KINGSBOROUGH COMMUNITY COLLEGE
2019-2020 AFFIRMATIVE ACTION PLAN

FOR ITALIAN AMERICANS

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This plan is available for review at:
The Office of Equal Opportunity & Diversity Management – V231 or visit our website at https://www.kbcc.cuny.edu/title_IX

KINGSBOROUGH COMMUNITY COLLEGE
★ DREAMS BEGIN HERE ★

CUNY

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PART ONE: INTRODUCTION AND BACKGROUND

This report is the annual update of the Affirmative Action Plan (AAP) for federal contractors as required by federal regulations related to:

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 U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) oversees Affirmative Action Plan requirements for federal contractors. Some aspects of this plan are also informed by New York State and New York City regulations and guidelines for public agencies.

The College produces a separate Affirmative Action Plan for Italian Americans. The Chancellor of CUNY designated Italian Americans as a protected group at CUNY in 1976.

Part One (this section) describes the College and those individuals and groups with responsibility for Affirmative Action and Diversity programs.

The Census Date for employees is June 1, 2019. The Plan Reporting Year (basis for historical data) is June 1, 2018–May 31, 2019. The Program Year is September 1, 2019–August 31, 2020.

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

COLLEGE 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 located in Manhattan Beach, on the southern tip of Brooklyn, New York. Kingsborough Community College (Kingsborough) is located at 2001 Oriental Boulevard, Brooklyn, NY 11235-2398.

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

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

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

Kingsborough serves approximately 20,081 students taking credit courses and another 21,858 students taking non-credit and continuing education courses.

Degrees offered:

Associate in Arts (A.A.)

- Liberal Arts
- A.A. Criminal Justice

Associate in Science (A.S.)

- Accounting
- Biology
- Biotechnology
- Business Administration
- Chemical Dependency Counseling Program
- Chemistry
- Community Health
- Computer Science
- Early Childhood Education/Child Care
- Earth and Planetary Science
- Education Studies
- Engineering Science
- Exercise Science/Personal Training
- Fine Arts
- Journalism and Print Media
- Mathematics
- Media Arts
- Mental Health and Human Services
- Physics
- Science for Forensics
- Speech Communications
- Theatre Arts

Associate in Applied Science (A.A.S.)

- Computer Information Systems
- Culinary Arts
- Emergency Medical Services-Paramedic
- Fashion Design

- Graphic Design and Illustration
- Maritime Technology
- Nursing
- Office Administration and Technology
- Physical Education, Recreation and Recreation Therapy
- Physical Therapist Assistant
- Polysomnographic Technology
- Retail Merchandising
- Surgical Technology
- Tourism & Hospitality
- Website Development and Administration

Certificates are offered in:
- Substance Abuse/Addiction Counseling
- Culinary Arts

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.

Mission

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

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

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

Kingsborough has initiated and continues to support several major collaborative programs that have drawn the college closer to the secondary schools with college now, diploma now, and the Kingsborough high school for the sciences. It offers a bilingual program, a college discovery program and a liberty partnership program.

ORGANIZATION CHART

Appendix A displays an organization chart.

RELEVANT POLICIES

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

The protected classes, delineated in Executive Order 11246 and updates are: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and Women. Additionally, the Chancellor of CUNY designated Italian Americans as a protected group in 1976 and CUNY prepares a separate Italian American Affirmative Action Plan.

CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website.

Click for CUNY's Policies: https://www.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/

Equal Opportunity and Non-Discrimination Policy

> *The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of The University.*
>
> *It is the policy of The University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and*

unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

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

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

Affirmative Action Policy

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

ARTICLE V FACULTY, STAFF AND ADMINISTRATION

Policy 5.04 - Affirmative Action:

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

Sexual Misconduct Policy

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

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.

Further information is available using the links below (accurate as of May, 2019).

The CUNY Policy on Equal Opportunity and Nondiscrimination prohibits discrimination on the basis of a number of protected characteristics as per federal, state and local law, and addresses sex discrimination other than sexual misconduct.

The CUNY Campus and Workplace Violence Policy addresses workplace violence.

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

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

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

Other Policies

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

The College non-discrimination policy and Affirmative Action commitment are reaffirmed by President Claudia V. Schrader annually. **Appendix B** contains a copy of the annual Reaffirmation Letter which was issued September 20, 2018.

RESPONSIBILITY FOR IMPLEMENTATION

While the entire College community participates in promoting diversity and inclusion, the College has assigned certain responsibilities as noted below.

The President

The President, Dr. Claudia V. Schrader, oversees implementation of Affirmative Action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations as well as University policies. Additionally, the President:

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

- Ensures responsible personnel have the authority, staff, and other resources to successfully fulfill their assigned responsibilities

- Communicates a commitment to equal employment opportunity programs and issues an Annual Re-Affirmation supporting affirmative action, diversity and equal opportunity (see copy of Re-Affirmation Letter in **Appendix B**.)

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

Chief Diversity Officer

The President has designated Michael J. Valente, Esq. as the Chief Diversity Officer (CDO) and primary designee 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

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

College Officials

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

University Management

The University's Office of Recruitment and Diversity (ORD) establishes job groups and other report parameters and prepares summary statistics. ORD also reports on overall progress to senior management and sponsors several diversity programs to be described later in this document. Details of University reports and diversity programs are provided here:
Click for University Diversity Resources

PART TWO: DATA AND ANALYSIS

The College analyzes workforce data to reflect regulations and best practices. No one method provides a complete picture, and none should be used exclusively. Methods include:

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

Details on these prescribed methods are provided in by the U.S. Department of Labor's Office of Contract Compliance Programs (OFCCP) at: Click for U.S. Department of Labor Website

DATA SOURCES FOR THIS REPORT

Employee Data

The main data source for current employees is an extract from CUNY's system of record, CUNYFirst, of full-time active employees as of June 1, 2019 (downloaded in early July). The population includes individuals on selected paid leaves, such as medical leave or fellowship/sabbatical leave. We do not include individuals on retirement/terminal leaves, student workers or individuals employed by CUNY's separate Research Foundation.

CUNY's employees are invited to self-identify as members of protected groups. Employees may update their selection at any time via an Employee Self-Service portal, and the College last conducted a self-identification canvas in May 2018. It contacted employees via email, providing instructions and a Question and Answer document explaining the reasons behind collecting self-identification data, and stressing that providing this information was voluntary. The next comprehensive canvas is scheduled for 2020.

The same choices are available to job applicants, who are invited to self-identify using the job application portal in CUNYFirst.

Self-Identification Categories

To evaluate representation by race/ethnicity, we use federally-mandated categories:

Total Minority – total of all groups other than White, reported as a single category
Asian – consolidates choices of Asian, Hawaiian, and Other Pacific Islander
Black/African American
Hispanic/Latino
White

American Indian/Alaska Native and Two or More Races are included under Total Minority but not separately reported. Hispanic/Latino is a choice that has priority, so, if for example a person identifies as both Hispanic/Latino and Asian, they are recorded as Hispanic/Latino, and not as Two or More Races.

We also ask for identification of Italian American ethnicity consistent with University legal settlements dating to the 1990's. Information on Italian Americans is analyzed in 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 the Total Minority category in either plan. If an individual identifies in a federally-protected race/ethnicity and as Italian American, we default to the federally-protected race/ethnicity, again to prevent double counting.

To evaluate representation by gender, we use federally-mandated categories of Male and Female. Our system captures non-binary general identification but only individuals identifying as "female" are included in the protected gender category.

Of a total of **928** employees, they self-identified as follows:

- Gender:
  - 504 Female,
  - 423 Male,
  - 1 Other/Unknown gender.
- Race/Ethnicity:
  - 439 Total Minority, 64 Asian, 228 Black/African American, 134 Hispanic/Latino,
  - 488 White.
- Individuals with Disabilities – 10 employees.
- Veterans – 13 employees.

Anyone who did not specify a gender and/or ethnicity is included in the Workforce Analysis but not assigned to a protected group for further analyses.

Labor Market Source Data

One of the required reviews is a comparison of the employee population with the Labor Market from which the college would reasonably recruit, train, or promote. The University re-calculated availability for this year's report. Given that estimates were substantially updated for this cycle; some availability estimates are materially different from those in prior plans. The following is a general summary of data sources for this year's report as compared to the previous plans.

Used for This Report	Used for 2017 and 2018 Reports	Impact
For internal candidates, CUNY-wide review of employee appointments over 2016-2017 and 2017-2018 to determine weighting and feeder jobs. Employee population based on June 1, 2018 census (start of last plan year).	Based on various reviews performed between 2011 and 2015. Last updated in 2015.	Advances data by between three and seven years, depending on group.
For external candidates, the American Community Survey of the US Census (ACS), 5-year estimate, 2013-2017 (final).	American Community Survey data, 5-year estimate, 2007-2011 (final).	Advances data by six years.
Faculty discipline estimates based on the US Dept. of Education's National Center for Education Statistics' Integrated Post-Secondary Education Data System (IPEDS) completion data for 2015-2016 (final). Disciplines evaluated by Classification of Instructional Programs (CIP), most often at the two-digit level (major category).	IPEDS degree completion data for 2013-2014.	Advances data by two years.

WORKFORCE ANALYSIS

The Workforce Analysis is a review of overall representation of females and minorities by division, department and title/rank. It is presented by job title in a hierarchical order so that higher paid/higher ranked jobs are listed first. It is used to evaluate diversity by organizational unit rather than job group.

