

# AFFIRMATIVE ACTION PLAN (AAP)

## FOR ITALIAN AMERICANS

September 1, 2018– August 31, 2019

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This plan is available for review at:

The Office of Equal Opportunity & Diversity Management – Suite E115

The Office of the President — Suite A226

The Office of the Provost and VP of Academic Affairs — Suite A218

The Office of Human Resources — Suite A201

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COMMUNITY COLLEGE

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## **PART ONE: INTRODUCTION AND BACKGROUND**

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The College produces an Affirmative Action Plan for Italian Americans separate from the federal Affirmative Action Plan. The Chancellor of CUNY designated Italian Americans as a protected group at CUNY in 1976. Methodologies are similar for the plans, except that the analyses include Italian Americans as a protected group and the narrative will highlight issues related to Italian American utilization and action-oriented programs.

Part One provides an overview of the College and those individuals and groups who share responsibility for the College's Affirmative Action and Diversity programs.

The Census Date for employees is June 1, 2018. The Plan Reporting Year (basis for historical data) is June 1, 2017–May 31, 2018. The Program Year is September 1, 2018–August 31, 2019.

This Plan is available for public review at the location listed on the front cover.

## COLLEGE OVERVIEW

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

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

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

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

Kingsborough serves approximately 20,940 students taking credit courses and another 22,000 students taking non-credit and continuing education courses.

### Degrees offered:

Associate Degree programs are offered in—

- Accounting
- Biology
- Biotechnology
- Media Technology and Management
- Business Administration
- Chemical Dependency Counseling
- Chemistry
- Community Health
- Computer Information Systems
- Computer Science
- Criminal Justice
- Culinary Arts
- Early Childhood Education/Child Care
- Education Studies
- Engineering

Degrees offered cont'd:

- Exercise Science/Personal Training
- Fashion Design
- Fine Arts
- Graphic Design and Illustration
- Journalism and Print Media
- Liberal Arts
- Maritime Technology
- Mathematics
- Mental Health and Human Services
- Nursing
- Office Administration & Technology
- Physical Education, Recreation and Recreation Therapy
- Physical Therapist Assistant
- Physics
- Retail Merchandising
- Speech Communications
- Surgical Technology
- Theatre Arts
- Tourism & Hospitality
- Website Development and Administration

Certificates are offered in:

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

Departmental/discipline accreditation and accrediting organization (s):

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

## HISTORY

- October 30, 1962 – Gustave G. Rosenberg, Chairman of the Board of Higher Education, appoints a committee, chaired by Ms. Gladys M. Dorman, to investigate the needs for another community college in Brooklyn. New York City Community College was already in existence in Brooklyn. The committee recommends the establishment of the community college. The Board of Higher Education accepts the recommendation and presents the recommendation to the Trustees of the State University of New York.
- September 12, 1963 – The State University of New York approves the establishment of Kingsborough Community College.
- January 17, 1964 – The City Planning Commission suggests 4 alternate sites as the possible location for Kingsborough Community College: Ebbets Field area, the Fulton Park area, the Atlantic Terminal renewal area, and the Stillwell Avenue-Belt Parkway area.
- April 20, 1964 – The City Planning Commission approves the establishment of Kingsborough Community College at Manhattan Beach against the wishes of its Chair, William F. R. Ballard.
- Jacob I. Hartstein, President, 1964 – 1969
- Fall of 1964 – The College admits its first class of 468 students served by 39 faculty members. In the absence of a college campus, the college opens at two locations: a former Public School 98 on Avenue Z in the Sheepshead Bay area and a Masonic Temple located at the corner of Clermont and Lafayette Avenues in Mid-Brooklyn. The former maritime station at Manhattan Beach, which was made available by the federal government, becomes the site for the permanent campus of Kingsborough Community College and replaces the two temporary locations.
- Spring of 1965 – A 60-acre tract of land is formally deeded to the Board of Higher Education. Two military classroom buildings are rehabilitated for classes.
- Fall of 1966 – Classes begin on the Manhattan Beach campus of Kingsborough Community College. Enrollments increase so rapidly that additional classroom facilities are needed, prompting the rental of space at the Manhattan Beach Jewish Center on West End Avenue.
- Joseph Shenker, Acting President 1969 – 1970
- Theodore Powell, President 1970 – 1971
- January 1968 – The Board of Higher Education approves the Master Plan for the Kingsborough Community College campus and architectural drawings are completed for the permanent campus. Construction of a series of eight temporary buildings is initiated to house classrooms, laboratories, a library, a cafeteria, offices, and a gymnasium. The temporary buildings are located in the northeast quadrant of the campus so as not to interfere with permanent construction.
- Fall of 1973-Completion of construction of the eight temporary buildings and groundbreaking occurs for Phase I of the New Campus Construction. US Senator Jacob Javits attends Land Grant ceremony at Kingsborough deeding six more acres of land to the college from the federal government.
- Leon M. Goldstein, President 1971 – 1999
- 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 List #3168.
- Byron McClenney, President 2000 – 2003
- 2001 – 2002 A new logo is 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.
- Kingsborough Community College serves approximately 20,000 students taking credit courses and another 15,000 students taking non-credit and continuing education courses. The College employs about 375 full-time faculty members and about many adjuncts to serve students in credit courses and 200 part-time and 20-25 full time teachers in continuing education courses. The College's total staff numbers 950+ employees
- In September 2014, Kingsborough appointed a new President - Farley Herzek
- In January 2016, Kingsborough hired its first female Vice President of Academic Affairs and Provost, Dr. Joanne Russell.
- In April 2017, Kingsborough's Office of the Vice President of Academic Affairs hired two female Deans. Dr. Sharon Warren-Cook, who identifies as African-American is the college's Dean of Curriculum and Dr. Kathleen Leaker is the college's Dean of Faculty.
- 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 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.
- On August 13, 2018, Kingsborough unveiled “Infinity” statue commemorating victims of the Holocaust.
- In September 2018, Kingsborough appointed its first black female President, Dr. Claudia V. Schrader.

## **Mission**

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

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

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

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

## ORGANIZATION CHART

**Appendix A** displays an organization chart.

## RELEVANT POLICIES

As a part of The City University of New York (CUNY), a public university system, the College adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes," delineated in Executive Order 11246 and updates 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 has posted its policies and procedures on non-discrimination, sexual misconduct, and affirmative action on its website.

**[Click for CUNY's Policies](#)**

**[www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html](http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html)**

### **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**

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

### *ARTICLE V FACULTY, STAFF AND ADMINISTRATION*

#### *Policy 5.04 - Affirmative Action:*

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

## **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. The text of the policy statement follows:

*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.*

CUNY has established the following policies. Links are accurate as of June, 2018.

[The CUNY Policy on Equal Opportunity and Nondiscrimination](#) prohibits discrimination on the basis of numerous protected characteristics in accordance with federal, state and local law, and addresses sex discrimination other than Sexual Misconduct covered by this policy.

[The CUNY Campus and Workplace Violence Policy](#) addresses workplace violence.

[The CUNY Domestic Violence and the Workplace Policy](#) addresses domestic violence in or affecting employees in the workplace.

[The CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments](#) addresses the procedures CUNY will follow when there is a request for a reasonable accommodation or academic adjustment.

In addition, CUNY campuses are required to report crime statistics, including statistics relating to sexual violence, under the federal Jeanne Clery Act. Information is available from the [Public Safety Department](#).

## **Other Policies**

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

The College policy is reaffirmed by the President annually. **Appendix B** contains a copy of the annual Reaffirmation Letter which was issued on September 2017.

## **RESPONSIBILITY FOR IMPLEMENTATION**

While the entire College community participates in promoting diversity and inclusion, the College has assigned certain responsibilities in implementing Affirmative Action programs.

### **The President**

Interim President Peter M. Cohen, oversees implementation of Affirmative Action and diversity programs and assuring compliance with federal, state, and city laws, rules and regulations as well as University policies. Additionally, the President:

- Designates personnel responsible for managing Affirmative Action, diversity, and compliance efforts, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (A.D.A.) Coordinator and Title IX Coordinator.
- Ensures responsible personnel have the authority, staff, and other resources to successfully fulfill their assigned responsibilities
- Communicates a commitment to equal employment opportunity programs and issues an Annual Re-Affirmation supporting affirmative action, diversity and equal opportunity (see copy of Re-Affirmation Letter in **Appendix B**).
- Approves and submits required reports, including this Affirmative Action Plan.

### **Chief Diversity Officer**

The President has a Chief Diversity Officer (CDO). As the President's primary designee, the CDO:

- Provides confidential consultation for, investigates and resolves discrimination/harassment complaints.
- Distributes relevant policies, notices and revisions, and assures integration into training programs, search committee orientations, websites, and other media.
- Prepares and communicates Affirmative Action Plan reports and evaluates the impact of specific initiatives and Affirmative Action programs overall.
- Consults with search committees and hiring managers on recruitment and selection, overseeing search plans and effective recruitment/selection strategies to promote a diverse workforce.

- Assures the College's participation in university-wide initiatives promoting diversity and inclusion.

## **College Officials**

College executives, department chairpersons, managers, and supervisors are critical partners in the equal employment/affirmative action program. They help ensure compliance with regulations and policies, foster an inclusive environment, and assist in developing, maintaining, and implementing the Affirmative Action Plan.

## **Committee(s) on Diversity and Inclusion**

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

Committee members in this Plan Year were:

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

### **Diversity Statement**

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

### **Leadership and Vision Sub-Committee**

Stephanie Akunvabey— Co-Chair, Director of Academic Affairs

Chris Calienes— Co-Chair, Assoc. Director of Institutional Research

Joanne Russell, VP of Academic Affairs and Provost

Richard Fox, VP of Institutional Research

**Faculty/Staff Teaching and Learning Sub-Committee**

Janine Graziano—Director of KTCL

Lisa Paler— Faculty, History

Anthony Andrews— Director of Government Affairs

Evrick Brown— Faculty, Behavioral Sciences

Mabel Chee— Director of Development

Mark Eaton— Faculty, Library

Richard Fox, VP of Institutional Research

Raebeka King— Faculty, Library

Michael Klein—Registrar

Ronna Levy— Faculty, English

Kamili Posey— Faculty, History

Samantha Sierra – Director of Opening Doors

Loretta Taras – Director of Kingsborough Center for E-Learning

Tisha Ulmer – Faculty, English

**Faculty Engagement and Communication Sub-Committee**

John Acosta – Faculty, Communications

Tasheka Sutton-Young, Chief of Staff

Babette Audant— Director of Center for Economic and Workforce Development (CEWD)

Elizabeth Basile— VP of Institutional Advancement

Sarah Bradwisch— Faculty, Nursing

Jennifer Corby— Faculty, History

Reza Fakhari, VP of Workforce Development

Marissa Joseph— Director of Career Services

Alissa Levine— Director of Operations, CEWD

Javier Morgades—Assoc. Director of Admissions

Janine Palludan— Assoc. Director of Academic Affairs

Jorge Zamudio— Faculty, Nursing

**Data and Technology Sub-Committee**

Chris Calienes— Co-Chair, Assoc. Director of Institutional Research

Linda Biancorosso – Director of Institutional Research

Scott Cally – Faculty, Communications & Performing Arts

Mabel Chee— Director of Development

Daniel Collins – Faculty, Math

Mark Eaton— Faculty, Library

Faith Fogelman – TRIO

Asif Hussain – AVP and CIO of Information Technology

Gabrielle Kahn – Faculty, English

Amanda Kalin – Director of Curriculum Development and Program Planning

Lauren Levesque – Assoc. Director of Institutional Analysis

Helen Nasser – Director, Student Union and Intercultural Center

Student Union and Intercultural Center

Matthew Papier – Director of Testing

Peter Santiago - Assoc. Director of Access-Ability Services

**Data and Technology Sub-Committee cont'd**

Cheryl Smith – Faculty, English

Hanane Elabid – Freshmen Year Counselors

Joseph Verdino – Faculty, Behavioral

**Student Success Sub-Committee**

Brian Mitra—Dean of Students

Peter Santiago – Assoc. Director of Access-Ability Services

Hattie Elmore – Director of Single Stop

Elizabeth Basile— VP of Institutional Advancement

Peter Cohen— VP of Student Affairs

Marylou Fierle – Faculty, Health, Physical Education

Wayne Harewood – Executive Director of Enrollment Management

Richard Legum – Faculty, History

Cindy Lui – Director of Freshman Services

Maudelyne Maxineau – Director of Center for Academic Writing Success

Melissa Merced – Director of Transfer

Joanne Meyers – Director of External Affairs

Helen Nasser – Academic Affairs

Mary O'Shea – Director of Student Success Center

Michael Rodriguez – Director of Men's Resource Center

Emily Schnee – Faculty, English

Farshad Tamari – Faculty, Biology

Joseph Verdino – Faculty, Behavioral

**University Management**

The University's Office of Recruitment and Diversity reports summary statistics to senior management on a quarterly basis and provide periodic data files to the colleges. Details of University reports and diversity programs are provided here:

[Click for University Diversity Resources](#)



## PART TWO: DATA AND ANALYSIS

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The College analyzes data using multiple methods prescribed by regulation and best practice in preparing Affirmative Action Plans. No one method provides a complete picture, and none should be used as a sole measurement. Methods include:

- Workforce Analysis of employees within organizational units
- Establishment of Job Groups and relevant academic Disciplines
- Development of Labor Market Availability measures
- Utilization Analysis for Job Groups and Disciplines
- Review of Personnel Actions (e.g., Hiring, Separation, Promotion)
- Review of Recruitment Activity
- Review of Hiring from Civil Service applicant pools
- Review of Compensation.

