines.

## **WORKFORCE ANALYSIS**

Workforce Analysis is a review of the representation of females and minorities by division, department and title, evaluating diversity by organizational unit rather than job group. We review the data organized by job title in order of rank or salary grade. We also review professorial faculty by tenure status within department.

Due to length, Workforce Analysis charts are not included here.

## **JOB GROUPS, DISCIPLINES, AND MARKET DATA**

### **Job Groups**

We analyze data according to groups of jobs with similar duties and qualifications. CUNY establishes job groups and reviews them annually, as detailed in **Appendix C**. A major input is the federal Standard Occupational Classification (SOC) system. We also combine job groups into categories based on the federal EEO-1 categories for some summary reports.

The next two pages provide a summary of staffing by job group, followed by a summary of professorial faculty by rank and tenure status.

Kingsborough CC

Total Employees: 872

**Executive/Administrative/Managerial**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 1: Executive	17	12	70.6%	11	64.7%
Admin 2: Managerial	97	73	75.3%	57	58.8%
Managerial: Facilities	3	0	0.0%	2	66.7%
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	215	111	51.6%	59	27.4%
Faculty: Librarian	10	5	50.0%	3	30.0%
Faculty: Instructor	1	1	100.0%	0	0.0%
Faculty: Lecturer	92	49	53.3%	35	38.0%
Faculty: Developmental	10	4	40.0%	3	30.0%

**Professional Non-Faculty**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant: Professional	3	3	100.0%	1	33.3%
Admin 3: Professional	133	105	78.9%	84	63.2%
Admin 5: Engineer-Architect	2	0	0.0%	1	50.0%
Info Tech: Professional	26	8	30.8%	19	73.1%
Nurse	1	1	100.0%	0	0.0%

**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	39	34	87.2%	11	28.2%
Mail Services Worker	4	1	25.0%	2	50.0%

**Technicians**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 4: College Lab Technician	30	13	43.3%	13	43.3%
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	1	0	0.0%	0	0.0%
Skilled Trades: Not Supervisory	24	0	0.0%	10	41.7%
Laborers and Helpers	13	0	0.0%	11	84.6%
Basic Crafts-Buildings and Grounds	9	1	11.1%	3	33.3%

**Service Workers**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Campus Public Safety Sergeant	10	3	30.0%	8	80.0%
Campus Peace Officer	17	5	29.4%	17	100.0%
Campus Security Assistant	8	2	25.0%	8	100.0%
Custodial: Supervisory	8	3	37.5%	7	87.5%
Custodial: Assistant	58	19	32.8%	49	84.5%

Kingsborough CC

Total Employees: 2,513

**Executive/Administrative/Managerial**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 2: Managerial Adjunct	623	356	57.1%	182	29.2%

**Professional Faculty**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty: Instructor Adjunct	1	1	100.0%	0	0.0%
Faculty: Lecturer Adjunct	856	467	54.6%	301	35.2%
Faculty: Professoriate Adjunct	382	199	52.1%	103	27.0%
Faculty: Developmental Adjunct	9	2	22.2%	4	44.4%
Faculty: Continuing Education	294	151	51.4%	152	51.7%

**Professional Non-Faculty**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Disability Accommodation Specl Adjun	2	1	50.0%	2	100.0%
Nurse Adjunct	4	4	100.0%	1	25.0%

**Administrative Support Workers**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Office Assistant Adjunct	222	175	78.8%	113	50.9%

**Technicians**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 4: College Lab Technician Adjun	108	56	51.9%	69	63.9%

**Service Workers**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Custodial: Assistant Adjunct	12	2	16.7%	12	100.0%

**Summary for Professorial Rank Faculty by Title and Tenure Status**

**June 1, 2022**

**Kingsborough CC**

**Total Professorial Faculty: 215**

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" (not eligible for tenure). This report refers to tenure as of the 2021-2022 academic year and not tenure effective September 2022.

<b>Title</b>	<b>Ttl Empls</b>	<b>Female #</b>	<b>Female %</b>	<b>Minority #</b>	<b>Minority %</b>
<b>Asst Professor</b>	79	39	49.4%	27	34.2%
Substitute <6 Mo no prior svc	5	4	80.0%	2	40.0%
Substitute >=6 Mo Or Prior Ben	2	0	0.0%	0	0.0%
Tenured	32	13	40.6%	8	25.0%
Track Tenure	40	22	55.0%	17	42.5%
<b>Asst Professor</b>	1	0	0.0%	0	0.0%
Track Tenure	1	0	0.0%	0	0.0%
<b>Asst Professor</b>	62	39	62.9%	17	27.4%
Tenured	52	32	61.5%	16	30.8%
Track Tenure	10	7	70.0%	1	10.0%
<b>Professor</b>	73	33	45.2%	15	20.5%
Tenured	73	33	45.2%	15	20.5%

## Academic Disciplines

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 either a Scientific/Engineering/Technical category or a General (non-scientific) category.

**Appendix D** lists these assignments. This past year, there were no material changes to the discipline assignments.

## Labor Market Availability

Labor Market Availability is an estimate used to benchmark utilization of protected groups, by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits (both internally and externally). CUNY last updated Labor Market Availability estimates in May 2019. **Appendix C** and **Appendix D** provide the basis for each calculation and details the factors we use. They cover the weighting of internal and external labor markets, geography, occupational qualifications, degree requirements, and academic discipline assignments.

## UTILIZATION ANALYSIS

We compare CUNY's workforce with estimated Labor Market Availability by job group. We evaluate utilization for females, major federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino and Total Minorities).

We evaluate job 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.

We report underutilization where the percent of individuals 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.

**Appendix E** details utilization/underutilization in each category (job group and/or academic discipline). We consider job groups and disciplines for which there is underutilization as priorities for placement goals and enhanced outreach when there are hiring 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. In job groups with small numbers of employees, results may change substantially with small staffing changes.

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

This is a summary of underutilization of protected groups by Job Group, organized by EEO Category. Only those Job Groups with five or more staff are reported.

This summary compares three measurements, each calculated using the Labor Market Availability estimates in place at that time.

2019: Underutilization in the 2019 - 2020 Plan (i.e., based on employee census as of 6/1/2019)

2020: Underutilization in the 2020 - 2021 Plan (i.e., based on employee census as of 6/1/2020)

2021: Underutilization in the 2021 - 2022 Plan (i.e., based on employee census as of 6/1/2021)

2022: Underutilization in the 2022 - 2023 Plan (this plan).

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**

Admin 1: Executive

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
2022	17					
2021	17					
2020	19					
2019	18					

Admin 2: Managerial

2022	97			8		
2021	97			8		
2020	99			8		
2019	102			8		

Managerial: Info Tech

2022	5	1	2	1		1
2021	5	1	2	1		1
2020	5	1	2	1		1
2019	5	1	2	1		1

**Professional Non-Faculty**

Accountant: Professional

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
2019	5		3	1	2	

Admin 3: Professional

2022	133			6		
2021	131			5		
2020	141			5		
2019	138			6		

Info Tech: Professional

2022	26	3		3		
2021	24	3		4		
2020	24	3		4		
2019	25	4		4		

**Administrative Support Workers**

Administrative Assistant

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
2022	15		6	1	3	3
2021	16		7	1	4	3
2020	16		7	1	4	3
2019	16		7	1	4	3

Mail Services Worker

2021	5		2		1	1
------	---	--	---	--	---	---

Office Assistant

2022	39		5	1		3
2021	41		4	2		3
2020	42		5	2		3
2019	49		6	3		5

**Technicians**

Admin 4: College Lab Technician

*College Lab Tech: Other*

2022	13		2	3		1
2021	15		3	3		1
2020	16		2	4		1
2019	16		3	4		1

Admin 4: College Lab Technician

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

2022	17			2		
2021	17			2		
2020	17			2		
2019	18			1		

Info Tech: Technician

2022	6				1	
2021	9				1	
2020	10				1	
2019	9				1	

Print Media Technician

2022	5	1				
2021	5	1				
2020	5	1				
2019	5	1				

**Craft Workers**

Basic Crafts-Buildings and Grounds

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
2022	9		3		1	2

**Craft Workers**

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
<b>Basic Crafts-Buildings and Grounds</b>						
2021	8	1	2		1	2
2020	8	1	2		1	2
2019	9	1	2			2
<b>Laborers and Helpers</b>						
2022	13	3		1		2
2021	14	3		1		2
2020	16	3		1		2
2019	16	3		1		2
<b>Skilled Trades: Not Supervisory</b>						
2022	24	1				3
2021	23	1	2			3
2020	24	1				2
2019	24					

**Service Workers**

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
<b>Campus Peace Officer</b>						
2022	17			1		
2021	22			1		
2020	22			1		
2019	20			2		
<b>Campus Public Safety Sergeant</b>						
2022	10				2	
2021	11				3	
2020	12				2	
2019	11				2	
<b>Campus Security Assistant</b>						
2022	8			1		
2021	8			1		1
2020	8			1		1
2019	11			1		1
<b>Custodial: Assistant</b>						
2022	58					10
2021	47					8
2020	51					8
2019	57					11
<b>Custodial: Supervisory</b>						
2022	8					
2021	8					
2020	8					
2019	7					

**Exhibit: Summary of Historical Changes in Underutilization - Faculty and College Lab Techs  
Kingsborough CC**

**2022 - 2023**

This is a summary of underutilization, of protected groups by Job Group and Discipline. Only those combinations of Job Group and Discipline with five or more incumbents are reported.

This summary compares the following, each calculated against the Labor Market Availability estimates in place at that time.

- 2019: Underutilization in the 2019 - 2020 Plan (i.e., based on employee census as of 6/1/2019)
- 2020: Underutilization in the 2020 - 2021 Plan (i.e., based on employee census as of 6/1/2020)
- 2021: Underutilization in the 2021 - 2022 Plan (i.e., based on employee census as of 6/1/2021)
- 2022: Underutilization in the 2022 - 2023 Plan (i.e., this plan)

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
<b>Biological and Biomedical Sciences</b>						
2022	21					
2021	21					
2020	21					
2019	21					
<b>Business, Management, Marketing and Support</b>						
2022	13		3		2	1
2021	15		4		2	1
2020	14		3		2	1
2019	15		4		2	1
<b>Communications, Journalism, AND Visual/Perf Arts</b>						
2022	12	2				
2021	12	3				
2020	13	3				
2019	13	3				
<b>English Language and Literature/Letters</b>						
2022	36					1
2021	39					1
2020	41					1
2019	42					1
<b>Health Professions and Related Programs</b>						
2022	30			2		2
2021	33			4		1
2020	33			4		1
2019	28			3		
<b>Liberal Arts and Sciences, General Studies &amp; Humanities</b>						
2022	20	3		1		1
2021	22	4		1		1
2020	22	4		1		1

**Faculty: Professoriate**

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

Liberal Arts and Sciences, General Studies & Humanities

2019	22	4		1	1
------	----	---	--	---	---

Mathematics and Computer Science

2022	22			1	
2021	21			1	
2020	21			1	
2019	20			1	

Parks, Recreation, Leisure and Fitness Studies

2021	5	1			
2020	5	1			
2019	5	1			

Physical Sciences

2022	12	3			1
2021	13	2			1
2020	12	3			1
2019	14	4			1

Social Sciences

2022	30				
2021	26				
2020	30				
2019	31				

Visual and Performing Arts

2022	11		1		1
2021	11		1		1
2020	12				
2019	13		1	1	

**Faculty: Librarian**

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

Library (Librarians/Non-Teaching)

2022	10	3			
2021	11	2			
2020	12				
2019	12			1	

**Faculty: Lecturer**

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

Biological and Biomedical Sciences

**Faculty: Lecturer**

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

Biological and Biomedical Sciences

2020	5				
2019	5				

Business, Management, Marketing and Support

2022	19		2	1	
2021	17		2	1	
2020	20		3	2	1
2019	18		2	1	

English Language and Literature/Letters

2022	16		1	1	1
2021	14	2		1	1
2020	15		1	1	1
2019	16		1	1	1

Health Professions and Related Programs

2022	11	4			
2021	14	5			
2020	9	4			

Liberal Arts and Sciences, General Studies & Humanities

2022	5	3			
2019	5	2			1

Mathematics and Computer Science

2022	12				1
2021	12				1
2020	15				2
2019	16				1

Parks, Recreation, Leisure and Fitness Studies

2022	7				
2021	6				
2020	7				
2019	7				

Social Sciences

2022	7		1	1	1
2021	6			1	
2020	6		1	1	
2019	8		2	1	1

**Faculty: Developmental**

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

**Faculty: Developmental**

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

Education - Developmental

2022	10	2		1	1	
2021	13	2			1	
2020	13	3	1		1	
2019	12	3			1	



## Utilization, Underutilization, and Placement Goals

### SUMMARY OF HISTORICAL CHANGES IN UNDERUTILIZATION

#### *Staff/College Lab Tech – 2022-2023*

#### **Executive/Administrative/Managerial**

*Admin 1: Executive*, we saw no changes reflected for total staff, gender, total minority, and/or in any of the minority groups.