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

JOB GROUPS, DISCIPLINES, AND MARKET DATA

This section summarizes design issues underlying the analyses.

Job Groups

With the exception of the Workforce Analysis (reviewed by department), we analyze data by job group (jobs with similar duties, qualifications, and other conditions of employment). The University establishes the job groups and reviews them annually. These are detailed in **Appendix C**, with a summary at the end of this section.

Each employer defines its own job groups, but all groups can be summarized into larger, standard categories which are referred to as EEO-1 categories.

This year, the University made the following updates:

- The Peace Officer groups were adjusted so that there is a Campus Security Assistant job group and a Campus Peace Officer job group. Previously, Campus Peace Officer-1 was comprised of Campus Security Assistant and Campus Peace Officer Level 1, and Campus Peace Officer Level 2 was in a separate group. It was determined by consulting with the University's Civil Service Unit that the adjusted groupings more closely reflected duties and qualification requirements.

- The title of Supervisor – Maintenance and Labor was moved from "Skilled Trades Supervisory" to "Craft-Buildings and Grounds" recognizing that this title does not supervise titles in the Skilled Trades and has different qualification requirements.

- The University introduced three new titles to the Broadcast/Media Job Group related to Media and Production.

- The University introduced other titles, most in the executive ranks, assigned to job groups as appropriate.

Disciplines

We conduct an additional level of review for Faculty and College Laboratory Technicians with groupings based on discipline. With few exceptions, faculty departments are assigned to disciplines within the Classification of Instructional Programs (CIP), previously described. Discipline for College Laboratory Technicians was determined by assigning departments to either a Scientific/Engineering/Technical group or a General group.

This year, the discipline of "Public Administration and Social Work" was split into its component parts at the request of units with large departments in these disciplines.

Appendix D presents a listing of faculty disciplines with the underlying academic departments at the College, noting any necessary exceptions.

Exhibit: Job Groups and Staffing 6/1/19

Exhibit: Workforce Summary (IA)
Kingsborough CC **Total Employees: 928**

Executive/Administrative/Managerial

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Administration 1 (Executive)	18	9	50.0%	10	55.6%	4	22.2%
Administration 2 (Manager)	102	74	72.5%	59	57.8%	4	3.9%
Facility Manager	3			1	33.3%	1	33.3%
IT Computer Manager	5			1	20.0%		
Security Manager	4	1	25.0%	3	75.0%		

Professional Faculty

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Faculty-Professorial	229	122	53.3%	65	28.4%	31	13.5%
Faculty Librarians	12	8	66.7%	4	33.3%	1	8.3%
Faculty-Instructor	3	2	66.7%	1	33.3%		
Faculty-Lecturer	89	49	55.1%	27	30.3%	8	9.0%
Faculty-Developmental	12	5	41.7%	3	25.0%	1	8.3%

Professional Non-Faculty

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Accountant	5	5	100.0%	1	20.0%	1	20.0%
Administration 3 (Professional)	138	104	75.4%	81	58.7%	8	5.8%
Administration 5 (Engineer-Architect	2			1	50.0%		
IT Computer Professional	25	7	28.0%	18	72.0%	1	4.0%
Nurse	1	1	100.0%				

Administrative Support Workers

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Accountant Assistant	3	3	100.0%	1	33.3%	1	33.3%
Administrative Assistant	16	16	100.0%	4	25.0%	3	18.8%
Office Assistant	49	44	89.8%	14	28.6%	11	22.4%
Mail Services Worker	4	1	25.0%	1	25.0%	2	50.0%

Craft Workers

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Basic Crafts-Buildings and Grounds	9			4	44.4%	2	22.2%
Laborers and Helpers	16			14	87.5%	1	6.3%
Skilled Trades-Supervisor	1						
Skilled Trades	24	1	4.2%	9	37.5%	6	25.0%

Technicians

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Administration 4 (College Lab Tech)	34	16	47.1%	15	44.1%	3	8.8%
Broadcast/Media	2					2	100.0%
Engineering Technician	2	2	100.0%	2	100.0%		
IT Support Technician	9	4	44.4%	5	55.6%	1	11.1%
Print Shop	5			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	11	4	36.4%	10	90.9%	1	9.1%
Campus Peace Officer	20	4	20.0%	18	90.0%		
Campus Security Assistant	11	2	18.2%	11	100.0%		
Custodial Supervisor	7	3	42.9%	7	100.0%		
Custodial	57	17	29.8%	46	80.7%	3	5.3%

Workforce Summary

Labor Market Availability Calculations

Labor Market Availability is an estimate used to benchmark utilization of protected groups. It represents the proportion of each protected group available for employment in the labor market from which we recruit (internal or external). CUNY typically reviews Labor Market Availability every other year, and revised the estimates for this plan.

Appendix C and **Appendix D** referenced above provide details about the basis of availability calculations for each job group and discipline.

Internal Labor Market

The internal labor market is considered to be University-wide and currently reflects the full-time employee population. Estimates were based on a review of 2016-2017 and 2017-2018 job moves of CUNY employees. The result is an estimated weighting of internal hiring by job group and identification of feeder jobs and conditions (such as permanency status). We identified feeder jobs regardless of the official promotional path. Outliers were excluded.

The availability calculations are based on the Census Date of the last plan year, June 1, 2018, a reasonable estimate of the available internal market between June 1, 2018 and June 1, 2019. This June 1, 2018 census consisted of 20,504 full-time employees.

External Labor Market

Estimates for the external markets vary by job group. The following factors are used:

Internal/External Weighting

The external weighting is based on the review of internal hiring as described above.

Geography

Geography varies by job group and is based on CUNY policy as well as a review of CUNY experience. One of the following geographic labor markets is used:

- A national labor market is applied to the following groups: Administration 1 – Executive, Faculty – Professorial, and Faculty – Instructor Rank. This is consistent with CUNY policies that it should recruit as broadly as possible in these groups; CUNY also can offer relocation assistance for hires in these groups.

- For Faculty in the Lecturer group, a two-state region of New York and New Jersey is utilized because IPEDS completion data is only available by State and recruiting is regional rather than national.

- A New York State-only labor market is applied to the following groups, as due to statute, New York State residency is required for appointments to titles in these groups:
  - College Security Assistant
  - Campus Peace Officer
  - Campus Public Safety Sergeant
  - Security Manager

- The New York/New Jersey Metropolitan Statistical Area (MSA) will be utilized as the labor market for all remaining non-faculty job groups. A review of hires in the past year indicates that 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 – CUNY compared the Standard Occupational Classification assigned to every job title with the available Census Occupational Codes and determined those codes that would best represent the labor market.

- Degree Requirements – Degree requirements were applied based on the minimum degree requirement for the lowest-ranked job in the job group. These range from No Educational Requirement through Master's Level degrees for non-faculty.

- Experience Level – in a few cases where there is a requirement for a specific number of years of experience following a degree, we used age as a proxy, utilizing standards created for Census data; for example, a Bachelor's degree assumes a standard age of 21, so a Bachelor's degree plus four years of experience would correspond to a minimum age of 25.

Qualifications - Collegiate Faculty – Federal Plan

Collegiate Faculty are assigned to the Professorial, Instructor, or Lecturer job groups. Availability for these groups in the federal plan is based on a combination of degree requirements and academic discipline.

- Degree Requirements – these are applied as follows:
  - Professorial – Doctoral Degree
  - Instructor – Master's Degree
  - Lecturer – Bachelor's Degree or Master's Degree.

- Discipline -- Within each Faculty job group, we analyze utilization by academic program or discipline. The University codes its disciplines using the US Department of Education's "Classification of Instructional Programs" (CIP). We assign an academic discipline to each academic department using the CIP coding, usually at the 2-digit level (major category). On an exception basis, we either calculate a blended labor market availability for interdisciplinary programs, or create an exception assignment of individual faculty to specific disciplines. Where multiple departments are assigned to the same discipline we may also review a break-out by department within discipline.

Qualifications – Collegiate Faculty - Italian American Plan

Discipline-specific data is not available for Italian-American ancestry and instead we utilize American Community Survey data for Professorial Faculty, Instructor Faculty, and Lecturer Faculty in consolidated groupings.

In the American Community Survey, respondents are asked to write in up to two ancestries in the survey. The major categories coded for Italian American ancestry are either Italian (051) or Sicilian (068).

Italian American availability indicates people who indicated Italian American ancestry exclusively and in combination with another ancestry. The current calculation takes into account the order in which respondents enter ancestry data. The currently agreed-upon method for calculating Italian American availability for CUNY from the American Community Survey data is:

- 100% of the first answers to the question (e.g., someone answers, "Italian", then "Irish" and is counted at 100%)
- 50% of the second answers to the question (e.g., someone answers, "Irish", then "Italian" and is counted at 50%).
- Individuals answering with Italian and/or Sicilian as both choices are counted only once (at 100%).

UTILIZATION ANALYSIS

We evaluate utilization of females and total minorities by job group as compared with the estimated labor market. While required only for the Total Minority category, CUNY has traditionally included a review by protected ethnicity. The resulting groups are:

- Female
- Total Minority
- Asian/Hawaiian/Other Pacific Islander
- Black/African American
- Hispanic/Latino
- Italian American

There must be at least five incumbents in order to evaluate a job group. Job groups with 30 or fewer employees produce results that are less reliable, and more variable, than job groups with larger populations.

We report underutilization where the utilization of individuals in a protected group is more than 20% below labor market and where the difference can be expressed as at least one full-time equivalent employee.