Individuals interested in learning more about data analysis in Affirmative Action Plans may wish to refer to resources provided by the U.S. Department of Labor's Office of Contract Compliance Programs (OFCCP) at: [Click for U.S. Department of Labor Website](#)

The source for this review and all subsequent data is an extract from CUNY's system of record, CUNYFirst, of full-time active employees and employees on selected paid leaves (such as medical leave or fellowship/sabbatical leave) as of June 1, 2018. The population does not include student workers or individuals employed by CUNY's Research Foundation. We created this extract in July, 2018.

To evaluate representation by race/ethnicity, we use federally-mandated categories of Asian, Black/African American, and Hispanic. Employees who identify as American Indian/Alaska Native and employees who identify as "Two or More Races" are not listed separately, but are included in the Total Minority category. Employees identifying as Hawaiian/Native Pacific Islander are listed with the Asian category.

Italian Americans are listed as a protected group in the analyses. To retain overall comparisons to the federal plan, Italian Americans are not included in the Total Minority category (i.e., the Total Minority category is the same for both federal and Italian American Plans).

To evaluate representation by gender, we use federally-mandated categories of Male and Female.

## **WORKFORCE ANALYSIS**

The Workforce Analysis is a review of protected groups (gender and ethnicity) organized by department/unit and presented by job title in descending hierarchical order.

The Workforce Analysis is intended to review overall representation of females or minorities by organizational unit and title/rank within unit.

Due to length, the Workforce Analysis charts are not included in the Plan.

The College conducted a self-identification canvas in May 2018 by contacting employees via email, encouraging them to update self-identification data. The College provided instructions and a Question and Answer document explaining the reasons behind collecting self-identification data, and stressing that providing this information was voluntary.

In total, **zero** employee at the College did not identify a gender and **one** employee either did not identify a race/ethnicity or did not completely specify one (for example, identified as non-Hispanic without providing a specific race). Anyone who did not specify a gender and/or ethnicity is included in the workforce analysis but not included in a protected group for further analyses.

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

We base further analyses on creating job groups consisting of job titles with similar responsibilities and opportunities for advancement. We conduct additional analyses for Faculty and College Laboratory Technicians with groupings based on instructional program (discipline) and academic department.

Appendix C presents further details of the titles included in each Job Group.

### **Job Groups**

Job Groups are comprised of similar job titles based on duties, qualifications, and other conditions of employment. The University reviews groupings annually. The Exhibit on the following page lists the Job Groups and summarizes College staffing in each group.

Exhibit: Job Groups and Staffing 6/1/18

**Exhibit: Workforce Summary (IA)**

Kingsborough CC

Total Employees: 918

**Executive/Administrative/Managerial**

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Administration 1 (Executive)	16	7	43.8%	8	50.0%	3	18.8%
Administration 2 (Manager)	98	72	73.5%	58	59.2%	1	1.0%
Facility Manager	3	0	0.0%	1	33.3%	1	33.3%
IT Computer Manager	5	0	0.0%	1	20.0%	0	0.0%
Security Manager	3	0	0.0%	2	66.7%	0	0.0%

**Professional Faculty**

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Faculty-Professorial	252	138	54.8%	69	27.4%	33	13.1%
Faculty-Instructor	6	4	66.7%	1	16.7%	1	16.7%
Faculty-Developmental	13	7	53.8%	4	30.8%	1	7.7%
Faculty-Lecturer	80	44	55.0%	27	33.8%	9	11.3%

**Professional Non-Faculty**

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Accountant	6	5	83.3%	1	16.7%	1	16.7%
Administration 3 (Professional)	130	96	73.8%	74	56.9%	10	7.7%
Administration 5 (Engineer-Architect)	3	1	33.3%	1	33.3%	0	0.0%
IT Computer Professional	24	7	29.2%	15	62.5%	1	4.2%
Nurse	1	1	100.0%	0	0.0%	0	0.0%

**Administrative Support Workers**

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Accountant Assistant	4	4	100.0%	1	25.0%	1	25.0%
Administrative Assistant	15	15	100.0%	2	13.3%	3	20.0%
Office Assistant	50	45	90.0%	12	24.0%	12	24.0%
Mail Services Worker	4	1	25.0%	1	25.0%	2	50.0%

**Craft Workers**

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Basic Crafts-Buildings and Grounds	9	0	0.0%	4	44.4%	2	22.2%
Laborers and Helpers	15	0	0.0%	13	86.7%	1	6.7%
Skilled Trades-Supervisor	1	0	0.0%	0	0.0%	0	0.0%
Skilled Trades	23	0	0.0%	8	34.8%	4	17.4%

**Technicians**

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Administration 4 (College Lab Tech)	33	14	42.4%	14	42.4%	3	9.1%
Broadcast/Media	2	0	0.0%	0	0.0%	2	100.0%
Engineering Technician	2	2	100.0%	2	100.0%	0	0.0%
IT Support Technician	9	4	44.4%	6	66.7%	1	11.1%
Print Shop	6	0	0.0%	3	50.0%	1	16.7%

**Service Workers and Others**

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Campus Peace Officer-Sergeant	12	5	41.7%	11	91.7%	1	8.3%
Campus Peace Officer-Level 2	2	0	0.0%	1	50.0%	0	0.0%
Campus Peace Officer-Level 1	29	5	17.2%	28	96.6%	0	0.0%
Custodial Supervisor	6	2	33.3%	6	100.0%	0	0.0%
Custodial	56	17	30.4%	46	82.1%	2	3.6%

Workforce Summary

## **Disciplines for Faculty and College Laboratory Technicians**

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

We assign College Laboratory Technicians to one of two groups, based on assigned department: College Laboratory Technicians-Science, Technology, and Engineering, and College Laboratory Technicians-Other.

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

## **Labor Market Availability**

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

The University calculates availability by job group and discipline, based on internal and external factors. The internal labor market is an estimate of eligible employees on a promotional path into a job group and has been calculated based on employee data in either fall 2013 or spring 2014. The external labor market uses location and qualifications of individuals available for employment, typically an education factor and a geographic factor. Educational data comes from “Earned Degrees Conferred” reports from the U.S. Department of Education (2013-2014 figures) and other information comes from the *American Community Survey of the U.S. Census* (2007-2011). Geographic factors may be National (generally for highest-level positions and faculty), Regional (the four-state region of New York, New Jersey, Pennsylvania, and Connecticut), or Local (New York City).

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

CUNY reviews and updates Labor Market Availability figures every other year. There were no updates made to the availability data this past year.

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

## UTILIZATION ANALYSIS

### Discussion

The College reviewed its employee population by Job Group and protected class in comparison to Labor Market Availability for groups where there are five or more employees.

We report underutilization when significantly fewer minorities or women are employed than would be reasonably expected given availability. We report underutilization where the utilization is more than 20% below availability and the difference can be expressed as at least one full-time equivalent employee.

Job Groups and Disciplines for which there is underutilization are considered priorities for College Affirmative Action programs.

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

Changes in underutilization from year to year may arise from multiple factors. These include hires, separations (including voluntary separations and retirements), updated Labor Market Availability and changes to the composition of Job Groups or Disciplines. It is often not possible to pinpoint a single, direct cause, and it may not always be possible to anticipate and/or prevent increases in underutilization in borderline situations.

The following Exhibit summarizes staffing and underutilization for each job group with a comparison to the two previous years.

## Exhibit: Summary of Historical Changes in Underutilization

### Exhibit: Summary of Historical Changes in Underutilization -Staff (IA Plan)

#### Kingsborough CC

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

This version compares underutilization for this report (2018) to that reported in the 2017 Affirmative Action Plan. If there is no entry under Total Staff, this means that the discipline was not reported in the Affirmative Action Plan in one of the years.

Boxes in red represent increases in underutilization (negative progress); boxes in green represent decreases in underutilization (positive progress).

Job Group	UNDERUTILIZATION													
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/Latino		Italian American	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
<b>Category: Executive/Administrative/Managerial</b>														
Administration 1 (Executive)	16	16												
Administration 2 (Manager)	98	101					6	6					7	7
IT Computer Manager	5	5	1	1			1	1					1	1
<b>Category: Professional Non-Faculty</b>														
Accountant	6	6			3	3	2	2	2	2				
Administration 3 (Professional)	130	120						3					5	7
IT Computer Professional	24	23					2	2					2	2
<b>Category: Administrative Support Workers</b>														
Administrative Assistant	15	18			9	10	1	1	4	4	4	5		
Office Assistant	50	49					1	1			2	2		
<b>Category: Craft Workers</b>														
Basic Crafts-Buildings and Grounds	9	10	2	2							1	2		
Laborers and Helpers	15	17	3	3									1	1
Skilled Trades	23	21	1	1								1		
<b>Category: Technicians</b>														
IT Support Technician	9	11							1					1
Print Shop	6	7	2	2										
<b>Category: Service Workers and Others</b>														
Campus Peace Officer-Level 1	29	29	3	2			2	2				2	4	3
Campus Peace Officer-Sergeant	12	14							2	3				
Custodial	56	60										4	3	4
Custodial Supervisor	6	6											1	1

## Exhibit: Summary of Historical Changes in Underutilization – Lab Techs (IA Plan)

### Exhibit: Summary of Historical Changes in Underutilization - Lab Techs (IA Plan)

#### Kingsborough CC

This is a summary of utilization, and underutilization, of protected groups by functional grouping for College Laboratory Technicians (CLTs). Only those groups with five or more employees are included here.

This version compares underutilization for this report (2018) to that reported in the 2017 Affirmative Action Plan. If there is no entry under Total Staff, this means that the discipline was not reported in the Affirmative Action Plan in one of the years.

Boxes in red represent increases in underutilization (negative progress); boxes in green represent decreases in underutilization (positive progress).

#### Job Group: Administration 4 (College Lab Tech)

Job Category	UNDERUTILIZATION													
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/Latino		Italian American	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
College Lab Tech - Other	16	18					1	1					1	1
College Lab Tech - Science, Tech, Eng.	17	17												

## Exhibit: Summary of Historical Changes in Underutilization – Faculty (IA Plan)

### Exhibit: Summary of Historical Changes in Underutilization - Faculty (IA Plan)

#### Kingsborough CC

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

This version compares underutilization for this report (2018) to that reported in the 2017 Affirmative Action Plan. Differences in assigning faculty to disciplines mean that year-to-year comparisons are approximate.

Boxes in red represent increases in underutilization (negative progress); boxes in green represent decreases in underutilization (positive progress).

Job Category	UNDERUTILIZATION													
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/Latino		Italian American	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Total, Professoriate Programs (All Disciplines)	252	252												
Total, Lecturer Programs (All Disciplines)	80	82												
Total, Instructor Programs (All Disciplines)	6	6			1	1			1	1			0	1
Total, Developmental Faculty	13	15									0	1		

## Utilization, Underutilization, and Placement Goals

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

The fact that the University updated job groupings and Labor Market Availability for this plan year might influence findings for some groups, although typically these changes are not major. Employee turnover and opportunities to hire may also influence findings, especially with smaller groups. Also, individuals joined either from lower or higher groups, hired from other colleges or the result of an outside hire.

In the EEO Category of Staff and the Job Group of Administration 1, the total staff remained the same year over year. There were no changes reflected for gender and/or in any of the minority groups.

The EEO Category of Staff and the Job Group of Administration 2, we saw a decrease in total staff by 3 and at the same time, the underutilization of Italian Americans remained at 7 since 2017.

The EEO Category of Staff and the Job Group of Administration 3, we saw an increase in total staff by 10. In addition, there was a decrease in underutilization of Italian American (7 -5).

In the EEO Category of Administrative Support Workers and the Job Group of Administrative Assistant, there was no change for Italian American, however there was a decrease in the underutilization of Hispanic/Latino (5-4) and for total minority (10-9).

In the EEO Category of Craft workers and the Job Group of Basic Crafts and Buildings and Grounds, there was a decrease in total staff (10-9) and no change for Italian American.

The EEO Category of Craft Workers and the Job Group Skilled Trades saw an increase in total staff (21-23) and no change for Italian American.

In the EEO Category of Technicians and the Job Group of Print Shop, there was an increase in the underutilization of Black/African American from 0 to 1 and a decrease of Italian American (1-0). The total staff also decreased (11-9).

The EEO Category of Service Workers and Others and the Job Group of Campus Peace Officer-Level 1, there were an increase in the underutilization of women (2 – 3) and a decrease among Hispanics (2 – 0). Italian American increased (3-4) and total staff remained the same year over year.

The EEO Category of Service Workers and Others and the Job Group of Campus Peace Officer-Sergeant, there were a decrease in the underutilization of Black/African American (3 – 2), zero change for Italian American and total staff decreased (14-12).