*Admin 2: Managerial*, we saw no changes reflected for total staff, gender, total minority, and/or in any of the minority groups.

*Managerial: Info Tech*, we saw no changes reflected for total staff, gender, total minority, and/or in any of the minority groups.

#### **Professional Non-Faculty**

*Accountant: Professional*, there were no changes reflected in the total number of staff, gender and/or in any of the minority groups. Note that we only report jobs with five or more staff.

*Admin 3: Professional*, we saw an increase of 2 for total staff. There were no changes reflected for gender and/or total minority. We also saw an increase by 1 for Asian/Nat Haw/OPI and no changes in the other minority groups.

*Info Tech: Professional*, we saw an increase of 2 for total staff. There were no changes in gender and total minority. We also saw a decrease by 1 for Asian/Nat Haw/OPI and no changes in the other minority groups.

#### **Administrative Support Workers**

*Administrative Assistant*, we saw a decrease of 1 for total staff. There were no changes in gender. We saw a decrease by 1 for total minority and Black/African American minority group. We also saw no changes in the other minority groups.

*Mail Services Worker*, there were no changes reflected in the total number of staff, gender and/or in any of the minority groups. Note that we only report jobs with five or more staff.

*Office Assistant*, we saw a decrease in total staff of 2. There were no changes in gender. We saw an increase by 1 for total minority and a decrease by 1 for Asian/Nat Haw/OPI minority group. We also and no changes in the other minority groups.

## **Technicians**

*Admin 4: College Lab Technician/College Lab Tech: Other*, there was a decrease in total staff by 2. There was no change in gender. We also saw a decrease in total minority by 1. There were no changes reflected in the minority groups.

*Admin 4: College Lab Technician/College Lab Tech: Science, Tech, Eng.* There were no changes reflected in the total staff, gender, total minority, and/or in any of the minority groups.

*Info Tech: Technician*, we saw a decrease of 3 for total staff. There were no changes reflected for gender, total minority, and/or in any of the minority groups.

*Print Media Technician*, there were no changes reflected in the total staff, gender, total minority, and/or in any of the minority groups.

## **Craft Workers**

*Basic Crafts-Buildings and Grounds*, we saw an increase of 1 for total staff and a decrease of 1 for gender. We also saw an increase of 1 for total minority. There were no changes reflected for any of the minority groups.

*Laborers and Helpers*, there was a decrease in total staff of 1. There were no changes in gender, total minority and/or in any of the minority groups.

*Skilled Trades: Non-Supervisory*, there was an increase in total staff of 1. There were no changes in gender. We also saw a decrease in total minority by 2 and there were no changes in any of the minority groups.

## **Social Services**

*Campus Peace Officer*, there was a decrease in total staff of 5. There were no changes in gender, total minority, and/or in any of the minority groups.

*Campus Public Safety Sergeant*, we saw a decrease in total staff of 1. There were no changes in gender and/or total minority. We also saw a decrease in the Black/African Am minority group by 1 and no changes in the other minority groups.

*Campus Security Assistant*, there were no changes in total staff, gender, total minority, and/or in any of the minority groups.

*Custodial: Assistant*, we saw an increase in total staff by 11. There were no changes in gender and/or total minority. We also saw an increase in Hispanic/Latino by 2 and there were no changes in any of the other minority groups.

*Custodial: Supervisory*, there were no changes in total staff, gender, total minority, and/or in any of the minority groups.

## **SUMMARY OF HISTORICAL CHANGES IN UNDERUTILIZATION**

### ***Faculty and College Lab Techs – 2022-2023***

#### **Faculty: Professoriate**

*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 2 for total staff. There was also a decrease of 1 for total minority.

*Communications, Journalism, AND Visual/Perf Arts*, we saw a decrease by 1 for gender.

*English Language and Literature/Letters*, there was a decrease by 3 for total staff. There were no changes for gender, total minority, and/or in any of the minority groups.

*Health Professions and Related Programs*, there was a decrease by 3 for total staff. There was also a decrease by 2 for Asian/Nat Haw/OPI, and an increase by 1 for Hispanic/Latino.

*Liberal Arts and Sciences, General Sciences & Humanities*, there was a decrease of 2 for total staff and a decrease of 1 for gender.

*Mathematics and Computer Science*, there was an increase by 1 for total staff. There were no changes for gender, total minority, and/or in any of the minority groups.

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

*Physical Sciences*, we saw a decrease of 1 in total staff. We also saw an increase of 1 for gender. There were no changes in total minority and/or in any of the minority groups.

*Social Sciences*, there was an increase of 4 in total staff. There were no changes in gender, total minority, and/or in any of the minority groups.

*Visual and Performing Arts*, there were no changes in total staff, gender, total minority, and/or in any of the minority groups.

**Faculty: Librarian**

*Library (Librarians/Non-Teaching)*, there was a decrease of 1 in total staff. There was an increase in gender by 1. There were no changes in total minority and/or in 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 an increase in total staff of 2. There were no changes in gender, total minority and/or in any of the minority groups.

*English Language and Literature/Letters*, we saw an increase in total staff by 2, a decrease in gender by 2, and an increase in total minority by 1. There were no changes in any of the minority groups.

*Health Professions and Related Programs*, we saw a decrease in total staff by 3 and a decrease in gender by 1. There were no changes in total minority and/or in any of the minority groups.

*Liberal Arts and Sciences, General Studies & Humanities*, there were no changes in total staff or gender. We also saw a decrease by 1 for Hispanic/Latino and there were no changes in the other minority groups.

*Mathematics and Computer Science*, there were no changes in total staff, gender, total minority, and/or in any of the minority groups.

*Parks, Recreation, Leisure and Fitness Studies*, we saw an increase in total staff of 1. There were no changes in gender, total minority, and/or in any of the minority groups.

*Social Sciences*, we saw an increase of 1 in total staff. There were no changes in gender and saw an increase by 1 for total minority and Hispanic/Latino minority group.

**Faculty: Developmental**

*Education – Developmental*, we saw an increase in total staff of 3. There were no changes in gender and total minority. We also saw an increase by 1 for Asian/Nat Haw/OPI minority group.

## OTHER 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 those groups with a material number of actions and/or applicants. **Appendix F** summarizes job actions, including tenure, by Gender and Ethnicity.

To estimate net changes by job group, we compare employee title changes between two reference dates (June 1, 2021 and June 1, 2022). We use this method to accommodate timing and issues in interpreting system data. 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

Similar to procedures in financial accounting, employees who leave one job group to take a position in another are reported as separated from one group and joining another. We consider transfers between CUNY units as a separation from one campus and a hire in the other.

Federal guidelines state adverse selection may occur when any one group (protected or not) has a selection rate less than 80% of the selection 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. We may hire some senior faculty with tenured status.

**Appendix F** provides details of faculty receiving tenure/CCE status effective during the past plan year, covering those awarded tenure, hired with tenure (includes faculty rehired after long-term leaves), and denied tenure.

Observation on appointment data and tenure actions:

- Total of **7** Females gained tenure
- Total of **3** minority individuals gained tenure
- **3** Female Associate Professors gained tenure
- **2** Female Assistant Professors gained tenure, and includes **1** Asian/Nat Haw/Other Pac. Isl.
- **1** Female Lecturer gained tenure
- **1** Female CLT gained tenure

**Appendix G** provides details of exceptions approved through a Search Waiver process. In these cases, it would be highly unlikely we could fill the positions competitively (for example, due to the unique qualifications of the individuals hired). We also grant waivers for positions representing a transfer of funding sources. The Chief Diversity Officer and University management approve search waiver applications.

### **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 and Civil Services Notices of Exam on our careers page (for faculty, 30-60 days and for staff, 14-30 days).

We invite candidates to self-identify gender, race/ethnicity, disability status, and veteran status and inform them that self-identification is voluntary.

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 G** summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2021 and May 31, 2022.

As per federal Internet Applicant 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, notably faculty, 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 before June 1. This circumstance explains differences between the personal activity reports and recruitment reports.

## Civil Service Hiring

We participated in **12** 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 those 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 results.

The Hiring Pools and number of hires include:

1. CUNY Office Assistant (COA): 2 pools; 5 hires
2. Campus Peace Officer (CPO): 1 pool; 2 hires
3. Campus Security Assistant (CSA): 2 pools; 0 hires
4. Plumber: 2 pools; 2 hire
5. Maintenance Worker: 1 pool; 1 hire
6. Computer Operations manager: 1 pool; 2 hires
7. CUNY Administrative Asst: 2 pools; 2 hires
8. HPPT (High Pressure Plant Tender): 1 pool; 2 hires

## Compensation

We develop pay plans according to instructions provided in bargaining unit contracts, Civil Service regulations, 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 Assignments.

The Chief Diversity Officer reviewed the Compensation Report with Human Resources, and informed President Schrader on **November 7, 2022**, that there were no identified major concerns regarding compensation equity for which legitimate explanations could not be provided, e.g., collective bargaining agreements, pay schedules, longevity, market/labor forces, candidate skill sets and experiences, starting salaries, and classified civil service plans.

However, in accordance with law and to help ensure fairness and equity in compensation decisions, hiring managers are instructed to not inquire into an applicant's compensation history.

## **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 and addresses:

- Prior-Year Programs
- Planned Programs
- Ongoing Activities
- Internal Audit and Reporting.

### **PRIOR-YEAR PROGRAMS**

Last year, we undertook the following to support Affirmative Action to create a climate of inclusion:

- Faculty Fellowship Publication Program Fellows
- Ongoing Programs and Public Events
- Ongoing Meetings and Engagement with executives and managers
- Audits and Review
- Targeted recruiting programs
- General outreach
- Changes in procedures
- Employee and Student training:
  - OEO Refresher on Successful Searches and Equitable Hire
  - Title IX Workshop for Students
  - Title IX Update for Senior Staff
  - Onsite ESPARC Training for B&G, Athletic, Public Safety, and Workforce Development Staff
  - SPARC Support and Training for Students

### **Summary of Campus Programs, 2021-2022**

Planned Campus Programs, 2021 – 2022:

- KCTL Events:
  - Panel discussion for Black History Month
  - Language Diversity in the Classroom
  - Women's, Gender, and Sexuality Studies Discussions



- KCC Annual Diversity Symposium
  - Panel on Racial Justice/Racial Reconciliation
  - Panel on Racial Justice/Racial Healing
  - Virtual lecture with Filmmaker Heather Courtney: *The Unafraid*
  - Infusing Equity in English Composition Courses
  - Myths of Race, Realities of Inequality Discussion: An Anthropological Perspective
- Domestic Violence Awareness
- Intimate Partner Violence Awareness & Prevention Workshop
- Sexual Health Workshop
- Women’s Center “Healthy Relationships” Workshop
- Black Queer Icon Series
- LGBTQ+ History Month Events
- Latinx Heritage Month Events through movies, food, music, art, and dance
- Pride Flag History Series
- You Belong Here Series
- KCC Disability Awareness Week
- “Sex in the Dark” Workshop: Q&A on Sexual health, Sexuality, Relationships and so much more!
- Asian American and Pacific Islander Heritage Month celebration
- Safe Zone to celebrate National Coming Out Day
- Panel discussion on Art, Activism, & Allyship in Struggle for Immigrant Justice
- Continuing Education Courses:
  - Concrete Rose Affect: Using Hip-Hop Therapy Techniques to Connect with Black Male Youth
  - Cultural Sensitivity: What I know that I Didn’t Know
  - What’s in Your Backpack? Increasing Comfort, Fluency, and Capacity to Have Courageous and Generative Conversations about Race & Racism
- Continuing Education Two Part Workshop: “Have Courageous and Generative Conversations about Race and Racism”
- Transgender Day of Remembrance
- HURFS Presents:
  - EquiTea Reading Series
  - Spotlighting Individuals Demonstrating Equity
- KCC offers Culturally Relevant College Credit Courses
- Kingsborough Holocaust Center’s annual ceremony for Holocaust Remembrance Day
- Black History Month Celebrations through KCC’s Black Entrepreneurs Series, panel discussion, trivia, film screening, exhibits, and resources
- Women’s History Month celebration through leadership workshops, discussions and dialogues
- Communications and Marketing, in collaboration with the Library, produced a social media video campaign called BookSHElf to highlight female authors for Women's History Month
- A Talk: Capturing the Unspeakable: Art as a Tool in Learning About the Holocaust

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

## **2022-2023 PLANNED PROGRAMS**

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

### **Planned Campus Programs, 2022-2023**

- KCC Annual Diversity Symposium
- Domestic Violence Awareness Month Events
- KCTL Events
- Healthy Relationship Awareness Month Events
- Black Queer Icon Series
- LGBTQ+ History Month Events
- Latinx Heritage 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 utilizes an 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 individuals who have not participated.