Job groups and disciplines for which there is underutilization are considered priorities for placement goals and enhanced outreach when there are hiring opportunities.

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

Changes in utilization from year to year may arise from multiple factors. Obviously, updates to availability calculations and job groups will have significant impact, but other factors include actual hires, promotions, and separations. It is usually not possible to pinpoint a single, direct cause. In job groups with small numbers of employees, utilization may change substantially even

if only single employee is replaced.

The following factors in updating Labor Market Availability may have an impact on underutilization results:

- Change in timing of external data – moving our basis for comparison to more recent years
- Change in internal/external hiring patterns – including the ratio of internal to external hires and the types of jobs from which we recruit internally
- Change in composition of job groups and the mapping of occupational codes to job groups.
- Change in designated geography.

The following Exhibit summarizes staffing and underutilization for each job group at the College with a comparison to the previous year.

Exhibit: Summary of Underutilization and Goals

See following page.

Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs (Italian American Plan)

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 previous plan (i.e., last year, calculated with last year's staffing and last year's Labor Market Availability estimates).

-2019: Underutilization reported in the current year (i.e., this plan, calculated with this year's staffing and updated Labor Market Availability estimates).

-A hypothetical underutilization were CUNY still using last year's Labor Market Availability estimates with this year's staffing. This measurement provides insight into the impact of changes in Labor Market Availability estimates on underutilization calculations (i.e., changes which are not due to outreach, employee turnover, or other college-specific factors).

Also, in 2019 the arrangement of job groups for security staff has changed. The 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./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Administration 1 (Executive)							
2018	16						
2019	18						
2019 Hypothetical using 2018 Labor Mkt	18						
Administration 2 (Manager)							
2018	98			6			7
2019	102			8			6
2019 Hypothetical using 2018 Labor Mkt	102			8			5
IT Computer Manager							
2018	5	1		1			1
2019	5	1	2	1		1	1
2019 Hypothetical using 2018 Labor Mkt	5	1		1			1

Category: Professional Non-Faculty

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Accountant							
2018	6		3	2	2		
2019	5		3	1	2		

Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs (Italian American Plan)

Category: Professional Non-Faculty

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Accountant							
2019 Hypothetical using 2018 Labor Mkt	5		3	1	1		
Administration 3 (Professional)							
2018	130						5
2019	138			6			10
2019 Hypothetical using 2018 Labor Mkt	138						8
IT Computer Professional							
2018	24			2			2
2019	25	4		4			1
2019 Hypothetical using 2018 Labor Mkt	25			2			2

Category: Administrative Support Workers

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Administrative Assistant							
2018	15		9	1	4	4	
2019	16		7	1	4	3	
2019 Hypothetical using 2018 Labor Mkt	16		8	1	4	3	
Office Assistant							
2018	50			1		2	
2019	49		6	3		5	
2019 Hypothetical using 2018 Labor Mkt	49			1		2	

Category: Craft Workers

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Basic Crafts-Buildings and Grounds							
2018	9	2				1	
2019	9	1	2			2	
2019 Hypothetical using 2018 Labor Mkt	9	2				1	
Laborers and Helpers							
2018	15	3					1
2019	16	3		1		2	
2019 Hypothetical using 2018 Labor Mkt	16	3					1

Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs (Italian American Plan)

Category: Craft Workers

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Skilled Trades							
2018	23	1					
2019	24						
2019 Hypothetical using 2018 Labor Mkt	24						

Category: Technicians

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Administration 4 (College Lab Tech) - Other							
2018	16			1			1
2019	16		3	4		1	
2019 Hypothetical using 2018 Labor Mkt	16			1			
Administration 4 (College Lab Tech) - Sci/Tech/Eng							
2018	17						
2019	18			1			
2019 Hypothetical using 2018 Labor Mkt	18						
IT Support Technician							
2018	9				1		
2019	9				1		
2019 Hypothetical using 2018 Labor Mkt	9				1		
Print Shop							
2018	6	2					
2019	5	1					
2019 Hypothetical using 2018 Labor Mkt	5	1					

Category: Service Workers and Others

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Campus Peace Officer							
2019	20			2			3
2019 Hypothetical using 2018 Labor Mkt	20			1			
Campus Peace Officer (2018-CPO Level 1)							
2018	29	3		2			4
Campus Public Safety Sergeant							

Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs (Italian American Plan)

Category: Service Workers and Others

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Campus Public Safety Sergeant							
2018	12				2		
2019	11				2		
2019 Hypothetical using 2018 Labor Mkt	11				2		
Campus Security Assistant							
2019	11			1		1	1
2019 Hypothetical using 2018 Labor Mkt	11	1		1		2	1
Custodial							
2018	56						3
2019	57					11	1
2019 Hypothetical using 2018 Labor Mkt	57					3	2
Custodial Supervisor							
2018	6						1
2019	7						
2019 Hypothetical using 2018 Labor Mkt	7						1

Exhibit: Summary of Historical Changes in Underutilization - Faculty (Italian American Plan)

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 previous plan (i.e., last year, calculated with last year's staffing and last year's Labor Market Availability estimates).

-2019: Underutilization reported in the current year (i.e., this plan, calculated with this year's staffing and updated Labor Market Availability estimates).

-A hypothetical underutilization were CUNY still using last year's Labor Market Availability estimates with this year's staffing. This measurement provides insight into the impact of changes in Labor Market Availability estimates on underutilization calculations (i.e., changes which are not due to outreach, employee turnover, or other college-specific factors).

Also note that Librarians are reported in a separate Job Group. In 2018 they were reported with Professorial faculty.

Faculty-Developmental

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2018	13						
2019	12	3			1		1
2019 Hypothetical using 2018 Labor Mkt	12	2			1		

Faculty-Instructor

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

Faculty-Lecturer

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2018	80						
2019	89			7			
2019 Hypothetical using 2018 Labor Mkt	89						

Faculty-Librarian

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2019	12				1		
2019 Hypothetical using 2018 Labor Mkt	12				1		

Exhibit: Summary of Historical Changes in Underutilization - Faculty (Italian American Plan)

Faculty-Professorial

		UNDERUTILIZATION					
	Total Staff	Female	Total Minority	Asian/NatHaw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2018	252						
2019	229			11			
2019 Hypothetical using 2018 Labor Mkt	228						

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.

- For *Administration 1*, we saw an increase in total staff by 2. There were no changes reflected for gender and/or in any of the minority groups.

- For *Administration 2*, we saw an increase in total staff by 4. The underutilization of Asians increased by 2 and Italian Americans increased by 1 since 2018.

- For *IT Computer Manager*, there were no changes reflected in the total number of staff. The total minority increased by 2 and underutilization of Hispanics increased by 1.

- For *Accountant*, we saw a decrease of total staff by 1. And underutilization of Asian decreased by 1.

- For *Administration 3*, there was an increase in total staff by 8. And underutilization of Asian (0–6) and Italian American (5-10).

- For *IT Computer Professional*, there was an increase in total staff by 1. And underutilization of female (0-4), Asian (2–4), and Italian American (2-1).

- For *Administrative Assistant*, we saw an increase in total staff by 1. And underutilization of total minority (9-7) and Hispanic/Latino (4–3).

- For *Office Assistant*, there was a decrease of total staff by 1. And underutilization of total minority (0-6), Asian (1–3) and Hispanic/Latino (2-5).

- For *Basic Crafts-Buildings and Grounds*, there was a decrease in underutilization of female (2-1), and an increase of total minority (0-2) and for Hispanic/Latino (1-2).

- For *Laborers and Helpers*, we saw an increase in total staff by 1. And an increase in the underutilization of Asian (0-1), Hispanic/Latino (0-2), and a decrease in Italian American (1-0).

- For *Skilled Traders*, we saw a decrease in the underutilization of female (1-0).

- For *Administration 4 (College Lab Tech) - Other*, there was an increase in the underutilization of Total Minority from 0 to 3, Asian (1-4), Hispanic (0-1), and a decrease in Italian American (1-0).

- For *Administration 4 (College Lab Tech) – Sci/Tech/Eng*, there was an increase in the underutilization of Asian from 0 to 1.

- For *IT Support Technician*, there were no changes reflected.

- For *Print Shop*, there was a decrease in the underutilization of Female from 2 to 1.

- For *Campus Peace Officer*, there was a decrease in the underutilization of Asian (2–1) and Italian American (3-0).

- For *Campus Peace Officer (2018-CPO Level 1)*, there were no changes reflected.

- For *Campus Public Safety Sergeant*, there was a decrease in Total Staff by 1.

- For *Campus Security Assistant*, there was an increase in in the underutilization of female (0-1), and Hispanic/Latino (1-2).

- For *Custodial*, there was an increase in the underutilization of Hispanic/Latino (0-11) and decrease in Italian American (3-1).

- For *Custodial Supervisor*, there was an increase in the Total Staff by 1. And a decrease in the underutilization of Italian American (1-0).

- For *Faculty - Development*, there was an increase in the underutilization of Female (0-3), Black/African American (0-1), and Italian American (0-1).

- For *Faculty - Instructor*, there were no changes.

- For *Faculty - Lecturer*, there was an increase in the underutilization of Asian from 0 to 7.

- For *Faculty Librarian*, there were no changes.

- For *Faculty Professional*, there was an increase in the underutilization of Asian from 0 to 11.

