KINGSBOROUGH COMMUNITY COLLEGE
2020-2021 AFFIRMATIVE ACTION PLAN

FOR ITALIAN AMERICANS

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This plan is available for review at:
The Office of Equal Opportunity & Diversity Management, Room V231 or visit our website.

KINGSBOROUGH COMMUNITY COLLEGE
★ DREAMS BEGIN HERE ★

CUNY

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PART ONE: INTRODUCTION AND BACKGROUND

This report is an annual update of the Affirmative Action Plan (AAP) for federal contractors. This unit is one of CUNY's 28 Affirmative Action establishments. The US Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) oversees Affirmative Action Plan requirements for federal contractors. Some aspects of this plan also reflect state and local regulations, guidelines for public entities, and resolutions of the CUNY Board of Trustees. In particular, this plan reflects requirements for implementing:

- Presidential Executive Order 11246, for women and federally protected racial/ethnic groups
- Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, for protected Veterans
- Section 503 of the Rehabilitation Act of 1973, as amended, for Individuals with Disabilities.

The plan reflects the following timeframes:

Employee Census Date:	June 1, 2020
Reporting Year:	June 1, 2019–May 31, 2020
Program Year:	September 1, 2020–August 31, 2021.

Given this year's disruptions due to the 2020 COVID-19 outbreak, we experienced challenges in implementing last year's plan and in completing this year's plan, as discussed later in this report.

The following areas provide highlights:

- Impact of 2020 Events… page 15
- Summary of Workforce by Job Group; Summary by Tenure Status… page 18
- Summary of Underutilization and Goals… page 29
- Action-Oriented Programs for Females and Minorities… page 35

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

We produce a separate Affirmative Action Plan for Italian Americans. CUNY's Chancellor designated Italian Americans as a protected group in 1976.

Web links, confirmed as of June 2020, are subject to change.

OVERVIEW

Location, Degrees, Accreditation

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

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

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

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

Kingsborough serves approximately **19,758** students taking credit courses and another **8,506** students taking non-credit and continuing education courses.

Academic Programs: Degrees and Certificates:

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

Departmental/discipline accreditation and accrediting organization (s):

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

History

- October 30, 1962 – Gustave G. Rosenberg, Chairman of the Board of Higher Education, appoints a committee, chaired by Ms. Gladys M. Dorman, to investigate the needs for another community college in Brooklyn. New York City Community College was already in existence in Brooklyn. The committee recommends the establishment of the community college. The Board of Higher Education accepts the recommendation and presents the recommendation to the Trustees of the State University of New York.
- September 12, 1963 – The State University of New York approves the establishment of Kingsborough Community College.
- January 17, 1964 – The City Planning Commission suggests 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.
- In September 2014, Kingsborough appointed a new President - Farley Herzek
- In January 2016, Kingsborough hired its first female Vice President of Academic Affairs and Provost, Dr. Joanne Russell.
- In April 2017, Kingsborough's Office of the Vice President of Academic Affairs hired two female Deans: Dr. Sharon Warren-Cook, as the college's Dean of Curriculum, and Dr. Kathleen Leaker as the college's Dean of Faculty.
- Peter M. Cohen, Interim President 2017 – 2018.
- October 2017, The Aspen Institute College Excellence Program today named Kingsborough Community College one of the nation's top 150 community colleges eligible to compete for the $1 million Aspen Prize for Community College Excellence, the nation's signature recognition of high achievement and performance among America's community colleges.
- November 2017, New York State Senator Roxanne Persaud, KCC Foundation Board members, and other dignitaries, joined Kingsborough at the ribbon cutting ceremony for the Student Union & Intercultural Center (SU&IC).
- November 2017, Students from seven CUNY campuses won honors for presentations of their original research at the American Society for Microbiology's Annual Biological Research Conference for Minority Students, including one from Kingsborough.
- November 2017, Kingsborough men's and women's Wave cross country teams emerged champions at the 2017 CUNY/Army ROTC Community Colleges Cross Country Championships.
- December 2017, Kingsborough exceeds Spark Performance Targets, Wins Heckscher Funding for

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

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

- Kingsborough's Professor, Janice Mehlman was featured in the newly revised *"A World History of Photography"* by Naomi Rosenblum. Titled "Veiled Emotions," the featured photograph was included in an exhibition at London's Aria Art Gallery *Intimate Truths*, probing issues of biology, gender, sexuality, and emotion through the interconnected dynamic of human relationships through abstract arrangements of fabric.
- January 2020 – Governor Andrew Cuomo's 2020 State of the State Address was presented at Kingsborough Community College by Lola W. Brabham, New York State Department of Civil Service Acting Commissioner.
- February 2020 – KCC's Maritime Technology Apprenticeship Program was approved for $857,543 in funding as part of the New York State Workforce Development Initiative.
- *The Journal of Adult & Continuing Education* accepted for publication, "Formative Study of Noncredit Students at Kingsborough Community College, CUNY" written by Christine Zagari, Director of Workforce Development and Sara Davaasambuu, a former Cap One Researcher.
- Dr. Debra Schultz, Assistant Professor of History, received a $40,000 ACLS/Mellon Community College Faculty Fellowship for her project *In the Footsteps of Emmett Till: An Intellectual and Experiential Engagement with Civil Rights Movement Legacies.*
- March 2020 – The Katz Center announced the 2020–2021 fellows, focused on the theme of **America's Jewish Questions**. Dr. Libby Garland of Kingsborough Community College is one of the scholars who will be in residence at the University of Pennsylvania during the 2020–21 academic year to pursue research on the topic of "America's Jewish Questions." Dr. Garland's project is titled *Inventing the Refugee: U.S. Activists and Refugee Policy, 1945-1965.*
- April 2020 – Colin Bosio-Cady, an instructor in KCC's CUNY Start program, released his first book, *Never a Lovely So Real: The Life and Work of Nelson Algren*, about one of America's most famous authors.
- Donna-lyn Washington, adjunct lecturer in the English department, published an essay titled, "Frank Yerby and His Readers" in the critical essay anthology *Rediscovering Frank Yerby* from University of Mississippi Press.

Mission

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

Vision:

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

Values:

- Respect – Civility, acceptance, appreciation, and support of individual differences
- Diversity – The proactive fostering of greater inclusion and ultimately equity at every level of college life

- Integrity – Fair and ethical standards in all policies, procedures, and practices
- Excellence – High quality teaching, student services, administration, and community engagement; and high standards for student achievement
- Accountability – Taking responsibility for our actions and outcomes
- Innovation – Creative thinking and approaches that enhance learning and support continuous improvement

ORGANIZATION CHART

Appendix A displays an organization chart.

RELEVANT POLICIES

As a unit of The City University of New York (CUNY), we adhere to federal, state, and city laws and regulations on non-discrimination and affirmative action, including: Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, the Age Discrimination Act of 1975, New York State Human Rights Law and New York City Human Rights Law.

Protected groups, 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 posts its **policies on non-discrimination, sexual misconduct, and affirmative action** on its website:

Equal Opportunity and Non-Discrimination Policy

> *The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of The University.*
>
> *It is the policy of The University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic*

violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also The University's policy to provide reasonable accommodations to applicants, employees and other persons on the basis of disability, religious practices, pregnancy or childbirth-related medical conditions, or status as victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Affirmative Action Policy

CUNY's original Affirmative Action Policy of May 28, 1985 is part of its Manual of General Policy.

ARTICLE V FACULTY, STAFF AND ADMINISTRATION

Policy 5.04 - Affirmative Action:

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

Sexual Misconduct Policy

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

Every member of The City University of New York ("CUNY") community, including students, employees and visitors, deserves the opportunity to live, learn and work free from Sexual Misconduct (sexual harassment, gender-based harassment and sexual violence). Accordingly, CUNY is committed to:

Defining conduct that constitutes prohibited Sexual Misconduct;

Providing clear guidelines for students, employees and visitors on how to report incidents of Sexual Misconduct and a commitment that any complaints will be handled respectfully;

Promptly responding to and investigating allegations of Sexual Misconduct, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;

Providing ongoing assistance and support to students and employees who make allegations of Sexual Misconduct;

Providing awareness and prevention information on Sexual Misconduct, including widely disseminating this policy, as well as a "students' bill of rights" and implementing training and educational programs on Sexual Misconduct to college constituencies; and

Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

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

Other important policies are available using the links below.

CUNY Campus and Workplace Violence Policy addresses workplace violence.

CUNY Domestic Violence and the Workplace Policy addresses domestic violence in or affecting employees in the workplace.

CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments addresses CUNY process for responding to requests for reasonable accommodations or academic adjustments.

CUNY campuses also report crime statistics, including statistics relating to sexual violence under the federal Jeanne Clery Act. Information is available from the **Office of Public Safety and Security.**

Other Policies

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

The college president reaffirms the non-discrimination policy annually. The most recently released reaffirmation letter is shown in **Appendix B.**

RESPONSIBILITY FOR IMPLEMENTATION

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

The President

The President, Dr. Claudia V. Schrader, oversees Affirmative Action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations and university policies, and:

- Designates personnel to manage Affirmative Action, diversity, and compliance efforts, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator

- Ensures responsible personnel have authority, staffing, and other resources to fulfill their assigned responsibilities

- Communicates a commitment to equal employment opportunity and issues an annual reaffirmation in support of affirmative action, diversity, and equal opportunity

- Approves and releases required reports, including this Affirmative Action Plan.

Chief Diversity Officer

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

- Provides confidential consultation for, investigates, and resolves discrimination/harassment complaints

- Distributes relevant policies, notices, and revisions, and assures integration into training programs, search committee orientations, websites, and other media

- Evaluates the impact of Affirmative Action programs and initiatives

- Prepares and communicates Affirmative Action Plan reports

- Consults with hiring teams and managers on recruitment and selection, overseeing recruitment plans and effective recruitment/selection strategies to promote a diverse workforce

- Participates in CUNY initiatives promoting diversity and inclusion.

Officials

Executives, department chairpersons, managers, and supervisors are critical partners in Equal Employment and Affirmative Action programs. They help ensure compliance with regulations and policies, foster an inclusive environment, and help develop and implement the Affirmative Action Plan.

University Management

CUNY's **Office of Recruitment and Diversity** (ORD) establishes job groups and other report parameters and prepares summary statistics. ORD also reports **summary statistics** and sponsors several university-wide diversity programs.

IMPACT OF 2020 EVENTS

On March 15, 2020, Chancellor Felix Matos-Rodriguez announced CUNY campuses and non-essential personnel were transitioning to remote learning and working for the remainder of the academic year. As of summer, 2020, this arrangement is still in place. The transition and resulting shifts in priorities affect the university's operations in many ways, including personnel practices. We have cancelled or postponed some hiring plans. We have limited or cancelled public events and other campus activities that we could not conduct remotely.

Certain practices have continued unchanged, such as the listing of job vacancy announcements with workforce agencies. The Chief Diversity Officer has continued to work remotely on:

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

As of this writing, it is difficult to set placement goals or plan action-oriented programs, as we have not finalized operational and personnel plans.

Further information is available on the **CUNY website**.

PART TWO: DATA AND ANALYSIS

We analyze workforce data as mandated through multiple methods that promote a complete assessment:

- Workforce Analysis (employees within organizational units)
- Establishment of job groups and 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 Activities
- Review of Civil Service Hiring
- Review of Compensation.

Details are available from the **US Department of Labor's Office of Contract Compliance Programs**.

DATA SOURCES

Employee Data

On June 30, 2020, we extracted data on full-time active employees employed as of June 1, 2020 from CUNY's system of record, CUNYFirst. We included individuals on most paid leaves, including medical leave and fellowship/sabbatical leave. We did not include individuals on terminal leaves such as retirement leave, student workers (including Graduate Assistants) or individuals employed separately by CUNY's Research Foundation.

We invite employees to self-identify gender, race/ethnicity, veteran status, and disability status. Employees may update selections at any time on an Employee Self-Service portal. We last conducted a self-identification canvas in May 2018 via email. We provided an FAQ document to explain the reasons for collecting this data and stressed that providing it is voluntary. We plan to conduct the next canvas in the upcoming year.

We also invite job applicants to self-identify on the job application portal.

Self-Identification Categories

We use the following categories to evaluate representation by race/ethnicity for this plan:

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

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

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

Consistent with long-standing agreements, we ask employees to self-identify Italian American status, and create a separate Italian American Affirmative Action Plan.

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

We use federally mandated gender categories of male and female for purposes of this plan. Our system captures non-binary general identification, but only individuals identifying as “female” are included in the federally protected gender category.

Of a total of **921** employees, they self-identified as follows:

- Gender:
  - 499 Female
  - 420 Male
  - 2 Other/Unknown gender.
- Race/Ethnicity:
  - 443 Total Minority, 68 Asian, 225 Black/African American, 137 Hispanic/Latino
  - 385 White
  - 90 Ital Amer
- Individuals with Disabilities – 11 employees.
- Veterans – 12 employees.

Anyone who did not specify a gender and/or ethnicity is included in the Workforce Analysis but not assigned to a protected group. 5 employees did not identify a Veteran status and 9 did not identify a Disability status. Disability and Veteran status are priorities for future self-identification campaigns.

Labor Market Source Data

We compare the employee population with the Labor Market from which CUNY would reasonably recruit, train, or promote, by job group. CUNY re-calculates availability every other year, most recently in 2019. Data sources include:

- For internal candidates, employee appointments CUNY-wide over 2016-2017 and 2017-2018 for weighting and feeder jobs, applied to the June 1, 2018 employee census.

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

- For faculty discipline-based estimates: US Department of Education's National Center for Education Statistics' Integrated Post-Secondary Education Data System (IPEDS) completion data, 2015-2016 (final); evaluated by Classification of Instructional Programs (CIP), most often at two-digit level (major category).