## **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 programs
- Reviewing recruiting outreach and advertising
- Monitoring complaints/incident reports which may indicate underlying trends
- Reviewing personnel practices and the affirmative action programs with management
- Advising management of program effectiveness and providing recommendations for improvement.

The Chief Diversity Officer works with Human Resources staff to assure employment records, including records in CUNY's HR Information System, are complete, accurate, and up-to-date.

## **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 Processes
- 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**

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.

The City University of New York is committed to a policy of equal employment and equal access in its educational programs and other activities. Diversity, inclusion, and an environment free from discrimination are central to CUNY's mission. CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website. We have posted these policies on the internet.

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

## **REVIEW OF PERSONNEL PROCESSES**

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.

We review position requirements before listing a job vacancy. We 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. The university 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](mailto:Human.Resources@kbcc.cuny.edu)

Procedures for Implementing Reasonable Accommodation and Academic Adjustments are posted on the internet.

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>, which directs the candidate to our accessibility page. Applicants may also contact the Office of Recruitment and Diversity at [jobs@cuny.edu](mailto:jobs@cuny.edu).

We provide reasonable accommodations to individuals 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.

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

- **84** employee accommodation requests successfully concluded. There were **zero** appeals and currently, there are **no** outstanding appeals.
- The college responded to **zero** requests for reasonable accommodation from job applicants.
- **6** employee religious exemption requests successfully concluded and appealed **zero** times.

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

- The B & G Facilities team performed general cleaning, preventive maintenance, and critical daily operations to maintain the campus. We continue to stock PPE, sanitizing products and safety equipment for all.
- In partnership with the New York Power Authority (NYPA), the College obtained 58 new trees for planting throughout the campus grounds.
- Emergency repairs concluded to the West Academic Cluster (WAC) building exterior walls.
- Facilities worked closely with Public Safety to identify dark areas throughout the campus and prioritized lighting repairs to install brighter bulbs and LED lighting.
- Digital time clocks were installed to replace antiquated manual clocks for improved exterior light reliability.
- Exterior lampposts were restored and retrofitted with brighter LED lighting located along the campus seawall.
- T4 Roof Replacement: The existing metal deck was completely replaced.
- T7 HVAC Replacement: Completed installation of the new steel dunnage and of the 5 new rooftop air handlers and all ductwork throughout the building were thoroughly cleaned.
- The emergency generator switch was successfully installed in the Administration building and all power has been restored to normal operation, including fire alarms, elevator and emergency lighting.
- Office of Information Technology Services (OTIS):
  - Replaced coin operated copiers with Tech Fee subsidized copier for students on second floor of the library, students can make 20 impressions using their ID cards.
  - Upgraded the Voice mail system, in addition to sending recorded voicemail message to emails. The Voice mail system now provides notifications on missed calls even if the caller does not leave a message.
  - Completed the upgrade of Wireless infrastructure and a majority of the access points now have the capacity to serve the campus community at minimum of 50 MBS and a maximum of 300 MBS depending on the device being used to access the Wifi network.
  - Made available is Askme! KCC: Another [live chat] option to support students and staff.
  - Made available Student Email Groups and text messaging to the entire class, per class enrollment.
  - Upgraded 309 faculty systems, ensuring old and obsolete systems are replaced, systems at par, upgraded and installed Webcam and speakers on specific requests from head of the departments.
  - Established a second Laptop Lending Kiosk in the Library-12, where Laptops are available for 3-hour loans to students while on campus.
  - Upgraded 43 out of warranty computers in M-425 and M-428 Nursing labs to high-speed mini computers to facilitate instruction in those labs.
  - Installed three cameras in MAC Rotunda to facilitate streaming of events in that venue.
  - Installed one camera in M-239 to facilitate streaming of events in that venue.
  - Upgraded 33 out of date Desktop computers to facilitate use of new software and peripheral devices.

## **HARASSMENT PREVENTION**

CUNY 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**

### **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 disability to transition to civilian society and gain employment opportunities.

<b>Program / Effort</b>	<b>Impact/Discussion</b>
Postings 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 for 2022-2023**

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 manuals and other publications
- Explained policies and individual responsibilities to senior management and supervisors
- Conducted training for employees involved in recruitment, selection, and promotion decision-making
- Discussed policies in employee orientation and management training programs

- Included information on the accomplishments of veterans (including disabled veterans) and other individuals with disabilities in unit communications
- Posted CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments on bulletin boards, along with the CUNY Policy on Non-Discrimination (which also covers protection from harassment on the basis of disability)
- Featured persons who are individuals 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**

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, Michael J. Valente, Esq., Chief Diversity Officer:

- Chairs 504/ADA Committee
- Monitors 504/ADA compliance
- Reviews and resolve 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 Team**

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:

- Michael J. Valente, Esq., Chief Diversity Officer
- Stella Woodroffe, Access-Abilities Coordinator
- Mickie Driscoll, Executive Director of Human Resources and Labor Designee
- Cynthia Mendola, HR Coordinator

## **Other Officials**

Other college officials support the implementation of affirmative action in areas, which include accommodations and accessibility improvements.

## **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 individuals involved with 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 H** 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.

There is no federal benchmark for veteran utilization.

### **Hiring Rates**

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

In March 2022, the federal government set the benchmark Hiring Rate for veterans at 5.5%, 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

### Veterans Hiring Rate Benchmark

The benchmark, established annually by the US Department of Labor, is 5.5% as of March 2022.

Factor	2021-2022	2020-2021	2019-2020
A. Number of applicants who self-identified as Veterans before an offer of employment is made	47	19	79
B. Total number of job openings	41	20	48
C. Total number of jobs filled	41	9	48
D. Total number of applicants for all jobs	2888	1324	4256
E. Number of veteran applicants hired	0	0	0
F. Total number of applicants hired	41	9	48
<b>Hiring Rate (E divided by F)</b>	0%	0%	0%
<b>Federal Benchmark</b>	5.5%	5.6%	5.7%
<b>Benchmark Met (Yes/No)</b>	No	No	No

### Hiring Rate, Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities.

Factor	2021-2022	2020-2021	2019-2020
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	198	62	160
B. Total number of job openings	41	20	48
C. Total number of jobs filled	41	9	48
D. Total number of applicants for all jobs	2888	1324	4256
E. Number of individuals with disabilities hired	0	0	2
F. Total number of applicants hired	41	9	48
<b>Hiring Rate (E Divided by F)</b>	0%	0%	4.2%

## **APPENDICES**

---

- A. Summary Organization Chart
- B. Re-Affirmation Letter
- C. Job Groups and Labor Market Availability
- D. Academic Departments by Discipline and College Lab Technician Category
- E. Utilization Analysis (Administrators and Staff, College Lab Technicians, Faculty)
- F. Summary Of Personnel Activities
- G. Summary Of Recruitment Activities
- H. Utilization Of Individuals with Disabilities

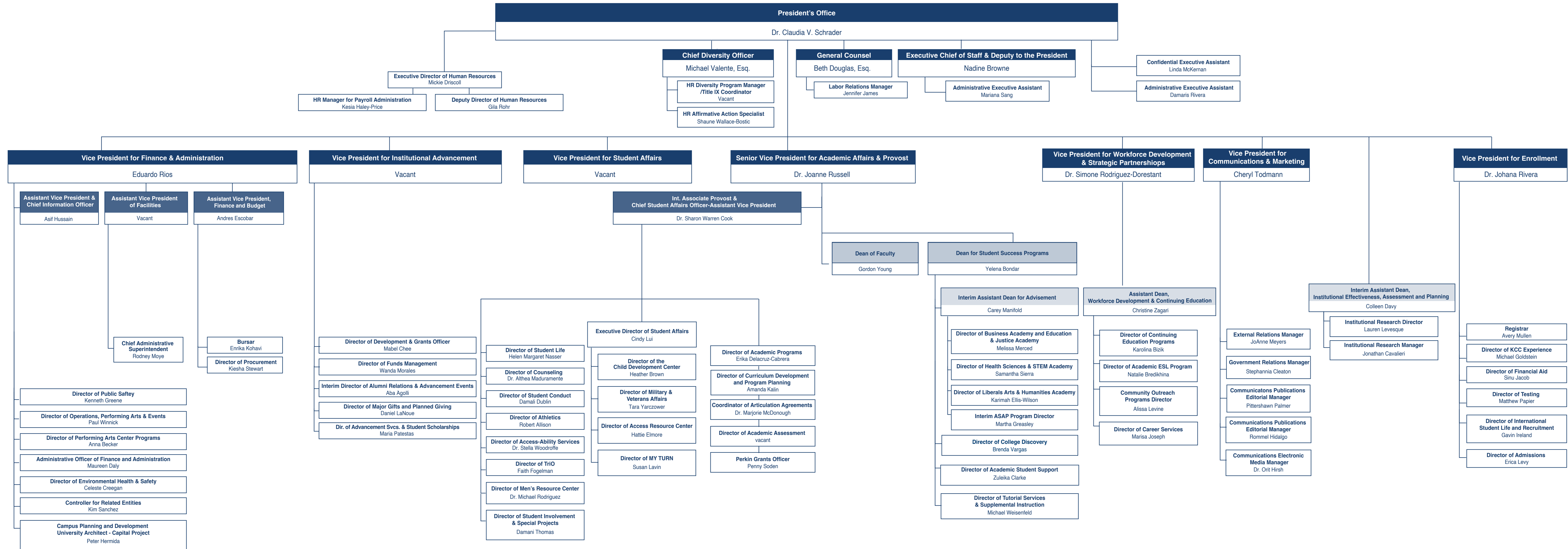
Appendices for the 2022 - 2023 Affirmative Action Plan

**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, 2021

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 invite you to visit our websites, [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu) or [www.cuny.edu](http://www.cuny.edu), to view the *Equal Opportunity Policy* in its entirety, including the complaint procedures and prohibition against retaliation.

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 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](mailto:AskOEO@kbcc.cuny.edu). Additionally, any individual who has experienced employment discrimination or discriminatory harassment, including sexual harassment, should immediately contact OEO.

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            Job Group Summary**

This Appendix contains a summary of affirmative action job groups.

This report lists those CUNY job groups for which the college has employees, with Labor Market Availability (LMA) factors.

LMA Factor 1 estimates the external labor market.

LMA Factor 2 is a measurement of employees who could be recruited or promoted into the group based on historical data for CUNY.

Groups with fewer than five employees are listed but will not be included in Utilization Analysis worksheets. Individuals in the Chief Executive role are not included.