Personnel Activity

We review personnel actions for adverse impact (personnel decisions made at substantially different rates for different groups). We report activity for those groups which have a material number of actions and/or applicants over the previous plan year.

Appendix F provides detail on personnel activity by Job Group, rolling up to larger EEO-1 categories:

- Job Actions by Gender and Ethnicity

- Faculty Tenure Actions by Gender and Ethnicity (by department and by job group).

We compared employee title changes between reference dates (i.e., June 1, 2018 and June 1, 2019). The reports track hires, moves to a higher or lower Job Group, moves within a Job Group, and Separations.

Personnel actions involving employees who leave one Job Group to take a position in another are reported as two actions (separated from one group and joined another group). Personnel actions taking place across CUNY colleges are likewise treated as a separation from one college 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. There is an additional review process for Professorial Faculty, involving department and College-wide Personnel and Budget Committees making recommendations to the President. It is also possible for a faculty member to be hired with Tenure. Faculty reported here received tenure/CCE status effective September 1, 2018.

The tenure report tracks the following statuses:
- Awarded Tenure
- Hired with Tenure
- Denied Tenure (not common).

Observation on appointment data and tenure actions:
- Total of 8 minority individuals obtained tenure
- 8 Female Associate Professors obtained tenure
- 6 Female Assistant Professors, including 1 Black/African Am and 1 Italian Am obtained tenure
- 3 Female Lecturers, including 1 Hispanic/Latino obtained tenure

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

Recruiting Activity

Recruiting and selection should promote diversity as well as operational effectiveness.

Prior to posting a job vacancy, the Chief Diversity Officer reviews posting language from the standpoint of language or requirements that could impose bias. In most cases, the Chief Diversity Officer also reviews a Recruiting Plan for intended outreach.

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

The standard in evaluating recruiting data is referred to as Impact Analysis. Federal guidelines are that "Adverse Impact" may occur when any one group 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 based on available data about searches that were concluded with a job offer between June 1, 2018 and May 31, 2019. We report all searches resulting in an offer regardless of whether the search was cancelled at some point after an offer was made.

For some job groups, notably faculty, there is a significant gap between offer and start dates (sometimes six months or more). We track the conclusion of a search based on accepted job offer, not start date, in order to avoid a lag in reporting search results. The impact, however, is that the number of offers reported may not match the number of hires in the personnel exhibits. Also, for the Faculty-Professorial Job Group, searches were cancelled before interviews, offers, or hire decisions were made.

Applicant categories follow the federal guidelines for Internet Applicants:

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

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

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

Hiring from Civil Service Applicant Pools

The College participated in **7** University-wide hiring pools for Classified Civil Service hires. At a hiring pool, applicants who are pre-qualified based on a Civil Service examination score indicate their interest in working at one or more Colleges, and colleges make selections as per Civil Service regulations. These hires are included in the counts of employees hired in Appendix F and the counts of applicants in Appendix G.

The Hiring Pool includes:

1. CUNY Office Assistant (COA)
2. Campus Peace Officer (CPO)

PART THREE: ACTION-ORIENTED PROGRAMS

This section provides a qualitative assessment, evaluates how the College has, or has not, achieved its goals, and details activities aimed at achieving the coming year's goals.

Part Three contains:

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

IMPLEMENTATION OF PRIOR-YEAR PROGRAMS

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

Summary of Campus Programs, 2018-2019

- Kingsborough Community College organized its first Eastern European Conference for students and the theme focused on Polish History.
- Kingsborough observes Holocaust Remembrance Day on January 27,2019.
- The committee on Globalization & Social Change hosted a roundtable discussion on *International Solidarity in History, Theory and Practice,* February 2019.
- Kingsborough participated in a Career Fair at Borough of Manhattan Community College in February 2017, to recruit a diverse and excellent faculty.
- KCC held UndocuAlly training sessions to promote civic engagement, global awareness, civility and respect for diversity, and to respond to educational, social culture and economic needs of the communities we serve.
- A Call for Safe Zone Allies - - a training workshop to discuss what being an LGBTQ ally means.
- Intercultural Encounters series to engage in dialogue and discussion regarding global and local issues
- Women's and Gender Studies 25th Anniversary and Stonewall 50th Anniversary Celebrations
- Men's Resource Center Spring 2019 Workshop: *The Black Experience*
- Women's History Month 2019: *Visionary Women: Champion of Peace and Non-Violence*
  - Gender in the House
  - The Value of Teaching and Learning about the Psychology of Immigration
  - Women's Gender and Sexuality Studies Across CUNY
  - "Black Power in Motion-Trinidad 1970"
  - "A Fine Line"/Movie Screening
  - "Whatever Happened to Hazel Scott?"
  - "In the Time of Butterflies"
  - Keynote Event
- Women's HERStory Panel to illuminate women and their careers, March 2019
- A Memorial Gathering to remember the 50 Lives Lost in Christchurch in New Zealand
- Kingsborough Community College Holocaust Remembrance Events, May 2019.
- Kingsborough host STEM Fair for high school students
- International Women's Day Appreciation, March 2019
- Safe Zone, celebrating Women's History Month through poetry and dance, March 2019
- Kingsborough Center for Teaching and Learning Events: Culturally Responsive Teaching and Contemplative Practices, March 209
- Faculty Forum: Pro-White Implicit Bias Declined during the Black Lives Matter Movement
- Understanding Islam Workshop

Impact on Faculty/Staff/Students:

- Gained tools to grow/increase competencies
- Enriched individuals and brought awareness to the campus community
- Connected and engaged peers to be able to discuss race, culture and gender issues in higher education

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

IMPLEMENTATION OF 2019-2020 PROGRAMS

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

Planned Campus Programs, 2019-2020

- LGBTQ+ History Month, October 2019
- HURFS Resource Center, a new entity on campus to sustain mentorship, leadership opportunities, and campus climate analysis
- KCTL presents:
  - Bodies and Sexualities in the Classroom
  - Does Reading Matter?
  - Game Based Learning
  - Faculty Reading Group
  - STEM Education: Strategies for Success
- Safe Zone Training and Call for Allies
- International Peace Day!
- UndocuAlly Trainings
- Student Union and Intercultural Center presents:
  - This Muslim-American Life
  - The Path to a Life in Politics
  - Visit to the Museum of Jewish Heritage
- College Radio Day 2019

There are additional programs in development to mirror the offerings in 2018-2019.

Impact on Faculty/Staff/Students:

- Cultivate an environment of inclusivity
- Increase opportunities for open and constructive dialogue
- Continue to connect and engage peers
- Expand networks for students, staff and organizations
- Develop skills needed in a multicultural environment
- Help to prepare individuals to value cultural differences and treat people with dignity
- Lift morale and enhance productivity

ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION

- Title IX Training for Faculty and Staff
- Title IX Training for Student Ambassadors, Athletics, ESL Students, and VA Students
- EEO/Title IX Training
- Gender Beach Day Training for Public Safety
- Department Specific Faculty Recruitment Plan
- Faculty Development Workshop to Support Students
- HR Recruiting Network Meetings

- CDO/HR/Labor Designee Meetings
- Annual CDO/HR/Legal/Public Safety Self-Evaluation and Remediation Meeting
- ACT Meeting
- Senior Cabinet Compensation Analysis Meeting
- CFDI Meeting
- Faculty Diversity Dialogue
- CDO/UACD Meeting

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

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

In 2018-2019, the University implemented a University-wide on-line training program for faculty and staff on sexual harassment prevention. The College is in the process of assuring that all employees benefit from this training.

Recruitment policies support developing diverse applicant pools through:

- Required posting of open positions and of Civil Service Notices of Exam; typical faculty vacancies are posted for 30-60 days and administrative vacancies are posted for 14-30 days
- Collection of all applications into a single automated system where pre-established screening practices relevant to the specific function may be applied
- A job application process where candidates are automatically invited to self-identify race/ethnicity, gender, veteran status, and disability status; data is kept confidentially and used to analyze the composition of applicant pools
- For many positions, a committee recruiting process by which a diverse team evaluates candidates according to consistent criteria and job-related interview questions
- An annual survey of newly appointed employees to identify potential areas of concern in how the College communicates with its candidates.

INTERNAL AUDIT AND REPORTING

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

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

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

The College maintains employment records in the central CUNYFirst system used to provide the data underlying Affirmative Action Plans. The Chief Diversity Officer works with Human Resources staff to assure College records are complete, accurate, and timely.

The University reports statistics and diversity metrics to the University community and the CUNY Board of Trustees.