WORKFORCE ANALYSIS

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

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

JOB GROUPS, DISCIPLINES, AND MARKET DATA

Job Groups

Except for the Workforce Analysis, we analyze data by groups of jobs with similar duties, qualifications, and other conditions of employment. CUNY establishes job groups and reviews them annually, as detailed in **Appendix C**. A major input is the federal Standard Occupational Classification (SOC) system. We further organize job groups into categories based on federal EEO-1 categories.

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

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Workforce Summary by Job Group and Category (June, 2020)

Kingsborough CC **Total Employees: 921**

Executive/Administrative/Managerial

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Administration 1 (Chief Executive)	1	1	100.0%	1	100.0%	0	0.0%
Administration 1 (Executive)	19	12	63.2%	13	68.4%	2	11.1%
Administration 2 (Manager)	99	73	73.7%	59	59.6%	4	4.1%
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	4	2	50.0%	4	100.0%	0	0.0%

Professional Faculty

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Faculty-Professorial	229	122	53.3%	62	27.1%	31	13.7%
Faculty-Librarian	12	8	66.7%	4	33.3%	1	9.1%
Faculty-Instructor	2	1	50.0%	0	0.0%	0	0.0%
Faculty-Lecturer	94	50	53.2%	32	34.0%	10	10.1%
Faculty-Developmental	13	5	38.5%	3	23.1%	1	7.7%

Professional Non-Faculty

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Accountant	4	4	100.0%	1	25.0%	0	0.0%
Administration 3 (Professional)	141	105	74.5%	88	62.4%	8	5.8%
Administration 5 (Engineer-Architect)	2	0	0.0%	1	50.0%	0	0.0%
IT Computer Professional	24	7	29.2%	18	75.0%	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	16	16	100.0%	4	25.0%	3	18.8%
Office Assistant	42	39	92.9%	12	28.6%	9	20.0%
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	8	0	0.0%	3	37.5%	2	22.2%
Laborers and Helpers	16	0	0.0%	13	81.3%	1	6.3%
Skilled Trades-Supervisor	1	0	0.0%	0	0.0%	0	0.0%
Skilled Trades	24	0	0.0%	9	37.5%	5	20.8%

Technicians

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Administration 4 (College Lab Tech)	33	15	45.5%	14	42.4%	3	8.8%
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	10	4	40.0%	5	50.0%	1	10.0%
Print Shop	5	0	0.0%	3	60.0%	1	20.0%

Service Workers and Others

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Campus Public Safety Sergeant	12	3	25.0%	9	75.0%	1	8.3%
Campus Peace Officer	22	4	18.2%	21	95.5%	0	0.0%
Campus Security Assistant	8	2	25.0%	8	100.0%	0	0.0%
Custodial Supervisor	8	3	37.5%	7	87.5%	0	0.0%
Custodial	51	15	29.4%	43	84.3%	3	5.7%

Workforce Summary

Summary for Professorial Rank Faculty by TItle and Tenure Status (June, 2020)

Kingsborough CC
Total Professorial Faculty: 229

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" which applies to titles where tenure status is not given.

Title	Ttl Empls	Female #	Female %	Minority #	Minority %	ItalAm #	ItalAm %
Asst Professor	91	48	52.7%	29	31.9%	10	11.0%
Substitute <6 Mo no prior svc	3	2	66.7%	0	0.0%	1	33.3%
Substitute >=6 Mo Or Prior Ben	2	0	0.0%	1	50.0%	0	0.0%
Tenured	32	14	43.8%	9	28.1%	5	15.6%
Track Tenure	54	32	59.3%	19	35.2%	4	7.4%
Assc Professor	69	45	65.2%	17	24.6%	9	13.0%
Tenured	61	41	67.2%	15	24.6%	6	9.8%
Track Tenure	8	4	50.0%	2	25.0%	3	37.5%
Professor	69	29	42.0%	16	23.2%	12	17.4%
Tenured	69	29	42.0%	16	23.2%	12	17.4%

Disciplines

For College Laboratory Technicians, we evaluate disciplines by assigning departments to either a Scientific/Engineering/Technical group or a General group. Appendix D lists these assignments.

This past year, there were no material changes to the discipline assignments.

Labor Market Availability

Labor Market Availability is an estimate used to benchmark utilization of protected groups, by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits (both internally and externally). CUNY typically reviews Labor Market Availability every other year and did not revise estimates this year. The appendices listed above provide the basis for each calculation. We utilize the following factors:

Weighting of Internal/External Labor Market
The internal labor market is university-wide and currently reflects the full-time employee population. We produce a weighted estimate based on 2016-2017 and 2017-2018 job moves of CUNY employees. We also identify typical feeder jobs and other conditions, such as permanency status.

Geography
We base geographic factors on both CUNY policy and actual hiring experience.

- National labor market for Administration 1 (Executive), Faculty–Professorial, and Faculty–Instructor.

- Two-state region (New York and New Jersey) for Faculty-Lecturer. IPEDS completion data is only available by State and recruiting is regional rather than national.

- New York State-only labor market where New York State residency is required by statute:
    - College Security Assistant
    - Campus Peace Officer
    - Campus Public Safety Sergeant
    - Security Manager.

- New York/New Jersey Metropolitan Statistical Area (MSA) for remaining job groups. A review of hires in 2018-2019 indicated 98.6% of new hires in these groups reside within this MSA. This area represents a large and highly diverse population.

Qualifications – Other than Collegiate Faculty

- Occupational Group: Standard Occupational Classifications assigned to every job title, matched to Census Occupational Codes.

- Degree Requirements: the minimum requirement for the lowest-ranked job in each job group. These range from none through master's level.

- Experience: where there is a requirement for a specific number of years of experience, we used age as a proxy, utilizing US Census standards; for example, a bachelor's degree assumes a standard age of 21, and a Bachelor's degree plus four years of experience would correspond to a minimum age of 25.

Qualifications – Collegiate Faculty

As discipline-specific data is not available for Italian American ancestry, we do not analyze faculty by discipline. We utilize American Community Survey data, which contains ancestry information. Respondents may provide up to two ancestries. They may identify as Italian American exclusively or in combination with another ancestry. Categories for Italian American ancestry are Italian (051) and Sicilian (068). The agreed-upon calculation is:

- 100% of the first response (e.g., "Italian", then "Irish" is counted at 100%)

- 50% of the second response (e.g., "Irish", then "Italian" is counted at 50%)

- Individuals answering as both Italian and Sicilian, or either Italian or Sicilian with no other choice, are counted at 100%.

UTILIZATION ANALYSIS

We compare female and total minority utilization with the estimated labor market by job group. We also evaluate utilization for the major federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino) and Italian American.

There must be at least five incumbents in order to evaluate a job group. Analyzing groups of less than 30 employees may generate less reliable results than those with larger populations. The President's position reports outside of our establishment and is not included.

We report underutilization where the percent of individuals in a protected group is less than 80% below labor market estimate and the difference is equal to at least one full-time equivalent employee.

We consider job groups and disciplines for which there is underutilization as priorities for placement goals and enhanced outreach when there are hiring opportunities.

Appendix E details utilization/underutilization in each category (job group and/or academic discipline).

Small year-to-year variations in underutilization arise from a combination of changes in availability, hires, advancements, and separations. It is usually not possible to pinpoint a single, direct cause. In job groups with small numbers of employees, numbers may change substantially even with a change in only one employee.

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

Exhibit: Summary of Historical Changes in Underutilization -Staff/College Lab Tech (Italian American Plan) 2020 - 2021
Kingsborough CC

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

This summary provides three measurements:

-2018: Underutilization reported in the 2018 - 2019 plan (i.e., based on employee census as of 6/1/2018, the the Labor Market Availability estimates in place at that time).

-2019: Underutilization reported in the 2019 - 2020 (i.e., based on employee census as of 6/1/2019, with the current Labor Market Availability estimates, in place at that time).

-2020: Underutilization reported in the 2020 - 2021 Plan (i.e., this plan).

Note changes were made to job groups for security staff in 2019. 2018 figures reflect the prior organization (job groups named CPO-1 and CPO-2) and the 2019 figures reflect the new organization (Campus Security Assistant and Campus Peace Officer). The prior CPO-1 group contained Campus Security Assistant and Campus Peace Officer Level 1 only and CPO-2 contained Campus Peace Officer Level 2 only). The new groups are Campus Security Assistant and CPO (both CPO-1 and CPO-2 titles).

Category: Executive/Administrative/Managerial		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Administration 1 (Executive)							
2020	19						
2019	18						
2018	16						
Administration 2 (Manager)							
2020	99			8			6
2019	102			8			6
2018	98			6			7
IT Computer Manager							
2020	5	1	2	1		1	1
2019	5	1	2	1		1	1
2018	5	1	0	1		0	1

Category: Professional Non-Faculty		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Accountant							
2019	5		3	1	2		
2018	6		3	2	2		
Administration 3 (Professional)							
2020	141			5			10
2019	138			6			10
2018	130						5
IT Computer Professional							
2020	24	3		4			1

Exhibit: Summary of Historical Changes in Underutilization -Staff/College Lab Tech (Italian American Plan) 2020 - 2021
Kingsborough CC

Category: Professional Non-Faculty

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
IT Computer Professional							
2019	25	4		4			1
2018	24			2			2

Category: Administrative Support Workers

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Administrative Assistant							
2020	16		7	1	4	3	
2019	16		7	1	4	3	
2018	15		9	1	4	4	
Office Assistant							
2020	42		5	2		3	
2019	49		6	3		5	
2018	50			1		2	

Category: Craft Workers

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Basic Crafts-Buildings and Grounds							
2020	8	1	2		1	2	
2019	9	1	2			2	
2018	9	2				1	
Laborers and Helpers							
2020	16	3		1		2	
2019	16	3		1		2	
2018	15	3		0			1
Skilled Trades							
2020	24	1				2	
2019	24						
2018	23	1					

Category: Technicians

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Administration 4 (College Lab Tech) - Other							
2020	16		2	4		1	2
2019	16		3	4		1	2
2018	16			1			1

Exhibit: Summary of Historical Changes in Underutilization -Staff/College Lab Tech (Italian American Plan) 2020 - 2021
Kingsborough CC

Category: Technicians

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Administration 4 (College Lab Tech) - Sci/Tech/Eng							
2020	17			2			
2019	18			1			
2018	17						
IT Support Technician							
2020	10				1		
2019	9				1		
2018	9				1		0
Print Shop							
2020	5	1		0			
2019	5	1		0			
2018	6	2		0			

Category: Service Workers and Others

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Campus Peace Officer							
2020	22			1			4
2019	20			2			3
Campus Peace Officer (2018-CPO Level 1)							
2018	29	3		2			4
Campus Public Safety Sergeant							
2020	12				2		
2019	11				2		
2018	12				2		
Campus Security Assistant							
2020	8			1		1	1
2019	11			1		1	1
Custodial							
2020	51					8	1
2019	57					11	1
2018	56						3
Custodial Supervisor							
2020	8			0			0
2019	7						0
2018	6			0			1

Exhibit: Summary of Historical Changes in Underutilization - Faculty (Italian American Plan) **2020 - 2021**
Kingsborough CC

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

This summary provides three measurements:

-2018: Underutilization reported in the 2018 - 2019 plan (i.e., based on employee census as of 6/1/2018, the the Labor Market Availability estimates in place at that time).

-2019: Underutilization reported in the 2019 - 2020 (i.e., based on employee census as of 6/1/2019, with the current Labor Market Availability estimates, in place at that time).

-2020: Underutilization reported in the 2020 - 2021 Plan (i.e., this plan).

Notes:

-Librarians are now reported in a separate Job Group. In 2018 they were reported with Professorial faculty.

Faculty-Developmental

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2020	13	3	1	0	1		1
2019	12	3		0	1		1
2018	13						0

Faculty-Instructor

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2018	6		1	0	1		

Faculty-Lecturer

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2020	94			6			
2019	89			7			
2018	80						

Faculty-Librarian

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2020	12						
2019	12				1		

Exhibit: Summary of Historical Changes in Underutilization - Faculty (Italian American Plan) **2020 - 2021**
Kingsborough CC

Faculty-Professorial

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2020	229			9			
2019	229			11			
2018	252						

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, other possible factors: individuals joined either from lower or higher groups, hired from other colleges or the result of an outside hire.

Staff and College Lab Techs

Category: Executive/Administrative/Managerial

- For *Administration 1 (Executive)*, we saw an increase in total staff by 1. There was no underutilization for gender and/or in any of the minority groups.

- For *Administration 2 (Manager)*, we saw a decrease in total staff by 3. There were no changes in the underutilization for gender and/or in any of the minority groups.

- For *IT Computer Manager*, there were no changes in the total staff. There were no changes in the underutilization in any of the minority groups.

Category: Professional Non-Faculty

- For *Accountant*, we saw no changes in the total staff, gender and/or in any of the minority groups.

- For *Administration 3 (Professional)*, we saw an increase in total staff by 3. There was a decrease in the underutilization of Asians (6-5).

- For *IT Computer Professional*, we saw a decrease in total staff by 1. There was an increase in the underutilization of female by 4, Asian by 2, and a decrease of Italian American by 1.

Category: Administrative Support Workers

- For *Administrative Assistant*, there were no changes in total staff. We saw no changes in underutilization in any of the minority groups.

- For *Office Assistant*, we saw a decrease in total staff by 7. The total minority decreased by 1. There was a decrease in the underutilization of Asian (3-2) and Hispanic/Latino (5-3).

Category: Craft Workers

- For *Basic Crafts-Buildings and Grounds*, we saw a decrease in total staff by 1. There was an increase in underutilization of Black/African Am to 1.

- For *Laborers and Helpers*, there were no changes in total staff. There were no changes in the underutilization in any of the minority groups.