This report lists both full-time and part-time appointments. The following business rules apply to part-time appointments for this report: if an employee has an active full-time appointment in the same department, part time appointments in the department are omitted. If an employee has multiple part-time appointments in the same department and in the same title, that appointment is counted only once. Other multiple part-time appointments are reported. The number of appointments will be larger than the number of employees.

New CUNY job titles are listed at the end of this Appendix. Not all titles were utilized by the College.

Further details on Job Groups and Labor Market Availability are provided in the Narrative.

This Appendix describes the job group assignments for titles held by employees in the unit, with Labor Market availability details. Labor Market Availability is an estimate used to benchmark utilization by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits, internally and externally. CUNY last updated this estimate in 2019.

**Weighting of Internal/External Labor Market**

The internal labor market is university-wide and currently reflects the full-time employee population. We produced a weighted estimate based on the previous two years of job moves of CUNY employees. We also identified typical feeder jobs and other conditions impacting qualifications, such as permanency status.

**Geography**

We based geographic factors on both CUNY policy and actual hiring experience:

- National labor market for Administration 1 (Executive), Faculty–Professorial, and Faculty–Instructor.
- Two-state region (New York and New Jersey) for Faculty-Lecturer. IPEDS completion data is only available by State and recruiting is regional rather than national.
- New York State-only labor market where New York State residency is required by statute:
  - College Security Assistant, Campus Peace Officer, Campus Public Safety Sergeant, Security Manager.
- New York/New Jersey Metropolitan Statistical Area (MSA) for remaining job groups. A review of hires in 2018-2019 indicated 98.6% of new hires in these groups reside within this MSA. This area represents a large and highly diverse population.

**Factors for Staff and Non-Collegiate Faculty:**

- Occupational Group: Standard Occupational Classifications assigned to every job title, matched to Census Occupational Codes.
- Degree Requirements: the minimum requirement for the lowest-ranked job in each job group. These range from none through Master’s level.
- Experience: where there is a requirement for a specific number of years of experience, we used age as a proxy, as per US Census standards; for example, a Bachelor’s degree assumes a standard age of 21, and a Bachelor’s degree plus four years of experience would correspond to a minimum age of 25.

**Factors for Collegiate Faculty:** we assign titles to Professorial, Instructor, or Lecturer job groups according to rank and calculate availability based on a combination of degree requirement and academic discipline.

- Degree Requirements:
  - Professorial: Doctoral Degree
  - Instructor: Master’s Degree
  - Lecturer: Bachelor’s or Master’s Degree.
- Discipline: assigned to each faculty department using the US Department of Education’s Classification of Instructional Programs (CIP). On an exception basis, we calculated a blended labor market availability and/or made individual discipline assignments.

**Category: Executive/Administrative/Managerial**

---

**Admin 1: Executive**

**Executive Compensation Plan (Other Than Chief Executive)**

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	50.00%	ACS 2013-2017 Nationwide workforce with Bachelors Degree or Higher and age of 29 or above (proxy for eight years' of post-Bachelor's experience) and in selected occupations: 0010 (Chief Executives), 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0100 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), and 0230 (Education Administrators).
2-Internal	50.00%	Employees in the following titles: HE Officer, Professor, Associate Professor, IT Computer Systems Manager (Levels 5 and higher), or Chief Administrative Superintendent (Levels 4 and higher) as of 6/1/2018.

**Employees: 17**

Title	Employees
Assc Administrator	3
Asst Administrator	2
Asst Dean	2
Asst Vice President	2
Dean	2
Sr Vice President	1
Vice President	5

---

**Admin 2: Managerial**

**HE Officer series administrators-senior level**

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	50.00%	ACS 2013-2017 NY/NJ MSA workforce with Bachelors Degree or Higher and age of 25 or above (proxy for four years' post-Bachelor's experience) and in selected occupations: 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0200 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), 0230 (Education Administrators), 0710 (Management Analysts), 2000 (Counselors), and 2100 (Lawyers).
2-Internal	50.00%	Employees in HE Assistant title as of 6/1/2018.

**Employees: 97**

Title	Employees
HE Associate	52
HE Officer	45

**Category: Executive/Administrative/Managerial**

**Admin 2: Managerial Adjunct**

Adjunct HE Officer series administrators (all levels)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	50.00%	ACS 2013-2017 NY/NJ MSA workforce with Bachelors Degree or Higher and age of 25 or above (proxy for four years' post-Bachelor's experience) and in selected occupations: 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0200 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), 0230 (Education Administrators), 0710 (Management Analysts), 2000 (Counselors), and 2100 (Lawyers).
2-Internal	50.00%	Employees in HE Assistant title as of 6/1/2018.

**Employees: 574**

Title	Employees
Non-Teaching Adjunct 1	469
Non-Teaching Adjunct 3	71
Non-Teaching Adjunct 4	16
Non-Teaching Adjunct 5	18

**Managerial: Facilities**

Facility Superintendents and Managers

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	55.00%	2013-2017 ACS, NY/NJ MSA, Bachelor's Degree or higher plus four years of Post-Bachelor's experience (proxy minimum age of 25) and in the following occupations: 0410 (Real Estate and Property Managers), 1300 (Architects), 1360 (Civil Engineers), and 8620 (Stationary Engineerings and Boiler Operators).
2-Internal	45.00%	Employees in the titles of Sr Stationary Engineer, Project Manager, Principal Park Supervisor, Principal Custodial Supervisor, or Supervisor of Laborers and Maintenance Workers, Civil Service permanency not required, as of 6/1/2018.

**Employees: 3**

Title	Employees
Admin Supt Builds Grds	2
Chief Admin Supt - Competitive	1

**Category: Executive/Administrative/Managerial**

---

**Managerial: Info Tech**

**Information Technology-Managers**

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	60.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement; six years' work experience (proxy minimum age of 23) and in the following occupation: 0110 (Computer and Information Systems Managers).
2-Internal	40.00%	Employees in the title IT Senior Associate, Civil Service permanency not required, as of 6/1/2018.

**Employees: 5**

Title	Employees
IT Computer Operations Mgr	2
IT Computer Systems Mgr	3

---

**Managerial: Security**

**Campus Security-Managers**

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	55.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher with seven years' experience (proxy minimum age of 24) in the following occupations: 0425 (Emergency Management Directors) and 3710 (First-Line Supervisors of Police and Detectives).
2-Internal	45.00%	Employees with Civil Service permanency in the titles Campus Public Safety Sergeant or Campus Security Specialist as of 6/1/2018.

**Employees: 4**

Title	Employees
Campus Security Asst Dir	3
Campus Security Dir	1



**Category: Professional Faculty**

---

**Faculty: Continuing Education**

Continuing Education Teachers (part time, paid hourly or per course)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, Bachelor's degree or higher and in occupation 2430 (Other Teachers and Instructors).
2-Internal	0.00%	NA

**Employees: 236**

Title	Employees
Continuing Ed Teacher-Hourly	236

---

**Faculty: Developmental**

Developmental programs for basic skills and related non-credit programs

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, Bachelor's degree or higher and in occupation 2430 (Other Teachers and Instructors).
2-Internal	0.00%	NA

**Employees: 10**

Title	Employees
CLIP Instructor	6
CUNY Start Instructor	4

---

**Faculty: Developmental Adjunct**

Adjunct/Hourly developmental programs for basic skills and related non-credit programs

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, Bachelor's degree or higher and in occupation 2430 (Other Teachers and Instructors).
2-Internal	0.00%	NA

**Employees: 1**

Title	Employees
Continuing Ed Teacher-Hourly	1

**Category: Professional Faculty**

---

**Faculty: Instructor**

Term-limited titles convertible to Assistant Professor upon completion of doctorate within five years; excludes librarians.

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Masters Level, Nationwide for selected disciplines (first and second majors), not weighted.
2-Internal	0.00%	NA

**Employees: 1**

Title	Employees
Instructor	1

---

**Faculty: Lecturer**

Lecturer Faculty and related non-tenure eligible titles; excludes Librarians.

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Bachelor's or Masters, NY and NJ, for selected disciplines (first and second majors), not weighted.
2-Internal	0.00%	NA

**Employees: 92**

Title	Employees
Lecturer	80
Lecturer Doct Sch	12

---

**Faculty: Lecturer Adjunct**

Adjunct Lecturer Faculty and related non-tenure eligible titles; excludes Librarians.

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Bachelor's or Masters, NY and NJ, for selected disciplines (first and second majors), not weighted.
2-Internal	0.00%	NA

**Employees: 750**

Title	Employees
Adjunct Lecturer	741
Lecturer H	9

**Category: Professional Faculty**

---

**Faculty: Librarian**

CUNY Librarians with faculty appointments (any faculty title)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Master's level only, Nationwide, for Library Science Discipline.
2-Internal	0.00%	NA

**Employees: 10**

Title	Employees
Ascc Professor	3
Asst Professor	6
Professor	1

---

**Faculty: Professoriate**

Tenure-eligible faculty (all ranks) for whom a terminal degree is required; excludes librarians.

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors), not weighted.
2-Internal	0.00%	NA

**Employees: 215**

Title	Employees
Ascc Professor	63
Asst Professor	79
Professor	73

---

**Faculty: Professoriate Adjunct**

Adjunct Professorial Faculty paid on an hourly basis (all levels).

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors), not weighted.
2-Internal	100.00%	NA

**Employees: 175**

Title	Employees
Adjunct Assistant Professor	132
Adjunct Associate Professor	11
Adjunct Professor	9
Ascc Professor Hourly	6
Asst Professor Hourly	9

**Category: Professional Faculty**

Professor H

8

**Category: Professional Non-Faculty**

---

**Accountant: Professional**

Accounting-Professionals

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only - Promotional Title
2-Internal	100.00%	Employees with Civil Service permanency in the following titles: Accounting Assistant, Purchasing Agent Assistant or EOC Accounting Assistant; as of 6/1/2018.

**Employees: 3**

Title	Employees
Finance Accountant	1
Purchasing Agent	2

---

**Admin 3: Professional**

HE Officer Series: Entry and mid-level administrators

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	85.00%	ACS 2013-2017 NY/NJ MSA workforce with Bachelor's Degree or Higher and in the following occupations: 0630 (Human Resources Workers), 0740 (Business Operations Specialists), 0820 (Budget Analysts), 2000 (Counselors), 2550 (Education/Training/Library Workers), 2825 (Public Relations Specialists), 5000 (Supervisors of Office and Admin Support Workers), and 5250 (Customer Service Representatives).
2-Internal	15.00%	Employees who hold BA degrees and are in the following job groups: CUNY Office Assistant, CUNY Administrative Assistant, Accountant Technician or Accountant Professional as of 6/1/2018.

**Employees: 133**

Title	Employees
Asst to HEO	44
HE Assistant	89

**Admin 5: Engineer-Architect**

Engineers, Architects and related titles

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 0220 (Construction Managers), 0300 (Engineering Managers), 1300 (Architects, except Naval), 1360 (Civil Engineers), 1540 (Drafters), 1560 (Surveying and Mapping Technicians).
2-Internal	0.00%	NA

**Employees: 2**

Title	Employees
Architect	1
Project Mgr	1

**Category: Professional Non-Faculty**

---

**Disability Accommodation Specl Adjunct**

Hourly Disability Accommodation Specialists and Sign Language Interpreters

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	As no unit has a minimum of five employees, availability is not calculated.
2-Internal	0.00%	NA

**Employees: 2**

Title	Employees
Disability Accommodations Spec	1
Sign Language Interpreter	1

---

**Info Tech: Professional**

Information Technology-Professionals

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	75.00%	2013-2017 ACS, NY/NJ MSA, High School Diploma or higher plus four years of Post-High School experience (proxy minimum age of 21) in the following occupations: 0740 (Business Operations Specialists), 1006 (Computer Systems Analysts), 1010 (Computer Programmers), 1020 (Software Developers, Applications and Systems Software), 1030 (Web Developers), 1060 (Database Administrators), and 1105 (Network and Computer Systems Administrators).
2-Internal	25.00%	Employees in the IT Support Assistant and CUNY Office Assistant titles, Civil Service permanency not required, as of 6/1/2018

**Employees: 26**

Title	Employees
IT Associate	4
IT Asst	20
IT Sr Associate	2

---

**Nurse**

Nurses

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	As no unit within CUNY has a minimum of five employees, no availability was calculated.
2-Internal	0.00%	NA

**Employees: 1**

Title	Employees
Nurse	1

**Category: Professional Non-Faculty**

---

**Nurse Adjunct**

Hourly Nurses

**Labor Market Availability Factors**

**LMA Factor    Weight    Explanation**

1-External    100.00%    As no unit within CUNY has a minimum of five employees, no availability was calculated.