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

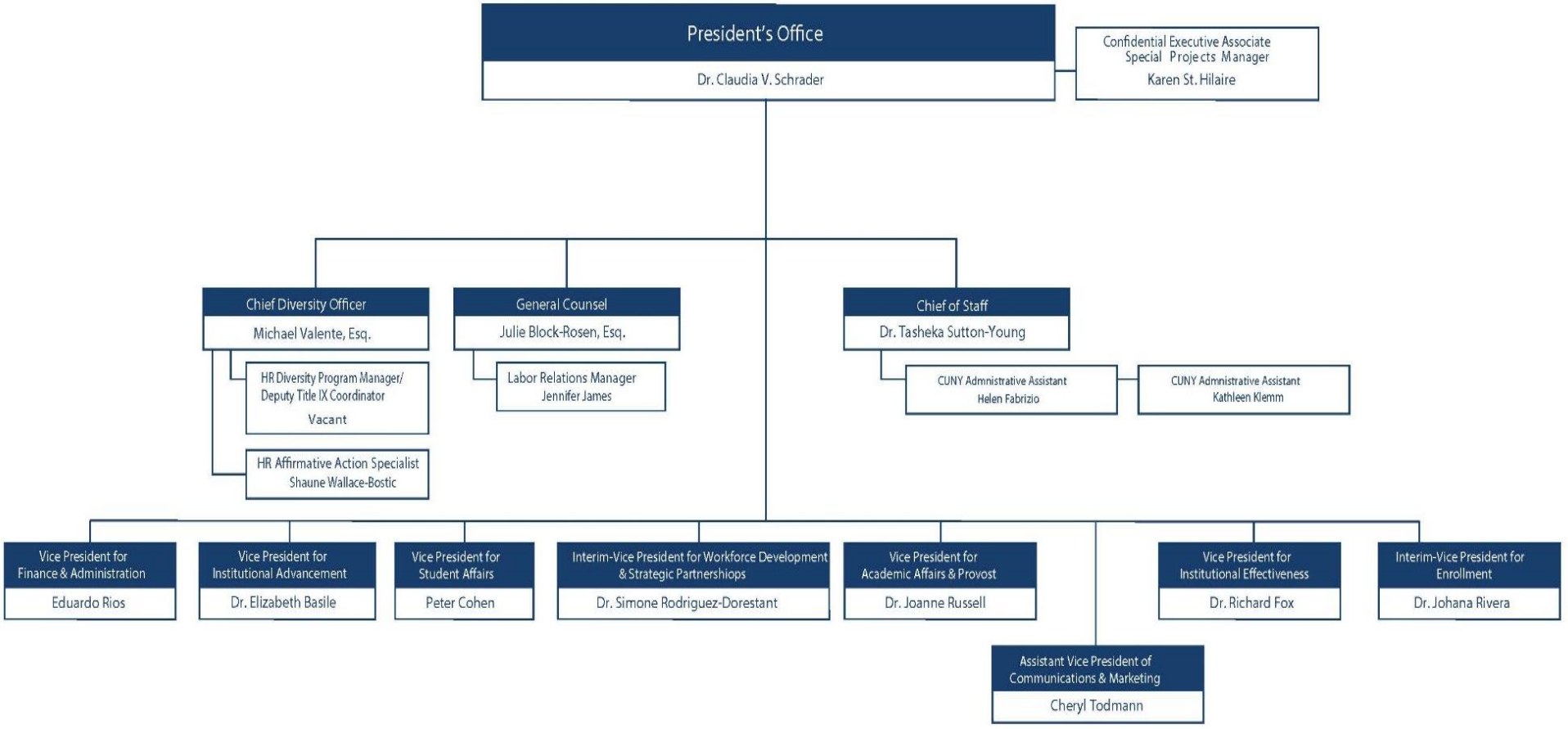
APPENDIX A - ORGANIZATION CHART

Kingsborough CC

This Appendix provides a high-level organization chart.

KINGSBOROUGH COMMUNITY COLLEGE ORGANIZATIONAL CHART

PRESIDENT'S OFFICE



APPENDIX B - REAFFIRMATION LETTER

Kingsborough CC

This Appendix contains information on reaffirmation(s) distributed this past Plan Year.

APP B

OFFICE OF THE PRESIDENT

KINGSBOROUGH COMMUNITY COLLEGE
★ DREAMS BEGIN HERE ★

To: Kingsborough Campus Community

From: President Claudia V. Schrader

Date: September 20, 2018

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

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

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

I have assigned the responsibility for the implementation and monitoring of our compliance program to the Office of Equal Opportunity & Diversity Management (OEO) currently managed by Interim Title IX Coordinator Roxanna Thomas. The vice presidents, deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws. OEO is located in the E Cluster in Suite E115 and the telephone number is (718) 368-6896. You may also email OEO at: AskOEO@kbcc.cuny.edu. Additionally, any individual who believes that he or she has experienced employment discrimination should immediately contact OEO. I ask for your continued support to ensure equal opportunity, affirmative action, and diversity and inclusion in all employment practices at Kingsborough.

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

Kingsborough CC

This report lists those CUNY job groups for which the college has employees. 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: 928

Category: Executive/Administrative/Managerial

Administration 1 (Executive)

Employee Count: 18

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)	Employee(s)
Administrator	1
Assc Administrator	2
Asst Administrator	2
Asst Vice President	4
Dean	3
Vice President	6

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

Category: Executive/Administrative/Managerial

Administration 2 (Manager)

Employee Count: 102

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)	Employee(s)
HE Associate	54
HE Officer	48

Facility Manager

Employee Count: 3

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

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

Category: Executive/Administrative/Managerial

IT Computer Manager

Employee Count: 5

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

Security Manager

Employee Count: 4

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)	Employee(s)
Campus Security Asst Dir	3
Campus Security Dir	1

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

Category: Professional Faculty

Faculty-Developmental

Employee Count: 12

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)	Employee(s)
CLIP Instructor	7
CUNY Start Instructor	5

Faculty-Instructor

Employee Count: 3

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)	Employee(s)
Instructor	3

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

Category: Professional Faculty

Faculty-Lecturer

Employee Count: 89

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)	Employee(s)
Lecturer	82
Lecturer Doct Sch	7

Faculty-Librarian

Employee Count: 12

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)	Employee(s)
Assc Professor	3
Asst Professor	8
Professor	1

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

Category: Professional Faculty

Faculty-Professorial

Employee Count: 229

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)	Employee(s)
Assc Professor	70
Asst Professor	94
Professor	65

Category: Professional Non-Faculty

Accountant

Employee Count: 5

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)	Employee(s)
Finance Accountant	2
Purchasing Agent	3

Administration 3 (Professional)

Employee Count: 138

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)	Employee(s)
Asst to HEO	62
HE Assistant	76

Category: Professional Non-Faculty

Administration 5 (Engineer-Architect)

Employee Count: 2

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)	Employee(s)
Architect	1
Project Mgr	1

IT Computer Professional

Employee Count: 25

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)	Employee(s)
IT Associate	6
IT Asst	17
IT Sr Associate	2

Category: Professional Non-Faculty

Nurse

Employee Count: 1

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)	Employee(s)
Nurse	1

Category: Administrative Support Workers

Accountant Assistant

Employee Count: 3

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)	Employee(s)
Finance Accountant Asst	3

Administrative Assistant

Employee Count: 16

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)	Employee(s)
CUNY Admin Asst	16

Category: Administrative Support Workers

Mail Services Worker

Employee Count: 4

Mail Services Workers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	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)	Employee(s)
Mail Message Svcs Worker	4

Office Assistant

Employee Count: 49

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)	Employee(s)
CUNY Office Assistant	49

Category: Technicians

Administration 4 (College Lab Tech)

Employee Count: 34

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)	Employee(s)
Chief College Lab Tech	4
College Lab Tech	17
Sr College Lab Tech	13

Broadcast/Media

Employee Count: 2

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

Category: Technicians

Engineering Technician

Employee Count: 2

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)	Employee(s)
Facilities Coord	2

IT Support Technician

Employee Count: 9

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)	Employee(s)
IT Support Asst	9

Category: Technicians

Print Shop

Employee Count: 5

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)	Employee(s)
Print Shop Assistant	3
Print Shop Associate	1
Print Shop Coordinator	1

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

Category: Craft Workers

Basic Crafts-Buildings and Grounds

Employee Count: 9

Buildings and Grounds Workers

In 2017, Maintenance Workers moved from Skilled Trades into this group. 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)	Employee(s)
Maintenance Worker	7
Motor Vehicle Mechanic	2

Laborers and Helpers

Employee Count: 16

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

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

Category: Craft Workers

Skilled Trades

Employee Count: 24

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)	Employee(s)
Carpenter	2
Electrician	2
High Pressure Plant Tender	7
Locksmith	1
Oiler	2
Painter	2
Plumber	3
Stationary Engineer	4
Thermostat Repairer	1

Skilled Trades-Supervisor

Employee Count: 1

Skilled Trades Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only-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)	Employee(s)
Stationary Engineer Sr	1

Category: Service Workers and Others

Campus Peace Officer

Employee Count: 20

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)	Employee(s)
Campus Peace Officer	20

Campus Public Safety Sergeant

Employee Count: 11

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)	Employee(s)
Campus Pub Safety Sergeant	9
Campus Security Specialist	2

Category: Service Workers and Others

Campus Security Assistant

Employee Count: 11

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)	Employee(s)
Campus Security Asst	11

Custodial

Employee Count: 57

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)	Employee(s)
Custodial Assistant	57

Category: Service Workers and Others

Custodial Supervisor

Employee Count: 7

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)	Employee(s)
Custodial Asst Principal Supv	2
Custodial Principal Supv	1
Custodial Sr Supervisor	1
Custodial Supervisor	3

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

Note: In the 2018-2019 Academic Year, CUNY added the titles listed below (not all are used at the College).