- For *Skilled Traders*, there were no changes in total staff. There was an increase in the underutilization of female by 1 and an increase of Hispanic/Latino by 2.

Category: Technicians

- For *Administration 4 (College Lab Tech) - Other*, we saw no changes in total staff. There was a decrease in the underutilization of total minority from 3 to 2.

- For *Administration 4 (College Lab Tech) – Sci/Tech/Eng*, we saw a decrease in the total staff by 1. There was an increase in the underutilization of Asian from 1 to 2.

- For *IT Support Technician*, we saw an increase in the total staff by 1. There were no changes in the underutilization in any of the minority groups.

- For *Print Shop*, there were no changes in total staff. There were no changes in the underutilization in any of the minority groups.

Category: Service Workers and Others

- For *Campus Peace Officer*, there was an increase in total staff by 2. We saw a decrease in the underutilization of Asian 2 to 1 and Italian American 4 to 3.

- For *Campus Public Safety Sergeant*, there was an increase in total staff by 1. We saw no changes in the underutilization in any of the minority groups.

- For *Campus Security Assistant*, we saw a decrease in total staff by 3. There were no changes in the underutilization in any of the minority groups.

- For *Custodial*, we saw a decrease in total staff by 6. There was a decrease in the underutilization of Hispanic/Latino 11 to 8.

- For *Custodial Supervisor*, we saw an increase in total staff by 1. We saw a change in the underutilization of Asian from no underutilization to zero.

Faculty

Category: Faculty-Development

- We saw an increase in total staff by 1. We saw a change in the underutilization of total minority from no underutilization to 1.

Category: Faculty-Instructor

- We saw no changes in total staff. There were no changes in the underutilization in any of the minority groups.

Category: Faculty-Lecturer

- We saw an increase in total staff by 5. There was a decrease in the underutilization of Asian from 7 to 6.

Category: Faculty-Librarian

- We saw no changes in total staff. In the underutilization of Black/African Am, we saw a change from 1 to no underutilization.

Category: Faculty-Professorial

- We saw no changes in total staff. There was a decrease in the underutilization of Asian from 11 to 9.

OTHER ANALYSES

Personnel Activity

We review personnel actions for adverse impact (selections at substantially different rates for different groups). Chief Diversity Officers review activity for all job groups and report results for those groups with a material number of actions and/or applicants.

Appendix F provides net changes by job group:

- Job Actions by Gender and Ethnicity
- Faculty Tenure Actions by Gender and Ethnicity.

To analyze net changes by job group, we compare employee title changes between two reference dates (June 1, 2019 and June 1, 2020). We note hires, moves to a higher or lower job group, moves within a job group, and separations. This produces a reasonable estimate but may leave out some actions, such as an employee changing job groups more than once over the year.

Employees who leave one job group to take a position in another are reported as separated from one group and joining another. We consider transfers between CUNY units as a separation from one and a hire in the other.

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. For professorial faculty, there are additional reviews resulting in tenure recommendations to the President. We may hire some senior faculty with tenured status.

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

Observation on appointment data and tenure actions:

- Total of **6** minority individuals gained tenure, including 1 Italian American
- **3** Female Associate Professors gained tenure
- **2** Female Assistant Professors gained tenure
- **5** Female Lecturers, including **1** Hispanic/Latino and **1** Asian/Nat Haw/Other Pac. Isl. gained tenure

Recruiting Activity

CUNY is committed to equitable practices to recruit a diverse and highly qualified workforce.

Prior to posting a job vacancy, the Chief Diversity Officer reviews Physical and Mental Qualifications and posting language in general. The Chief Diversity Officer also reviews Recruiting Plans for intended outreach.

We conduct most faculty and administrative hiring by appointing a diverse Search Committee. The Chief Diversity Officer provides an orientation, or "charge," to committee members on effective selection practices, including practices aimed at reducing potential for bias. The Chief Diversity Officer reviews applicant pools for sufficient representation and certifies pools prior to committee review, and reviews selections again as searches near completion.

Federal guidelines state adverse selection may occur when any one group (protected or not) has a selection rate less than 80% of the selection rate of the most-selected group.

Appendix G summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2019 and May 31, 2020.

We report all searches resulting in an offer. For some searches, notably faculty, there is a time gap between offer and start dates. To avoid a lag in reporting, we include searches based on date of accepted job offer, even if the employee has not started work before June 1.

As per federal *Internet Applicant* guidelines, we consider an "applicant" to be someone who applies to a specific opening, has the minimum qualifications, is considered, and does not withdraw. We analyze applicant pools and selection rates for interviews, offers, and hires.

The Chief Diversity Officer reviews applicant self-identification data and determines if there is a need to adjust recruiting and outreach plans.

In the previous year, we made three (3) exception hires through a Search Waiver process. These hires represent situations where extraordinary circumstances made it highly unlikely we could fill the position competitively. We also grant waivers for positions representing a transfer of funding sources only. The Chief Diversity Officer and university management approve waiver applications.

Civil Service Hiring

We participated in 4 university-wide hiring pools for Classified Civil Service vacancies. Applicants who are pre-qualified based on an examination score indicate their interest in working at one or more units, and each establishment interviews and hires according to Civil

Service regulations. We report those applicants expressing an interest in our unit at the hiring pools. CUNY's Office of Human Resources Management administers and validates Civil Service examinations and maintains records of applicants and exam results.

The Hiring Pools and number of hires include:

1. CUNY Office Assistant (COA) – **0**
2. Campus Peace Officer (CPO) – **6**
3. Campus Security Assistant (CSA) – **2** conditional offers were made, but were rescinded due to campus closure
4. Painter – held a pool, then canceled due to campus closure

PART THREE: ACTION-ORIENTED PROGRAMS

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

Part Three contains:

- Prior-Year Programs
- 2020-2021 Planned Programs
- Ongoing Activities
- Internal Audit and Reporting.

PRIOR-YEAR PROGRAMS

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

- Faculty Fellowship Publication Program Fellows
- Ongoing Programs and Public Events
- Ongoing Meetings and Engagement with executives and managers
- Campus Climate Committee
- Audits and Review
- Targeted recruiting programs
- General outreach
- Changes in procedures
- Staff and employee training

Fall 2019, President Schrader commissioned a Campus Climate Committee to monitor among other things, diversity and inclusion matters on campus. The Chief Diversity Officer is a member of this committee.

As noted earlier, events related COVID-19 have limited some implementation plans.

Summary of Campus Programs, 2019-2020

Planned Campus Programs, 2019-2020

- Fall 2019:
    - 6th Annual KCC Diversity Symposium Week
    - Enough is Enough
    - Women's Health Workshops
    - Mexican Celebration Dia de los Muertos
    - Student Union and Intercultural Center Events
    - LGBTQ+ History Month, October 2019
    - Trans Awareness Week, November 2019
    - Safe Zone Training for Faculty and Staff
    - Taste the Rainbow Queer Food Preservation Workshop
    - A Brooklyn Immigration Forum at KCC, with Deputy Chief of Immigrant Affairs Unit
    - WKRB Celebrates College Radio Day 2019
- Black History Month, 2020:
    - Black History Read-In: *A Stringy Situation*
    - The Tuskegee Study Lecture
    - Weeksville Tour: A screening of the film, *Digging Up Black Pride*
    - Black History Month Trivia
- Women's History Month, 2020:
    - "On the Basis of Sex" Movie & Panel Discussion
    - Career Panel: Black Girl Magic/Nevertheless…
    - "Women Inventors, Hidden Figures"

    - Women in Law Enforcement/Career Panel Discussion
    - "Vagina Monologues": A performance to break down the barriers of secrecy and shame surrounding both the use of the word "vagina"
- The Flamenco Festival 2020 at KCC, with award-winning Maria Moreno in *Alas de Recuerdo*
- Disability Awareness Week, April 2-8, 2020
- KCTL – committed to advancing student learning through:
    - Faculty Interest Groups (FIG):
        - Bodies and Sexualities in the Classroom
        - Culturally Responsive Teaching: Language Diversity in the Classroom
        - Women's Gender and Sexuality Studies
    - Winter Workshops 2020: The Promise and Practice of Inclusive Teaching
    - Grant Writing Workshops
    - Student Mentoring Program
- International Peace Day!
- UndocuAlly Trainings

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
- Learned skills needed in a multicultural environment
- Helped to prepare individuals to value cultural differences and treat people with dignity
- Enhanced productivity

2020-2021 PLANNED PROGRAMS

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

Planned Campus Programs, 2020-2021

- Annual KCC Diversity Symposium Week
- Enough is Enough
- Women's Health Workshops
- Student Union and Intercultural Center Events
- LGBTQ+ History Month
- Trans Awareness Week
- Safe Zone Training for Faculty and Staff
- WKRB Celebrates College Radio Day
- Disability Awareness Week
- Panel(s) sponsored by WGS and FIGS
- KCTL Programs
- Transgender Day of Remembrance
- Student Panel on College Policies

- Counseling Center Mental Health Support Programs
- HURFS Panel Discussion on Equity & Inclusion
- Women's Center Breast Cancer Awareness Event

Impact on Faculty/Staff/Students:

- Cultivate an environment of inclusivity
- Increase opportunities for open and constructive dialogue
- Engage and connect 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

CUNY's headquarters Office Human of Resources Management:

- Lists job vacancies with State Workforce Agencies and Veterans' centers
- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minorities
- Maintains social media accounts for recruitment and employment branding
- Advertises and administers Civil Service examinations
- Distributes training materials on effective recruiting and selection
- Provides training and updates to Chief Diversity Officers.

CUNY implemented an on-line training program for faculty and staff on sexual harassment prevention; we regularly review training records and follow-up with individuals who have not participated.

Recruitment policies support 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
- Collecting applications in a single system where pre-established screening practices may be applied

- Inviting candidates to self-identify race/ethnicity, gender, veteran status, and disability status when applying; data is kept confidentially and used to analyze applicant pools

- For many positions, a diverse Search Committee evaluates candidates according to consistent, job-related criteria.

INTERNAL AUDIT AND REPORTING

The Chief Diversity Officer posts and distributes notices of policies, new/revised 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's responsibilities for audits and reviews include:

- Monitoring personnel actions, including new hires, transfers, promotions, and terminations

- Monitoring employee self-identification programs

- Reviewing recruiting outreach and advertising

- Monitoring complaints/incident reports which may indicate underlying trends

- Reviewing personnel practices and the Affirmative Action Plan with management

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

The Chief Diversity Officer works with the Human Resources function to assure employment records, including records in CUNYfirst (HR Information System) are complete, accurate, and up-to-date.

APPENDICES

A. SUMMARY ORGANIZATION CHART

B. RE-AFFIRMATION LETTER

C. JOB GROUPS AND LABOR MARKET AVAILABILITY

D. ACADEMIC DEPARTMENTS BY DISCIPLINE AND COLLEGE LAB TECHNICIAN CATEGORY

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

F. SUMMARY OF PERSONNEL ACTIVITIES

G. SUMMARY OF RECRUITMENT ACTIVITIES

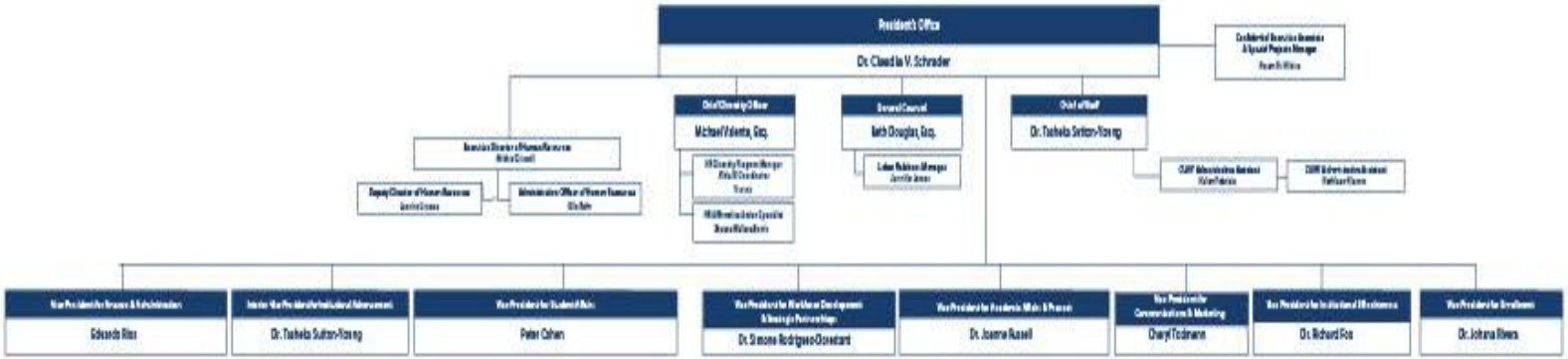
APPENDIX A - ORGANIZATION CHART **2020 - 2021**

Kingsborough CC

This Appendix provides a high-level organization chart.

APP A

KINGSBOROUGH COMMUNITY COLLEGE ORGANIZATIONAL CHART



APPENDIX B - REAFFIRMATION LETTER **2020 - 2021**

Kingsborough CC

This Appendix contains information on the most recently distributed reaffirmation(s).

To: Kingsborough Campus Community

From: President Claudia V. Schrader

Date: September 16, 2019

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

The City University of New York (CUNY) has a long-standing commitment to diversity and equal opportunity in all aspects of employment practices. At Kingsborough Community College, I fully support the policies 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 *CUNY Policies and Procedures on Equal Opportunity, Non-Discrimination, and Sexual Misconduct*.