The EEO Category of Service Workers and Others and the Job Group of Custodial, there were a decrease in the underutilization of Hispanic/Latino (4 – 0), a decrease in underutilization of Italian American (4-3) and a decrease of total staff (60-56).

In the EEO Category of Lab Techs and the Job Group of other, there was no change year over year of Italian American.

In the EEO Category of Faculty and the Job Group of Instructor Programs, there was a decrease of Italian American (1-0).

The EEO Category of Development Faculty, there was a decrease in the underutilization of Hispanic/Latino (1 – 0) and zero change for Italian American.

## OTHER ANALYSES

### Personnel Activity

We review personnel actions for potential adverse impact, meaning personnel selections at different rates for different groups.

**Appendix F** provides detail on personnel activity by Job Group:

- Job Actions by Job Group and Ethnicity
- Job Actions by Job Group and Gender
- Faculty Tenure Actions by Department, Title, and Ethnicity
- Faculty Tenure Actions by Department, Title, and Gender

We compared employee title changes between reference dates (i.e., July 1, 2017 and June 1, 2018). The reports tracked hires, moves to a higher or lower Job Group, moves within a Job Group, and Separations.

Personnel actions involving employees who leave one Job Group to take a position in another are reported as two actions and are listed as having separated from one group and joined another 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). Individuals are eligible after meeting service requirements. There is an additional review process for Professorial Faculty, involving departmental and College-wide Personnel and Budget Committees making recommendations to the President. The President reports approved candidates to the CUNY Board of Trustees. It is also possible in rare cases for a senior individual to be hired with Tenure. Faculty reported here received tenure/CCE status effective September 1, 2017.

The tenure report tracks the following statuses:

- Awarded Tenure
- Hired with Tenure
- Denied Tenure.

**Tenure Report (Italian American Plan)  
By Department and Title**

Department and Title	Female	Male	Total Minority Status		Total Minority Status Total	Not Minority Status		Not Minority Status Total	Grand Total
			Black/African Am.	Hispanic/Latino		White			
<b>Dean Of Continuing Education</b>							1	1	1
Lecturer	1						1	1	1
<b>Department Of English</b>							1	1	1
Assc Professor	1						1	1	1
<b>Dept, Beh Sci&amp;Human Svcs</b>			2	2	4		2	2	6
Assc Professor	2		1	1	2				2
Asst Professor	1	1	1		1		1	1	2
Lecturer	2			1	1		1	1	2
<b>Dept, Biological Science</b>							3	3	3
Assc Professor	2						2	2	2
Asst Professor	1						1	1	1
<b>Dept, Health, Phys Ed&amp;Rec</b>				1	1				1
Lecturer		1		1	1				1
<b>Dept, Math&amp;Computer Sci</b>							1	1	1
Assc Professor	1						1	1	1
<b>Non-Clinical Nursing</b>				1	1		2	2	3
Assc Professor	2	1		1	1		2	2	3
<b>Grand Total</b>	<b>13</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>6</b>		<b>10</b>	<b>10</b>	<b>16</b>

**Tenure Report (Italian American Plan)  
By Job Group and Title**

Department and Title	Female	Male	Total Minority Status		Total Minority Status Total	Not Minority Status		Not Minority Status Total	Grand Total
			Black/African Am.	Hispanic/Latino		White			
<b>FAC-LECT</b>	<b>3</b>	<b>1</b>		2	2		2	2	4
Lecturer	3	1		2	2		2	2	4
<b>FAC-PROF</b>	<b>10</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>4</b>		<b>8</b>	<b>8</b>	<b>12</b>
Assc Professor	8	1	1	2	3		6	6	9
Asst Professor	2	1	1		1		2	2	3
<b>Grand Total</b>	<b>13</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>6</b>		<b>10</b>	<b>10</b>	<b>16</b>

## Recruiting Activity

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

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

The standard in evaluating recruiting data is referred to as Impact Analysis. Federal guidelines recommend that “Adverse Impact” may occur when any one group has a selection rate which is less than 80% of the selection rate of the group which is most frequently selected.

**Appendix G** summarizes recruiting, by job group, data based on currently available information about searches that were noted as officially concluded with a job offer between June 1, 2017 and May 31, 2018.

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

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

- Applicant (Qualified individual submitting an application for a specific position)
- Interview (Selected for an interview, and interviewed)
- Offer/Hire (Selected for the position)

As with many higher education institutions, there may be a gap in time between offer and hire for faculty members, as they are generally selected in the spring to teach the following fall. This time period can span two academic years. We report recruiting data based upon the date the search closes, and we report personnel activity data based on the employee’s hire date. Thus the number of hires in recruiting exhibits may not match the number of hires in the personnel exhibits.

In the normal conduct of business, the Chief Diversity Officer reviews applicant self-identification data and determines whether there is a need for real-time adjustments to recruiting and outreach plans in order to assure diverse, qualified applicant pools. The Chief Diversity Officer may require additional outreach prior to proceeding with selection and/or interviews should there be a concern that applicant pools are not sufficiently diverse.

- Total of 6 minority individuals obtained tenure
- 8 Female Associate Professors obtained tenure
- 2 Female Assistant Professors, including 1 Black/African Am obtained tenure
- 3 Female Lecturers, including 2 Hispanic/Latino obtained tenure

Reason:

Tenure is obtained after a minimum amount of time dedicated to teaching, service and scholarship, which are subjected to academic review. All candidates for tenure should exhibit satisfactory qualities of personality and character, and a willingness to cooperate with others for the good of the institution. Longevity and seniority alone shall not be sufficient.

### **Hiring from Civil Service Applicant Pools**

The College participated in 2 University-wide hiring pools for Classified Civil Service hires. At a hiring pool, applicants who are pre-qualified based on a Civil Service examination score indicate their interest in working at one or more Colleges, and colleges make selections as per Civil Service regulations. These hires are included in the counts of employees hired in Appendix F and the counts of applicants in Appendix G.

*The Hiring Pool includes:*

1. CUNY Office Assistant
2. Campus Peace Officer

## **PART THREE: ACTION-ORIENTED PROGRAMS**

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This section details a qualitative assessment of programs over the prior year, evaluates how the College has, or has not, achieved its goals, and identifies planned activities aimed at achieving the coming year's goals.

Part Three contains:

- Implementation of Prior-Year Programs
- Implementation of 2018-2019 Programs
- Ongoing Activities in Support of Affirmative Action
- Internal Audit and Reporting.

## IMPLEMENTATION OF PRIOR-YEAR PROGRAMS

Over the prior plan year, the College undertook the following programs to support Affirmative Action and create a climate of inclusion.

### **Exhibit: Summary of Campus Programs, 2017-2018:**

- KCTL Events, Fall 2017:
  - Culturally Responsive Teaching (CRT)
  - Diverse Faculty Interest Group
  - Women’s Gender and Sexuality Interest Group
- Diversity Symposium Week, Fall 2017:
  - Film & Arts Festival
  - Immigration Day
  - Food Day
  - Diversity Symposium
- Office of Academic Affairs presents, “Faith Zone Trainings”. A resource for innovative/participatory training, contextualized resources, and honest dialogue about religion and spirituality.
- KCTL: Diverse Faculty Group, May 2018
- The Women’s Center presents “Journal Writing Workshop”, November 2017, aimed at providing tools and information needed to begin journal writing
- Women’s History Month, “Honoring Women Who Fight All Forms of Discrimination Against Women”, March 2018
  - The Power of Thinking Workshop
  - Sarinya Srisakul, New York Fire Fighter Keynote Speaker
- The Women’s Center “Let’s Talk About Sex” Workshop
- Disability Awareness Week, “Autonomy and Equity for Students with Disability”, April 2018
- The Encounters Series... to engage KCC community in dialogue and discussion regarding global and local issues:
  - KCC’s Holocaust Center: to develop programming around the Holocaust and the theme of genocide awareness and prevention, and to preserve the vital history
  - Trip to the Museum of Jewish Heritage
  - The Story of a Concentration Camp Liberator presentation
  - “The Experiences of Muslim-American Youth” presentation
- Student Wellness Center presents, “When NO Means NO” event
- Student Speak Out on Immigration
- Spring 2018 Enough is Enough Campaign
- Disability Awareness Week, April 2018: “Autonomy and Equity for Students with Disabilities” to raise awareness, innovate discussions about inclusion and developing effective approaches to an inclusive learning environment:
  - Autism Speaks “Light It Up Blue”
  - Landing a Great Job or Internship with The City of New York
  - Emergency Preparedness
  - Just Say Hi
  - Accommodations

- KCC's Spring 2018 Diversity Symposium:
  - Film and Arts Day
  - Symposium Day
- "The Importance of the Minority Community Getting Involved in Politics", Sponsored by PASA and Public & Health Council Student Government
- Women's & Gender Studies Program, Women's Gender Studies Club and Student Life presents, "Trans Feminism with Alok"

Impact on Faculty/Staff/Students:

- Gained tools to grow/increase competencies
- Enriched individuals and brought awareness to the campus community
- Connected and engaged peers to be able to discuss race, culture and gender issues in higher education
- Learned skills needed in a multicultural environment
- Helped to prepare individuals to value cultural differences and treat people with dignity
- Lifted morale and enhanced productivity

## **IMPLEMENTATION OF 2018-2019 PROGRAMS**

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

### **Exhibit: Planned Campus Programs, 2018-2019: Program/Expected Impact**

- KCTL presents
  - Women's, Gender & Sexuality Studies Faculty Interest Group to analyze structures of power and dimensions of difference by focusing on gender, race, class, sexuality, ethnicity, nationality, ability, and age, both in and out the classroom
  - The Diverse Faculty Interest Group (D-FIG), a forum for the discussion, among other topics, of race, culture, gender, and sexual orientation issues in academia
  - Culturally Responsive Teaching, a student-centered approach to teaching and learning that recognizes that one size does not fit all
- Fall 2018 Diversity Symposium Week! "Women and Minorities Leading the Charge"
- The Women's Center "Let's Talk About Relationships" Workshop
- Office of Student Affairs present Enough is Enough Campaign for the month of October
- Student Life presents LGBTQ+ History Month
- International Student Union Fall 2018 Programs and Discussions
- Student Life presents Latinx Symposium

There are additional programs in development to mirror the offerings in 2017-2018.

Impact on Faculty/Staff/Students:

- Cultivate an environment of inclusivity
- Increase opportunities for open and constructive dialogue
- Continue to connect and engage peers
- Expand networks for students, staff and organizations



- Develop skills needed in a multicultural environment
- Help to prepare individuals to value cultural differences and treat people with dignity
- Lift morale and enhance productivity

## **ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION**

- Title IX Training for Faculty and Staff
- Title IX Training for Student Ambassadors, Athletics, ESL Students, and VA Students
- EEO/Title IX Training
- Gender Beach Day Training for Public Safety
- Department Specific Faculty Recruitment Plan
- Faculty Development Workshop to Support Students
- HR Recruiting Network Meetings
- CDO/HR/Labor Designee Meetings
- Annual CDO/HR/Legal/Public Safety Self-Evaluation and Remediation Meeting
- ACT Meeting
- Senior Cabinet Compensation Analysis Meeting
- CFDI Meeting
- Faculty Diversity Dialogue
- CDO/UACD Meeting

The College's programs benefit from additional University-wide recruitment, diversity, and compliance programs. The University:

- Sends job postings to State Workforce Agencies and Veterans' career centers
- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minority groups
- Maintains social media accounts for recruitment and employment branding
- Advertises and administers Civil Service examinations
- Publishes guides and training materials on effective and compliant search practices
- Publishes an annual notice of non-discrimination in the New York Times
- Provides training and ongoing updates to Chief Diversity Officers.

Recruitment policies support developing diverse applicant pools through:

- Required posting of open positions and of Civil Service Notices of Exam; typical faculty vacancies are posted for 30-60 days and administrative vacancies are posted for 14-30 days

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

Provide additional details as relevant, particularly details of training programs:

- CUNY Professional Development & Learning Management (PDLM):
  - Lean Six Sigma White and Green Belts
  - Certificate Programs:
    - Managerial Competencies
    - Supervisory Competencies
    - Certificate for Administrative Professionals
  - Learning Opportunities & Resources
  - Professional Development Planner

## **INTERNAL AUDIT AND REPORTING**

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

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

- Monitoring records of personnel activities, including new hires, transfers, promotions, and terminations
- Monitoring the status of employee self-identification programs
- Reviewing the effectiveness of recruiting outreach and advertising
- Monitoring complaints or incident reports which may indicate underlying trends
- Reviewing personnel activities and the Affirmative Action Plan with senior level officers

- Advising management of program effectiveness and provide recommendations for improvement.

The College maintains employment records in the central CUNYFirst system used to provide the data underlying Affirmative Action Plans. The Chief Diversity Officer works with Human Resources staff to assure College records are complete, accurate, and timely. Data quality is audited further by the University periodically throughout the year.