Job Code and Title Name		Job Group
200537	PSch Exec Director Strategic Initiatives and Ext Rels-Pasc	ADMIN1-EXEC
200539	Assistant VP Institutional Effectiveness	ADMIN1-EXEC
200562	University Executive Director-University Benefits	ADMIN1-EXEC
200563	PSch Sr Associate Dean Strategic Initiatives	ADMIN1-EXEC
200565	PSch Chief of Staff-AstAdm	ADMIN1-EXEC
200566	PSch Assistant Dean External Affairs	ADMIN1-EXEC
200567	University Executive Director-University Payroll	ADMIN1-EXEC
200568	University Senior University Dean	ADMIN1-EXEC
200569	University Associate Vice Chancellor Legal Affairs	ADMIN1-EXEC
200570	University Executive Chief Litigation Counsel-UAstAdm	ADMIN1-EXEC
200571	PSch Executive Director Alumni Engagement	ADMIN1-EXEC
200572	University Dean Special Programs	ADMIN1-EXEC
200573	VP Campus Planning and Facilities Management	ADMIN1-EXEC
200574	PSch Assistant Dean for Institutional Effectiveness	ADMIN1-EXEC
200575	PSch Executive Counsel and Labor Designee	ADMIN1-EXEC
200576	PSch Executive Director Bar Preparation Programs	ADMIN1-EXEC
200577	Univ Executive Deputy to Vice Chancellor	ADMIN1-EXEC
200578	Univ Senior Vice Chancellor InstAffair Strat Adv & Specl Cou	ADMIN1-EXEC
200579	Executive Counsel (AstAdm)	ADMIN1-EXEC
200580	Univ Executive Director Recruitment and Diversity	ADMIN1-EXEC
200581	Univ Vice Chancellor Communications and Marketing	ADMIN1-EXEC
200582	University Assistant Vice Chancellor OHRM	ADMIN1-EXEC
200583	University Associate Vice Chancellor & Chief of Staff	ADMIN1-EXEC
200584	PSch Assistant Dean	ADMIN1-EXEC
200585	Univ Senior Director IT Business -UAscAdm	ADMIN1-EXEC
200586	University Executive Director Tax Policy	ADMIN1-EXEC
500286	Television Media Engineering and Operations Technician 1	BDCAST-TECH
500288	Television Media Engineering and Operations Technician 2	BDCAST-TECH
500292	Television Media Production Specialist 1	BDCAST-TECH
500294	Television Media Production Specialist 2	BDCAST-TECH
500296	Television Media Production Specialist 3	BDCAST-TECH
500298	Television Media Design Specialist 1	BDCAST-TECH
500300	Television Media Design Specialist 2	BDCAST-TECH

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

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: 348

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

Biological and Biomedical Sciences

Faculty Count: 26

Department ID	Department Name	Number of Faculty
10033	Dept,Biological Science	26

Business, Management, Marketing, Support Services

Faculty Count: 33

Department ID	Department Name	Number of Faculty
10042	Dept, Business	20
10299	Tourism & Hospitality	13

Communications, Journalism, etc. AND Visual and Performing Arts

Faculty Count: 16

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

Education - Developmental

Faculty Count: 14

Department ID	Department Name	Number of Faculty
75018	Career Services Operations	1
10396	Dean Of Continuing Education	1
65068	Language Immersion Program	12

English Language and Literature/Letters

Faculty Count: 61

Department ID	Department Name	Number of Faculty
10105	Department Of English	61

Foreign Languages, Literatures, and Linguistics

Faculty Count: 7

Department ID	Department Name	Number of Faculty
10117	Dept,Foreign Lang	7

Health Professions and Related Programs

Faculty Count: 31

Department ID	Department Name	Number of Faculty
10211	Non-Clinical Nursing	31

Liberal Arts and Sciences, General Studies & Humanities

Faculty Count: 28

Department ID	Department Name	Number of Faculty
10280	Dept,His,Phil,&Soc Sci	28

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

Library (Librarians/Non-Teaching)

Faculty Count: 12

Department ID	Department Name	Number of Faculty
70054	Dept Of Library	12

Mathematics and Computer Science

Faculty Count: 36

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

Parks, Recreation, Leisure and Fitness Studies

Faculty Count: 12

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

Physical Sciences

Faculty Count: 17

Department ID	Department Name	Number of Faculty
10225	Dept,Physical Sci	17

Social Sciences

Faculty Count: 41

Department ID	Department Name	Number of Faculty
10028	Dept,Beh Sci&Human Svcs	41

Visual and Performing Arts

Faculty Count: 14

Department ID	Department Name	Number of Faculty
10021	Dept Of Art	14

APPENDIX D-1 - COLLEGE LAB TECHNICIAN CATEGORIES

Kingsborough CC

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

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

Full-Time Employee Count: 34

College Lab Tech-Blended Science Engineering Technical

Employees: 18

Department ID	Department Name	Number of Technicians
10033	Dept,Biological Science	6
10225	Dept,Physical Sci	6
70009	Instructional Computing	1
80033	Media Center	2
10211	Non-Clinical Nursing	3

College Lab Tech-Other

Employees: 16

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

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

Kingsborough CC

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

Category: Executive/Administrative/Managerial

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

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-Time Employees: 18

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	9	10	3	5	2	4
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent	50.0%	55.6%	16.7%	27.8%	11.1%	22.2%
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)

Category: Executive/Administrative/Managerial

Job Group: **Administration 2 (Manager)**
Description: Manager-Level Administrators
Full-Time Employees: 102

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	74	59	3	30	26	4
Underutilized (Y = Yes)			Y			Y
Number Underutilized			8			6
Actual Utilization Percent	72.5%	57.8%	2.9%	29.4%	25.5%	3.9%
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)

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)

Category: Professional Non-Faculty

Job Group: **Accountant**

Description: Accountants (Professionals)

Full-Time Employees: 5

Employees in this group hold the following titles:

Title ID	Title Name
04801	Finance Accountant
12121	Purchasing Agent

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employees	5	1	0	0	1	1
Underutilized (Y = Yes)		Y	Y	Y		
Number Underutilized		3	1	2		
Actual Utilization Percent	100.0%	20.0%	0.0%	0.0%	20.0%	20.0%
Labor Market Avail. Percent	83.6%	72.6%	20.5%	34.2%	17.8%	4.1%

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

Category: Professional Non-Faculty

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

Description: Entry and Mid-Level Administrators (Professionals)

Full-Time Employees: 138

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	104	81	11	46	17	8
Underutilized (Y = Yes)			Y			Y
Number Underutilized			6			10
Actual Utilization Percent	75.4%	58.7%	8.0%	33.3%	12.3%	5.8%
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)

Category: Professional Non-Faculty

Job Group: **IT Computer Professional**

Description: Information Technology Professionals

Full-Time Employees: 25

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	4		4			1
Actual Utilization Percent	28.0%	72.0%	12.0%	44.0%	16.0%	4.0%
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)

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)

Category: Administrative Support Workers

Job Group: **Office Assistant**

Description: Administrative Support Staff-Entry Level

Full-Time Employees: 49

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	44	14	1	10	3	11
Underutilized (Y = Yes)		Y	Y		Y	
Number Underutilized		6	3		5	
Actual Utilization Percent	89.8%	28.6%	2.0%	20.4%	6.1%	22.4%
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)

Category: Craft Workers

Job Group: **Basic Crafts-Buildings and Grounds**
Description: Buildings and Grounds Workers
Full-Time Employees: 9

Employees in this group hold the following titles:

Title ID	Title Name
90698	Maintenance Worker
04906	Motor Vehicle Mechanic

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employees	0	4	1	2	1	2
Underutilized (Y = Yes)	Y	Y			Y	
Number Underutilized	1	2			2	
Actual Utilization Percent	0.0%	44.4%	11.1%	22.2%	11.1%	22.2%
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)

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	14	0	10	4	1
Underutilized (Y = Yes)	Y		Y		Y	
Number Underutilized	3		1		2	
Actual Utilization Percent	0.0%	87.5%	0.0%	62.5%	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)

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	1	9	1	3	5	6
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent	4.2%	37.5%	4.2%	12.5%	20.8%	25.0%
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)

Category: Technicians

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

Employees in this group hold the following titles:

Title ID	Title Name
04865	IT Support Asst

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employees	4	5	2	0	3	1
Underutilized (Y = Yes)				Y		
Number Underutilized				1		
Actual Utilization Percent	44.4%	55.6%	22.2%	0.0%	33.3%	11.1%
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)

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		1			
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)

Category: Service Workers and Others

Job Group: **Campus Public Safety Sergeant**

Description: Campus Security Supervisors and Campus Security Specialists

Full-Time Employees: 11

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	4	10	1	4	5	1
Underutilized (Y = Yes)				Y		
Number Underutilized				2		
Actual Utilization Percent	36.4%	90.9%	9.1%	36.4%	45.5%	9.1%
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)

Category: Service Workers and Others

Job Group: **Campus Peace Officer**
Description: Campus Security-Mid Level Staff
Full-Time Employees: 20

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	18	0	10	7	0
Underutilized (Y = Yes)			Y			Y
Number Underutilized			2			3
Actual Utilization Percent	20.0%	90.0%	0.0%	50.0%	35.0%	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)

Category: Service Workers and Others

Job Group: **Campus Security Assistant**
Description: Campus Security-Entry Level Staff
Full-Time Employees: 11

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	11	0	10	1	0
Underutilized (Y = Yes)			Y		Y	Y
Number Underutilized			1		1	1
Actual Utilization Percent	18.2%	100.0%	0.0%	90.9%	9.1%	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)

Category: Service Workers and Others

Job Group: **Custodial Supervisor**
Description: Custodial Supervisors
Full-Time Employees: 7

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	1	3	3	0
Underutilized (Y = Yes)						Y
Number Underutilized						1
Actual Utilization Percent	42.9%	100.0%	14.3%	42.9%	42.9%	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)

Category: Service Workers and Others

Job Group: **Custodial**

Description: Custodians-Entry Level

Full-Time Employees: 57

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	17	46	4	29	13	3
Underutilized (Y = Yes)					Y	Y
Number Underutilized					11	1
Actual Utilization Percent	29.8%	80.7%	7.0%	50.9%	22.8%	5.3%
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)

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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)

College Lab Tech - Science, Tech, Eng.