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

I have assigned responsibility for the implementation and monitoring of our equal opportunity compliance program to the Office of Equal Opportunity & Diversity Management (OEO), headed by Chief Diversity Officer Michael J. Valente, Esq., who also serves as Kingsborough's Title IX/504/ADA Coordinator. Importantly, vice presidents, deans, directors, managers and supervisors share responsibility for maintaining a work environment that is free from discrimination and harassment, and for promoting diversity and inclusion in their respective units. OEO, which is available to provide guidance and support, is located in the Academic Village, Suite V231, and the telephone number is (718) 368-6896. You may also email OEO at: AskOEO@kbcc.cuny.edu. Additionally, any individual who has experienced employment discrimination 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.

KINGSBOROUGH
COMMUNITY COLLEGE
★ DREAMS BEGIN HERE ★

APPENDIX C - JOB GROUPS/LABOR MARKET AVAILABILITY (ITALIAN AMERICAN PLAN) **2020 - 2021**
Kingsborough CC

This report lists those CUNY job groups for which the college has employees. Labor Market Availability factors (LMA) are listed for each group. LMA Factor 1 is the external Labor Market measure. LMA Factor 2 is an internal factor for employees who could be recruited or promoted into the group based on historical data for CUNY overall).

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

Titles added to CUNY's job system in the past year are listed at the end of this Appendix. Not all titles were utilized by the College.

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

Full Time Employee Count (excluding Chief Executive): 920

Category: Executive/Administrative/Managerial

Group: **Administration 1 (Executive)**

Employees: 19

Description

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	50.00%	ACS 2013-2017 Nationwide workforce with Bachelors Degree or Higher and age of 29 or above (proxy for eight years' of post-Bachelor's experience) and in selected occupations: 0010 (Chief Executives), 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0100 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), and 0230 (Education Administrators).
1-Ext Italian-Amer.		ACS 2013-2017 Nationwide workforce with Bachelors Degree or Higher and age of 29 or above (proxy for eight years' of post-Bachelor's experience) and in selected occupations: 0010 (Chief Executives), 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0100 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), and 0230 (Education Administrators). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	50.00%	Employees in the following titles: HE Officer, Professor, Associate Professor, IT Computer Systems Manager (Levels 5 and higher), or Chief Administrative Superintendent (Levels 4 and higher) as of 6/1/2018.

Title(s)	Employees
Assc Administrator	3
Assc Dean	1
Asst Administrator	2
Asst Vice President	2
Dean	3
Vice President	8

Category: Executive/Administrative/Managerial

Group: **Administration 2 (Manager)**

Employees: 99

Description

Manager-Level Administrators

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	50.00%	ACS 2013-2017 NY/NJ MSA workforce with Bachelors Degree or Higher and age of 25 or above (proxy for four years' post-Bachelor's experience) and in selected occupations: 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0200 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), 0230 (Education Administrators), 0710 (Management Analysts), 2000 (Counselors), and 2100 (Lawyers).
1-Ext Italian-Amer.		ACS 2013-2017 NY/NJ MSA workforce with Bachelors Degree or Higher and age of 25 or above (proxy for four years' post-Bachelor's experience) and in selected occupations: 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0200 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), 0230 (Education Administrators), 0710 (Management Analysts), 2000 (Counselors), and 2100 (Lawyers). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	50.00%	Employees in HE Assistant title as of 6/1/2018.

Title(s)	Employees
HE Associate	51
HE Officer	48

Category: Executive/Administrative/Managerial

Group: **Facility Manager**

Employees: 3

Description

Facility Superintendents (Managerial)

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	55.00%	2013-2017 ACS, NY/NJ MSA, Bachelor's Degree or higher plus four years of Post-Bachelor's experience (proxy minimum age of 25) and in the following occupations: 0410 (Real Estate and Property Managers), 1300 (Architects), 1360 (Civil Engineers), and 8620 (Stationary Engineerings and Boiler Operators).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA, Bachelor's Degree or higher plus four years of Post-Bachelor's experience (proxy minimum age of 25) and in the following occupations: 0410 (Real Estate and Property Managers), 1300 (Architects), 1360 (Civil Engineers), and 8620 (Stationary Engineerings and Boiler Operators). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	45.00%	Employees in the titles of Sr Stationary Engineer, Project Manager, Principal Park Supervisor, Principal Custodial Supervisor, or Supervisor of Laborers and Maintenance Workers, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Admin Supt Builds Grds	2
Chief Admin Supt - Competitive	1

Category: Executive/Administrative/Managerial

Group: **IT Computer Manager**

Employees: 5

Description

Information Technology Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	60.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement; six years' work experience (proxy minimum age of 23) and in the following occupation: 0110 (Computer and Information Systems Managers)
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce,no degree requirement; six years' work experience (proxy minimum age of 23) and in the following occupation: 0110 (Computer and Information Systems Managers). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	40.00%	Employees in the title IT Senior Associate, Civil Service permanency not required, as of 6/1/2018.

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

Category: Executive/Administrative/Managerial

Group: **Security Manager**

Employees: 4

Description

Campus Security Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	55.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher with seven years' experience (proxy minimum age of 24) in the following occupations: 0425 (Emergency Management Directors) and 3710 (First-Line Supervisors of Police and Detectives).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher with seven years' experience (proxy minimum age of 24) in the following occupations: 0425 (Emergency Management Directors) and 3710 (First-Line Supervisors of Police and Detectives). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	45.00%	Employees with Civil Service permanency in the titles Campus Public Safety Sergeant or Campus Security Specialist as of 6/1/2018.

Title(s)	Employees
Campus Security Asst Dir	3
Campus Security Dir	1

Category: Professional Faculty

Group: **Faculty-Developmental**

Employees: 13

Description

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

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%	2013-2017 ACS, NY/NJ MSA workforce, Bachelor's degree or higher and in occupation 2430 (Other Teachers and Instructors)
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, Bachelor's degree or higher and in occupation 2430 (Other Teachers and Instructors). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	0.00%	NA

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

Group: **Faculty-Instructor**

Employees: 2

Description

Instructor Faculty excluding Librarians. Instructors are term-limited faculty whose positions convert to Assistant Professor upon completion of a doctorate within five years. They are generally in the process of completing a doctorate-level degree.

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%	2016 NCES Degree Completions, Masters Level, Nationwide for selected disciplines (first and second majors), not weighted.
1-Ext Italian-Amer.		2013-2017 ACS, Nationwide workforce with Master's Degree in occupation Postsecondary Teachers (2200)
2-Internal (all groups)	0.00%	NA

Title(s)	Employees

Category: Professional Faculty

Instructor	2

Group: **Faculty-Lecturer**

Employees: 94

Description

Lecturer Faculty excluding 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%	2016 NCES Degree Completions, Bachelor's or Masters, NY and NJ, for selected disciplines (first and second majors), not weighted.
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce with Bachelor's Degree or Master's Degree.
2-Internal (all groups)	0.00%	NA

Title(s)	Employees
Lecturer	85
Lecturer Doct Sch	9

Group: **Faculty-Librarian**

Employees: 12

Description

CUNY Librarians with faculty appointments

Prior to 2019, a sub-group of professorial faculty; separated as it encompasses faculty of all ranks.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCAS Degree Completions, Master's level only, Nationwide, for Library Science Discipline.
1-Ext Italian-Amer.		2013-2017 ACS, Nationwide workforce with Master's Degree in the occupation Librarian (2430).
2-Internal (all groups)	0.00%	NA

Title(s)	Employees
Assc Professor	5

APPENDIX C - JOB GROUPS/LABOR MARKET AVAILABILITY (ITALIAN AMERICAN PLAN) **2020 - 2021**
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Category: Professional Faculty

Asst Professor	6
Professor	1

Group: **Faculty-Professorial**

Employees: 229

Description

Tenure-eligible faculty (excluding Librarians) for whom a terminal degree such as a Doctorate is a minimum qualification.

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%	2016 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors), not weighted.
1-Ext Italian-Amer.		2013-2017 ACS, Nationwide workforce, with Doctoral Degree, in the occupation 2200 (Post-Secondary Teachers)
2-Internal (all groups)	100.00%	NA

Title(s)	Employees
Assc Professor	69
Asst Professor	91
Professor	69

Category: Professional Non-Faculty

Group: **Accountant**

Employees: 4

Description

Accountants (Professionals)

Labor Market Availability Factors

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

Title(s)	Employees
Finance Accountant	2
Purchasing Agent	2

Category: Professional Non-Faculty

Group: **Administration 3 (Professional)**

Employees: 141

Description

Entry and Mid-Level Administrators (Professionals)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	70.00%	ACS 2013-2017 NY/NJ MSA workforce with Bachelor's Degree or Higher and in the following occupations: 0630 (Human Resources Workers), 0740 (Business Operations Specialists), 0820 (Budget Analysts), 2000 (Counselors), 2550 (Education/Training/Library Workers), 2825 (Public Relations Specialists), 5000 (Supervisors of Office and Admin Support Workers), and 5250 (Customer Service Representatives).
1-Ext Italian-Amer.		ACS 2013-2017 NY/NJ MSA workforce with Bachelor's Degree or Higher and in the following occupations: 0630 (Human Resources Workers), 0740 (Business Operations Specialists), 0820 (Budget Analysts), 2000 (Counselors), 2550 (Education/Training/Library Workers), 2825 (Public Relations Specialists), 5000 (Supervisors of Office and Admin Support Workers), and 5250 (Customer Service Representatives). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	15.00%	Employees who hold BA degrees and are in the following job groups: CUNY Office Assistant, CUNY Administrative Assistant, Accountant Technician or Accountant Professional as of 6/1/2018.

Title(s)	Employees
Asst to HEO	59
HE Assistant	82

Category: Professional Non-Faculty

Group: **Administration 5 (Engineer-Architect)**

Employees: 2

Description

Engineers, Architects and related professional staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 0220 (Construction Managers), 0300 (Engineering Managers), 1300 (Architects, except Naval), 1360 (Civil Engineers), 1540 (Drafters), 1560 (Surveying and Mapping Technicians).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 0220 (Construction Managers), 0300 (Engineering Managers), 1300 (Architects, except Naval), 1360 (Civil Engineers), 1540 (Drafters), 1560 (Surveying and Mapping Technicians). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	0.00%	NA

Title(s)	Employees
Architect	1
Project Mgr	1

Category: Professional Non-Faculty

Group: **IT Computer Professional**

Employees: 24

Description

Information Technology Professionals

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	75.00%	2013-2017 ACS, NY/NJ MSA, High School Diploma or higher plus four years of Post-High School experience (proxy minimum age of 21) in the following occupations: 0740 (Business Operations Specialists), 1006 (Computer Systems Analysts), 1010 (Computer Programmers), 1020 (Software Developers, Applications and Systems Software), 1030 (Web Developers), 1060 (Database Administrators), and 1105 (Network and Computer Systems Administrators).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA, High School Diploma or Higher plus four years of Post-High School experience (proxy minimum age of 21) in the following occupations: 0740 (Business Operations Specialists), 1006 (Computer Systems Analysts), 1010 (Computer Programmers), 1020 (Software Developers, Applications and Systems Software), 1030 (Web Developers), 1060 (Database Administrators), and 1105 (Network and Computer Systems Administrators). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	25.00%	Employees in the IT Support Assistant and CUNY Office Assistant titles, Civil Service permanency not required, as of 6/1/2018

Title(s)	Employees
IT Associate	5
IT Asst	17
IT Sr Associate	2

Category: Professional Non-Faculty

Group: **Nurse**

Employees: 1

Description

Nurses

Availability not calculated as no college has five or more incumbents.

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)	Employees
Nurse	1

Category: Administrative Support Workers

Group: **Accountant Assistant**

Employees: 4

Description

Accounting Support Staff (Accounting and Purchasing Agent Assistants and Payroll Staff)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	70.00%	ACS 2013-2017 NY/NJ MSA workforce with High School Diploma or Higher in the following occupations: 5140 (Payroll and Timekeeping Clerks), 5150 (Procurement Clerks), or 5120 (Bookeeping, Accounting, and Auditing Clerks).
1-Ext Italian-Amer.		ACS 2013-2017 NY/NJ MSA workforce with High School Diploma or Higher in the following occupations: 5140 (Payroll and Timekeeping Clerks), 5150 (Procurement Clerks), or 5120 (Bookeeping, Accounting, and Auditing Clerks). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	30.00%	Employees in titles CUNY Office Assistant or EOC Office Assistant, Civil Service permanency not required; as of 6/1/2018.