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

# APPENDICES

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- A. SUMMARY ORGANIZATION CHART
- B. RE-AFFIRMATION LETTER
- C. JOB GROUPS AND LABOR MARKET AVAILABILITY FACTORS
- D. ACADEMIC DEPARTMENTS BY DISCIPLINE AND COLLEGE LAB TECHNICIAN CATEGORIES
- E. UTILIZATION ANALYSIS (ADMINISTRATORS AND STAFF, COLLEGE LAB TECHNICIANS, FACULTY)
- F. SUMMARY OF PERSONNEL ACTIVITY
- G. SUMMARY OF RECRUITMENT ACTIVITY
- H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES

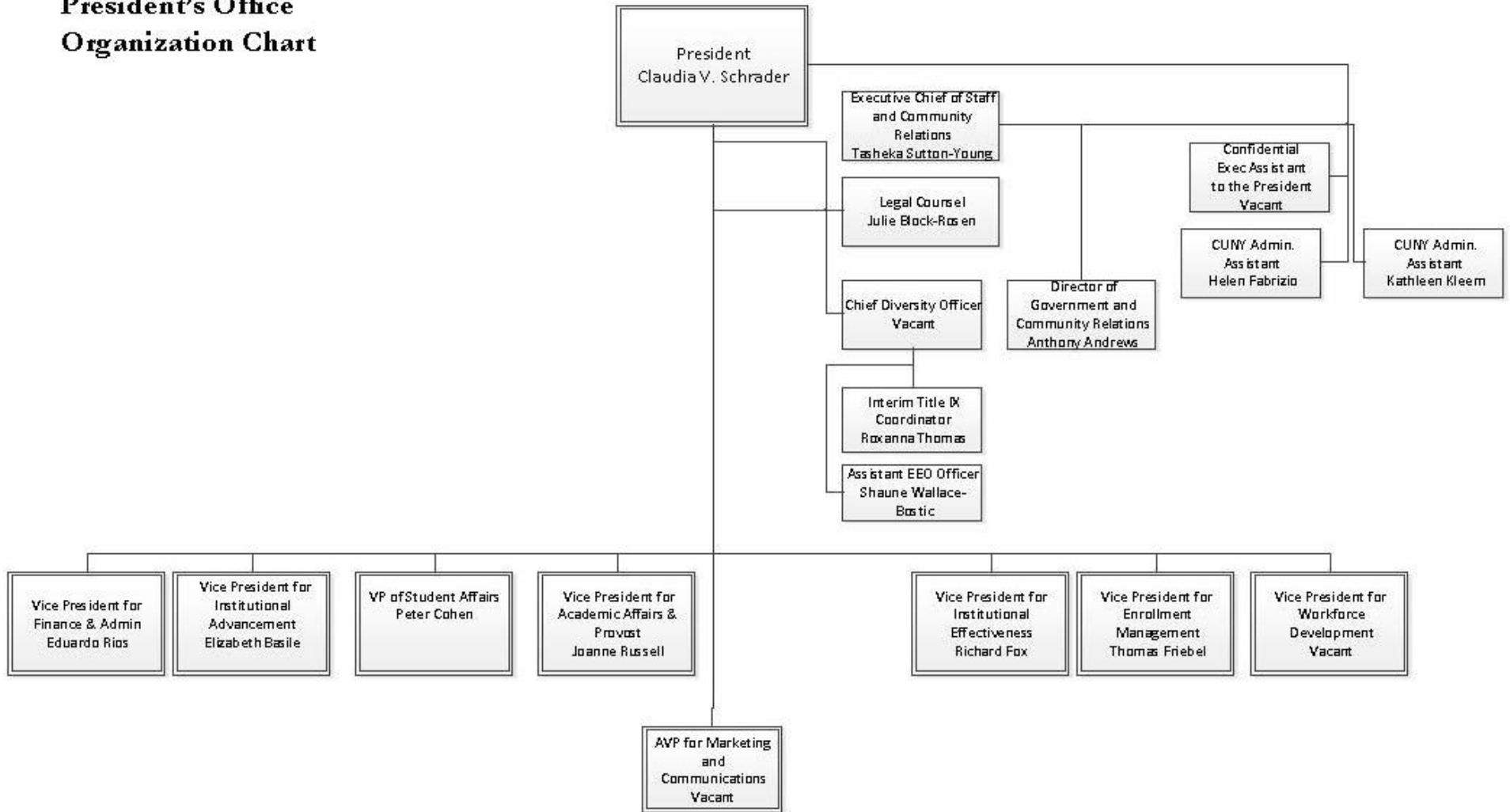
**APPENDIX A - ORGANIZATION CHART**

**Kingsborough CC**

This Appendix provides a high-level organization chart.

APPENDIX A – ORGANIZATION CHART

**Kingsborough Community College  
President's Office  
Organization Chart**



**APPENDIX B - REAFFIRMATION LETTER**

**Kingsborough CC**

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

APP B

## APPENDIX B - RE-AFFIRMATION LETTER



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Office of the President

To: Kingsborough Campus Community

From: Interim President – Peter Cohen

Date: September 12, 2017

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

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

CUNY's Equal Opportunity and Non-discrimination Policy sets forth the University and its campuses' commitment to recruit, employ, retain, promote, and provide benefits to employees regardless of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, unemployment status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws. I remind you that Italian Americans, status as "caregiver" and credit history are included among CUNY's protected groups. Additionally, as a federal contractor, CUNY engages in affirmative action consistent with federal requirements. I invite you to visit our website, [www.kbcc.cuny.edu](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 the responsibility for the implementation and monitoring of our compliance program to the Office of Equal Opportunity & Diversity Management (OEO) headed by Chief Diversity Officer, Victoria A. Ajibade, Esq. Ms. Ajibade also serves as Kingsborough's 504/ADA Coordinator and oversees the work of the College's Title IX Coordinator, Brian J. Brennan, Jr. The vice presidents, deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws. OEO is located in the E Clusters in Suite E115 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 believes that he or she has experienced employment discrimination should immediately contact OEO.

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



## APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)

### Kingsborough CC

This report lists those CUNY job groups for which the college has employees. Groups with fewer than five employees are listed here but will not be included in Utilization Analysis worksheets. Titles added to CUNY's job system in the past year are listed at the end of this Appendix.

Individuals in the Chief Executive role are not included in this report.

Labor Market Availability factors (LMA) are listed for each group. LMA Factor 1 is an external Labor Market measure. Availability factors for all groups, including Italian Americans, are detailed here. The weighting of external factors is identical for all groups. LMA Factor 2 is an internal factor (i.e., employees eligible for promotion into the group).

Full Time Employee Count: 918

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Executive/Administrative/Managerial**

**Administration 1 (Executive)**

Employee Count: 16

Executive Compensation Plan (Other Than Chief Executive)

Executive Compensation Plan; Chief Executives (Presidents, Deans of Major Schools) are excluded

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	40.00%	Earned Degrees Conferred (EDC) US - Ph.D., M.A., B.A., 2013-14
1-Ext Italian-Amer.		2007-2011 American Community Survey (ACS) - U.S. - Italian American Ph.D., M.A., B.A. holders, ages 28-65; 100% First Ancestry and 50% Second Ancestry
2-Internal (all groups)	60.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2013.

Title(s)	Employee(s)
Administrator	1
Assc Administrator	2
Asst Administrator	1
Asst Vice President	2
Dean	4
Vice President	6

**Administration 2 (Manager)**

Employee Count: 98

Manager-Level Administrators

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	40.00%	Earned Degrees Conferred (ECD) 4-State (NY/NJ/CT/PA); B.A., 2013-2014
1-Ext Italian-Amer.		2007-2011 American Community Survey (ACS) 4-State (NY/NJ/CT/PA) Italian American B.A. holders, ages 21-65; 100% First Ancestry and 50% Second Ancestry
2-Internal (all groups)	60.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.

Title(s)	Employee(s)
HE Associate	52
HE Officer	46

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Executive/Administrative/Managerial**

**Facility Manager**

Employee Count: 3

Facility Superintendents (Managerial)

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisor/Managers of Housekeeping and Janitorial Workers (4200)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisor/Managers of Housekeeping and Janitorial Workers (4200); 100% First Ancestry and 50% Second Ancestry for Italian Americans

2-Internal (all groups) 0.00% NA

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

**IT Computer Manager**

Employee Count: 5

Information Technology Managers (Managerial)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer and Information Systems Managers (1110)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer and Information Systems Managers (1110); 100% First Ancestry and 50% Second Ancestry for Italian Americans

2-Internal (all groups) 0.00% NA

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

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Executive/Administrative/Managerial**

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**Security Manager**

Employee Count: 3

Campus Security Managers (Managerial)

**Labor Market Availability Factors**

<b>LMA Factor</b>	<b>Weight</b>	<b>Explanation</b>
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

<b>Title(s)</b>	<b>Employee(s)</b>
Campus Security Asst Dir	2
Campus Security Dir	1

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Professional Faculty**

**Faculty-Developmental**

Employee Count: 13

Development Program Faculty; i.e., faculty primarily teaching basic skills and related non-credit bearing programs.

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	Earned Degrees Conferred B.A. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% in all fields
1-Ext Italian-Amer.		2007-2011 American Community Survey (ACS) 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% for Italian American B.A. degree holders ages 21-65; 100% First Ancestry and 50% Second Ancestry
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
CLIP Instructor	7
CUNY Start Instructor	6

**Faculty-Instructor**

Employee Count: 6

Instructor Faculty, excluding Instructor Librarians. Instructors are term-limited faculty whose positions convert to Assistant Professor upon completion of a doctorate within five years.

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	Earned Degrees Conferred M.A. 2013-2014, 4-State (NY/NJ/CT/PA)
1-Ext Italian-Amer.		For the Italian American Plan, reviewed by Job Group overall using 2007-2011 American Community Survey (ACS) 4-State (NY/NJ/CT/PA) for Italian American M.A. holders ages 24-65; 100% First Ancestry and 50% Second Ancestry
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Instructor	6

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Professional Faculty**

**Faculty-Lecturer**

Employee Count: 80

Lecturer Faculty, excluding Lecturer Librarians. Lecturers are eligible for a certificate of continuous employment but not tenure. The minimum qualification for Lecturer is a Bachelor's degree in a discipline related to the subject being taught.

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	Earned Degrees Conferred B.A. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% in all fields
1-Ext Italian-Amer.		For the Italian American Plan, reviewed by Job Group overall using 2007-2011 American Community Survey (ACS) 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% for Italian American B.A. degree holders ages 21-65; 100% First Ancestry and 50% Second Ancestry

2-Internal (all groups)	0.00%	NA
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Title(s)	Employee(s)
Lecturer	76
Lecturer Doct Sch	4

**Faculty-Professorial**

Employee Count: 252

Professorial Faculty and Librarians (includes Instructor Librarians and Lecturer Librarians). Tenure-eligible faculty for whom a terminal degree is a minimum qualification. Graduate Center faculty are evaluated against a more experienced cohort.

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	With the exception of the Graduate Center: Earned Degrees Conferred Ph.D. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 20% and US Non-4-State weighted at 80% in all fields. For Library, availability calculation blends Master's and Doctorate degrees weighted as 50% 4-State and 50% US Non-4-State.
1-Ext Italian-Amer.		For the Italian American Plan, reviewed by Job Group overall using 2007-2011 American Community Survey (ACS) 4-State (NY/NJ/PA/CT) weighted at 20% and US Non-4-State weighted at 80% for Italian American Ph.D. holders ages 24-65; 100% First Ancestry and 50% Second Ancestry
2-Internal (all groups)	100.00%	Graduate Center Only: recipients of new research doctorates in relevant fields awarded by 406 U.S. universities 7/1/1999 - 6/30/2000 using the 2000 Survey of Earned Doctorates (SED), an annual census.

Title(s)	Employee(s)
Assc Professor	69
Asst Professor	116
Professor	67

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Professional Non-Faculty**

**Accountant**

Employee Count: 6

Accountants (Professionals)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
1-Ext Italian-Amer.		Internal Only
2-Internal (all groups)	100.00%	CUNY Survey Fall 2013, Permanent College Accounting Assistants. On September 19, 2013 College Accounting Assistants received an opportunity for promotion based on service and educational qualifications.

Title(s)	Employee(s)
Finance Accountant	2
Purchasing Agent	4

**Administration 3 (Professional)**

Employee Count: 130

Administrators (Professionals)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	70.00%	Earned Degrees Conferred (ECD) 4-State (NY/NJ/CT/PA); B.A., 2013-2014
1-Ext Italian-Amer.		2007-2011 American Community Survey (ACS) 4-State (NY/NJ/CT/PA) Italian American B.A. holders, ages 21-65; 100% First Ancestry and 50% Second Ancestry
2-Internal (all groups)	30.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.