Full-Time Employees: 18

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

Department ID	Department Name
10033	Dept,Biological Science
10225	Dept,Physical Sci
70009	Instructional Computing
80033	Media Center
10211	Non-Clinical Nursing

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employeees	9	10	3	4	3	3
Underutilized (Y = Yes)			Y			
Number Underutilized			1			
Actual Utilization Percent	50.0%	55.6%	16.7%	22.2%	16.7%	16.7%
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)

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	5	0	2	2	0
Underutilized (Y = Yes)		Y	Y		Y	Y
Number Underutilized		3	4		1	2
Actual Utilization Percent	43.8%	31.3%	0.0%	12.5%	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 JOB GROUP (ITALIAN AMERICAN PLAN)

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Appendix E-3 presents utilization and underutilization, of faculty members in protected groups by faculty job group. A group is displayed 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 represent specific placement goals as prescribed for federal Affirmative Action Plans. Note that the official underutilization measures are those calculated for the academic discipline, which may comprise more than one department.

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

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

Job Group Faculty-Professorial
Total Faculty: 229

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Faculty	122	65	21	28	14	31
Underutilized (Y = Yes)			Y			
Number Underutilized			11			
Actual Utilization Percent	53.3%	28.4%	9.2%	12.2%	6.1%	13.5%
Labor Market Avail. Percent	42.5%	24.9%	14.0%	4.2%	4.8%	5.3%

Job Group Faculty-Librarian
Total Faculty: 12

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Faculty	8	4	1	0	3	1
Underutilized (Y = Yes)				Y		
Number Underutilized				1		
Actual Utilization Percent	66.7%	33.3%	8.3%	0.0%	25.0%	8.3%
Labor Market Avail. Percent	82.8%	13.6%	4.0%	4.4%	3.8%	5.7%

Job Group Faculty-Lecturer
Total Faculty: 89

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Faculty	49	27	6	13	8	8
Underutilized (Y = Yes)			Y			
Number Underutilized			7			
Actual Utilization Percent	55.1%	30.3%	6.7%	14.6%	9.0%	9.0%
Labor Market Avail. Percent	52.4%	31.3%	14.1%	7.7%	7.6%	10.9%

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

Job Group **Faculty-Developmental**
Total Faculty: 12

	Utilization Report					
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**	**Italian American**
Number of Faculty	5	3	1	0	1	1
Underutilized (Y = Yes)	Y		Y	Y		Y
Number Underutilized	3		0	1		1
Actual Utilization Percent	41.7%	25.0%	8.3%	0.0%	8.3%	8.3%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%	13.0%

APPENDIX F-1 - SUMMARY OF PERSONNEL ACTIVITY

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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-1-SUMMARY OF PERSONNEL ACTIVITY

Campus Summary - All Groups

	Hires/Separations			Employee Status Changes			
	Net Hires/ Seprations	Employees Hired into Category from Outside CUNY or Other College	Employees Separated (Left College or Left CUNY)	Total Status Changes	Employees Advancing (Higher Title or Higher Group)	Employees Regressing (Lower Title or Lower Job Group)	Other Change in Title or Group
Total	10	78	68	69	57	12	-
Male	-	32	32	26	22	4	-
Female	10	46	36	42	34	8	-
Other/Unknown	-	-	-	-	-	-	-
Total Min	20	45	25	33	31	2	-
Asian	3	4	1	6	6	-	-
Black	10	26	16	12	10	2	-
Hispanic	7	14	7	13	13	-	-
Other Minority	-	1	1	2	2	-	-
Italian-American	-	6	6	12	10	2	-
White (Not Ital)	(10)	27	37	24	16	8	-
All White	(10)	33	43	36	26	10	-
Unknown	-	-	-	-	-	-	-
Veterans	-	2	2	-	-	-	-
Individuals w/Disabilities	-	-	-	2	2	-	-

APP F1-2

APPENDIX F-2 - TENURE ACTIONS BY DEPARTMENT, JOB GROUP AND TITLE (ITALIAN AMER. PLAN)

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, 2018 (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 DEPARTMENT, JOB GROUP AND TITLE (ITALIAN AMER. PLAN)

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

APPENDIX F-2 - TENURE ACTIONS BY DEPARTMENT, JOB GROUP AND TITLE (ITALIAN AMER. PLAN)

Non-Clinical Nursing

Assc Professor	Gained Tenure	Tenured	Female	White
Asst Professor	Gained Tenure	Tenured	Male	Hispanic/Latino
Asst Professor	Gained Tenure	Tenured	Female	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	Black/African Am.
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	White

Tourism & Hospitality

Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Female	Black/African Am.
Sr College Lab Tech	Gained Tenure	Tenured	Male	White

Summary for the College

Total Staff:		Ttl Minority	Asian	Black/AfAm	Hispanic	Ital Amer	White Not Ital	Oth/Unk
19	**Female**	5	3	2	0	1	13	0
11	**Male**	3	1	1	1	0	8	0
1	**Oth/Unk**	0	0	0	0	0	0	0
31	**Total**	8	4	3	1	1	22	0

APPENDIX G - SUMMARY OF RECRUITING ACTIVITIES

Kingsborough CC

This appendix provides detail on searches performed by job group, ethnicity, and gender. Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer during the previous plan year (June 1, 2018 through May 31, 2019).

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Administration 1 (Executive)

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	132	132		8		2		2	
Male	43	43	33%	1	13%	-	0%	-	0%
Female	79	79	60%	7	88%	2	100%	2	100%
Other	10	10	8%	-	0%	-	0%	-	0%
Total Min	78	78	59%	6	75%	2	100%	2	100%
Asian	10	10	8%	1	13%	1	50%	1	50%
Black	43	43	33%	4	50%	1	50%	1	50%
Hispanic/Latino	20	20	15%	1	13%	-	0%	-	0%
Two or More	4	4	3%	-	0%	-	0%	-	0%
Italian American	*7*	*7*	*5%*	*1*	*13%*	-	*0%*	-	*0%*
White (Not Ital)	*42*	*42*	*32%*	*1*	*13%*	-	*0%*	-	*0%*
All White	49	49	37%	2	25%	-	0%	-	0%
								-	
Unknown	5	5	4%	-	0%	-	0%	-	0%

Veterans	1	1	1%	-	0%	-	0%	-	0%
Indiv. w Disabilities	7	7	5%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Administration 2 (Managers)

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	467	467		8		5		5	
Male	135	135	29%	1	13%	1	20%	1	20%
Female	273	273	58%	7	88%	4	80%	4	80%
Other	56	56	12%	-	0%	-	0%	-	0%
Total Min	330	330	71%	5	63%	3	60%	3	60%
Asian	42	42	9%	-	0%	-	0%	-	0%
Black	192	192	41%	4	50%	3	60%	3	60%
Hispanic/Latino	86	86	18%	1	13%	-	0%	-	0%
Two or More	10	10	2%	-	0%	-	0%	-	0%
Italian American	*19*	*19*	*4%*	*1*	*13%*	*1*	*20%*	*1*	*20%*
White (Not Ital)	*91*	*91*	*19%*	*2*	*25%*	*1*	*20%*	*1*	*20%*
All White	110	110	24%	3	38%	2	40%	2	40%
								-	
Unknown	27	27	6%	-	0%	-	0%	-	0%

Veterans	7	7	1%	-	0%	-	0%	-	0%
Indiv. w Disabilities	27	27	6%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Administration 3 (Professional)

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	3,057	3,057		84		17		17	
Male	861	861	28%	32	38%	5	29%	5	29%
Female	1,933	1,933	63%	43	51%	11	65%	11	65%
Other	257	257	8%	7	8%	1	6%	1	6%
Total Min	2,074	2,074	68%	60	71%	10	59%	10	59%
Asian	369	369	12%	6	7%	2	12%	2	12%
Black	1,053	1,053	34%	32	38%	5	29%	5	29%
Hispanic/Latino	551	551	18%	22	26%	3	18%	3	18%
Two or More	89	89	3%	-	0%	-	0%	-	0%
Italian American	*119*	*119*	*4%*	*4*	*5%*	*1*	*6%*	*1*	*6%*
White (Not Ital)	*706*	*706*	*23%*	*17*	*20%*	*6*	*35%*	*6*	*35%*
All White	825	825	27%	21	25%	7	41%	7	41%
								-	
Unknown	158	158	5%	3	4%	-	0%	-	0%

Veterans	22	22	1%	-	0%	-	0%	-	0%
Indiv. w Disabilities	86	86	3%	2	2%	1	6%	1	6%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Campus Peace Officer-Sergeant

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	35	35		5		-		-	
Male	21	21	60%	4	80%	-	0%	-	0%
Female	7	7	20%	1	20%	-	0%	-	0%
Other	7	7	20%	-	0%	-	0%	-	0%
Total Min	27	27	77%	4	80%	-	0%	-	0%
Asian	1	1	3%	-	0%	-	0%	-	0%
Black	13	13	37%	3	60%	-	0%	-	0%
Hispanic/Latino	10	10	29%	1	20%	-	0%	-	0%
Two or More	2	2	6%	-	0%	-	0%	-	0%
Italian American	-	-	*0%*	-	*0%*	-	*0%*	-	*0%*
White (Not Ital)	*6*	*6*	*17%*	*1*	*20%*	-	*0%*	-	*0%*
All White	6	6	17%	1	20%	-	0%	-	0%
								-	
Unknown	2	2	6%	-	0%	-	0%	-	0%