Title(s)	Employees
Asst Purchasing Agent	1
Finance Accountant Asst	3

Category: Administrative Support Workers

Group: **Administrative Assistant**

Employees: 16

Description

Administrative Support Staff-Senior Level

Labor Market Availability Factors

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

Title(s)	Employees
CUNY Admin Asst	16

Group: **Mail Services Worker**

Employees: 4

Description

Mail Services Workers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupation: 5850 (Mail Clerks/Mail Machine Operators, Except Postal Service).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in occupation 5850 (Mail Clerks/Mail Machine Operators, Except Postal Service). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	0.00%	NA

Title(s)	Employees
Mail Message Svcs Worker	4

Category: Administrative Support Workers

Group: **Office Assistant**

Employees: 42

Description

Administrative Support Staff-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, individuals with a High School Diploma or higher and in the following occupations: 5700 (Secretaries and Administrative Assistants), 5820 (Word Processors and Typists), 5860 (Office Clerks, General), and 5940 (Office Administrative Support Workers, all other).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, individuals with a High School Diploma or higher and in the following occupations: 5700 (Secretaries and Administrative Assistants), 5820 (Word Processors and Typists), 5860 (Office Clerks, General), and 5940 (Office Administrative Support Workers, all other). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	0.00%	NA

Title(s)	Employees
CUNY Office Assistant	42

Category: Technicians

Group: **Administration 4 (College Lab Tech)**

Employees: 33

Description

College Laboratory Technicians (abbreviated as "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%	2013-2017 ACS, NY/NJ MSA workforce with High School Diploma or Higher. For the Scientific/Technical/IT specialty, in the following occupations: 1050 (Computer Support Specialists), 1965 (Other Life Physical and Social Science Technicians), 1910 (Biological Technicians), 1920 (Chemical Technicians), 1550 (Engineering Technicians), 2860 (Miscellaneous Media and Communications Workers). For the "Other" Specialty, 1050 (Computer Support Specialists), 1950 (Social Science Research Assistants), 2440 (Library Technicians), and 2860 (Miscellaneous Media and Communications Workers).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce with High School Diploma or Higher. For the Scientific/Technical/IT specialty, in the following occupations: 1050 (Computer Support Specialists), 1965 (Other Life Physical and Social Science Technicians), 1910 (Biological Technicians), 1920 (Chemical Technicians), 1550 (Engineering Technicians), 2860 (Miscellaneous Media and Communications Workers). For the "Other" Specialty, 1050 (Computer Support Specialists), 1950 (Social Science Research Assistants), 2440 (Library Technicians), and 2860 (Miscellaneous Media and Communications Workers). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	0.00%	NA

Title(s)	Employees
Chief College Lab Tech	5
College Lab Tech	15
Sr College Lab Tech	13

Category: Technicians

Group: **Broadcast/Media**

Employees: 2

Description

Broadcast and Mass Media Technicians and Graphic Designers

In 2019, number of titles and scope were expanded

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupations: 2900 (Broadcast and Sound Engineering Technicians and Radio Operators and Other Workers), 2920 (Television, Video, and Motion Picture Camera Operators and Editors), 2710 (Producers and Directors).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupations: 2900 (Broadcast and Sound Engineering Technicians and Radio Operators and Other Workers), 2920 (Television, Video, and Motion Picture Camera Operators and Editors), 2710 (Producers and Directors). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	0.00%	NA

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

Category: Technicians

Group: **Engineering Technician**

Employees: 2

Description

Engineering and Architectural Technicians

As of 2019, availability not calculated as no college has reported this group in the previous five years.

Labor Market Availability Factors

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

Title(s)	Employees
Facilities Coord	2

Group: **IT Support Technician**

Employees: 10

Description

IT Technical Support Workers

In 2017, IT Technicians were split from the Professional IT Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupation: 1050 (Computer Support Specialists).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupation: 1050 (Computer Support Specialists). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	0.00%	NA

Title(s)	Employees
IT Support Asst	10

Category: Technicians

Group: **Print Shop**

Employees: 5

Description

Print Shop and Related Tech Workers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 5900 (Office Machine Operators except Computers), 8250 (Pre-Press Technicians), 8255 (Printing Press Operators), and 8256 (Binding and Finishing Workers). Note: 2630 (Graphic Designers) was not included given small population at CUNY and very large population in the workforce.
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 5900 (Office Machine Operators except Computers), 8250 (Pre-Press Technicians), 8255 (Printing Press Operators), and 8256 (Binding and Finishing Workers). Note: 2630 (Graphic Designers) was not included given small population at CUNY and very large population in the workforce. Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	0.00%	NA

Title(s)	Employees
Print Shop Assistant	3
Print Shop Associate	1
Print Shop Coordinator	1

Category: Craft Workers

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

Employees: 8

Description

Buildings and Grounds Workers

In 2017, Maintenance Workers moved from Skilled Trades into this group. In 2019, Supervisor (Maintenance and Labor) moved from Skilled Trades into this group.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	80.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 4210 (First-Line Supervisors of Landscape/Lawn Service/Grounds Workers), 4250 (Grounds Maintenance Workers), 7200 (Automotive Service Technicians and Mechanics), 7340 (Maintenance and Repair Workers-General), 9140 (Tax Drivers and Chauffeurs), and 9120 (Bus Drivers).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 4210 (First-Line Supervisors of Landscape/Lawn Service/Grounds Workers), 4250 (Grounds Maintenance Workers), 7200 (Automotive Service Technicians and Mechanics), 7340 (Maintenance and Repair Workers-General), 9140 (Tax Drivers and Chauffeurs), and 9120 (Bus Drivers). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	20.00%	Employees in the Custodian and Custodial Supervisor job groups, and employees in Helper titles in the Laborers and Helpers job group, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Maintenance Worker	6
Motor Vehicle Mechanic	2

Category: Craft Workers

Group: **Laborers and Helpers**

Employees: 16

Description

Entry-Level Craft Workers

In 2017, split from Skilled Trades

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	60.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 6600 (Helpers-Electricians, Helpers-Pipelayers, etc.) and 9630 (Laborers and Freight, Stock and Material Movers).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 6600 (Helpers-Electricians, Helpers-Pipelayers, etc.) and 9630 (Laborers and Freight, Stock and Material Movers). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	40.00%	Employees in the Custodial Assistant and Maintenance Worker titles, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Electrician Helper	1
Laborer	12
Stock Worker	2
Stock Worker Supervisor	1

Category: Craft Workers

Group: **Skilled Trades**

Employees: 24

Description

Skilled Tradespeople

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	75.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 6230 (Carpenters), 6250 (Cement Masons/Concrete Finishers), 6335 (Electricians), 6420 (Painters and Paper Hangers), 6440 (Pipelayers, Plumbers, Pipefitters, and Steamfitters), 6460 (Plasterers and Stucco Masons), 6515 (Roofers), 6700 (Elevator Installers and Repairers), 7300 (Control and Valve Installers and Repairers), 7350 (Machinery Maintenance Workers), 7540 (Locksmiths and Safe Repairers), 8030 (Machinists), and 8610 (Stationary Engineers and Boiler Operators).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 6230 (Carpenters), 6250 (Cement Masons/Concrete Finishers), 6335 (Electricians), 6420 (Painters and Paper Hangers), 6440 (Pipelayers, Plumbers, Pipefitters, and Steamfitters), 6460 (Plasterers and Stucco Masons), 6515 (Roofers), 6700 (Elevator Installers and Repairers), 7300 (Control and Valve Installers and Repairers), 7350 (Machinery Maintenance Workers), 7540 (Locksmiths and Safe Repairers), 8030 (Machinists), 8610 (Stationary Engineers and Boiler Operators). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	25.00%	Employees in the title of Maintenance Worker or in any of the Helper titles in the Laborer-Helper job group, Civil Service permanency not required, as of 6/1/2018.

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

Category: Craft Workers

Group: **Skilled Trades-Supervisor**

Employees: 1

Description

Skilled Trades Supervisors

Labor Market Availability Factors

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

Title(s)	Employees
Stationary Engineer Sr	1

Category: Service Workers and Others

Group: **Campus Peace Officer**

Employees: 22

Description

Campus Security-Mid Level Staff

Prior to 2019, security staff titles were divided into CPO1 (CSA and CPO Level 1) and CPO2 (CPO Level 2)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce, with one year or more of College and in the occupation of 3850 (Police and Sheriffs Patrol Officers).
1-Ext Italian-Amer.		2013-2017 ACS, New York State residents within the NY/NJ MSA workforce with one year or more of College and in the occupation of 3850 (Police and Sheriffs Patrol Officers). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	20.00%	Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Campus Peace Officer	22

Category: Service Workers and Others

Group: **Campus Public Safety Sergeant**

Employees: 12

Description

Campus Security Supervisors and Campus Security Specialists

Labor Market Availability Factors

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

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

Category: Service Workers and Others

Group: **Campus Security Assistant**

Employees: 8

Description

Campus Security-Entry Level Staff

Prior to 2019, security staff titles were divided into CPO1 (CSA and CPO Level 1) and CPO2 (CPO Level 2)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce with High School Diploma or higher and one year of work experience (using proxy of minimum age of 18) and in the occupation of 3930 (Security Guards and Gaming Surveillance Officers).
1-Ext Italian-Amer.		2013-2017 ACS, New York State residents within the NY/NJ MSA with High School Diploma or higher and one year of work experience (using proxy of minimum age of 18) and in the occupation of 3930 (Security Guards and Gaming Surveillance Officers). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	0.00%	NA

Title(s)	Employees
Campus Security Asst	8

Category: Service Workers and Others

Group: **Custodial**

Employees: 51

Description

Custodians-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the occupation 4220 (Janitors and Building Cleaners).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupation: 4220 (Janitors and Building Cleaners). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	0.00%	NA

Title(s)	Employees
Custodial Assistant	51

Group: **Custodial Supervisor**

Employees: 8

Description

Custodial Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	45.00%	2013-2017 ACS, NY/NJ MSA workforce, 8th Grade education or higher and in the occupation 4200 (First-Line Supervisors/Managers of Housekeeping and Janitorial Workers).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, 8th Grade education or higher and in the occupation 4200 (First-Line Supervisors/Managers of Housekeeping and Janitorial Workers). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	55.00%	Employees in the Custodial job group who are not temporary as of 6/1/2018.

Title(s)	Employees
Custodial Asst Principal Supv	2
Custodial Principal Supv	1

APPENDIX C - JOB GROUPS/LABOR MARKET AVAILABILITY (ITALIAN AMERICAN PLAN) **2020 - 2021**
Kingsborough CC

Category: Service Workers and Others

Custodial Sr Supervisor	1
Custodial Supervisor	4

APPENDIX C - JOB GROUPS/LABOR MARKET AVAILABILITY (ITALIAN AMERICAN PLAN) 2020 - 2021
Kingsborough CC

In the 2019-2020 Academic Year, CUNY added the titles listed below (not all are used at the College)

Job Code and Title Name		Job Group
200587	Univ Vice Chancellor Compliance and Audit	ADMIN1-EXEC
200588	Univ Associate Vice Chancellor Communications and Marketing	ADMIN1-EXEC
200589	Univ Exec Deputy Director Engineering	ADMIN1-EXEC
200590	Assistant Dean Continuing Education	ADMIN1-EXEC
200592	Univ Assistant Vice Chancellor	ADMIN1-EXEC
200594	Univ Exec Director Advancement	ADMIN1-EXEC
200595	University Executive Director Investigations	ADMIN1-EXEC
200597	Prof School Executive Director Info Technology (PAstAdm)	ADMIN1-EXEC
200598	Univ Sr Vice Chancellor Labor Relations	ADMIN1-EXEC
200599	Univ Sr Advisor to the Executive Vice Chancellor	ADMIN1-EXEC
200601	Prof School Assistant Dean of Academic Affairs	ADMIN1-EXEC
200603	Exec Director Master's Program in Public Adm (AstAdm)	ADMIN1-EXEC

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

Appendix D lists faculty department assignments and disciplines to which they are assigned for utilization reporting. Department names and assignments are as recorded in the CUNYfirst system. Only those departments with assigned faculty are listed here. Disciplines listing fewer than five faculty in a job group are listed here but will not be included in the utilization analyses in Appendix E.

Labor Market Availability is normally obtained from the Earned Degrees Conferred data provided by the National Center for Education Statistics. Exceptions, including blended rates, are noted.

Total Faculty: 350

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

Discipline: **Biological and Biomedical Sciences**

Faculty: 26

Department ID	Department Name	Faculty
10033	Dept,Biological Science	26

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

Faculty: 35

Department ID	Department Name	Faculty
10042	Dept, Business	20
10299	Tourism & Hospitality	15

Discipline: **Communications, Journalism, etc. AND Visual and Performing Arts**

Faculty: 16

Department ID	Department Name	Faculty
10060	Dept,Comm&Perf Arts	16

Discipline: **Education - Developmental**

Faculty: 15

Department ID	Department Name	Faculty
10396	Dean Of Continuing Education	1
65068	Language Immersion Program	13
10387	Vice President&Provost	1

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

Faculty: 56

Department ID	Department Name	Faculty
10105	Department Of English	56

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

Faculty: 7

Department ID	Department Name	Faculty
10117	Dept,Foreign Lang	7

Discipline: **Health Professions and Related Programs**

Faculty: 42

Department ID	Department Name	Faculty
10136	Health & Human Services	19
10211	Non-Clinical Nursing	23

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

Faculty: 26

Department ID	Department Name	Faculty
10280	Dept,His,Phil,&Soc Sci	26

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

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

Faculty: 12

Department ID	Department Name	Faculty
70054	Dept Of Library	12

Discipline: **Mathematics and Computer Science**

Faculty: 36

Department ID	Department Name	Faculty
10195	Dept,Math&Computer Sci	36

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

Faculty: 12

Department ID	Department Name	Faculty
10134	Dept,Health,Phys Ed&Rec	12

Discipline: **Physical Sciences**

Faculty: 16

Department ID	Department Name	Faculty
10225	Dept,Physical Sci	16

Discipline: **Social Sciences**

Faculty: 37

Department ID	Department Name	Faculty
10028	Dept,Beh Sci&Human Svcs	37

Discipline: **Visual and Performing Arts**

Faculty: 14

Department ID	Department Name	Faculty
10021	Dept Of Art	14

APPENDIX D - COLLEGE LAB TECHNICIAN CATEGORIES **2020 - 2021**

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 are listed below but will not be included in the utilization analyses in Appendix E.

Full-Time Employee Count: 33

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

Employees: 17

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

Discipline: **College Lab Tech-Other**

Employees: 16

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

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Appendix E-1 presents utilization and underutilization of protected groups by job group. A group is displayed only when 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.