2-Internal    0.00%    NA

**Employees: 4**

<b>Title</b>	<b>Employees</b>
Nurse	4

## Category: Administrative Support Workers

---

### Accountant: Assistant

Accounting-Support staff

#### Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	70.00%	ACS 2013-2017 NY/NJ MSA workforce with High School Diploma or Higher in the following occupations: 5140 (Payroll and Timekeeping Clerks), 5150 (Procurement Clerks), or 5120 (Bookkeeping, Accounting, and Auditing Clerks).
2-Internal	30.00%	Employees in titles CUNY Office Assistant or EOC Office Assistant, Civil Service permanency not required; as of 6/1/2018.

### Employees: 2

Title	Employees
Asst Purchasing Agent	1
Finance Accountant Asst	1

### Administrative Assistant

Administrative Assistants-Senior level

#### Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only - Promotional Title
2-Internal	100.00%	Population of employees on the active CUNY Administrative Assistant Civil Service list #2055 (413 CUNY employees). CUNY Office Assistant Levels 3 or 4 with Civil Service permanency were eligible to take this examination.

### Employees: 15

Title	Employees
CUNY Admin Asst	15

---

### Mail Services Worker

Mail Services Workers

#### Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupation: 5850 (Mail Clerks/Mail Machine Operators, Except Postal Service).
2-Internal	0.00%	NA

### Employees: 4

Title	Employees
Mail Message Svcs Worker	4



**Category: Administrative Support Workers**

---

**Office Assistant**

Administrative Office Assistants-Entry level

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, individuals with a High School Diploma or higher and in the following occupations: 5700 (Secretaries and Administrative Assistants), 5820 (Word Processors and Typists), 5860 (Office Clerks, General), and 5940 (Office Administrative Support Workers, all other).
2-Internal	0.00%	NA

**Employees: 39**

Title	Employees
CUNY Office Assistant	39

---

**Office Assistant Adjunct**

Hourly Administrative Office Assistants-Entry level

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, individuals with a High School Diploma or higher and in the following occupations: 5700 (Secretaries and Administrative Assistants), 5820 (Word Processors and Typists), 5860 (Office Clerks, General), and 5940 (Office Administrative Support Workers, all other).
2-Internal	0.00%	NA

**Employees: 222**

Title	Employees
College Assistant	222

**Category: Technicians**

---

**Admin 4: College Lab Technician**

College Laboratory Technicians (all levels)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce with High School Diploma or Higher. For the Scientific/Technical/IT specialty, in the following occupations: 1050 (Computer Support Specialists), 1965 (Other Life Physical and Social Science Technicians), 1910 (Biological Technicians), 1920 (Chemical Technicians), 1550 (Engineering Technicians), 2860 (Miscellaneous Media and Communications Workers). For the "Other" Specialty, 1050 (Computer Support Specialists), 1950 (Social Science Research Assistants), 2440 (Library Technicians), and 2860 (Miscellaneous Media and Communications Workers).
2-Internal	0.00%	NA

**Employees: 30**

Title	Employees
Chief College Lab Tech	5
College Lab Tech	13
Sr College Lab Tech	12

---

**Admin 4: College Lab Technician Adjunct**

Adjunct College Laboratory Technicians (all levels)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce with High School Diploma or Higher. For the Scientific/Technical/IT specialty, in the following occupations: 1050 (Computer Support Specialists), 1965 (Other Life Physical and Social Science Technicians), 1910 (Biological Technicians), 1920 (Chemical Technicians), 1550 (Engineering Technicians), 2860 (Miscellaneous Media and Communications Workers). For the "Other" Specialty, 1050 (Computer Support Specialists), 1950 (Social Science Research Assistants), 2440 (Library Technicians), and 2860 (Miscellaneous Media and Communications Workers).
2-Internal	0.00%	NA

**Employees: 88**

Title	Employees
Adj College Lab Tech	83
Adj Sr College Lab Tech	3
Chief College Lab Tech H	1
College Lab Tech H	1

## Category: Technicians

---

### Broadcast-Media

#### Broadcast/Media Technicians and Graphic Designers

#### Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupations: 2900 (Broadcast and Sound Engineering Technicians and Radio Operators and Other Workers), 2920 (Television, Video, and Motion Picture Camera Operators and Editors), 2710 (Producers and Directors).
2-Internal	0.00%	NA

#### Employees: 2

Title	Employees
Broadcast Assc	1
Media Svcs Tech	1

---

### Engineering Technician

#### Engineering and Architectural Technicians

#### Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	As no unit has a minimum of five employees, availability is not calculated.
2-Internal	0.00%	NA

#### Employees: 2

Title	Employees
Facilities Coord	2

### Info Tech: Technician

#### Information Technology-Tech Support

#### Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupation: 1050 (Computer Support Specialists).
2-Internal	0.00%	NA

#### Employees: 6

Title	Employees
IT Support Asst	6

**Category: Technicians**

---

**Print Media Technician**

Print Shop Technicians and related titles

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 5900 (Office Machine Operators except Computers), 8250 (Pre-Press Technicians), 8255 (Printing Press Operators), and 8256 (Binding and Finishing Workers). Note: 2630 (Graphic Designers) was not included given small population at CUNY and very large population in the workforce.
2-Internal	0.00%	NA

**Employees: 5**

Title	Employees
Print Shop Assistant	3
Print Shop Associate	1
Print Shop Coordinator	1

**Category: Craft Workers**

---

**Basic Crafts-Buildings and Grounds**

**Buildings and Grounds Workers**

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	80.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 4210 (First-Line Supervisors of Landscape/Lawn Service/Grounds Workers), 4250 (Grounds Maintenance Workers), 7200 (Automotive Service Technicians and Mechanics), 7340 (Maintenance and Repair Workers-General), 9140 (Tax Drivers and Chauffeurs), and 9120 (Bus Drivers).
2-Internal	20.00%	Employees in the Custodian and Custodial Supervisor job groups, and employees in Helper titles in the Laborers and Helpers job group, Civil Service permanency not required, as of 6/1/2018.

**Employees: 9**

Title	Employees
Gardener-CUNY	1
Maintenance Worker	6
Motor Vehicle Mechanic	2

---

**Laborers and Helpers**

**Entry-Level Craft Workers**

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	60.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 6600 (Helpers-Electricians, Helpers-Pipelayers, etc.) and 9630 (Laborers and Freight, Stock and Material Movers).
2-Internal	40.00%	Employees in the Custodial Assistant and Maintenance Worker titles, Civil Service permanency not required, as of 6/1/2018.

**Employees: 13**

Title	Employees
Electrician Helper	1
Laborer	9
Stock Worker	2
Stock Worker Supervisor	1

**Category: Craft Workers**

---

**Skilled Trades: Not Supervisory**

**Skilled Trades-Not supervisory**

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	75.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 6230 (Carpenters), 6250 (Cement Masons/Concrete Finishers), 6335 (Electricians), 6420 (Painters and Paper Hangers), 6440 (Pipelayers, Plumbers, Pipefitters, and Steamfitters), 6460 (Plasterers and Stucco Masons), 6515 (Roofers), 6700 (Elevator Installers and Repairers), 7300 (Control and Valve Installers and Repairers), 7350 (Machinery Maintenance Workers), 7540 (Locksmiths and Safe Repairers), 8030 (Machinists), and 8610 (Stationary Engineers and Boiler Operators).
2-Internal	25.00%	Employees in the title of Maintenance Worker or in any of the Helper titles in the Laborer-Helper job group, Civil Service permanency not required, as of 6/1/2018.

**Employees: 24**

Title	Employees
Carpenter	2
Electrician	2
High Pressure Plant Tender	7
Locksmith	1
Oiler	2
Painter	2
Plumber	2
Stationary Engineer	5
Thermostat Repairer	1

---

**Skilled Trades: Supervisory**

**Skilled Trades-Supervisors**

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only-Promotional Title
2-Internal	100.00%	Employees with Civil Service permanency in Skilled Trade job group titles corresponding to the supervisory titles as of 6/1/2018.

**Employees: 1**

Title	Employees
Stationary Engineer Sr	1

**Category: Service Workers**

---

**Campus Peace Officer**

Campus Security-Mid level staff

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	80.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce, with one year or more of College and in the occupation of 3850 (Police and Sheriffs Patrol Officers).
2-Internal	20.00%	Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2018.

**Employees: 17**

Title	Employees
Campus Peace Officer	17

---

**Campus Public Safety Sergeant**

Campus Security-Supervisors and Specialists

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	0.00%	For Campus Public Safety Sergeant, Internal only (promotional title). For Campus Security Specialist, candidates on a Civil Service list as of 6/1/2018; however not calculated as demographic data was not available and a small number were hired externally.
2-Internal	100.00%	For Campus Public Safety Sergeant, employees in the title of Campus Peace Officer with Civil Service permanency and two years of permanent service as of 6/1/2018.

**Employees: 10**

Title	Employees
Campus Pub Safety Sergeant	8
Campus Security Specialist	2

---

**Campus Security Assistant**

Campus Security-Entry level staff

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce with High School Diploma or higher and one year of work experience (using proxy of minimum age of 18) and in the occupation of 3930 (Security Guards and Gaming Surveillance Officers).
2-Internal	0.00%	NA

**Employees: 8**

Title	Employees
Campus Security Asst	8

**Category: Service Workers**

---

**Custodial: Assistant**

Custodial-Entry level

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the occupation 4220 (Janitors and Building Cleaners).
2-Internal	0.00%	NA

**Employees: 58**

Title	Employees
Custodial Assistant	58

---

**Custodial: Assistant Adjunct**

Hourly Custodial-Entry level

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the occupation 4220 (Janitors and Building Cleaners).
2-Internal	0.00%	NA

**Employees: 12**

Title	Employees
Custodial Assistant	12

---

**Custodial: Supervisory**

Custodial-Supervisors (all titles)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	45.00%	2013-2017 ACS, NY/NJ MSA workforce, 8th Grade education or higher and in the occupation 4200 (First-Line Supervisors/Managers of Housekeeping and Janitorial Workers).
2-Internal	55.00%	Employees in the Custodial job group who are not temporary as of 6/1/2018.

**Employees: 8**

Title	Employees
Custodial Asst Principal Supv	2
Custodial Principal Supv	1
Custodial Sr Supervisor	1
Custodial Supervisor	4



**Note: In the last Academic Year, CUNY added the titles listed below (not all are used at the College)**

<b>Job Code and Title Name</b>	<b>Job Group</b>
200447 Vice Chancellor	Admin 1: Executive
200596 Univ Exec Chf of Staff-UAscAdm	Admin 1: Executive
200600 Exec Depty Counsel-AscAdm	Admin 1: Executive
200607 Univ Dean Industry & Talent Pt	Admin 1: Executive
200608 Exec Dir Institutional Res-Ast	Admin 1: Executive
200609 Exec Chief of Staff-AstAdm	Admin 1: Executive
200610 VP Social Justice Initiatives	Admin 1: Executive
200611 Dn of Community Relations	Admin 1: Executive
200612 Univ Sr Exec Dir Env HS Rk Mgt	Admin 1: Executive
200613 Univ Legal Counsel - UAstAdm	Admin 1: Executive
200614 Univ Exec Dir ASAP ACE-UASC	Admin 1: Executive
200615 AVP Div and Inc	Admin 1: Executive
200620 PSch Ex Counsel LaborDs-AstAdm	Admin 1: Executive
200621 Psch Ex Dir GLTPI-PAstAdm	Admin 1: Executive
200622 Administration	Admin 1: Executive
200630 Univ Dep Dir Env H-S Rsk Mgt	Admin 1: Executive
200631 Univ Assc VC Audit	Admin 1: Executive
200632 Univ Chief Trnsf Off-UAdm	Admin 1: Executive
200700 Univ Asst Dn Policy Resrch	Admin 1: Executive
300002a Adj Asst Professor-Librarian	Faculty: Professoriate Adjunct
300003a Adj Lecturer-Librarian	Faculty: Lecturer Adjunct
300603a Law Adj Professor-Librarian	Faculty: Professoriate Adjunct
400949 Univ HR Div Prog Specl (HEOa)	Admin 3: Professional
400959 Univ Dir Prospect Research	Admin 2: Managerial

## Appendix D College Lab Technicians Department-Discipline Assignments

This Appendix summarizes the mapping of College Laboratory Technicians to disciplines.