Veterans	5	5	14%	-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Custodial

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	438	438		20		6		6	
Male	286	286	65%	16	80%	5	83%	5	83%
Female	71	71	16%	3	15%	1	17%	1	17%
Other	80	80	18%	1	5%	-	0%	-	0%
Total Min	364	364	83%	18	90%	5	83%	5	83%
Asian	14	14	3%	1	5%	-	0%	-	0%
Black	226	226	52%	12	60%	3	50%	3	50%
Hispanic/Latino	111	111	25%	5	25%	2	33%	2	33%
Two or More	12	12	3%	-	0%	-	0%	-	0%
Italian American	*7*	*7*	*2%*	-	*0%*	-	*0%*	-	*0%*
White (Not Ital)	*41*	*41*	*9%*	*1*	*5%*	*1*	*17%*	*1*	*17%*
All White	48	48	11%	1	5%	1	17%	1	17%
								-	
Unknown	26	26	6%	1	5%	-	0%	-	0%

Veterans	7	7	2%	1	5%	-	0%	-	0%
Indiv. w Disabilities	21	21	5%	1	5%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Custodial Supervisor

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	142	142		14		3		3	
Male	93	93	65%	10	71%	2	67%	2	67%
Female	23	23	16%	1	7%	-	0%	-	0%
Other	26	26	18%	3	21%	1	33%	1	33%
Total Min	113	113	80%	11	79%	2	67%	2	67%
Asian	8	8	6%	-	0%	-	0%	-	0%
Black	63	63	44%	5	36%	-	0%	-	0%
Hispanic/Latino	39	39	27%	6	43%	2	67%	2	67%
Two or More	1	1	1%	-	0%	-	0%	-	0%
Italian American	*2*	*2*	*1%*	-	*0%*	-	*0%*	-	*0%*
White (Not Ital)	*16*	*16*	*11%*	*1*	*7%*	-	*0%*	-	*0%*
All White	18	18	13%	1	7%	-	0%	-	0%
								-	
Unknown	11	11	8%	2	14%	1	33%	1	33%

Veterans	4	4	3%	-	0%	-	0%	-	0%
Indiv. w Disabilities	6	6	4%	1	7%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Faculty-Lecturer

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	44	44		5		1		1	
Male	11	11	25%	1	20%	-	0%	-	0%
Female	30	30	68%	4	80%	1	100%	1	100%
Other	3	3	7%	-	0%	-	0%	-	0%
Total Min	25	25	57%	3	60%	1	100%	1	100%
Asian	5	5	11%	-	0%	-	0%	-	0%
Black	17	17	39%	3	60%	1	100%	1	100%
Hispanic/Latino	1	1	2%	-	0%	-	0%	-	0%
Two or More	2	2	5%	-	0%	-	0%	-	0%
Italian American	*2*	*2*	*5%*	*1*	*20%*	-	*0%*	-	*0%*
White (Not Ital)	*14*	*14*	*32%*	*1*	*20%*	-	*0%*	-	*0%*
All White	16	16	36%	2	40%	-	0%	-	0%
								-	
Unknown	3	3	7%	-	0%	-	0%	-	0%

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

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Faculty-Professorial

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	305	305		-		-		-	
Male	139	139	46%	-	0%	-	0%	-	0%
Female	103	103	34%	-	0%	-	0%	-	0%
Other	59	59	19%	-	0%	-	0%	-	0%
Total Min	121	121	40%	-	0%	-	0%	-	0%
Asian	43	43	14%	-	0%	-	0%	-	0%
Black	43	43	14%	-	0%	-	0%	-	0%
Hispanic/Latino	26	26	9%	-	0%	-	0%	-	0%
Two or More	9	9	3%	-	0%	-	0%	-	0%
Italian American	*17*	*17*	*6%*	-	*0%*	-	*0%*	-	*0%*
White (Not Ital)	*139*	*139*	*46%*	-	*0%*	-	*0%*	-	*0%*
All White	156	156	51%	-	0%	-	0%	-	0%
								-	
Unknown	28	28	9%	-	0%	-	0%	-	0%

Veterans	7	7	2%	-	0%	-	0%	-	0%
Indiv. w Disabilities	9	9	3%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Facility Manager

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	27	27		1		1		1	
Male	22	22	81%	-	0%	-	0%	-	0%
Female	3	3	11%	-	0%	-	0%	-	0%
Other	2	2	7%	1	100%	1	100%	1	100%
Total Min	11	11	41%	1	100%	1	100%	1	100%
Asian	2	2	7%	-	0%	-	0%	-	0%
Black	7	7	26%	1	100%	1	100%	1	100%
Hispanic/Latino	1	1	4%	-	0%	-	0%	-	0%
Two or More	1	1	4%	-	0%	-	0%	-	0%
Italian American	*4*	*4*	*15%*	-	*0%*	-	*0%*	-	*0%*
White (Not Ital)	*11*	*11*	*41%*	-	*0%*	-	*0%*	-	*0%*
All White	15	15	56%	-	0%	-	0%	-	0%
								-	
Unknown	1	1	4%	-	0%	-	0%	-	0%

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

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

IT Computer Professional

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	600	600		17		3		3	
Male	406	406	68%	10	59%	3	100%	3	100%
Female	98	98	16%	4	24%	-	0%	-	0%
Other	92	92	15%	3	18%	-	0%	-	0%
Total Min	477	477	80%	15	88%	3	100%	3	100%
Asian	152	152	25%	3	18%	-	0%	-	0%
Black	179	179	30%	5	29%	1	33%	1	33%
Hispanic/Latino	128	128	21%	6	35%	2	67%	2	67%
Two or More	16	16	3%	1	6%	-	0%	-	0%
Italian American	*8*	*8*	*1%*	*1*	*6%*	-	*0%*	-	*0%*
White (Not Ital)	*100*	*100*	*17%*	*1*	*6%*	-	*0%*	-	*0%*
All White	108	108	18%	2	12%	-	0%	-	0%
								-	
Unknown	15	15	3%	-	0%	-	0%	-	0%

Veterans	13	13	2%	-	0%	-	0%	-	0%
Indiv. w Disabilities	27	27	5%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

IT Support Technician

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	189	189		1		1		1	
Male	138	138	73%	1	100%	1	100%	1	100%
Female	31	31	16%	-	0%	-	0%	-	0%
Other	19	19	10%	-	0%	-	0%	-	0%
Total Min	159	159	84%	-	0%	-	0%	-	0%
Asian	51	51	27%	-	0%	-	0%	-	0%
Black	56	56	30%	-	0%	-	0%	-	0%
Hispanic/Latino	46	46	24%	-	0%	-	0%	-	0%
Two or More	5	5	3%	-	0%	-	0%	-	0%
Italian American	*2*	*2*	*1%*	-	*0%*	-	*0%*	-	*0%*
White (Not Ital)	*21*	*21*	*11%*	*1*	*100%*	*1*	*100%*	*1*	*100%*
All White	23	23	12%	1	100%	1	100%	1	100%
								-	
Unknown	7	7	4%	-	0%	-	0%	-	0%

Veterans	6	6	3%	-	0%	-	0%	-	0%
Indiv. w Disabilities	10	10	5%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Skilled Trades

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	115	115		11		2		2	
Male	82	82	71%	8	73%	2	100%	2	100%
Female	7	7	6%	-	0%	-	0%	-	0%
Other	26	26	23%	3	27%	-	0%	-	0%
Total Min	74	74	64%	5	45%	-	0%	-	0%
Asian	6	6	5%	-	0%	-	0%	-	0%
Black	31	31	27%	1	9%	-	0%	-	0%
Hispanic/Latino	36	36	31%	4	36%	-	0%	-	0%
Two or More	1	1	1%	-	0%	-	0%	-	0%
Italian American	*1*	*1*	*1%*	-	*0%*	-	*0%*	-	*0%*
White (Not Ital)	*32*	*32*	*28%*	*6*	*55%*	*2*	*100%*	*2*	*100%*
All White	33	33	29%	6	55%	2	100%	2	100%
								-	
Unknown	8	8	7%	-	0%	-	0%	-	0%

Veterans	4	4	3%	-	0%	-	0%	-	0%
Indiv. w Disabilities	3	3	3%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Print Shop

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	71	71		6		-		-	
Male	30	30	42%	2	33%	-	0%	-	0%
Female	20	20	28%	4	67%	-	0%	-	0%
Other	21	21	30%	-	0%	-	0%	-	0%
Total Min	57	57	80%	4	67%	-	0%	-	0%
Asian	21	21	30%	1	17%	-	0%	-	0%
Black	17	17	24%	1	17%	-	0%	-	0%
Hispanic/Latino	18	18	25%	2	33%	-	0%	-	0%
Two or More	1	1	1%	-	0%	-	0%	-	0%
Italian American	-	-	*0%*	-	*0%*	-	*0%*	-	*0%*
White (Not Ital)	*11*	*11*	*15%*	*2*	*33%*	-	*0%*	-	*0%*
All White	11	11	15%	2	33%	-	0%	-	0%
								-	
Unknown	3	3	4%	-	0%	-	0%	-	0%

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