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Executive/Administrative/Managerial

Job Group: **Administration 1 (Executive)**
Description: Executive Compensation Plan (Other Than Chief Executive)
Full-Time Employees: 19

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
Number of Employees	12	13	3	7	3	2
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent	63.2%	68.4%	15.8%	36.8%	15.8%	10.5%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%	7.2%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Executive/Administrative/Managerial

Job Group: Administration 2 (Manager)
Description: Manager-Level Administrators
Full-Time Employees: 99

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
Number of Employees	73	59	3	31	25	4
Underutilized (Y = Yes)			Y			Y
Number Underutilized			8			6
Actual Utilization Percent	73.7%	59.6%	3.0%	31.3%	25.3%	4.0%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%	10.0%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

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
Number of Employees	0	1	0	1	0	0
Underutilized (Y = Yes)	Y	Y	Y		Y	Y
Number Underutilized	1	2	1		1	1
Actual Utilization Percent	0.0%	20.0%	0.0%	20.0%	0.0%	0.0%
Labor Market Avail. Percent	26.5%	51.6%	24.0%	10.6%	15.4%	10.0%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Professional Non-Faculty

Job Group: **Administration 3 (Professional)**
Description: Entry and Mid-Level Administrators (Professionals)
Full-Time Employees: 141

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
Number of Employees	105	88	12	47	23	8
Underutilized (Y = Yes)			Y			Y
Number Underutilized			5			10
Actual Utilization Percent	74.5%	62.4%	8.5%	33.3%	16.3%	5.7%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%	12.8%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

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
Number of Employees	7	18	3	11	4	1
Underutilized (Y = Yes)	Y		Y			Y
Number Underutilized	3		4			1
Actual Utilization Percent	29.2%	75.0%	12.5%	45.8%	16.7%	4.2%
Labor Market Avail. Percent	42.3%	55.7%	28.0%	13.3%	12.7%	8.2%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Administrative Support Workers

Job Group: Administrative Assistant
Description: Administrative Support Staff-Senior Level
Full-Time Employees: 16

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
Number of Employees	16	4	0	2	1	3
Underutilized (Y = Yes)		Y	Y	Y	Y	
Number Underutilized		7	1	4	3	
Actual Utilization Percent	100.0%	25.0%	0.0%	12.5%	6.3%	18.8%
Labor Market Avail. Percent	90.3%	68.0%	7.5%	36.3%	24.0%	6.5%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Administrative Support Workers

Job Group: Office Assistant
Description: Administrative Support Staff-Entry Level
Full-Time Employees: 42

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
Number of Employees	39	12	1	7	4	9
Underutilized (Y = Yes)		Y	Y		Y	
Number Underutilized		5	2		3	
Actual Utilization Percent	92.9%	28.6%	2.4%	16.7%	9.5%	21.4%
Labor Market Avail. Percent	87.9%	40.0%	7.8%	14.3%	16.2%	17.4%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Craft Workers

Job Group: Basic Crafts-Buildings and Grounds
Description: Buildings and Grounds Workers
Full-Time Employees: 8

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
Number of Employees	0	3	1	1	1	1
Underutilized (Y = Yes)	Y	Y		Y	Y	
Number Underutilized	1	2		1	2	
Actual Utilization Percent	0.0%	37.5%	12.5%	12.5%	12.5%	12.5%
Labor Market Avail. Percent	16.1%	67.7%	11.7%	22.8%	31.3%	7.8%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Craft Workers

Job Group: Laborers and Helpers
Description: Entry-Level Craft Workers
Full-Time Employees: 16

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
Number of Employees	0	13	0	9	4	1
Underutilized (Y = Yes)	Y		Y		Y	
Number Underutilized	3		1		2	
Actual Utilization Percent	0.0%	81.3%	0.0%	56.3%	25.0%	6.3%
Labor Market Avail. Percent	20.9%	72.0%	6.2%	23.7%	39.3%	5.7%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Craft Workers

Job Group: **Skilled Trades**
Description: Skilled Tradespeople
Full-Time Employees: 24

Employees in this group hold the following titles:

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

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employees	0	9	1	4	4	4
Underutilized (Y = Yes)	Y				Y	
Number Underutilized	1				2	
Actual Utilization Percent	0.0%	37.5%	4.2%	16.7%	16.7%	16.7%
Labor Market Avail. Percent	2.2%	45.1%	4.3%	13.1%	25.6%	13.9%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Technicians

Job Group: IT Support Technician
Description: IT Technical Support Workers
Full-Time Employees: 10

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	5	3	0	2	1
Underutilized (Y = Yes)				Y		
Number Underutilized				1		
Actual Utilization Percent	40.0%	50.0%	30.0%	0.0%	20.0%	10.0%
Labor Market Avail. Percent	20.7%	50.4%	23.5%	10.6%	14.4%	12.0%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Technicians

Job Group: Print Shop
Description: Print Shop and Related Tech Workers
Full-Time Employees: 5

Employees in this group hold the following titles:

Title ID	Title Name
04805	Print Shop Assistant
04806	Print Shop Associate
04807	Print Shop Coordinator

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employees	0	3	0	1	2	1
Underutilized (Y = Yes)	Y		Y			
Number Underutilized	1		0			
Actual Utilization Percent	0.0%	60.0%	0.0%	20.0%	40.0%	20.0%
Labor Market Avail. Percent	24.5%	48.1%	8.4%	11.5%	27.1%	14.4%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Service Workers and Others

Job Group: Campus Public Safety Sergeant
Description: Campus Security Supervisors and Campus Security Specialists
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
Number of Employees	3	9	1	4	4	1
Underutilized (Y = Yes)				Y		
Number Underutilized				2		
Actual Utilization Percent	25.0%	75.0%	8.3%	33.3%	33.3%	8.3%
Labor Market Avail. Percent	21.9%	88.1%	4.9%	53.8%	27.4%	0.3%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Service Workers and Others

Job Group: Campus Peace Officer
Description: Campus Security-Mid Level Staff
Full-Time Employees: 22

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employees	4	21	1	13	6	0
Underutilized (Y = Yes)			Y			Y
Number Underutilized			1			4
Actual Utilization Percent	18.2%	95.5%	4.5%	59.1%	27.3%	0.0%
Labor Market Avail. Percent	18.6%	53.8%	7.7%	24.1%	20.2%	15.9%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Service Workers and Others

Job Group: Campus Security Assistant
Description: Campus Security-Entry Level Staff
Full-Time Employees: 8

Employees in this group hold the following titles:

Title ID	Title Name
04841	Campus Security Asst

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employees	2	8	0	7	1	0
Underutilized (Y = Yes)			Y		Y	Y
Number Underutilized			1		1	1
Actual Utilization Percent	25.0%	100.0%	0.0%	87.5%	12.5%	0.0%
Labor Market Avail. Percent	19.8%	71.2%	6.9%	41.4%	20.4%	8.5%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Service Workers and Others

Job Group: Custodial Supervisor
Description: Custodial Supervisors
Full-Time Employees: 8

Employees in this group hold the following titles:

Title ID	Title Name
80560	Custodial Asst Principal Supv
80561	Custodial Principal Supv
80535	Custodial Sr Supervisor
04862	Custodial Supervisor

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employees	3	7	0	4	3	0
Underutilized (Y = Yes)			Y			Y
Number Underutilized			0			0
Actual Utilization Percent	37.5%	87.5%	0.0%	50.0%	37.5%	0.0%
Labor Market Avail. Percent	32.7%	74.5%	5.3%	30.5%	38.0%	5.8%

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN) 2020-2021

Kingsborough CC

Category: Service Workers and Others

Job Group: Custodial
Description: Custodians-Entry Level
Full-Time Employees: 51

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
Number of Employees	15	43	4	26	13	3
Underutilized (Y = Yes)					Y	Y
Number Underutilized					8	1
Actual Utilization Percent	29.4%	84.3%	7.8%	51.0%	25.5%	5.9%
Labor Market Avail. Percent	26.9%	68.0%	5.1%	19.8%	41.5%	7.6%

APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY (ITALIAN AMERICAN PLAN) 2020 - 2021

Kingsborough CC

Appendix E-2 presents utilization and underutlization for College Laboratory Technicians, by general discipline and by protected demographic group. A group is displayed only when five or more employees are 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) 2020 - 2021

Kingsborough CC

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
10136	Health & Human Services
70009	Instructional Computing
80033	Media Center
10211	Non-Clinical Nursing

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employeees	8	8	2	3	3	3
Underutilized (Y = Yes)			Y			
Number Underutilized			2			
Actual Utilization Percent	47.1%	47.1%	11.8%	17.6%	17.6%	17.6%
Labor Market Avail. Percent	27.8%	49.3%	22.4%	10.6%	14.2%	11.5%

APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY (ITALIAN AMERICAN PLAN) 2020 - 2021

Kingsborough CC

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

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employeees	7	6	0	3	2	0
Underutilized (Y = Yes)		Y	Y		Y	Y
Number Underutilized		2	4		1	2
Actual Utilization Percent	43.8%	37.5%	0.0%	18.8%	12.5%	0.0%
Labor Market Avail. Percent	30.4%	50.7%	22.4%	10.3%	16.0%	11.4%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

Appendix E-3 presents utilization and underutilization, of faculty members in protected groups, by academic discipline within job group.

A group is reported only when five or more faculty are 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 for females and total minorities represent specific placement goals as prescribed for federal Affirmative Action Plans. Note that the official underutilization measures are those calculated for the academic discipline, which may comprise more than one department.

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

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

Biological and Biomedical Sciences

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

10033 Dept,Biological Science

Job Group Faculty-Professorial

Total Faculty: 21

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	12	8	4	2	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	57.1%	38.1%	19.0%	9.5%	9.5%
Labor Market Avail. Percent	53.3%	26.2%	11.4%	4.3%	7.8%

Job Group Faculty-Lecturer

Total Faculty: 5

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	3	2	1	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				0	
Actual Utilization Percent	60.0%	40.0%	20.0%	0.0%	20.0%
Labor Market Avail. Percent	59.9%	42.1%	19.9%	8.7%	10.5%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

Business, Management, Marketing, Support Services

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

10042	Dept, Business
10299	Tourism & Hospitality

Job Group Faculty-Professorial

Total Faculty: 14

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	7	2	1	1	0
Underutilized (Y = Yes)		Y		Y	Y
Number Underutilized		3		2	1
Actual Utilization Percent	50.0%	14.3%	7.1%	7.1%	0.0%
Labor Market Avail. Percent	42.9%	37.2%	7.0%	21.6%	6.5%

Job Group Faculty-Lecturer

Total Faculty: 20

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	9	5	1	2	2
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		3	2		1
Actual Utilization Percent	45.0%	25.0%	5.0%	10.0%	10.0%
Labor Market Avail. Percent	46.7%	39.2%	13.0%	11.1%	13.0%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

Communications, Journalism, etc. AND Visual and Performing Arts

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

10060 Dept,Comm&Perf Arts

Job Group Faculty-Professorial

Total Faculty: 13

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	4	4	1	1	2
Underutilized (Y = Yes)	Y				
Number Underutilized	3				
Actual Utilization Percent	30.8%	30.8%	7.7%	7.7%	15.4%
Labor Market Avail. Percent	52.4%	19.4%	7.2%	4.3%	5.3%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

Education - Developmental

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

10396	Dean Of Continuing Education
65068	Language Immersion Program
10387	Vice President&Provost

Job Group **Faculty-Developmental**

Total Faculty: 13

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	5	3	1	0	1
Underutilized (Y = Yes)	Y	Y	Y	Y	
Number Underutilized	3	1	0	1	
Actual Utilization Percent	38.5%	23.1%	7.7%	0.0%	7.7%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

English Language and Literature/Letters

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

10105 Department Of English

Job Group Faculty-Professorial

Total Faculty: 41

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	31	6	2	3	1
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	75.6%	14.6%	4.9%	7.3%	2.4%
Labor Market Avail. Percent	63.4%	14.6%	3.6%	4.2%	4.8%

Job Group Faculty-Lecturer

Total Faculty: 15

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	9	4	0	3	1
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		1	1		1
Actual Utilization Percent	60.0%	26.7%	0.0%	20.0%	6.7%
Labor Market Avail. Percent	71.6%	33.6%	6.4%	9.7%	14.2%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

Health Professions and Related Programs

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

10136	Health & Human Services
10211	Non-Clinical Nursing

Job Group Faculty-Professorial

Total Faculty: 33

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	23	9	2	5	1
Underutilized (Y = Yes)			Y		Y
Number Underutilized			4		1
Actual Utilization Percent	69.7%	27.3%	6.1%	15.2%	3.0%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

Job Group Faculty-Lecturer

Total Faculty: 9

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	3	5	1	3	1
Underutilized (Y = Yes)	Y				
Number Underutilized	4				
Actual Utilization Percent	33.3%	55.6%	11.1%	33.3%	11.1%
Labor Market Avail. Percent	83.2%	39.2%	11.1%	15.0%	11.0%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

Liberal Arts and Sciences, General Studies & Humanities

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

10280 Dept,His,Phil,&Soc Sci

Job Group Faculty-Professorial

Total Faculty: 22

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	9	5	0	5	0
Underutilized (Y = Yes)	Y		Y		Y
Number Underutilized	4		1		1
Actual Utilization Percent	40.9%	22.7%	0.0%	22.7%	0.0%
Labor Market Avail. Percent	58.3%	16.7%	4.2%	3.1%	6.3%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2020 - 2021**
Kingsborough CC

Library (Librarians/Non-Teaching)
Faculty reported in this category are assigned to the following department(s):

70054 Dept Of Library

Job Group **Faculty-Librarian**

Total Faculty: 12

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	8	4	1	1	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	66.7%	33.3%	8.3%	8.3%	16.7%
Labor Market Avail. Percent	82.8%	13.6%	4.0%	4.4%	3.8%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

Mathematics and Computer Science

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

10195 Dept,Math&Computer Sci

Job Group Faculty-Professorial

Total Faculty: 21

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	7	6	5	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	33.3%	28.6%	23.8%	0.0%	4.8%
Labor Market Avail. Percent	23.3%	25.8%	11.1%	6.2%	5.4%

Job Group Faculty-Lecturer

Total Faculty: 15

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	6	6	4	1	0
Underutilized (Y = Yes)				Y	Y
Number Underutilized				0	2
Actual Utilization Percent	40.0%	40.0%	26.7%	6.7%	0.0%
Labor Market Avail. Percent	26.7%	43.8%	20.8%	8.6%	11.7%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

Parks, Recreation, Leisure and Fitness Studies

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

10134 Dept,Health,Phys Ed&Rec

Job Group Faculty-Professorial

Total Faculty: 5

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	1	2	0	1	1
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	1		0		
Actual Utilization Percent	20.0%	40.0%	0.0%	20.0%	20.0%
Labor Market Avail. Percent	38.2%	30.1%	5.8%	9.6%	12.3%

Job Group Faculty-Lecturer

Total Faculty: 7

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	6	3	0	2	1
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	85.7%	42.9%	0.0%	28.6%	14.3%
Labor Market Avail. Percent	38.2%	30.1%	5.8%	9.6%	12.3%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

Physical Sciences

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

10225 Dept,Physical Sci

Job Group Faculty-Professorial

Total Faculty: 12

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

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

Social Sciences

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

10028 Dept,Beh Sci&Human Svcs

Job Group Faculty-Professorial

Total Faculty: 30

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	16	11	3	4	4
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	53.3%	36.7%	10.0%	13.3%	13.3%
Labor Market Avail. Percent	46.9%	20.7%	5.7%	5.5%	7.5%

Job Group Faculty-Lecturer

Total Faculty: 6

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	4	2	0	1	1
Underutilized (Y = Yes)		Y	Y		
Number Underutilized		1	1		
Actual Utilization Percent	66.7%	33.3%	0.0%	16.7%	16.7%
Labor Market Avail. Percent	55.4%	43.1%	10.4%	12.7%	16.6%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2020 - 2021**

Kingsborough CC

Visual and Performing Arts

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

10021 Dept Of Art

Job Group Faculty-Professorial

Total Faculty: 12

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	8	2	1	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				0	
Actual Utilization Percent	66.7%	16.7%	8.3%	0.0%	8.3%
Labor Market Avail. Percent	50.7%	19.6%	8.0%	4.0%	4.9%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021
Kingsborough CC

Appendix E-4 presents utilization and underutilization, of faculty members in protected groups, by academic department.