Title(s)	Employee(s)
Asst to HEO	54
HE Assistant	76

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Professional Non-Faculty**

**Administration 5 (Engineer-Architect)**

Employee Count: 3

Engineers and Architects and related professional staff

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 American Community Survey (ACS) for NY State only; Engineering Managers (300) and Architects, Except Naval (1300)
1-Ext Italian-Amer.		2007-2011 American Community Survey (ACS) for NY State only; Engineering Managers (300) and Architects, Except Naval (1300); 100% First Ancestry and 50% Second Ancestry for Italian Americans

2-Internal (all groups) 0.00% NA

Title(s)	Employee(s)
Architect	2
Project Mgr	1

**IT Computer Professional**

Employee Count: 24

Information Technology Professionals

In 2017, split from IT Technicians and moved to Professionals' group

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Scientist Systems Analyst (1000); Computer Programmer (1010); Computer Software Engineers (1020); Database Administrator (1060); Network Systems & Data Communication Analysts (1110); Computer Hardware Engineers (1400); Computer Operators (5800); and Computer Control Programmers and Operators (7900)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Scientist Systems Analyst (1000); Computer Programmer (1010); Computer Software Engineers (1020); Database Administrator (1060); Network Systems & Data Communication Analysts (1110); Computer Hardware Engineers (1400); Computer Operators (5800); and Computer Control Programmers and Operators (7900); 100% First Ancestry and 50% Second Ancestry for Italian Americans

2-Internal (all groups) 0.00% NA

Title(s)	Employee(s)
IT Associate	6
IT Asst	16
IT Sr Associate	2



**Category: Professional Non-Faculty**

**Nurse**

Employee Count: 1

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
1-Ext Italian-Amer.		As no unit within CUNY has a minimum of five employees, no availability was calculated
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Nurse	1

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Administrative Support Workers**

**Accountant Assistant**

Employee Count: 4

Accounting Support Staff

In 2017, incorporated new CUNY Payroll Clerk title

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS)-NY/NJ/CT/PA, Accountants and Auditors (code 800) and Purchasing Managers (150)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS)-NY/NJ/CT/PA, Accountants and Auditors (code 800) and Purchasing Managers (150); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Finance Accountant Asst	4

**Administrative Assistant**

Employee Count: 15

Administrative Support Staff-Senior Level

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
1-Ext Italian-Amer.		Internal Only
2-Internal (all groups)	100.00%	CUNY Survey Spring 2011 - CUNY Administrative Assistant title is strictly promotional from the Permanent CUNY Office Assistant (level 3 or above).

Title(s)	Employee(s)
CUNY Admin Asst	15

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Administrative Support Workers**

**Mail Services Worker**

Employee Count: 4

Mail Services Workers

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Mail Clerks/Mail Machine Operators, Except Postal Service (5850)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Mail Clerks/Mail Machine Operators, Except Postal Service (5850); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Mail Message Svcs Worker	4

**Office Assistant**

Employee Count: 50

Administrative Support Staff-Entry Level

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Secretaries, and Administrative Assistants (5700); Word Processors and Typists (5820); and Office Administrative Support Workers, all other (5940), Office Clerks, General (5860)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Secretaries, and Administrative Assistants (5700); Word Processors and Typists (5820); and Office Administrative Support Workers, all other (5940), Office Clerks, General (5860); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
CUNY Office Assistant	50

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Technicians**

**Administration 4 (College Lab Tech)**

Employee Count: 33

College Laboratory Technicians (abbrev CLT)

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 American Community Survey (ACS) - 4-State (NY/NJ/CT/PA), weighted by function weighted at 90% and 4STATES Earned Degrees Conferred (EDC) - Bachelors 2013-14 weighted at 10%
1-Ext Italian-Amer.		2007-2011 American Community Survey (ACS) 4-State (NY/NJ/CT/PA); 100% First Ancestry and 50% Second Ancestry for Italian Americans, weighted by function
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Chief College Lab Tech	4
College Lab Tech	17
Sr College Lab Tech	12

**Broadcast/Media**

Employee Count: 2

Broadcast and Mass Media Technicians

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Broadcast and Sound Engineer Technicians and Radio Operators and Other Media and Communications Equipment Workers (2900)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Broadcast and Sound Engineer Technicians and Radio Operators and Other Media and Communications Equipment Workers (2900); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

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

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)

**Category: Technicians**

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**Engineering Technician**

Employee Count: 2

Engineering and Architectural Technicians

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Engineering Technicians (1550)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Engineering Technicians (1550); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Facilities Coord	2

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**IT Support Technician**

Employee Count: 9

IT Technical Support Workers

In 2017, split from the Professional IT Staff

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Support Specialists (1050)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Support Specialists (1050); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
IT Support Asst	9

**Category: Technicians**

**Print Shop**

Employee Count: 6

Print Shop and Related Tech Workers

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Miscellaneous Media & Communication Workers (2860) and Printing Machine Operators (8255)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Miscellaneous Media & Communication Workers (2860) and Printing Machine Operators (8255); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

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

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Craft Workers**

**Basic Crafts-Buildings and Grounds**

Employee Count: 9

Buildings and Grounds Workers

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/PA/CT), Grounds Maintenance (4250), Janitors and Buildings and Grounds (4220), Motor Vehicle Operators (9150), Maintenance and Repair Workers, General (7340)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/PA/CT), Grounds Maintenance (4250), Janitors and Buildings and Grounds (4220), Motor Vehicle Operators (9150), Maintenance and Repair Workers, General (7340); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Maintenance Worker	7
Motor Vehicle Mechanic	2

**Laborers and Helpers**

Employee Count: 15

Entry-Level Craft Workers

In 2017, split from Skilled Trades

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Laborers (53-7062) and Helpers (47-3010)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Laborers (53-7062) and Helpers (47-3010); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Electrician Helper	1
Laborer	12
Stock Worker	1
Stock Worker Supervisor	1

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Craft Workers**

**Skilled Trades**

Employee Count: 23

Skilled Tradespeople

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Stationary Engineer & Boiler Operator (8610), Carpenters (6230), Electricians (6355), Painters, Construction Maintenance (6420), Pipelayers, Plumbers, Pipefitters (6440), Machinist (8030), Construction Manager (220), Automotive Service Technicians & Mechanics (7200), Elevator Installer & Repairer (6700), Roofer (6515), Cement Mason, Concrete Finishers & Terrazzo Worker (6250), Locksmith and Safe Repairers (7540), Plasterers and Stucco Masons (6460), Maintenance Workers, Machinery (7350)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Stationary Engineer & Boiler Operator (8610), Carpenters (6230), Electricians (6355), Painters, Construction Maintenance (6420), Pipelayers, Plumbers, Pipefitters (6440), Machinist (8030), Construction Manager (220), Automotive Service Technicians & Mechanics (7200), Elevator Installer & Repairer (6700), Roofer (6515), Cement Mason, Concrete Finishers & Terrazzo Worker (6250), Locksmith and Safe Repairers (7540), Plasterers and Stucco Masons (6460), Maintenance Workers, Machinery (7350), 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Carpenter	2
Electrician	2
High Pressure Plant Tender	7
Locksmith	1
Oiler	1
Painter	2
Plumber	2
Stationary Engineer	5
Thermostat Repairer	1

**Skilled Trades-Supervisor**

Employee Count: 1

Skilled Trades Supervisors

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
1-Ext Italian-Amer.		Internal Only
2-Internal (all groups)	100.00%	CUNY Survey Spring 2011, Skilled Trades - selected titles with permanency and appointment to title with years of service requirement.

Title(s)	Employee(s)
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**Category: Craft Workers**

Stationary Engineer Sr                      1

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Service Workers and Others**

**Campus Peace Officer-Level 1**

Employee Count: 29

Campus Security-Entry Level Staff

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Campus Peace Officer	17
Campus Security Asst	12

**Campus Peace Officer-Level 2**

Employee Count: 2

Campus Security-Mid Level Staff

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
1-Ext Italian-Amer.		Internal Only
2-Internal (all groups)	100.00%	CUNY Survey Spring 2011 - Permanent Campus Peace/Security Officer Level 1 - The Campus Peace/Security Officer Level 2 title is strictly promotional from the Permanent Campus Peace/Security Officer Level 1 title with years of service requirement.

Title(s)	Employee(s)
Campus Peace Officer	2

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)**

**Category: Service Workers and Others**

**Campus Peace Officer-Sergeant**

Employee Count: 12

Campus Security Supervisors

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
1-Ext Italian-Amer.		Internal Only
2-Internal (all groups)	100.00%	CUNY Permanent Campus Peace Officer Level 1 and 2

Title(s)	Employee(s)
Campus Pub Safety Sergeant	10
Campus Security Specialist	2

**Custodial**

Employee Count: 56

Custodians-Entry Level

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Janitors and Building Cleaners (4220)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Janitors and Building Cleaners (4220); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Custodial Assistant	56

**Category: Service Workers and Others**

**Custodial Supervisor**

Employee Count: 6

Custodial Supervisors

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisors/Managers of Housekeeping/Janitorial Workers (4200)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisors/Managers of Housekeeping/Janitorial Workers (4200); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Custodial Asst Principal Supv	1
Custodial Principal Supv	1
Custodial Sr Supervisor	1
Custodial Supervisor	3

**APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)****Note: In the 2017-2018 Academic Year, CUNY added the titles listed below (not all are used at the College).**

<b>Job Code</b>	<b>Title Name</b>	<b>Job Group</b>
200444	University Senior Vice Chancellor for Design and Construction	Administration 1 (Executives)
200544	University Associate Vice Chancellor for Research	Administration 1 (Executives)
200545	Exec Dir Labor Relations-Assistant Administrator	Administration 1 (Executives)
200546	Dean School Prof Stds-Senior University Dean	Administration 1 (Executives)
200547	University Associate Vice Chancellor for Academic Strategy	Administration 1 (Executives)
200548	University Executive Director of Procurement	Administration 1 (Executives)
200549	Associate Dean Research	Administration 1 (Executives)
200550	University Assistant Vice Chancellor Academic Affairs	Administration 1 (Executives)
200551	University Deputy Secretary to the Board-University Associate Administrator	Administration 1 (Executives)
200552	Exec Chief Librarian - Dean	Administration 1 (Executives)
200553	University Executive Director of Technology Strategy-University Administrator	Administration 1 (Executives)
200554	University Vice Chancellor University Advancement	Administration 1 (Executives)
200555	University Associate Vice Chancellor for Academic Affairs	Administration 1 (Executives)
200556	Assistant Dean Institutional Research and Strategic Planning	Administration 1 (Executives)
200557	University Assistant Vice Chancellor Enrollment Management	Administration 1 (Executives)
200558	Assistant VP Enroll Management Student Success	Administration 1 (Executives)
200559	University Dean Health and Human Services	Administration 1 (Executives)
200560	Dean School of Labor and Urban Studies	Administration 1 (Executives)
200561	Executive Director Financial Services-AstAdm	Administration 1 (Executives)
400697	Associate Legal Counsel-Higher Education Officer	Administration 2 (Managers)
500086	Elevator Mechanic (previous title re-activated)	Skilled Trades
500282	University Senior Payroll Analyst 1	Accountant Assistant
500283	University Senior Payroll Analyst 2	Accountant Assistant
200564	Univ Exec Gen Counsel-Uadm	Administration 1 (Executives)

**APPENDIX D-1 - COLLEGE LAB TECHNICIAN CATEGORIES**

**Kingsborough CC**

Appendix D-1 lists categories assigned to College Laboratory Technicians (Administration 4 Group) based on the academic department to which they are assigned (either "Science Technology and Engineering" or "All Other").

Groups of less than five employees total will not be included in the utilization analyses in Appendix E.

Full-Time Employee Count: 33

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**College Lab Tech-Blended Science Engineering Technical**

Employees: 17

<b>Department ID</b>	<b>Department Name</b>	<b>Number of Technicians</b>
10033	Dept,Biological Science	6
10225	Dept,Physical Sci	6
70009	Instructional Computing	1
80033	Media Center	2
10211	Non-Clinical Nursing	2

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**College Lab Tech-Other**

Employees: 16

<b>Department ID</b>	<b>Department Name</b>	<b>Number of Technicians</b>
10021	Dept Of Art	4
10060	Dept,Comm&Perf Arts	3
10134	Dept,Health,Phys Ed&Rec	3
75126	Ofc Students w/Disabilities	1
10299	Tourism & Hospitality	4
65120	Workforce Development Initiat	1

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

**Kingsborough CC**

Appendix E-1 presents utilization and underutilization of protected groups by job group. A group is displayed only when there are five or more employees assigned to it.

Underutilization occurs where the utilization of a protected group is less than 80% of 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 represent specific placement goals as prescribed for federal Affirmative Action Plans.