Categories assigned to College Laboratory Technicians (Administration 4 Group) are based on the academic department to which they are assigned. There are two possible categories: "Science, Technology and Engineering" and "All Other".

Groups of less than five employees total are listed but will not be included in Utilization Analysis worksheets.

This report lists both full-time and part-time appointments. The following business rules apply to part-time appointments: if an employee has an active full-time appointment in the same department, any part-time appointments in that department are bypassed. If an employee has multiple part-time appointments in the same department and in the same title, that appointment is counted only once. Other multiple part-time appointments are reported, including appointments in multiple titles in the same department. The number of appointments will be larger than the number of employees.

## Kingsborough CC

## Admin 4: College Lab Technician

**Discipline:** College Lab Tech: Science, Tech, Eng.

**Appointments:** 17

Department	Department Name	Technicians
10033	Dept,Biological Science	5
10225	Dept,Physical Sci	6
10136	Health & Human Services	2
70009	Instructional Computing	1
80033	Media Center	2
10211	Non-Clinical Nursing	1

**Discipline:** College Lab Tech: Other

**Appointments:** 13

Department	Department Name	Technicians
10021	Dept Of Art	4
10060	Dept,Comm&Perf Arts	3
10134	Dept,Health,Phys Ed&Rec	3
10299	Tourism & Hospitality	3

## Admin 4: College Lab Technician Adjunct

**Discipline:** College Lab Tech: Science, Tech, Eng.

**Appointments:** 31

Department	Department Name	Technicians
10033	Dept,Biological Science	4
10225	Dept,Physical Sci	3
10136	Health & Human Services	4
70009	Instructional Computing	20

**Discipline:** College Lab Tech: Other

**Appointments:** 57

Department	Department Name	Technicians
70010	Academic Development	9
75123	ASAP	6
10396	Dean Of Continuing Education	2
10393	Dean Of Students	1
10105	Department Of English	1
10021	Dept Of Art	1
10042	Dept, Business	4
10028	Dept,Beh Sci&Human Svcs	1

## Kingsborough CC

Admin 4: College Lab Technician Adjunct

---

Discipline: College Lab Tech: Other

Appointments: 57

Department	Department Name	Technicians
10060	Dept,Comm&Perf Arts	2
10134	Dept,Health,Phys Ed&Rec	1
65102	English Skills Lab	1
65017	Office Of Collab Prog	6
80174	Personnel	1
80262	Public Relations	1
10299	Tourism & Hospitality	14
10387	Vice President&Provost	4
65120	Workforce Development	2

## Appendix D Faculty Department-Discipline Assignments

This Appendix summarizes the mapping of faculty departments to academic disciplines.

This Appendix lists faculty (academic) departments and the disciplines to which they are assigned for utilization reporting. Only departments with assigned faculty are listed here.

Disciplines listing fewer than five faculty in a job group are listed but are not included in the Utilization Worksheets.

Labor Market Availability estimates are based on degree completion data provided by the National Center for Education Statistics. Exceptions, including blended rates, are noted.

This report lists both full-time and part-time appointments. The following business rules apply to part-time appointments: if an employee has an active full-time appointment in the same department, any part-time appointments in that department are bypassed. If an employee has multiple part-time appointments in the same department and in the same title, that appointment is counted only once. Other multiple part-time appointments are reported, including appointments in multiple titles in the same department. The number of appointments will be larger than the number of employees.

## Kingsborough CC

**Discipline: Biological and Biomedical Sciences**

Appointments: 53

Department	Department Name	Faculty (full-time and adjunct)
10033	Dept,Biological Science	53

**Discipline: Business, Management, Marketing and Support**

Appointments: 86

Department	Department Name	Faculty (full-time and adjunct)
10042	Dept, Business	55
10299	Tourism & Hospitality	31

**Discipline: Communications, Journalism, AND Visual/Perf Arts**

Appointments: 48

Department	Department Name	Faculty (full-time and adjunct)
10060	Dept,Comm&Perf Arts	48

**Discipline: Education - Developmental**

Appointments: 640

Department	Department Name	Faculty (full-time and adjunct)
15001	ACE Remedial	182
65012	Board of Education Partnership	32
75018	Career Services Operations	1
10396	Dean Of Continuing Education	11
10393	Dean Of Students	45
65034	Diploma Now	7
65068	Language Immersion Program	15
10260	Math Skills Lab	1
10377	Office Of Academic Programs	20
65017	Office Of Collab Prog	316
10387	Vice President&Provost	6
65120	Workforce Development	4

**Discipline: English Language and Literature/Letters**

Appointments: 111

Department	Department Name	Faculty (full-time and adjunct)
10105	Department Of English	111

**Discipline: Foreign Languages, Literatures, and Linguistics**

Appointments: 20

Department	Department Name	Faculty (full-time and adjunct)
10117	World Languages and Culture	20

## Kingsborough CC

**Discipline: Health Professions and Related Programs**

Appointments: 161

Department	Department Name	Faculty (full-time and adjunct)
10136	Health & Human Services	56
10211	Non-Clinical Nursing	105

**Discipline: Liberal Arts and Sciences, General Studies & Humanities**

Appointments: 48

Department	Department Name	Faculty (full-time and adjunct)
10280	Dept,His,Phil,&Soc Sci	48

**Discipline: Library (Librarians/Non-Teaching)**

Appointments: 10

Department	Department Name	Faculty (full-time and adjunct)
70054	Dept Of Library	10

**Discipline: Mathematics and Computer Science**

Appointments: 76

Department	Department Name	Faculty (full-time and adjunct)
10195	Dept,Math&Computer Sci	76

**Discipline: Parks, Recreation, Leisure and Fitness Studies**

Appointments: 39

Department	Department Name	Faculty (full-time and adjunct)
10134	Dept,Health,Phys Ed&Rec	39

**Discipline: Physical Sciences**

Appointments: 41

Department	Department Name	Faculty (full-time and adjunct)
10225	Dept,Physical Sci	41

**Discipline: Social Sciences**

Appointments: 109

Department	Department Name	Faculty (full-time and adjunct)
10028	Dept,Beh Sci&Human Svcs	109

**Discipline: Visual and Performing Arts**

Appointments: 48

Department	Department Name	Faculty (full-time and adjunct)
10021	Dept Of Art	48

## **Appendix E                      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. Where utilization is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks indicate no underutilization.

Underutilization numbers for females and total minorities represent placement goals.

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

This exhibit covers full-time employees only.



Kingsborough CC

**Category:** Executive/Administrative/Managerial

**Job Group:** Admin 1: Executive

Description: Executive Compensation Plan (Other Than Chief Executive)

Appointments: 17

Employees in this group hold the following titles:

Title ID	Title Name
04321	Assc Administrator
04320	Assc Dean
04723	Asst Administrator
04722	Asst Dean
04316	Asst Vice President
04314	Dean
04702	Vice President

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	12	11	2	6	3
<b>Underutilized (Y = Yes)</b>					
<b>Number Underutilized</b>					
<b>Actual Utilization Percent</b>	70.6%	64.7%	11.8%	35.3%	17.6%
<b>Labor Market Avail. Percent</b>	44.2%	27.7%	9.8%	8.8%	7.9%

Kingsborough CC

**Category:** Executive/Administrative/Managerial

**Job Group:** Admin 2: Managerial

Description: HE Officer series administrators-senior level

Appointments: 97

Employees in this group hold the following titles:

Title ID	Title Name
04075	HE Associate
04097	HE Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	73	57	3	26	26
<b>Underutilized (Y = Yes)</b>			Y		
<b>Number Underutilized</b>			8		
<b>Actual Utilization Percent</b>	75.3%	58.8%	3.1%	26.8%	26.8%
<b>Labor Market Avail. Percent</b>	57.4%	48.1%	11.0%	19.6%	15.7%

Kingsborough CC

**Category:** Executive/Administrative/Managerial

**Job Group:** Managerial: Facilities

Description: Facility Superintendents and Managers

Appointments: 3

Employees in this group hold the following titles:

Title ID	Title Name
04975	Admin Supt Builds Grds
04984	Chief Admin Supt - Competitive

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	2	0	1	1
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	0.0%	66.7%	0.0%	33.3%	33.3%
Labor Market Avail. Percent	21.3%	38.1%	13.9%	11.3%	11.3%

Kingsborough CC

**Category:** Executive/Administrative/Managerial

**Job Group:** Managerial: Info Tech

Description: Information Technology-Managers

Appointments: 5

Employees in this group hold the following titles:

Title ID	Title Name
04972	IT Computer Operations Mgr
04973	IT Computer Systems Mgr

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	1	0	1	0
Underutilized (Y = Yes)	Y	Y	Y		Y
Number Underutilized	1	2	1		1
Actual Utilization Percent	0.0%	20.0%	0.0%	20.0%	0.0%
Labor Market Avail. Percent	26.5%	51.6%	24.0%	10.6%	15.4%

**Kingsborough CC**

**Category:** Executive/Administrative/Managerial

**Job Group:** Managerial: Security

Description: Campus Security-Managers

Appointments: 4

Employees in this group hold the following titles:

Title ID	Title Name
04980	Campus Security Asst Dir
04979	Campus Security Dir

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	2	4	0	2	2
<b>Underutilized (Y = Yes)</b>					
<b>Number Underutilized</b>					
<b>Actual Utilization Percent</b>	50.0%	100.0%	0.0%	50.0%	50.0%
<b>Labor Market Avail. Percent</b>	22.0%	59.7%	5.1%	30.4%	23.3%

**Kingsborough CC**

**Category:** Professional Non-Faculty

**Job Group:** Accountant: Professional

Description: Accounting-Professionals

Appointments: 3

Employees in this group hold the following titles:

Title ID	Title Name
04801	Finance Accountant
12121	Purchasing Agent

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	3	1	0	0	1
<b>Underutilized (Y = Yes)</b>					
<b>Number Underutilized</b>					
<b>Actual Utilization Percent</b>	100.0%	33.3%	0.0%	0.0%	33.3%
<b>Labor Market Avail. Percent</b>	83.6%	72.6%	20.5%	34.2%	17.8%

Kingsborough CC

**Category:** Professional Non-Faculty

**Job Group:** Admin 3: Professional

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

Appointments: 133

Employees in this group hold the following titles:

Title ID	Title Name
04017	Asst to HEO
04099	HE Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	105	84	10	49	21
<b>Underutilized (Y = Yes)</b>			Y		
<b>Number Underutilized</b>			6		
<b>Actual Utilization Percent</b>	78.9%	63.2%	7.5%	36.8%	15.8%
<b>Labor Market Avail. Percent</b>	69.0%	43.4%	12.3%	16.7%	12.5%

**Kingsborough CC**

**Category:** Professional Non-Faculty

**Job Group:** Admin 5: Engineer-Architect

Description: Engineers, Architects and related titles

Appointments: 2

Employees in this group hold the following titles:

Title ID	Title Name
04822	Architect
04819	Project Mgr

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	0	1	0	0	1
<b>Underutilized (Y = Yes)</b>					
<b>Number Underutilized</b>					
<b>Actual Utilization Percent</b>	0.0%	50.0%	0.0%	0.0%	50.0%
<b>Labor Market Avail. Percent</b>	16.1%	30.7%	13.1%	4.7%	11.1%



**Kingsborough CC**

**Category:** Professional Non-Faculty

**Job Group:** Info Tech: Professional

Description: Information Technology-Professionals

Appointments: 26

Employees in this group hold the following titles:

Title ID	Title Name
04877	IT Associate
04875	IT Asst
04880	IT Sr Associate

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	8	19	4	10	5
<b>Underutilized (Y = Yes)</b>	Y		Y		
<b>Number Underutilized</b>	3		3		
<b>Actual Utilization Percent</b>	30.8%	73.1%	15.4%	38.5%	19.2%
<b>Labor Market Avail. Percent</b>	42.3%	55.7%	28.0%	13.3%	12.7%

Kingsborough CC

**Category:** Professional Non-Faculty

**Job Group:** Nurse

Description: Nurses

Appointments: 1

Employees in this group hold the following titles:

Title ID	Title Name
50910	Nurse

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	1	0	0	0	0
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	100.0%	0.0%	0.0%	0.0%	0.0%
Labor Market Avail. Percent	0.0%	0.0%	0.0%	0.0%	0.0%

**Kingsborough CC**

**Category:** Administrative Support Workers

**Job Group:** Accountant: Assistant

Description: Accounting-Support staff

Appointments: 2

Employees in this group hold the following titles:

Title ID	Title Name
12120	Asst Purchasing Agent
04800	Finance Accountant Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	2	0	0	0	0
<b>Underutilized (Y = Yes)</b>					
<b>Number Underutilized</b>					
<b>Actual Utilization Percent</b>	100.0%	0.0%	0.0%	0.0%	0.0%
<b>Labor Market Avail. Percent</b>	83.1%	49.2%	10.8%	19.3%	17.3%

Kingsborough CC

**Category:** Administrative Support Workers

**Job Group:** Administrative Assistant

Description: Administrative Assistants-Senior level

Appointments: 15

Employees in this group hold the following titles:

Title ID	Title Name
04804	CUNY Admin Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	15	4	0	2	1
Underutilized (Y = Yes)		Y	Y	Y	Y
Number Underutilized		6	1	3	3
Actual Utilization Percent	100.0%	26.7%	0.0%	13.3%	6.7%
Labor Market Avail. Percent	90.3%	68.0%	7.5%	36.3%	24.0%

**Kingsborough CC**

**Category:** Administrative Support Workers

**Job Group:** Office Assistant

Description: Administrative Office Assistants-Entry level

Appointments: 39

Employees in this group hold the following titles:

Title ID	Title Name
04802	CUNY Office Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	34	11	2	6	3
<b>Underutilized (Y = Yes)</b>		Y	Y		Y
<b>Number Underutilized</b>		5	1		3
<b>Actual Utilization Percent</b>	87.2%	28.2%	5.1%	15.4%	7.7%
<b>Labor Market Avail. Percent</b>	87.9%	40.0%	7.8%	14.3%	16.2%

Kingsborough CC

**Category:** Administrative Support Workers

**Job Group:** Mail Services Worker

Description: Mail Services Workers

Appointments: 4

Employees in this group hold the following titles:

Title ID	Title Name
04921	Mail Message Svcs Worker

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	1	2	1	0	1
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	25.0%	50.0%	25.0%	0.0%	25.0%
Labor Market Avail. Percent	31.3%	61.3%	7.8%	27.5%	22.8%

**Kingsborough CC**

**Category:** Technicians

**Job Group:** Broadcast-Media

Description: Broadcast/Media Technicians and Graphic Designers

Appointments: 2

Employees in this group hold the following titles:

Title ID	Title Name
04992	Broadcast Assc
90622	Media Svcs Tech

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	0	0	0	0	0
<b>Underutilized (Y = Yes)</b>					
<b>Number Underutilized</b>					
<b>Actual Utilization Percent</b>	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Labor Market Avail. Percent</b>	32.4%	26.2%	6.1%	7.0%	10.6%

**Kingsborough CC**

**Category:** Technicians

**Job Group:** Engineering Technician

Description: Engineering and Architectural Technicians

Appointments: 2

Employees in this group hold the following titles:

Title ID	Title Name
04834	Facilities Coord

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	2	2	0	0	2
<b>Underutilized (Y = Yes)</b>					
<b>Number Underutilized</b>					
<b>Actual Utilization Percent</b>	100.0%	100.0%	0.0%	0.0%	100.0%
<b>Labor Market Avail. Percent</b>	0.0%	0.0%	0.0%	0.0%	0.0%



Kingsborough CC

**Category:** Technicians

**Job Group:** Info Tech: Technician

Description: Information Technology-Tech Support

Appointments: 6

Employees in this group hold the following titles:

Title ID	Title Name
04865	IT Support Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	2	3	2	0	1
<b>Underutilized (Y = Yes)</b>				Y	
<b>Number Underutilized</b>				1	
<b>Actual Utilization Percent</b>	33.3%	50.0%	33.3%	0.0%	16.7%
<b>Labor Market Avail. Percent</b>	20.7%	50.4%	23.5%	10.6%	14.4%

Kingsborough CC

**Category:** Technicians

**Job Group:** Print Media Technician

Description: Print Shop Technicians and related titles

Appointments: 5

Employees in this group hold the following titles:

Title ID	Title Name
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 Am.	Hispanic/ Latino
Number of Employees	0	3	0	1	2
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	1		0		
Actual Utilization Percent	0.0%	60.0%	0.0%	20.0%	40.0%
Labor Market Avail. Percent	24.5%	48.1%	8.4%	11.5%	27.1%

**Kingsborough CC**

**Category:** Craft Workers

**Job Group:** Skilled Trades: Supervisory

Description: Skilled Trades-Supervisors

Appointments: 1

Employees in this group hold the following titles:

Title ID	Title Name
04916	Stationary Engineer Sr

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	0	0	0	0	0
<b>Underutilized (Y = Yes)</b>					
<b>Number Underutilized</b>					
<b>Actual Utilization Percent</b>	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Labor Market Avail. Percent</b>	2.3%	28.7%	3.8%	11.3%	13.0%

**Kingsborough CC**

**Category:** Craft Workers

**Job Group:** Skilled Trades: Not Supervisory

Description: Skilled Trades-Not supervisory

Appointments: 24

Employees in this group hold the following titles:

Title ID	Title Name
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 Am.	Hispanic/ Latino
<b>Number of Employees</b>	0	10	1	6	3
<b>Underutilized (Y = Yes)</b>	Y				Y
<b>Number Underutilized</b>	1				3
<b>Actual Utilization Percent</b>	0.0%	41.7%	4.2%	25.0%	12.5%
<b>Labor Market Avail. Percent</b>	2.2%	45.1%	4.3%	13.1%	25.6%

Kingsborough CC

**Category:** Craft Workers

**Job Group:** Laborers and Helpers

Description: Entry-Level Craft Workers

Appointments: 13

Employees in this group hold the following titles:

Title ID	Title Name
91722	Electrician Helper
90702	Laborer
12200	Stock Worker
12202	Stock Worker Supervisor

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	11	0	8	3
Underutilized (Y = Yes)	Y		Y		Y
Number Underutilized	3		1		2
Actual Utilization Percent	0.0%	84.6%	0.0%	61.5%	23.1%
Labor Market Avail. Percent	20.9%	72.0%	6.2%	23.7%	39.3%

**Kingsborough CC**

**Category:** Craft Workers

**Job Group:** Basic Crafts-Buildings and Grounds

Description: Buildings and Grounds Workers

Appointments: 9

Employees in this group hold the following titles:

Title ID	Title Name
90698	Maintenance Worker
04906	Motor Vehicle Mechanic

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	1	3	1	1	1
<b>Underutilized (Y = Yes)</b>	Y	Y		Y	Y
<b>Number Underutilized</b>	0	3		1	2
<b>Actual Utilization Percent</b>	11.1%	33.3%	11.1%	11.1%	11.1%
<b>Labor Market Avail. Percent</b>	16.1%	67.7%	11.7%	22.8%	31.3%

Kingsborough CC

**Category:** Service Workers

**Job Group:** Campus Public Safety Sergeant

Description: Campus Security-Supervisors and Specialists

Appointments: 10

Employees in this group hold the following titles:

Title ID	Title Name
04846	Campus Pub Safety Sergeant
04845	Campus Security Specialist

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	3	8	1	3	4
Underutilized (Y = Yes)				Y	
Number Underutilized				2	
Actual Utilization Percent	30.0%	80.0%	10.0%	30.0%	40.0%
Labor Market Avail. Percent	21.9%	88.1%	4.9%	53.8%	27.4%

**Kingsborough CC**

**Category:** Service Workers

**Job Group:** Campus Peace Officer

Description: Campus Security-Mid level staff

Appointments: 17

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	5	17	0	11	5
<b>Underutilized (Y = Yes)</b>			Y		
<b>Number Underutilized</b>			1		
<b>Actual Utilization Percent</b>	29.4%	100.0%	0.0%	64.7%	29.4%
<b>Labor Market Avail. Percent</b>	18.6%	53.8%	7.7%	24.1%	20.2%



**Kingsborough CC**

**Category:** Service Workers

**Job Group:** Campus Security Assistant

Description: Campus Security-Entry level staff

Appointments: 8

Employees in this group hold the following titles:

Title ID	Title Name
04841	Campus Security Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	2	8	0	6	2
<b>Underutilized (Y = Yes)</b>			Y		
<b>Number Underutilized</b>			1		
<b>Actual Utilization Percent</b>	25.0%	100.0%	0.0%	75.0%	25.0%
<b>Labor Market Avail. Percent</b>	19.8%	71.2%	6.9%	41.4%	20.4%

Kingsborough CC

**Category:** Service Workers

**Job Group:** Custodial: Supervisory

Description: Custodial-Supervisors (all titles)

Appointments: 8

Employees in this group hold the following titles:

Title ID	Title Name
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 Am.	Hispanic/ Latino
Number of Employees	3	7	0	4	3
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	37.5%	87.5%	0.0%	50.0%	37.5%
Labor Market Avail. Percent	32.7%	74.5%	5.3%	30.5%	38.0%

Kingsborough CC

**Category:** Service Workers

**Job Group:** Custodial: Assistant

Description: Custodial-Entry level

Appointments: 58

Employees in this group hold the following titles:

Title ID	Title Name
04861	Custodial Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	19	49	5	30	14
<b>Underutilized (Y = Yes)</b>					Y
<b>Number Underutilized</b>					10
<b>Actual Utilization Percent</b>	32.8%	84.5%	8.6%	51.7%	24.1%
<b>Labor Market Avail. Percent</b>	26.9%	68.0%	5.1%	19.8%	41.5%

**Appendix E                      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. When this number is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks represent no underutilization.

Underutilization numbers for females and total minorities represent specific placement goals.

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

This exhibit covers full-time employees only.

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

Appointments: 17

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

Department ID	Department Name
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 Am.	Hispanic/ Latino
Number of Employees	8	8	2	3	3
Underutilized (Y = Yes)			Y		
Number Underutilized			2		
Actual Utilization Percent	47.1%	47.1%	11.8%	17.6%	17.6%
Labor Market Avail. Percent	27.8%	49.3%	22.4%	10.6%	14.2%

**College Lab Tech: Other**

Appointments: 13

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

Department ID	Department Name
10021	Dept Of Art
10060	Dept,Comm&Perf Arts
10134	Dept,Health,Phys Ed&Rec
10299	Tourism & Hospitality

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	5	5	0	3	1
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		2	3		1
Actual Utilization Percent	38.5%	38.5%	0.0%	23.1%	7.7%
Labor Market Avail. Percent	30.4%	50.7%	22.4%	10.3%	16.0%

## **Appendix E                      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. Where utilization is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks indicate no underutilization.

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

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

This report covers full-time faculty groups only.