A department is reported only when five or more faculty are assigned to it.

This exhibit presents a hypothetical underutilization, as federal reporting is done by academic discipline, and there can be multiple departments assigned to a single discipline. This exhibit is not included in the Affirmative Action Plan but produced because of college demand.

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. Note: official underutilization measures are those calculated for the academic discipline, which may comprise more than one department.

Labor Market Availability is calculated based on the underlying academic discipline to which the department was assigned.

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-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021
Kingsborough CC

Department: **10105 Department Of English**

Discipline: English Language and Literature/Letters

Job Group: Faculty-Professorial

Total Faculty: 41

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	31	6	2	3	1
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	75.6%	14.6%	4.9%	7.3%	2.4%
Labor Market Avail. Percent	63.4%	14.6%	3.6%	4.2%	4.8%

Job Group: Faculty-Lecturer

Total Faculty: 15

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	9	4	0	3	1
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		1	1		1
Actual Utilization Percent	60.0%	26.7%	0.0%	20.0%	6.7%
Labor Market Avail. Percent	71.6%	33.6%	6.4%	9.7%	14.2%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) **2020 - 2021**
Kingsborough CC

Department: **10021** **Dept Of Art**

Discipline: Visual and Performing Arts

Job Group: Faculty-Professorial

Total Faculty: 12

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	8	2	1	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				0	
Actual Utilization Percent	66.7%	16.7%	8.3%	0.0%	8.3%
Labor Market Avail. Percent	50.7%	19.6%	8.0%	4.0%	4.9%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021
Kingsborough CC

Department: **70054 Dept Of Library**

Discipline: Library (Librarians/Non-Teaching)

Job Group: Faculty-Librarian

Total Faculty: 12

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	8	4	1	1	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	66.7%	33.3%	8.3%	8.3%	16.7%
Labor Market Avail. Percent	82.8%	13.6%	4.0%	4.4%	3.8%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) **2020 - 2021**
Kingsborough CC

Department: **10042** **Dept, Business**

Discipline: Business, Management, Marketing, Support Services

Job Group: Faculty-Professorial

Total Faculty: 11

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	7	2	1	1	0
Underutilized (Y = Yes)		Y		Y	Y
Number Underutilized		2		1	1
Actual Utilization Percent	63.6%	18.2%	9.1%	9.1%	0.0%
Labor Market Avail. Percent	42.9%	37.2%	7.0%	21.6%	6.5%

Job Group: Faculty-Lecturer

Total Faculty: 9

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	5	2	0	1	1
Underutilized (Y = Yes)		Y	Y		
Number Underutilized		2	1		
Actual Utilization Percent	55.6%	22.2%	0.0%	11.1%	11.1%
Labor Market Avail. Percent	46.7%	39.2%	13.0%	11.1%	13.0%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021
Kingsborough CC

Department: **10028 Dept,Beh Sci&Human Svcs**

Discipline: Social Sciences

Job Group: Faculty-Professorial

Total Faculty: 30

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	16	11	3	4	4
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	53.3%	36.7%	10.0%	13.3%	13.3%
Labor Market Avail. Percent	46.9%	20.7%	5.7%	5.5%	7.5%

Job Group: Faculty-Lecturer

Total Faculty: 6

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	4	2	0	1	1
Underutilized (Y = Yes)		Y	Y		
Number Underutilized		1	1		
Actual Utilization Percent	66.7%	33.3%	0.0%	16.7%	16.7%
Labor Market Avail. Percent	55.4%	43.1%	10.4%	12.7%	16.6%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021
Kingsborough CC

Department: **10033 Dept,Biological Science**

Discipline: Biological and Biomedical Sciences

Job Group: Faculty-Professorial

Total Faculty: 21

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	12	8	4	2	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	57.1%	38.1%	19.0%	9.5%	9.5%
Labor Market Avail. Percent	53.3%	26.2%	11.4%	4.3%	7.8%

Job Group: Faculty-Lecturer

Total Faculty: 5

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	3	2	1	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				0	
Actual Utilization Percent	60.0%	40.0%	20.0%	0.0%	20.0%
Labor Market Avail. Percent	59.9%	42.1%	19.9%	8.7%	10.5%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021
Kingsborough CC

Department: **10060 Dept,Comm&Perf Arts**

Discipline: Communications, Journalism, etc. AND Visual and Performing Arts

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Job Group: Faculty-Professorial

Total Faculty: 13

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	4	4	1	1	2
Underutilized (Y = Yes)	Y				
Number Underutilized	3				
Actual Utilization Percent	30.8%	30.8%	7.7%	7.7%	15.4%
Labor Market Avail. Percent	52.4%	19.4%	7.2%	4.3%	5.3%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) **2020 - 2021**
Kingsborough CC

Department: **10134 Dept,Health,Phys Ed&Rec**

Discipline: Parks, Recreation, Leisure and Fitness Studies

Job Group: Faculty-Professorial

Total Faculty: 5

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	1	2	0	1	1
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	1		0		
Actual Utilization Percent	20.0%	40.0%	0.0%	20.0%	20.0%
Labor Market Avail. Percent	38.2%	30.1%	5.8%	9.6%	12.3%

Job Group: Faculty-Lecturer

Total Faculty: 7

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	6	3	0	2	1
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	85.7%	42.9%	0.0%	28.6%	14.3%
Labor Market Avail. Percent	38.2%	30.1%	5.8%	9.6%	12.3%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021
Kingsborough CC

Department: **10280 Dept,His,Phil,&Soc Sci**

Discipline: Liberal Arts and Sciences, General Studies & Humanities

Job Group: Faculty-Professorial

Total Faculty: 22

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	9	5	0	5	0
Underutilized (Y = Yes)	Y		Y		Y
Number Underutilized	4		1		1
Actual Utilization Percent	40.9%	22.7%	0.0%	22.7%	0.0%
Labor Market Avail. Percent	58.3%	16.7%	4.2%	3.1%	6.3%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021
Kingsborough CC

Department: **10195 Dept,Math&Computer Sci**

Discipline: Mathematics and Computer Science

Job Group: Faculty-Professorial

Total Faculty: 21

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	7	6	5	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	33.3%	28.6%	23.8%	0.0%	4.8%
Labor Market Avail. Percent	23.3%	25.8%	11.1%	6.2%	5.4%

Job Group: Faculty-Lecturer

Total Faculty: 15

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	6	6	4	1	0
Underutilized (Y = Yes)				Y	Y
Number Underutilized				0	2
Actual Utilization Percent	40.0%	40.0%	26.7%	6.7%	0.0%
Labor Market Avail. Percent	26.7%	43.8%	20.8%	8.6%	11.7%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021
Kingsborough CC

Department: **10225 Dept,Physical Sci**

Discipline: Physical Sciences

Job Group: Faculty-Professorial

Total Faculty: 12

Utilization Report

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

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) **2020 - 2021**
Kingsborough CC

Department: **10136** **Health & Human Services**

Discipline: Health Professions and Related Programs

Job Group: Faculty-Professorial

Total Faculty: 11

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	2	5	0	3	1
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	4		2		
Actual Utilization Percent	18.2%	45.5%	0.0%	27.3%	9.1%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

Job Group: Faculty-Lecturer

Total Faculty: 8

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	2	5	1	3	1
Underutilized (Y = Yes)	Y				
Number Underutilized	5				
Actual Utilization Percent	25.0%	62.5%	12.5%	37.5%	12.5%
Labor Market Avail. Percent	83.2%	39.2%	11.1%	15.0%	11.0%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) **2020 - 2021**
Kingsborough CC

Department: **65068 Language Immersion Program**

Discipline: Education - Developmental

Job Group: Faculty-Developmental

Total Faculty: 13

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	5	3	1	0	1
Underutilized (Y = Yes)	Y	Y	Y	Y	
Number Underutilized	3	1	0	1	
Actual Utilization Percent	38.5%	23.1%	7.7%	0.0%	7.7%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) **2020 - 2021**
Kingsborough CC

Department: **10211** **Non-Clinical Nursing**

Discipline: Health Professions and Related Programs

Job Group: Faculty-Professorial

Total Faculty: 22

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	21	4	2	2	0
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		3	2		1
Actual Utilization Percent	95.5%	18.2%	9.1%	9.1%	0.0%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) **2020 - 2021**
Kingsborough CC

Department: **10299** **Tourism & Hospitality**

Discipline: Business, Management, Marketing, Support Services

Job Group: Faculty-Lecturer

Total Faculty: 11

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	4	3	1	1	1
Underutilized (Y = Yes)	Y	Y	Y		Y
Number Underutilized	1	1	0		0
Actual Utilization Percent	36.4%	27.3%	9.1%	9.1%	9.1%
Labor Market Avail. Percent	46.7%	39.2%	13.0%	11.1%	13.0%

APPENDIX F-1 - SUMMARY OF PERSONNEL ACTIVITY **2020 - 2021**

Kingsborough CC

Appendix F provides tables with detail on personnel activities and faculty tenure actions by ethnicity and gender. This first section (F-1) provides detail on personnel activity in the categories noted below, evaluated by job group and by EEO Category.

Detail on selected categories/groups with material levels of activity are published here.

Personnel Action Categories

Action Type	Description
Advancement	Moved to a job title that represents career advancement, whether or not on a published career path. Can be evaluated by sub-categories (Moved to a Higher Title within Group and Moved to a Higher Job Group).
Joined Group - 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 those appointed through Civil Service Transfer Rosters.
Joined Group - Internal Move	Joined group from another job group. Can be evaluated by sub-categories (Joined from a Higher Job Group, Joined from a Lower Job Group (Advancement), Other Change of Group, or Return to Faculty from Other Title).
Left Group - Internal Move	Left group to move to another job group. Can be evaluated by sub-categories (Move to a Higher Job Group (Advancement), Move to a Lower Job Group, Other Change of Group, or Return to Faculty from Other Title).
Left Group - Separation	Left employment at the college. Includes leaving CUNY entirely (for both voluntary and involuntary reasons) or leaving to take a job at another college, including through Civil Service Transfer Rosters.

APPENDIX F-2 - TENURE ACTIONS BY DEPT / JOB GROUP / TITLE (ITALIAN AMER. PLAN) **2020 - 2021**

Kingsborough CC

Appendix F-2 presents a summary of tenure actions. Tenure is a permanent status awarded on the basis of years of service and/or academic or research achievement.

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

Tenure is effective on September 1 of each academic year. Individuals listed here were awarded tenure effective September 1, 2019 (during this past plan year).

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

APPENDIX F-2 - TENURE ACTIONS BY DEPT / JOB GROUP / TITLE (ITALIAN AMER. PLAN) **2020 - 2021**
Kingsborough CC

Department Of English				
Assc Professor	Gained Tenure	Tenured	Female	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Female	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	Black/African Am.
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Female	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Female	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	White
Dept Of Art				
Assc Professor	Gained Tenure	Tenured	Female	White
College Lab Tech	Gained Tenure	Tenured	Female	Other
Dept Of Library				
Assc Professor	Gained Tenure	Tenured	Female	White
Asst Professor	Gained Tenure	Tenured	Female	White
Dept, Business				
Asst Professor	Gained Tenure	Tenured	Male	Black/African Am.
Asst Professor	Gained Tenure	Tenured	Female	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	White
Dept,Beh Sci&Human Svcs				
Asst Professor	Gained Tenure	Tenured	Male	Italian American
Asst Professor	Gained Tenure	Tenured	Male	White
Dept,His,Phil,&Soc Sci				
Asst Professor	Gained Tenure	Tenured	Male	White
Dept,Math&Computer Sci				
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Female	Asian/Nat. Haw./Other Pac. Isl.
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	Asian/Nat. Haw./Other Pac. Isl.
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	White
Dept,Physical Sci				
Assc Professor	Gained Tenure	Tenured	Male	White
Health & Human Services				
Assc Professor	Gained Tenure	Tenured	Other Gender I	White
Tourism & Hospitality				
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Female	Hispanic/Latino

APPENDIX F-2 - TENURE ACTIONS BY DEPT / JOB GROUP / TITLE (ITALIAN AMER. PLAN) 2020 - 2021
Kingsborough CC

Summary for the College

Total Staff:		Ttl Minority	Asian	Black/AfAm	Hispanic	Ital Amer	White Not Ital	Oth/Unk
11	Female	3	1	0	1	0	8	1
12	Male	3	1	2	0	1	8	0
1	Oth/Unk	0	0	0	0	0	0	0
24	Total	6	2	2	1	1	17	1

APPENDIX G - SUMMARY OF RECRUITING ACTIVITIES **2020 - 2021**

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, 2019 through May 31, 2020).