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

APP E1-1

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Executive/Administrative/Managerial

**Job Group:** Administration 1 (Executive)

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

**Full-Time Employees:** 16

Employees in this group hold the following titles:

Title ID	Title Name
04315	Administrator
04321	Assc Administrator
04723	Asst Administrator
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	Italian American
<b>Number of Employees</b>	7	8	2	4	2	3
<b>Underutilized (Yes/No)</b>						
<b>Number Underutilized</b>						
<b>Actual Utilization Percent</b>	43.8%	50.0%	12.5%	25.0%	12.5%	18.8%
<b>Labor Market Avail. Percent</b>	49.3%	29.7%	8.5%	11.1%	8.9%	6.9%

APP E1-2



**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Executive/Administrative/Managerial

**Job Group:** Administration 2 (Manager)  
**Description:** Manager-Level Administrators  
**Full-Time Employees:** 98

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	Italian American
<b>Number of Employees</b>	72	58	4	27	27	1
<b>Underutilized (Yes/No)</b>			Y			Y
<b>Number Underutilized</b>			6			7
<b>Actual Utilization Percent</b>	73.5%	59.2%	4.1%	27.6%	27.6%	1.0%
<b>Labor Market Avail. Percent</b>	59.9%	41.4%	10.6%	16.3%	13.5%	8.6%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Executive/Administrative/Managerial

**Job Group:** IT Computer Manager  
**Description:** Information Technology Managers (Managerial)  
**Full-Time Employees:** 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	Italian American
<b>Number of Employees</b>	0	1	0	1	0	0
<b>Underutilized (Yes/No)</b>	Y	Y	Y		Y	Y
<b>Number Underutilized</b>	1	0	1		0	1
<b>Actual Utilization Percent</b>	0.0%	20.0%	0.0%	20.0%	0.0%	0.0%
<b>Labor Market Avail. Percent</b>	28.5%	26.6%	15.7%	4.3%	5.2%	15.3%

APP E1-4

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Professional Non-Faculty

**Job Group:** Accountant  
**Description:** Accountants (Professionals)  
**Full-Time Employees:** 6

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	Italian American
<b>Number of Employees</b>	5	1	0	0	1	1
<b>Underutilized (Yes/No)</b>		Y	Y	Y		
<b>Number Underutilized</b>		3	2	2		
<b>Actual Utilization Percent</b>	83.3%	16.7%	0.0%	0.0%	16.7%	16.7%
<b>Labor Market Avail. Percent</b>	82.4%	70.6%	29.4%	26.5%	11.8%	0.0%

APP E1-5

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Professional Non-Faculty

**Job Group:** Administration 3 (Professional)

**Description:** Administrators (Professionals)

**Full-Time Employees:** 130

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	Italian American
<b>Number of Employees</b>	96	74	10	43	14	10
<b>Underutilized (Yes/No)</b>						Y
<b>Number Underutilized</b>						5
<b>Actual Utilization Percent</b>	73.8%	56.9%	7.7%	33.1%	10.8%	7.7%
<b>Labor Market Avail. Percent</b>	61.1%	37.6%	9.6%	14.3%	12.0%	11.5%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Professional Non-Faculty

**Job Group:** IT Computer Professional  
**Description:** Information Technology Professionals  
**Full-Time Employees:** 24

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	Italian American
<b>Number of Employees</b>	7	15	3	10	2	1
<b>Underutilized (Yes/No)</b>			Y			Y
<b>Number Underutilized</b>			2			2
<b>Actual Utilization Percent</b>	29.2%	62.5%	12.5%	41.7%	8.3%	4.2%
<b>Labor Market Avail. Percent</b>	26.4%	33.6%	19.7%	7.1%	5.4%	12.1%

APP E1-7

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Administrative Support Workers

**Job Group:** Administrative Assistant  
**Description:** Administrative Support Staff-Senior Level  
**Full-Time Employees:** 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	Italian American
<b>Number of Employees</b>	15	2	0	2	0	3
<b>Underutilized (Yes/No)</b>		Y	Y	Y	Y	
<b>Number Underutilized</b>		9	1	4	4	
<b>Actual Utilization Percent</b>	100.0%	13.3%	0.0%	13.3%	0.0%	20.0%
<b>Labor Market Avail. Percent</b>	91.1%	74.0%	8.0%	38.1%	27.0%	5.4%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Administrative Support Workers

**Job Group:** Office Assistant

**Description:** Administrative Support Staff-Entry Level

**Full-Time Employees:** 50

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	Italian American
<b>Number of Employees</b>	45	12	1	7	3	12
<b>Underutilized (Yes/No)</b>			Y		Y	
<b>Number Underutilized</b>			1		2	
<b>Actual Utilization Percent</b>	90.0%	24.0%	2.0%	14.0%	6.0%	24.0%
<b>Labor Market Avail. Percent</b>	89.9%	26.5%	3.7%	11.6%	9.8%	16.7%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Craft Workers

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

**Description:** Buildings and Grounds Workers

**Full-Time Employees:** 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	Italian American
<b>Number of Employees</b>	0	4	1	2	1	2
<b>Underutilized (Yes/No)</b>	Y				Y	
<b>Number Underutilized</b>	2				1	
<b>Actual Utilization Percent</b>	0.0%	44.4%	11.1%	22.2%	11.1%	22.2%
<b>Labor Market Avail. Percent</b>	20.0%	42.4%	2.3%	12.6%	26.0%	9.6%



**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Craft Workers

**Job Group:** Laborers and Helpers  
**Description:** Entry-Level Craft Workers  
**Full-Time Employees:** 15

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	Italian American
<b>Number of Employees</b>	0	13	0	10	3	1
<b>Underutilized (Yes/No)</b>	Y		Y			Y
<b>Number Underutilized</b>	3		0			1
<b>Actual Utilization Percent</b>	0.0%	86.7%	0.0%	66.7%	20.0%	6.7%
<b>Labor Market Avail. Percent</b>	17.0%	33.7%	2.6%	11.6%	18.2%	10.7%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Craft Workers

Job Group: Skilled Trades

Description: Skilled Tradespeople

Full-Time Employees: 23

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	Italian American
Number of Employees	0	8	1	3	4	4
Underutilized (Yes/No)	Y					
Number Underutilized	1					
Actual Utilization Percent	0.0%	34.8%	4.3%	13.0%	17.4%	17.4%
Labor Market Avail. Percent	2.5%	29.7%	2.6%	7.0%	18.7%	13.7%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)

Category: Technicians

Job Group: IT Support Technician  
 Description: IT Technical Support Workers  
 Full-Time Employees: 9

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	Italian American
Number of Employees	4	6	2	0	4	1
Underutilized (Yes/No)				Y		Y
Number Underutilized				1		0
Actual Utilization Percent	44.4%	66.7%	22.2%	0.0%	44.4%	11.1%
Labor Market Avail. Percent	29.0%	32.6%	10.4%	11.7%	9.0%	14.6%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Technicians

**Job Group:** Print Shop  
**Description:** Print Shop and Related Tech Workers  
**Full-Time Employees:** 6

Employees in this group hold the following titles:

Title ID	Title Name
04808	Graphics Designer
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	Italian American
<b>Number of Employees</b>	0	3	0	1	2	1
<b>Underutilized (Yes/No)</b>	Y		Y			
<b>Number Underutilized</b>	2		0			
<b>Actual Utilization Percent</b>	0.0%	50.0%	0.0%	16.7%	33.3%	16.7%
<b>Labor Market Avail. Percent</b>	28.9%	33.9%	6.5%	9.0%	16.6%	10.4%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Service Workers and Others

**Job Group:** Campus Peace Officer-Sergeant

**Description:** Campus Security Supervisors

**Full-Time Employees:** 12

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	Italian American
<b>Number of Employees</b>	5	11	1	5	5	1
<b>Underutilized (Yes/No)</b>				Y		
<b>Number Underutilized</b>				2		
<b>Actual Utilization Percent</b>	41.7%	91.7%	8.3%	41.7%	41.7%	8.3%
<b>Labor Market Avail. Percent</b>	22.6%	85.9%	6.1%	55.1%	23.8%	1.5%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Service Workers and Others

**Job Group:** Campus Peace Officer-Level 1  
**Description:** Campus Security-Entry Level Staff  
**Full-Time Employees:** 29

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer
04841	Campus Security Asst

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
<b>Number of Employees</b>	5	28	0	20	7	0
<b>Underutilized (Yes/No)</b>	Y		Y			Y
<b>Number Underutilized</b>	3		2			4
<b>Actual Utilization Percent</b>	17.2%	96.6%	0.0%	69.0%	24.1%	0.0%
<b>Labor Market Avail. Percent</b>	28.4%	66.7%	7.1%	28.1%	29.3%	12.2%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Service Workers and Others

**Job Group:** Custodial Supervisor  
**Description:** Custodial Supervisors  
**Full-Time Employees:** 6

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	Italian American
<b>Number of Employees</b>	2	6	0	4	2	0
<b>Underutilized (Yes/No)</b>			Y			Y
<b>Number Underutilized</b>			0			1
<b>Actual Utilization Percent</b>	33.3%	100.0%	0.0%	66.7%	33.3%	0.0%
<b>Labor Market Avail. Percent</b>	29.0%	40.0%	2.4%	13.8%	22.1%	11.8%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Service Workers and Others

**Job Group:** Custodial  
**Description:** Custodians-Entry Level  
**Full-Time Employees:** 56

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	Italian American
<b>Number of Employees</b>	17	46	4	29	13	2
<b>Underutilized (Yes/No)</b>						Y
<b>Number Underutilized</b>						3
<b>Actual Utilization Percent</b>	30.4%	82.1%	7.1%	51.8%	23.2%	3.6%
<b>Labor Market Avail. Percent</b>	27.3%	48.9%	2.8%	15.6%	28.8%	8.4%



## APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY (ITALIAN AMERICAN PLAN)

### Kingsborough CC

Appendix E-2 presents utilization and underutilization for College Laboratory Technicians, by general discipline and by protected demographic group. A group is displayed only when there are five or more employees assigned to it.

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 represent specific placement goals as prescribed for federal Affirmative Action Plans.

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

**APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY (ITALIAN AMERICAN PLAN)**

College Lab Tech - Science, Tech, Eng.

Full-Time Employees: 17

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

Department ID	Department Name
10033	Dept,Biological Science
10225	Dept,Physical Sci
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	Italian American
Number of Employees	7	9	3	3	3	3
Underutilized (Yes/No)						
Number Underutilized						
Actual Utilization Percent	41.2%	52.9%	17.6%	17.6%	17.6%	17.6%
Labor Market Avail. Percent	27.8%	30.0%	12.9%	8.0%	7.0%	12.5%

**APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY (ITALIAN AMERICAN PLAN)**

**College Lab Tech - Other**

Full-Time Employees: 16

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
75126	Ofc Students w/Disabilities
10299	Tourism & Hospitality
65120	Workforce Development Initiat

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employees	7	5	0	2	2	0
Underutilized (Yes/No)			Y			Y
Number Underutilized			1			1
Actual Utilization Percent	43.8%	31.3%	0.0%	12.5%	12.5%	0.0%
Labor Market Avail. Percent	39.2%	23.9%	4.4%	5.2%	13.7%	8.0%

## APPENDIX E-3 - FACULTY UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)

### Kingsborough CC

Appendix E-3 presents utilization and underutilization, of faculty members in protected groups by faculty job group. A group is displayed only when there are five or more faculty assigned to it.

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 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.

**APPENDIX E-3 - FACULTY UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

**Job Group** Faculty-Professorial  
**Total Faculty:** 252

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Italian American
Number of Faculty	138	69	21	30	16	33
Underutilized (Y/N)						
Number Underutilized						
Actual Utilization Percent	54.8%	27.4%	8.3%	11.9%	6.3%	13.1%
Labor Market Avail. Percent	50.1%	24.4%	7.3%	9.6%	5.8%	5.5%

**Job Group** Faculty-Lecturer  
**Total Faculty:** 80

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Italian American
Number of Faculty	44	27	6	12	9	9
Underutilized (Y/N)						
Number Underutilized						
Actual Utilization Percent	55.0%	33.8%	7.5%	15.0%	11.3%	11.3%
Labor Market Avail. Percent	60.5%	26.2%	7.3%	7.5%	9.6%	9.9%

**Job Group** Faculty-Instructor  
**Total Faculty:** 6

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Italian American
Number of Faculty	4	1	0	0	1	1
Underutilized (Y/N)		Y	Y	Y		
Number Underutilized		1	0	1		
Actual Utilization Percent	66.7%	16.7%	0.0%	0.0%	16.7%	16.7%
Labor Market Avail. Percent	57.0%	30.1%	7.3%	9.8%	10.4%	14.7%

APP E3-2

APPENDIX E-3 - FACULTY UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)

Job Group Faculty-Developmental  
 Total Faculty: 13

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Italian American
Number of Faculty	7	4	1	1	1	1
Underutilized (Y/N)						Y
Number Underutilized						0
Actual Utilization Percent	53.8%	30.8%	7.7%	7.7%	7.7%	7.7%
Labor Market Avail. Percent	61.7%	24.9%	6.6%	6.6%	9.3%	9.9%

## APPENDIX F - SUMMARY OF PERSONAL ACTIVITY

### APPENDIX F - SUMMARY OF PERSONNEL ACTIVITY

#### Kingsborough CC

This Appendix provides tables with detail on personnel activities and faculty tenure actions by ethnicity and gender.

#### Index to Personnel Actions

Action Type	Description
Hire	Employed at the college for the first time, or re-hired after a break in service; includes employees who previously worked at another CUNY College and individuals appointed through Civil Service Transfer Rosters.
Left to Advance to Higher Group + Advanced from a Lower	Employee took a new job that represents a career advancement. This is counted as a hire in the new group and a separation in the old group.
Left Faculty to Move to Executives + Joined Executives from Faculty	A faculty member left a faculty appointment to join the Executive ranks. Normally he/she retains tenure in the faculty appointment.
Left Executives to Return to Faculty + Joined Faculty from Executives	A faculty member returned to a faculty appointment after serving in Executive ranks.
Left Group-Other + Transferred from Other Group	Other change in Job Group where there is no stated or implied career advancement.
Separation or Separation within Plan Year	Employee left employment in the College. If occurred within single Plan Year, may be counted as both a Hire and Separation from the same Job Group.
Advanced Within Group	Employee took a higher title (or higher level of the same job title) within the same group.
Title Change Within Group-Other	Employee took another title within the same job group with no stated or implied career advancement.
Awarded Tenure	Awarded Tenure or CCE following a review process.
Hired with Tenure	Granted tenure upon initial hire, generally due to having a tenured status at a previous institution.
Denied Tenure	Tenure denied after a review process. If a job title is not provided, this indicates employee has left CUNY employment (was not counted in the Census).