Kingsborough CC

**Biological and Biomedical Sciences**

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

10033                      Dept,Biological Science

**Job Group    Faculty: Professoriate**

Appointments: 21

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
<b>Number of Faculty</b>	11	8	4	2	2
<b>Underutilized (Y = Yes)</b>					
<b>Number Underutilized</b>					
<b>Actual Utilization Percent</b>	52.4%	38.1%	19.0%	9.5%	9.5%
<b>Labor Market Avail. Percent</b>	53.3%	26.2%	11.4%	4.3%	7.8%

Kingsborough CC

**Business, Management, Marketing and Support**

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

- 10042 Dept, Business
- 10299 Tourism & Hospitality

**Job Group Faculty: Professoriate**

Appointments: 13

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	5	2	1	1	0
Underutilized (Y = Yes)		Y		Y	Y
Number Underutilized		3		2	1
Actual Utilization Percent	38.5%	15.4%	7.7%	7.7%	0.0%
Labor Market Avail. Percent	42.9%	37.2%	7.0%	21.6%	6.5%

**Job Group Faculty: Lecturer**

Appointments: 19

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	9	5	1	2	2
Underutilized (Y = Yes)		Y	Y		
Number Underutilized		2	1		
Actual Utilization Percent	47.4%	26.3%	5.3%	10.5%	10.5%
Labor Market Avail. Percent	46.7%	39.2%	13.0%	11.1%	13.0%



Kingsborough CC

Communications, Journalism, AND Visual/Perf Arts

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

10060 Dept,Comm&Perf Arts

**Job Group Faculty: Professoriate**

Appointments: 12

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	4	3	1	1	1
Underutilized (Y = Yes)	Y				
Number Underutilized	2				
Actual Utilization Percent	33.3%	25.0%	8.3%	8.3%	8.3%
Labor Market Avail. Percent	52.4%	19.4%	7.2%	4.3%	5.3%

Kingsborough CC

**Education - Developmental**

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

- 10396 Dean Of Continuing Education
- 65068 Language Immersion Program

**Job Group Faculty: Developmental**

Appointments: 10

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	4	3	0	0	2
Underutilized (Y = Yes)	Y		Y	Y	
Number Underutilized	2		1	1	
Actual Utilization Percent	40.0%	30.0%	0.0%	0.0%	20.0%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%

Kingsborough CC

English Language and Literature/Letters

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

10105 Department Of English

**Job Group Faculty: Professoriate**

Appointments: 36

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	25	5	1	3	1
Underutilized (Y = Yes)			Y		Y
Number Underutilized			0		1
Actual Utilization Percent	69.4%	13.9%	2.8%	8.3%	2.8%
Labor Market Avail. Percent	63.4%	14.6%	3.6%	4.2%	4.8%

**Job Group Faculty: Lecturer**

Appointments: 16

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	10	4	0	3	1
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		1	1		1
Actual Utilization Percent	62.5%	25.0%	0.0%	18.8%	6.3%
Labor Market Avail. Percent	71.6%	33.6%	6.4%	9.7%	14.2%

Kingsborough CC

**Health Professions and Related Programs**

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

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

**Job Group Faculty: Professoriate**

Appointments: 30

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	22	10	3	6	0
Underutilized (Y = Yes)			Y		Y
Number Underutilized			2		2
Actual Utilization Percent	73.3%	33.3%	10.0%	20.0%	0.0%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

**Job Group Faculty: Lecturer**

Appointments: 11

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	5	7	2	3	2
Underutilized (Y = Yes)	Y				
Number Underutilized	4				
Actual Utilization Percent	45.5%	63.6%	18.2%	27.3%	18.2%
Labor Market Avail. Percent	83.2%	39.2%	11.1%	15.0%	11.0%

Kingsborough CC

Liberal Arts and Sciences, General Studies & Humanities

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

10280 Dept,His,Phil,&Soc Sci

**Job Group Faculty: Professoriate**

Appointments: 20

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	9	3	0	3	0
Underutilized (Y = Yes)	Y		Y		Y
Number Underutilized	3		1		1
Actual Utilization Percent	45.0%	15.0%	0.0%	15.0%	0.0%
Labor Market Avail. Percent	58.3%	16.7%	4.2%	3.1%	6.3%

**Job Group Faculty: Lecturer**

Appointments: 5

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	0	3	0	2	1
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	3		0		
Actual Utilization Percent	0.0%	60.0%	0.0%	40.0%	20.0%
Labor Market Avail. Percent	59.5%	35.5%	3.9%	15.0%	13.4%

Kingsborough CC

Library (Librarians/Non-Teaching)

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

70054 Dept Of Library

Job Group Faculty: Librarian

Appointments: 10

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	5	3	1	0	2
Underutilized (Y = Yes)	Y			Y	
Number Underutilized	3			0	
Actual Utilization Percent	50.0%	30.0%	10.0%	0.0%	20.0%
Labor Market Avail. Percent	82.8%	13.6%	4.0%	4.4%	3.8%

Kingsborough CC

**Mathematics and Computer Science**

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

10195 Dept,Math&Computer Sci

**Job Group Faculty: Professoriate**

Appointments: 22

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	7	6	5	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	31.8%	27.3%	22.7%	0.0%	4.5%
Labor Market Avail. Percent	23.3%	25.8%	11.1%	6.2%	5.4%

**Job Group Faculty: Lecturer**

Appointments: 12

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	4	5	4	1	0
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	33.3%	41.7%	33.3%	8.3%	0.0%
Labor Market Avail. Percent	26.7%	43.8%	20.8%	8.6%	11.7%

Kingsborough CC

**Parks, Recreation, Leisure and Fitness Studies**

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

10134                      Dept,Health,Phys Ed&Rec

**Job Group    Faculty: Lecturer**

Appointments: 7

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
<b>Number of Faculty</b>	6	4	0	3	1
<b>Underutilized (Y = Yes)</b>			Y		
<b>Number Underutilized</b>			0		
<b>Actual Utilization Percent</b>	85.7%	57.1%	0.0%	42.9%	14.3%
<b>Labor Market Avail. Percent</b>	38.2%	30.1%	5.8%	9.6%	12.3%



Kingsborough CC

Physical Sciences

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

10225 Dept,Physical Sci

Job Group Faculty: Professoriate

Appointments: 12

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	1	4	4	0	0
Underutilized (Y = Yes)	Y			Y	Y
Number Underutilized	3			0	1
Actual Utilization Percent	8.3%	33.3%	33.3%	0.0%	0.0%
Labor Market Avail. Percent	33.3%	18.5%	7.8%	3.0%	5.3%

Kingsborough CC

Social Sciences

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

10028 Dept,Beh Sci&Human Svcs

**Job Group Faculty: Professoriate**

Appointments: 30

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	17	12	2	5	5
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	56.7%	40.0%	6.7%	16.7%	16.7%
Labor Market Avail. Percent	46.9%	20.7%	5.7%	5.5%	7.5%

**Job Group Faculty: Lecturer**

Appointments: 7

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	6	2	0	2	0
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		1	1		1
Actual Utilization Percent	85.7%	28.6%	0.0%	28.6%	0.0%
Labor Market Avail. Percent	55.4%	43.1%	10.4%	12.7%	16.6%

Kingsborough CC

Visual and Performing Arts

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

10021 Dept Of Art

**Job Group Faculty: Professoriate**

Appointments: 11

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	7	1	1	0	0
Underutilized (Y = Yes)		Y		Y	Y
Number Underutilized		1		0	1
Actual Utilization Percent	63.6%	9.1%	9.1%	0.0%	0.0%
Labor Market Avail. Percent	50.7%	19.6%	8.0%	4.0%	4.9%

## **Appendix F                  Personnel Activity**

This Appendix details personnel activities.

Part One provides detail on personnel activity in the categories noted below, evaluated by job group and by EEO Category.

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

## **Appendix F                  Tenure Actions**

This Appendix summarizes tenure actions.

Tenure is a permanent status awarded on the basis of years of service and/or academic or research achievement. It applies only to full-time faculty and laboratory technicians.

Faculty in Professorial titles (other than visiting) are eligible for tenure which is awarded based on academic or research achievement and service. College Laboratory Technicians are eligible for tenure based on years of service, and Lecturers are eligible for a Certificate of Continuous Employment (CCE) based on years of service. K-12 Teachers and Counselors are also eligible for tenure.

Tenure is effective on September 1 of each academic year. Individuals listed here were awarded tenure effective September 1, 2020 (during this past plan year).

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

Tenure applies only to full-time faculty.

## **Appendix G          Summary of Recruiting Activities**

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

Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer during the previous plan year (June 1, 2021 through May 31, 2022).

## **Appendix G            Exceptions to the Search Process**

This Appendix lists search exceptions.

Search requirements may be waived in rare situations. Positions are identified by title and department with information on the basis of the waiver. Individuals are not identified.

The waiver process requires an application with justification that is reviewed by the Office of the Vice Chancellor for Human Resources.

This listing includes waivers that were scheduled to be effective during the Plan Year. Some candidates may have declined or delayed appointments. Waivers granted to correct minor search issues and adjustments to titles are not listed.

The waiver process applies to full-time appointments only.

## Kingsborough CC

Waivers effective between 6/1/2021 and 5/31/2022. Excludes title adjustments based on reviews, search corrections, and withdrawn requests.

**Dean Of Continuing Education****Gender****Ethnicity**

Asst Dean

Female

White

**Basis** Advancement**VP,College Advancement****Gender****Ethnicity**

Vice President

Female

Black/African Am.

**Basis** Board Action



## **Appendix H                      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 set placement goals.

This report lists full-time and part-time employee job groups separately.

**APPENDIX H - Utilization of Individuals with Disabilities by Job Group (Full Time)**

**2022 - 2023**

**Kingsborough CC**

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

Total Individual(s) with Disabilities: 14      Percent of total reported employees: 1.6%

<b>Category: Executive/Administrative/Managerial</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
Admin 1: Executive	17	0	0.0%
Admin 2: Managerial	97	3	3.1%
Managerial: Facilities	3	0	0.0%
Managerial: Info Tech	5	0	0.0%
Managerial: Security	4	0	0.0%

<b>Category: Professional Faculty</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
Faculty: Professoriate	215	2	0.9%
Faculty: Librarian	10	1	10.0%
Faculty: Instructor	1	0	0.0%
Faculty: Lecturer	92	0	0.0%
Faculty: Developmental	10	0	0.0%

<b>Category: Professional Non-Faculty</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
Accountant: Professional	3	0	0.0%
Admin 3: Professional	133	4	3.0%
Admin 5: Engineer-Architect	2	0	0.0%
Info Tech: Professional	26	1	3.8%
Nurse	1	0	0.0%

<b>Category: Administrative Support Workers</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
Accountant: Assistant	2	0	0.0%
Administrative Assistant	15	0	0.0%
Office Assistant	39	0	0.0%
Mail Services Worker	4	1	25.0%

<b>Category: Technicians</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
Admin 4: College Lab Technician	30	1	3.3%
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%

<b>Category: Craft Workers</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
Skilled Trades: Supervisory	1	0	0.0%
Skilled Trades: Not Supervisory	24	0	0.0%
Laborers and Helpers	13	0	0.0%
Basic Crafts-Buildings and Grounds	9	1	11.1%

<b>Category: Service Workers</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
Campus Public Safety Sergeant	10	0	0.0%
Campus Peace Officer	17	0	0.0%
Campus Security Assistant	8	0	0.0%
Custodial: Supervisory	8	0	0.0%
Custodial: Assistant	58	0	0.0%

**APPENDIX H - Utilization of Individuals with Disabilities by Job Group (Part-Time Appointments) 2022 - 2023**

**Kingsborough CC**

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

Total Individual(s) with Disabilities: 11      Percent of total reported employees: 0.4%

<b>Category:</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
<b>Executive/Administrative/Managerial</b>			
Admin 2: Managerial Adjunct	623	5	0.8%
<b>Professional Faculty</b>			
Faculty: Instructor Adjunct	1	0	0.0%
Faculty: Lecturer Adjunct	856	2	0.2%
Faculty: Professoriate Adjunct	382	2	0.5%
Faculty: Developmental Adjunct	9	0	0.0%
Faculty: Continuing Education	294	0	0.0%
<b>Professional Non-Faculty</b>			
Disability Accommodation Specl Adjunct	2	0	0.0%
Nurse Adjunct	4	0	0.0%
<b>Administrative Support Workers</b>			
Office Assistant Adjunct	222	1	0.5%
<b>Technicians</b>			
Admin 4: College Lab Technician Adjunct	108	1	0.9%
<b>Service Workers</b>			
Custodial: Assistant Adjunct	12	0	0.0%