Appendix G – Summary of Recruiting Activities

Job Group Summary

Administration 2 (Managers)

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	518	494		23		8		6	
Male	152	143	29%	6	26%	1	13%	1	17%
Female	312	300	61%	15	65%	6	75%	4	67%
Other	52	49	10%	2	9%	1	13%	1	17%
Total Min	314	299	61%	17	74%	7	88%	5	83%
Asian	32	29	6%	3	13%	2	25%	-	0%
Black	177	167	34%	10	43%	3	38%	3	50%
Hispanic/Latino	88	86	17%	3	13%	1	13%	1	17%
Other inc 2 or more	17	17	3%	1	4%	1	13%	1	17%
Italian American	26	26	5%	-	0%	-	0%	-	0%
White (Not Ital)	142	134	27%	4	17%	-	0%	-	0%
All White	168	160	*32%*	4	*17%*	-	*0%*	-	*0%*
Unknown	36	35	7%	2	9%	1	13%	1	17%

Veterans	10	10	2%	1	4%	-	0%	-	0%
Indiv. w Disabilities	28	26	5%	-	0%	-	0%	-	0%

Appendix G – Summary of Recruiting Activities

Job Group Summary

Administration 3 (Professional)

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	1,629	1,628		73		12		12	
Male	472	471	29%	25	34%	2	17%	2	17%
Female	1,047	1,047	64%	44	60%	9	75%	9	75%
Other	102	102	6%	1	1%	-	0%	-	0%
Total Min	1,184	1,183	73%	51	70%	10	83%	10	83%
Asian	167	167	10%	3	4%	1	8%	1	8%
Black	636	635	39%	31	42%	3	25%	3	25%
Hispanic/Latino	335	335	21%	17	23%	6	50%	6	50%
Other inc 2 or more	46	46	3%	-	0%	-	0%	-	0%
Italian American	51	51	3%	3	4%	-	0%	-	0%
White (Not Ital)	326	326	20%	16	22%	1	8%	1	8%
All White	377	377	*23%*	19	*26%*	1	*8%*	1	*8%*
Unknown	68	68	4%	3	4%	1	8%	1	8%

Veterans	23	23	1%	-	0%	-	0%	-	0%
Indiv. w Disabilities	43	43	3%	3	4%	1	8%	1	8%

Appendix G – Summary of Recruiting Activities

Job Group Summary

Administration 4 (College Lab Tech)

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	27	27		4		1		1	
Male	19	19	70%	4	100%	1	100%	1	100%
Female	4	4	15%	-	0%	-	0%	-	0%
Other	4	4	15%	-	0%	-	0%	-	0%
Total Min	15	15	56%	3	75%	1	100%	1	100%
Asian	7	7	26%	-	0%	-	0%	-	0%
Black	5	5	19%	2	50%	1	100%	1	100%
Hispanic/Latino	3	3	11%	1	25%	-	0%	-	0%
Other inc 2 or more	-	-	0%	-	0%	-	0%	-	0%
Italian American	-	-	0%	-	0%	-	0%	-	0%
White (Not Ital)	10	10	37%	1	25%	-	0%	-	0%
All White	10	10	*37%*	1	*25%*	-	*0%*	-	*0%*
Unknown	2	2	7%	-	0%	-	0%	-	0%

Veterans	2	2	7%	-	0%	-	0%	-	0%
Indiv. w Disabilities	2	2	7%	-	0%	-	0%	-	0%

Appendix G – Summary of Recruiting Activities

Job Group Summary

Campus Peace Officer-Sergeant

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	37	37		3		3		3	
Male	29	29	78%	3	100%	3	100%	3	100%
Female	4	4	11%	-	0%	-	0%	-	0%
Other	4	4	11%	-	0%	-	0%	-	0%
Total Min	31	31	84%	1	33%	1	33%	1	33%
Asian	5	5	14%	-	0%	-	0%	-	0%
Black	16	16	43%	-	0%	-	0%	-	0%
Hispanic/Latino	9	9	24%	1	33%	1	33%	1	33%
Other inc 2 or more	1	1	3%	-	0%	-	0%	-	0%
Italian American	-	-	0%	-	0%	-	0%	-	0%
White (Not Ital)	6	6	16%	2	67%	2	67%	2	67%
All White	6	6	*16%*	2	*67%*	2	*67%*	2	*67%*
Unknown	-	-	0%	-	0%	-	0%	-	0%

Veterans	-	-	0%	-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%	-	0%	-	0%	-	0%

Appendix G – Summary of Recruiting Activities

Job Group Summary

Custodial Supervisor

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	57	57		16		2		2	
Male	43	43	75%	13	81%	-	0%	-	0%
Female	10	10	18%	2	13%	2	100%	2	100%
Other	4	4	7%	1	6%	-	0%	-	0%
Total Min	51	51	89%	15	94%	2	100%	2	100%
Asian	2	2	4%	1	6%	-	0%	-	0%
Black	31	31	54%	7	44%	1	50%	1	50%
Hispanic/Latino	16	16	28%	6	38%	1	50%	1	50%
Other inc 2 or more	2	2	4%	1	6%	-	0%	-	0%
Italian American	1	1	2%	-	0%	-	0%	-	0%
White (Not Ital)	5	5	9%	1	6%	-	0%	-	0%
All White	6	6	*11%*	1	*6%*	-	*0%*	-	*0%*
Unknown	-	-	0%	-	0%	-	0%	-	0%

Veterans	2	2	4%	-	0%	-	0%	-	0%
Indiv. w Disabilities	1	1	2%	-	0%	-	0%	-	0%

Appendix G – Summary of Recruiting Activities

Job Group Summary

Faculty-Developmental

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	60	60		4		1		1	
Male	14	14	23%	2	50%	1	100%	1	100%
Female	34	34	57%	2	50%	-	0%	-	0%
Other	11	11	18%	-	0%	-	0%	-	0%
Total Min	36	36	60%	2	50%	-	0%	-	0%
Asian	6	6	10%	-	0%	-	0%	-	0%
Black	21	21	35%	1	25%	-	0%	-	0%
Hispanic/Latino	9	9	15%	1	25%	-	0%	-	0%
Other inc 2 or more	-	-	0%	-	0%	-	0%	-	0%
Italian American	4	4	7%	-	0%	-	0%	-	0%
White (Not Ital)	17	17	28%	2	50%	1	100%	1	100%
All White	21	21	*35%*	2	*50%*	1	*100%*	1	*100%*
Unknown	3	3	5%	-	0%	-	0%	-	0%

Veterans	2	2	3%	-	0%	-	0%	-	0%
Indiv. w Disabilities	3	3	5%	-	0%	-	0%	-	0%

Appendix G – Summary of Recruiting Activities

Job Group Summary

Faculty-Lecturer

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	321	321		19		4		4	
Male	161	161	50%	9	47%	2	50%	2	50%
Female	119	119	37%	9	47%	2	50%	2	50%
Other	37	37	12%	1	5%	-	0%	-	0%
Total Min	187	187	58%	8	42%	1	25%	1	25%
Asian	65	65	20%	4	21%	-	0%	-	0%
Black	76	76	24%	4	21%	1	25%	1	25%
Hispanic/Latino	37	37	12%	-	0%	-	0%	-	0%
Other inc 2 or more	9	9	3%	-	0%	-	0%	-	0%
Italian American	7	7	2%	1	5%	-	0%	-	0%
White (Not Ital)	110	110	34%	9	47%	2	50%	2	50%
All White	117	117	*36%*	10	*53%*	2	*50%*	2	*50%*
Unknown	17	17	5%	1	5%	1	25%	1	25%

Veterans	4	4	1%	-	0%	-	0%	-	0%
Indiv. w Disabilities	18	18	6%	-	0%	-	0%	-	0%

Appendix G – Summary of Recruiting Activities

Job Group Summary

Faculty-Professorial

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	600	597		49		6		6	
Male	269	266	45%	21	43%	2	33%	2	33%
Female	250	250	42%	22	45%	2	33%	2	33%
Other	70	70	12%	5	10%	2	33%	2	33%
Total Min	274	271	45%	24	49%	3	50%	3	50%
Asian	98	98	16%	6	12%	-	0%	-	0%
Black	93	90	15%	9	18%	1	17%	1	17%
Hispanic/Latino	63	63	11%	9	18%	2	33%	2	33%
Other inc 2 or more	20	20	3%	-	0%	-	0%	-	0%
Italian American	40	40	7%	3	6%	1	17%	1	17%
White (Not Ital)	251	251	42%	18	37%	2	33%	2	33%
All White	291	291	*49%*	21	*43%*	3	*50%*	3	*50%*
Unknown	35	35	6%	4	8%	-	0%	-	0%

Veterans	5	5	1%	-	0%	-	0%	-	0%
Indiv. w Disabilities	33	33	6%	4	8%	1	17%	1	17%

Appendix G – Summary of Recruiting Activities

Job Group Summary

IT Support Technician

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	176	176		7		2		2	
Male	129	129	73%	5	71%	2	100%	2	100%
Female	26	26	15%	2	29%	-	0%	-	0%
Other	21	21	12%	-	0%	-	0%	-	0%
Total Min	143	143	81%	7	100%	2	100%	2	100%
Asian	46	46	26%	3	43%	2	100%	2	100%
Black	48	48	27%	2	29%	-	0%	-	0%
Hispanic/Latino	46	46	26%	2	29%	-	0%	-	0%
Other inc 2 or more	3	3	2%	-	0%	-	0%	-	0%
Italian American	7	7	4%	-	0%	-	0%	-	0%
White (Not Ital)	20	20	11%	-	0%	-	0%	-	0%
All White	27	27	*15%*	-	*0%*	-	*0%*	-	*0%*
Unknown	6	6	3%	-	0%	-	0%	-	0%

Veterans	7	7	4%	1	14%	-	0%	-	0%
Indiv. w Disabilities	8	8	5%	-	0%	-	0%	-	0%

Appendix G – Summary of Recruiting Activities

Job Group Summary

Laborers and Helpers

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	339	339		22		1		1	
Male	279	279	82%	15	68%	1	100%	1	100%
Female	12	12	4%	5	23%	-	0%	-	0%
Other	47	47	14%	2	9%	-	0%	-	0%
Total Min	239	239	71%	19	86%	1	100%	1	100%
Asian	14	14	4%	1	5%	-	0%	-	0%
Black	129	129	38%	12	55%	-	0%	-	0%
Hispanic/Latino	87	87	26%	6	27%	1	100%	1	100%
Other inc 2 or more	9	9	3%	-	0%	-	0%	-	0%
Italian American	10	10	3%	1	5%	-	0%	-	0%
White (Not Ital)	66	66	19%	2	9%	-	0%	-	0%
All White	76	76	*22%*	3	*14%*	-	*0%*	-	*0%*
Unknown	24	24	7%	-	0%	-	0%	-	0%

Veterans	11	11	3%	1	5%	-	0%	-	0%
Indiv. w Disabilities	10	10	3%	-	0%	-	0%	-	0%

Appendix G – Summary of Recruiting Activities

Job Group Summary

Security Manager

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	31	31		2		1		1	
Male	14	14	45%	-	0%	-	0%	-	0%
Female	10	10	32%	2	100%	1	100%	1	100%
Other	7	7	23%	-	0%	-	0%	-	0%
Total Min	20	20	65%	2	100%	1	100%	1	100%
Asian	1	1	3%	-	0%	-	0%	-	0%
Black	10	10	32%	1	50%	1	100%	1	100%
Hispanic/Latino	8	8	26%	1	50%	-	0%	-	0%
Other inc 2 or more	1	1	3%	-	0%	-	0%	-	0%
Italian American	-	-	0%	-	0%	-	0%	-	0%
White (Not Ital)	9	9	29%	-	0%	-	0%	-	0%
All White	9	9	*29%*	-	*0%*	-	*0%*	-	*0%*
Unknown	2	2	6%	-	0%	-	0%	-	0%

Veterans	-	-	0%	-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%	-	0%	-	0%	-	0%

Appendix G – Summary of Recruiting Activities

Job Group Summary

Skilled Trades

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	258	252		6		6		6	
Male	188	184	73%	5	83%	5	83%	5	83%
Female	10	8	3%	-	0%	-	0%	-	0%
Other	54	54	21%	1	17%	1	17%	1	17%
Total Min	135	131	52%	1	17%	1	17%	1	17%
Asian	16	15	6%	-	0%	-	0%	-	0%
Black	60	59	23%	1	17%	1	17%	1	17%
Hispanic/Latino	53	51	20%	-	0%	-	0%	-	0%
Other inc 2 or more	6	6	2%	-	0%	-	0%	-	0%
Italian American	15	15	6%	-	0%	-	0%	-	0%
White (Not Ital)	97	95	38%	5	83%	5	83%	5	83%
All White	112	110	*44%*	5	*83%*	5	*83%*	5	*83%*
Unknown	11	11	4%	-	0%	-	0%	-	0%

Veterans	8	8	3%	-	0%	-	0%	-	0%
Indiv. w Disabilities	5	5	2%	-	0%	-	0%	-	0%