APP F

**APPENDIX F - SUMMARY OF PERSONAL ACTIVITY**

**Campus Summary-All Groups**

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	(11)	85		68	2	14	1	-	(96)		(79)	(14)	(2)	(1)	-	37	
<b>Male</b>	(14)	38	45%	28	2	7	1	-	(52)	54%	(42)	(7)	(2)	(1)	-	15	41%
<b>Female</b>	3	47	55%	40	-	7	-	-	(44)	46%	(37)	(7)	-	-	-	22	59%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	(5)	42	49%	34	2	6	-	-	(47)	49%	(39)	(6)	(2)	-	-	15	41%
<b>Asian</b>	-	5	6%	5	-	-	-	-	(5)	5%	(5)	-	-	-	-	4	11%
<b>Black</b>	(6)	24	28%	19	2	3	-	-	(30)	31%	(25)	(3)	(2)	-	-	7	19%
<b>Hispanic</b>	(1)	10	12%	8	-	2	-	-	(11)	11%	(9)	(2)	-	-	-	4	11%
<b>Other Minority</b>	2	3	4%	2	-	1	-	-	(1)	1%	-	(1)	-	-	-	-	0%
<b>Italian-American</b>	(1)	8	9%	6	-	1	1	-	(9)	9%	(7)	(1)	-	(1)	-	2	5%
<b>White (Not Ital)</b>	(5)	35	41%	28	-	7	-	-	(40)	42%	(33)	(7)	-	-	-	20	54%
<b>All White</b>	(6)	43	51%	34	-	8	1	-	(49)	51%	(40)	(8)	-	(1)	-	22	59%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	(1)	-	0%	-	-	-	-	-	(1)	1%	(1)	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	2	5%



**APPENDIX F - SUMMARY OF PERSONAL ACTIVITY**

**Category Summary**

**Executive/Administrative/Managerial**

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	(3)	5		2	-	2	1	-	(8)		(6)	(1)	-	(1)	-	7	
<b>Male</b>	(2)	2	40%	-	-	1	1	-	(4)	50%	(2)	(1)	-	(1)	-	1	14%
<b>Female</b>	(1)	3	60%	2	-	1	-	-	(4)	50%	(4)	-	-	-	-	6	86%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	(2)	3	60%	1	-	2	-	-	(5)	63%	(4)	(1)	-	-	-	4	57%
<b>Asian</b>	(1)	-	0%	-	-	-	-	-	(1)	13%	(1)	-	-	-	-	1	14%
<b>Black</b>	-	1	20%	-	-	1	-	-	(1)	13%	(1)	-	-	-	-	2	29%
<b>Hispanic</b>	(1)	2	40%	1	-	1	-	-	(3)	38%	(2)	(1)	-	-	-	1	14%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<i>Italian-American</i>	(1)	1	20%	-	-	-	1	-	(2)	25%	(1)	-	-	(1)	-	-	0%
<i>White (Not Ital)</i>	-	1	20%	1	-	-	-	-	(1)	13%	(1)	-	-	-	-	3	43%
<b>All White</b>	(1)	2	40%	1	-	-	1	-	(3)	38%	(2)	-	-	(1)	-	3	43%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

**APPENDIX F - SUMMARY OF PERSONAL ACTIVITY**

Category Summary  
Professional Faculty

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	(4)	31		26	1	4	-	-	(35)		(31)	(3)	(1)	-	-	16	
<b>Male</b>	(4)	14	45%	12	1	1	-	-	(18)	51%	(17)	-	(1)	-	-	5	31%
<b>Female</b>	-	17	55%	14	-	3	-	-	(17)	49%	(14)	(3)	-	-	-	11	69%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	1	10	32%	8	1	1	-	-	(9)	26%	(7)	(1)	(1)	-	-	3	19%
<b>Asian</b>	3	3	10%	3	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Black</b>	(1)	4	13%	2	1	1	-	-	(5)	14%	(3)	(1)	(1)	-	-	2	13%
<b>Hispanic</b>	(2)	2	6%	2	-	-	-	-	(4)	11%	(4)	-	-	-	-	1	6%
<b>Other Minority</b>	1	1	3%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Italian-American</b>	(1)	2	6%	2	-	-	-	-	(3)	9%	(3)	-	-	-	-	1	6%
<b>White (Not Ital)</b>	(4)	19	61%	16	-	3	-	-	(23)	66%	(21)	(2)	-	-	-	12	75%
<b>All White</b>	(5)	21	68%	18	-	3	-	-	(26)	74%	(24)	(2)	-	-	-	13	81%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	1	6%

## APPENDIX F - SUMMARY OF PERSONAL ACTIVITY

### Category Summary

#### Professional Non-Faculty

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	11	23		19	-	4	-	-	(12)		(11)	(1)	-	-	-	8	
<b>Male</b>	1	5	22%	4	-	1	-	-	(4)	33%	(4)	-	-	-	-	4	50%
<b>Female</b>	10	18	78%	15	-	3	-	-	(8)	67%	(7)	(1)	-	-	-	4	50%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	4	13	57%	11	-	2	-	-	(9)	75%	(8)	(1)	-	-	-	5	63%
<b>Asian</b>	-	1	4%	1	-	-	-	-	(1)	8%	(1)	-	-	-	-	3	38%
<b>Black</b>	2	9	39%	8	-	1	-	-	(7)	58%	(6)	(1)	-	-	-	1	13%
<b>Hispanic</b>	1	2	9%	2	-	-	-	-	(1)	8%	(1)	-	-	-	-	1	13%
<b>Other Minority</b>	1	1	4%	-	-	1	-	-	-	0%	-	-	-	-	-	-	0%
<i>Italian-American</i>	1	2	9%	2	-	-	-	-	(1)	8%	(1)	-	-	-	-	-	0%
<i>White (Not Ital)</i>	6	8	35%	6	-	2	-	-	(2)	17%	(2)	-	-	-	-	3	38%
<b>All White</b>	7	10	43%	8	-	2	-	-	(3)	25%	(3)	-	-	-	-	3	38%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	1	13%

**APPENDIX F - SUMMARY OF PERSONAL ACTIVITY**

**Category Summary**

**Administrative Support Workers**

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	(2)	4		4	-	-	-	-	(6)		(4)	(2)	-	-	-	-	-
<b>Male</b>	1	1	25%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Female</b>	(3)	3	75%	3	-	-	-	-	(6)	100%	(4)	(2)	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	-	2	50%	2	-	-	-	-	(2)	33%	(2)	-	-	-	-	-	0%
<b>Asian</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Black</b>	-	2	50%	2	-	-	-	-	(2)	33%	(2)	-	-	-	-	-	0%
<b>Hispanic</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Italian-American</b>	(1)	-	0%	-	-	-	-	-	(1)	17%	(1)	-	-	-	-	-	0%
<b>White (Not Ital)</b>	(1)	2	50%	2	-	-	-	-	(3)	50%	(1)	(2)	-	-	-	-	0%
<b>All White</b>	(2)	2	50%	2	-	-	-	-	(4)	67%	(2)	(2)	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

**APPENDIX F - SUMMARY OF PERSONAL ACTIVITY**

Category Summary

Craft Workers

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	(2)	4		2	-	2	-	-	(6)		(4)	(2)	-	-	-	1	
<b>Male</b>	(2)	4	100%	2	-	2	-	-	(6)	100%	(4)	(2)	-	-	-	1	100%
<b>Female</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	1	2	50%	2	-	-	-	-	(1)	17%	(1)	-	-	-	-	-	0%
<b>Asian</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Black</b>	-	1	25%	1	-	-	-	-	(1)	17%	(1)	-	-	-	-	-	0%
<b>Hispanic</b>	1	1	25%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<i>Italian-American</i>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<i>White (Not Ital)</i>	(3)	2	50%	-	-	2	-	-	(5)	83%	(3)	(2)	-	-	-	1	100%
<b>All White</b>	(3)	2	50%	-	-	2	-	-	(5)	83%	(3)	(2)	-	-	-	1	100%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

**APPENDIX F - SUMMARY OF PERSONAL ACTIVITY**

Category Summary

Technicians

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	(5)	4		4	-	-	-	-	(9)		(6)	(3)	-	-	-	3	
<b>Male</b>	(1)	3	75%	3	-	-	-	-	(4)	44%	(2)	(2)	-	-	-	2	67%
<b>Female</b>	(4)	1	25%	1	-	-	-	-	(5)	56%	(4)	(1)	-	-	-	1	33%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	(4)	2	50%	2	-	-	-	-	(6)	67%	(4)	(2)	-	-	-	1	33%
<b>Asian</b>	-	1	25%	1	-	-	-	-	(1)	11%	(1)	-	-	-	-	-	0%
<b>Black</b>	(2)	1	25%	1	-	-	-	-	(3)	33%	(2)	(1)	-	-	-	1	33%
<b>Hispanic</b>	(1)	-	0%	-	-	-	-	-	(1)	11%	(1)	-	-	-	-	-	0%
<b>Other Minority</b>	(1)	-	0%	-	-	-	-	-	(1)	11%	-	(1)	-	-	-	-	0%
<b>Italian-American</b>	1	1	25%	1	-	-	-	-	-	0%	-	-	-	-	-	1	33%
<b>White (Not Ital)</b>	(2)	1	25%	1	-	-	-	-	(3)	33%	(2)	(1)	-	-	-	1	33%
<b>All White</b>	(1)	2	50%	2	-	-	-	-	(3)	33%	(2)	(1)	-	-	-	2	67%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

**APPENDIX F - SUMMARY OF PERSONAL ACTIVITY**

**Category Summary**

**Service Workers and Others**

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	(6)	14		11	1	2	-	-	(20)		(17)	(2)	(1)	-	-	2	
<b>Male</b>	(7)	9	64%	6	1	2	-	-	(16)	80%	(13)	(2)	(1)	-	-	2	100%
<b>Female</b>	1	5	36%	5	-	-	-	-	(4)	20%	(4)	-	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	(5)	10	71%	8	1	1	-	-	(15)	75%	(13)	(1)	(1)	-	-	2	100%
<b>Asian</b>	(2)	-	0%	-	-	-	-	-	(2)	10%	(2)	-	-	-	-	-	0%
<b>Black</b>	(5)	6	43%	5	1	-	-	-	(11)	55%	(10)	-	(1)	-	-	1	50%
<b>Hispanic</b>	1	3	21%	2	-	1	-	-	(2)	10%	(1)	(1)	-	-	-	1	50%
<b>Other Minority</b>	1	1	7%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Italian-American</b>	-	2	14%	1	-	1	-	-	(2)	10%	(1)	(1)	-	-	-	-	0%
<b>White (Not Ital)</b>	(1)	2	14%	2	-	-	-	-	(3)	15%	(3)	-	-	-	-	-	0%
<b>All White</b>	(1)	4	29%	3	-	1	-	-	(5)	25%	(4)	(1)	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	(1)	-	0%	-	-	-	-	-	(1)	5%	(1)	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

## APPENDIX G - SUMMARY OF RECRUITING ACTIVITIES

### Kingsborough CC

This appendix provides detail on searches performed by job group, ethnicity, and gender. Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer during the previous plan year (June 1, 2017 through May 31, 2018).



**APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY**

**Job Group Summary**

**Administration 1 (Executive)**

ADMIN1-EXEC

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	278	278		13		3		3	
<b>Male</b>	144	144	52%	6	46%	1	33%	1	33%
<b>Female</b>	99	99	36%	6	46%	2	67%	2	67%
<b>Other</b>	35	35	13%	1	8%	-	0%	-	0%
<b>Total Min</b>	145	145	52%	10	77%	2	67%	2	67%
<b>Asian</b>	32	32	12%	2	15%	1	33%	1	33%
<b>Black</b>	63	63	23%	4	31%	-	0%	-	0%
<b>Hispanic/Latino</b>	37	37	13%	4	31%	1	33%	1	33%
<b>Two or More</b>	12	12	4%	-	0%	-	0%	-	0%
<b>Italian American</b>	17	17	6%	1	8%	-	0%	-	0%
<b>White (Not Ital)</b>	100	100	36%	2	15%	1	33%	1	33%
<b>Unknown</b>	16	16	6%	-	0%	-	0%	-	0%

**APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY**

**Job Group Summary**

**Administration 2 (Managers)**

ADMIN2

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	147	147		17		3		3	
<b>Male</b>	58	58	39%	8	47%	1	33%	1	33%
<b>Female</b>	72	72	49%	8	47%	2	67%	2	67%
<b>Other</b>	17	17	12%	1	6%	-	0%	-	0%
<b>Total Min</b>	78	78	53%	6	35%	1	33%	1	33%
<b>Asian</b>	11	11	7%	1	6%	-	0%	-	0%
<b>Black</b>	46	46	31%	3	18%	-	0%	-	0%
<b>Hispanic/Latino</b>	15	15	10%	2	12%	1	33%	1	33%
<b>Two or More</b>	6	6	4%	-	0%	-	0%	-	0%
<b>Italian American</b>	15	15	10%	3	18%	-	0%	-	0%
<b>White (Not Ital)</b>	50	50	34%	8	47%	2	67%	2	67%
<b>Unknown</b>	4	4	3%	-	0%	-	0%	-	0%

**APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY**

**Job Group Summary**

**Faculty-Professorial**

FAC-PROF

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	487	487		36		12		10	
<b>Male</b>	232	232	48%	15	42%	2	17%	2	20%
<b>Female</b>	181	181	37%	19	53%	9	75%	7	70%
<b>Other</b>	74	74	15%	2	6%	1	8%	1	10%
<b>Total Min</b>	238	238	49%	17	47%	5	42%	3	30%
<b>Asian</b>	94	94	19%	10	28%	2	17%	1	10%
<b>Black</b>	93	93	19%	6	17%	2	17%	1	10%
<b>Hispanic/Latino</b>	45	45	9%	1	3%	1	8%	1	10%
<b>Two or More</b>	4	4	1%	-	0%	-	0%	-	0%
<b>Italian American</b>	15	15	3%	1	3%	-	0%	-	0%
<b>White (Not Ital)</b>	206	206	42%	15	42%	5	42%	5	50%
<b>Unknown</b>	28	28	6%	3	8%	2	17%	2	20%

## APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

### Job Group Summary

#### Faculty-Instructor

FAC-INST

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	181	181		8		1		1	
<b>Male</b>	49	49	27%	-	0%	-	0%	-	0%
<b>Female</b>	108	108	60%	8	100%	1	100%	1	100%
<b>Other</b>	22	22	12%	-	0%	-	0%	-	0%
<b>Total Min</b>	108	108	60%	5	63%	-	0%	-	0%
<b>Asian</b>	27	27	15%	1	13%	-	0%	-	0%
<b>Black</b>	58	58	32%	2	25%	-	0%	-	0%
<b>Hispanic/Latino</b>	16	16	9%	2	25%	-	0%	-	0%
<b>Two or More</b>	7	7	4%	-	0%	-	0%	-	0%
<b>Italian American</b>	8	8	4%	1	13%	-	0%	-	0%
<b>White (Not Ital)</b>	57	57	31%	2	25%	1	100%	1	100%
<b>Unknown</b>	8	8	4%	-	0%	-	0%	-	0%

## APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

### Job Group Summary

#### Faculty-Lecturer

FAC-LECT

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	403	403		28		5		5	
<b>Male</b>	202	202	50%	11	39%	3	60%	3	60%
<b>Female</b>	138	138	34%	13	46%	2	40%	2	40%
<b>Other</b>	63	63	16%	4	14%	-	0%	-	0%
<b>Total Min</b>	189	189	47%	13	46%	1	20%	1	20%
<b>Asian</b>	66	66	16%	4	14%	-	0%	-	0%
<b>Black</b>	65	65	16%	5	18%	1	20%	1	20%
<b>Hispanic/Latino</b>	45	45	11%	4	14%	-	0%	-	0%
<b>Two or More</b>	13	13	3%	-	0%	-	0%	-	0%
<b>Italian American</b>	17	17	4%	4	14%	1	20%	1	20%
<b>White (Not Ital)</b>	165	165	41%	9	32%	3	60%	3	60%
<b>Unknown</b>	32	32	8%	2	7%	-	0%	-	0%

**APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY**

**Job Group Summary**

**Faculty-Developmental**

FAC-DEV

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	55	55		2		2		2	
<b>Male</b>	22	22	40%	1	50%	1	50%	1	50%
<b>Female</b>	27	27	49%	-	0%	-	0%	-	0%
<b>Other</b>	6	6	11%	1	50%	1	50%	1	50%
<b>Total Min</b>	32	32	58%	1	50%	1	50%	1	50%
<b>Asian</b>	10	10	18%	-	0%	-	0%	-	0%
<b>Black</b>	13	13	24%	-	0%	-	0%	-	0%
<b>Hispanic/Latino</b>	7	7	13%	-	0%	-	0%	-	0%
<b>Two or More</b>	2	2	4%	1	50%	1	50%	1	50%
<b>Italian American</b>	5	5	9%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	11	11	20%	1	50%	1	50%	1	50%
<b>Unknown</b>	7	7	13%	-	0%	-	0%	-	0%

**APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY**

**Job Group Summary**

**Administration 3 (Professional)**

ADMIN3

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	2,759	2,754		106		21		19	
<b>Male</b>	778	778	28%	36	34%	6	29%	5	26%
<b>Female</b>	1,731	1,726	63%	66	62%	14	67%	13	68%
<b>Other</b>	247	247	9%	4	4%	1	5%	1	5%
<b>Total Min</b>	1,908	1,906	69%	63	59%	9	43%	8	42%
<b>Asian</b>	354	353	13%	13	12%	1	5%	1	5%
<b>Black</b>	996	995	36%	31	29%	5	24%	4	21%
<b>Hispanic/Latino</b>	443	443	16%	18	17%	3	14%	3	16%
<b>Two or More</b>	109	109	4%	1	1%	-	0%	-	0%
<b>Italian American</b>	84	84	3%	7	7%	2	10%	1	5%
<b>White (Not Ital)</b>	619	616	22%	29	27%	10	48%	10	53%
<b>Unknown</b>	148	148	5%	7	7%	-	0%	-	0%

**APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY**

**Job Group Summary**

**Administration 5 (Engineer-Architect)**

ADMIN5

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	2	2		-		-		-	
<b>Male</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Female</b>	2	2	100%	-	0%	-	0%	-	0%
<b>Other</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Total Min</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Asian</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Black</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Hispanic/Latino</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Two or More</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Italian American</b>	1	1	50%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	-	-	0%	-	0%	-	0%	-	0%
								-	
<b>Unknown</b>	1	1	50%	-	0%	-	0%	-	0%



**APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY**

**Job Group Summary**

**IT Computer Professional**

IT-PRFL

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	677	677		11		2		2	
<b>Male</b>	475	475	70%	6	55%	-	0%	-	0%
<b>Female</b>	97	97	14%	4	36%	2	100%	2	100%
<b>Other</b>	105	105	16%	1	9%	-	0%	-	0%
<b>Total Min</b>	519	519	77%	9	82%	2	100%	2	100%
<b>Asian</b>	201	201	30%	4	36%	-	0%	-	0%
<b>Black</b>	184	184	27%	3	27%	1	50%	1	50%
<b>Hispanic/Latino</b>	107	107	16%	2	18%	1	50%	1	50%
<b>Two or More</b>	20	20	3%	-	0%	-	0%	-	0%
<b>Italian American</b>	12	12	2%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	113	113	17%	2	18%	-	0%	-	0%
<b>Unknown</b>	33	33	5%	-	0%	-	0%	-	0%

**APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY**

**Job Group Summary**

**CUNY Office Assistant**

COA

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	8	8		8		1		1	
<b>Male</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Female</b>	8	8	100%	8	100%	1	100%	1	100%
<b>Other</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Total Min</b>	5	5	63%	5	63%	1	100%	1	100%
<b>Asian</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Black</b>	5	5	63%	5	63%	1	100%	1	100%
<b>Hispanic/Latino</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Two or More</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Italian American</b>	-	-	0%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	1	1	13%	1	13%	-	0%	-	0%
<b>Unknown</b>	2	2	25%	2	25%	-	0%	-	0%

**APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY**

**Job Group Summary**

**Skilled Trades**

SKLTRD

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	134	134		8		1		1	
<b>Male</b>	89	89	66%	6	75%	1	100%	1	100%
<b>Female</b>	10	10	7%	-	0%	-	0%	-	0%
<b>Other</b>	35	35	26%	2	25%	-	0%	-	0%
<b>Total Min</b>	86	86	64%	4	50%	1	100%	1	100%
<b>Asian</b>	14	14	10%	1	13%	-	0%	-	0%
<b>Black</b>	36	36	27%	2	25%	1	100%	1	100%
<b>Hispanic/Latino</b>	32	32	24%	1	13%	-	0%	-	0%
<b>Two or More</b>	4	4	3%	-	0%	-	0%	-	0%
<b>Italian American</b>	1	1	1%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	40	40	30%	4	50%	-	0%	-	0%
<b>Unknown</b>	7	7	5%	-	0%	-	0%	-	0%

**APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY**

**Job Group Summary**

**Administration 4 (College Lab Tech)**

ADMIN4

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	262	262		24		5		5	
<b>Male</b>	115	115	44%	12	50%	3	60%	3	60%
<b>Female</b>	104	104	40%	7	29%	2	40%	2	40%
<b>Other</b>	43	43	16%	5	21%	-	0%	-	0%
<b>Total Min</b>	172	172	66%	14	58%	2	40%	2	40%
<b>Asian</b>	64	64	24%	4	17%	-	0%	-	0%
<b>Black</b>	54	54	21%	5	21%	1	20%	1	20%
<b>Hispanic/Latino</b>	42	42	16%	5	21%	1	20%	1	20%
<b>Two or More</b>	12	12	5%	-	0%	-	0%	-	0%
<b>Italian American</b>	6	6	2%	1	4%	1	20%	1	20%
<b>White (Not Ital)</b>	64	64	24%	6	25%	2	40%	2	40%
								-	
<b>Unknown</b>	20	20	8%	3	13%	-	0%	-	0%

**APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY**

**Job Group Summary**

**Print Shop**

PRINT-TECH

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	73	73		6		1		1	
<b>Male</b>	38	38	52%	5	83%	1	100%	1	100%
<b>Female</b>	22	22	30%	1	17%	-	0%	-	0%
<b>Other</b>	13	13	18%	-	0%	-	0%	-	0%
<b>Total Min</b>	42	42	58%	1	17%	-	0%	-	0%
<b>Asian</b>	4	4	5%	-	0%	-	0%	-	0%
<b>Black</b>	21	21	29%	1	17%	-	0%	-	0%
<b>Hispanic/Latino</b>	13	13	18%	-	0%	-	0%	-	0%
<b>Two or More</b>	3	3	4%	-	0%	-	0%	-	0%
<b>Italian American</b>	4	4	5%	1	17%	1	100%	1	100%
<b>White (Not Ital)</b>	22	22	30%	4	67%	-	0%	-	0%
<b>Unknown</b>	5	5	7%	-	0%	-	0%	-	0%

**APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY**

**Job Group Summary**

**Custodial**

CUST

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	306	306		6		3		3	
<b>Male</b>	203	203	66%	1	17%	-	0%	-	0%
<b>Female</b>	60	60	20%	4	67%	3	100%	3	100%
<b>Other</b>	43	43	14%	1	17%	-	0%	-	0%
<b>Total Min</b>	258	258	84%	2	33%	2	67%	2	67%
<b>Asian</b>	13	13	4%	-	0%	-	0%	-	0%
<b>Black</b>	158	158	52%	2	33%	2	67%	2	67%
<b>Hispanic/Latino</b>	74	74	24%	-	0%	-	0%	-	0%
<b>Two or More</b>	10	10	3%	-	0%	-	0%	-	0%
<b>Italian American</b>	2	2	1%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	30	30	10%	4	67%	1	33%	1	33%
<b>Unknown</b>	16	16	5%	-	0%	-	0%	-	0%

**APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY**

**Job Group Summary**

**Custodial Supervisor**

CUST-SUPV

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	52	52		6		1		1	
<b>Male</b>	43	43	83%	4	67%	1	100%	1	100%
<b>Female</b>	5	5	10%	-	0%	-	0%	-	0%
<b>Other</b>	4	4	8%	2	33%	-	0%	-	0%
<b>Total Min</b>	41	41	79%	5	83%	1	100%	1	100%
<b>Asian</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Black</b>	26	26	50%	3	50%	-	0%	-	0%
<b>Hispanic/Latino</b>	12	12	23%	1	17%	-	0%	-	0%
<b>Two or More</b>	2	2	4%	1	17%	1	100%	1	100%
<b>Italian American</b>	2	2	4%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	8	8	15%	-	0%	-	0%	-	0%
<b>Unknown</b>	1	1	2%	1	17%	-	0%	-	0%

**APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY**

**Job Group Summary**

**Campus Peace Officer-Level 1**

CPO-1

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	5	5		5		5		5	
<b>Male</b>	4	4	80%	4	80%	4	80%	4	80%
<b>Female</b>	1	1	20%	1	20%	1	20%	1	20%
<b>Other</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Total Min</b>	2	2	40%	2	40%	2	40%	2	40%
<b>Asian</b>	1	1	20%	1	20%	1	20%	1	20%
<b>Black</b>	1	1	20%	1	20%	1	20%	1	20%
<b>Hispanic/Latino</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Two or More</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Italian American</b>	-	-	0%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	1	1	20%	1	20%	1	20%	1	20%
<b>Unknown</b>	2	2	40%	2	40%	2	40%	2	40%